

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue  
Carmel, New York 10512  
Phone (845) 808-1020 • Fax (845) 808-1933  
putcoleg@putnamcountyny.gov

Daniel G. Birmingham *Chairman*  
William Gouldman *Deputy Chair*  
Diane Trabulsy *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Jake D'Angelo	Dist. 5
Thomas Regan Jr.	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

REGULAR MEETING  
OF THE  
PUTNAM COUNTY LEGISLATURE  
TO BE HELD IN THE  
HISTORIC COURTHOUSE  
CARMEL, NEW YORK 10512

Tuesday June 2, 2026 7:00 P.M.  
(Budget & Finance Committee Mtg. to immediately follow)

1. Pledge of Allegiance
2. Legislative Prayer
3. Roll Call

PROCLAMATIONS

June 15, 2026 as World Elder Abuse Awareness Day

4. Correspondence
  - a) County Auditor
5. Pre-filed resolutions:

**RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE**  
(Chairwoman Sayegh, Legislators Birmingham & Gouldman)

- 5a. Approval – Amending County Policy on Non –PuMA Management/Confidential Active Employee and Current Retiree Health Insurance
- 5b. Approval – Confirmation – Appointment – Putnam County Board of Ethics – K. Doherty

- 5c. Approval – Confirmation – Appointment – Putnam County Board of Ethics – K. Schramek

**PERSONNEL COMMITTEE**  
(Chairwoman Addonizio, Legislators Russo & Sayegh)

- 5d. Approval – Budgetary Amendment (26A043) – Commissioner of Finance – Vacancy Control Factor for 2026

**HEALTH, SOCIAL, EDUCATIONAL, & ENVIRONMENTAL COMMITTEE**  
(Chairwoman Montgomery, Legislators Addonizio & Russo)

- 5e. Approval – Commissioner DSS, Mental Health & Youth Bureau – NYS Governor’s Traffic Safety Committee – Highway Safety Grant (No Match)
- 5f. Approval – Budgetary Amendment (26A033) – Office for Senior Resource Vehicle Accident Claim – Insurance Recovery
- 5g. Approval – Budgetary Amendment (26A039) – Commissioner DSS, Mental Health & Youth Bureau – Record the 2026 – 2027 New York State Rental Supplemental Program Award
- 5h. Approval – Budgetary Amendment (26A041) – Commissioner DSS, Mental Health & Youth Bureau – Adjust Mental Health State Aid Levels
- 5i. Approval – Budgetary Amendment (26A042) – Commissioner DSS, Mental Health & Youth Bureau – Adjust Mental Health State Aid Levels

**PROTECTIVE SERVICES COMMITTEE**  
(Chairman Regan, Legislators Addonizio & Montgomery)

- 5j. Approval – Budgetary Amendment (26A022) – Commissioner of Finance – Record Remaining Expenditures and Revenues Related to Co-Response Team Grant
- 5k. Approval – Budgetary Amendment (26A030) – Sheriff – Grant Funds Relating to the Special Victim’s Unit Facility
- 5l. Approval – Budgetary Amendment (26A032) – Sheriff Department Vehicles Accident Claim – Insurance Recovery
- 5m. Approval – Budgetary Amendment (26A036) – Sheriff – Record Remaining Expenditure & Revenues Related to the Byrne State Crisis Intervention Program

- 5n. Approval – Budgetary Amendment (26A037) – Bureau of Emergency Services – 2024 Statewide Interoperable Communications Grant Program (2024 SICG – Formula)**
- 5o. Approval – Budgetary Amendment (26A038) – Bureau of Emergency Services – NYS Homeland Security and Emergency Services – Combined FY2024, 2025 & 2026 Emergency Services IP Network (ESInet) Readiness Grant 2024 Award**
- 5p. Approval – Budgetary Transfer (26T110) – Bureau of Emergency Services – Develop a Continuity of Operations Plan (COOP) – Meridian Strategic Services**

**PHYSICAL SERVICES COMMITTEE**  
(Chairman Gouldman, Legislators Regan & Sayegh)

- 5q. Approval – Budgetary Amendment 26A031 – DPW – Repair Damage from Accident**
- 5r. Approval – Budgetary Amendment 26A035 – DPW – Fund Snow and Ice Deficit Accounts**
- 5s. Approval – Budgetary Amendment 26A044 – Emergency Services – Insurance Recoveries – Putnam County Golf Course Maintenance Facility Fire**
- 5t. Approval – Budgetary Amendment 26A045 – DPW – Capital Project – Fund Jail HVAC Improvements**
- 5u. Approval – DPW – Use of Capital Facility Reserve – Amend 22CP01 (Flooring Repair and Replacement Program)**
- 5v. Approval – DPW – Use of Capital Facility Reserve – (23CP17) (Countywide Furniture & Furnishings)**
- 5w. Approval – Budgetary Transfer (26T124) – DPW – Fund CP Projects: 22CP01 and 23CP17**
- 5x. Approval – Renaming Putnam County Sheriff’s Department substation at 276 Main Street, Nelsonville “The Kevin J. McConville Nelsonville Substation” – Honoring the Late Sheriff Kevin J. McConville’s Service to Putnam County**
- 5y. Ratification of Application for Grant Funds Available through the New York Places for Learning, Activity, And Youth Socialization (NY Plays) Initiative (County Veterans Memorial Park Retrofit Project)**

**5z. Approval – Sale of County Property Pursuant to Chapter 31 of the Putnam County Code – 34 Gleneida Ave, Town of Carmel**

**AUDIT & ADMINISTRATION COMMITTEE  
(Chairwoman Crowley, Legislators Regan & Russo)**

**5aa. Approval – Fixed Asset Financial Statement Reporting and Tracking**

**5bb. Approval – Correction of Taxes –Town of Carmel Tax Map #55. –2 –24.6**

**5cc. Approval – Correction of Taxes –Town of Putnam Valley Tax Map #999. –99 –154. –1**

**5dd. Approval –Correction of Taxes –Town of Putnam Valley Tax Map #999. –99 –154. –3**

**5ee. Approval – Correction of Taxes –Town of Putnam Valley Tax Map #999. –99 –154. –4**

**5ff. Approval – Rescind Resolution #84 of 2026 – Motor Fuel Sales Tax Adjustment**

**5gg. Approval – Motor Fuel Sales Tax Adjustment**

**6. Other Business**

**6a. Approval – Amend Resolution #81 of 2026 – Support for Home Rule Legislation Authorizing the County of Putnam to Alienate Certain Lands used as Parklands**

**6b. Approval – Piloting a Variation in the Budegting Process for the Putnam County Sheriff’s Office FY27 Annual Budget**

**6c. Executive Session – Potential Litigation Matter**

**7. Recognition of Public on Agenda Items**

**8. Recognition of Legislators**

**9. Adjournment**

# Proclamation

## June 15, 2026 as World Elder Abuse Awareness Day

**WHEREAS**, Older adults deserve to be treated with respect and dignity to enable them to serve as leaders, mentors, volunteers and vital participating members of our communities; and

**WHEREAS**, in 2006, the International Network for the Prevention of Elder Abuse, in support of the United Nations International Plan of Action, proclaimed a day to recognize the significance of elder abuse as a public health and human rights issue; and

**WHEREAS**, The National Center on Elder Abuse and the County of Putnam recognize the importance of taking action to raise awareness, prevent and address elder abuse, and its recognition will promote a better understanding of abuse and neglect of older adults by:

- Understanding that ageism and social isolation are major causes of elder abuse.
- Ensuring that proper social structures exist so people can retain community and societal connections, reducing the likelihood of abuse.
- Preventing abuse of older adults through maintaining and improving social supports, like senior centers, human services, and transportation, allowing older adults to continue to live as independently as possible and contribute to the life and vibrancy of our community.
- Engaging and empowering movement to put an end to abuse; now therefore be it

**RESOLVED**, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim June 15, 2026, as World Elder Abuse Awareness Day. We encourage everyone to recognize and celebrate older adults and their ongoing contributions to the success and vitality of our community.

---

Kevin Byrne, Putnam County Executive

---

Daniel G. Birmingham, Chair, Putnam County Legislature

**Michele Alfano- Sharkey**  
*County Auditor*

**Francine Romeo**  
*Deputy County Auditor*



**COUNTY AUDITOR**

Full  
6:2:26

#4a

**County Office Building**  
**40 Gleneida Avenue**  
**Carmel, New York 10512**  
**Main (845)808-1040**  
**Fax (845)808-1900**

**TO:** Putnam County Legislature

**FROM:** Michele Alfano-Sharkey  
County Auditor MAJ

**DATE:** May 21, 2026

**RE:** Refund of Taxes

This is the report for May 21, 2026 provided by Real  
Property Tax Law- Section 554 and 556.

**REFUND OF TAXES REPORT  
REQUIRED BY  
REAL PROPERTY TAX LAW**

	<b>CORRECTION AMOUNT</b>	<b>SCHOOL DISTRICT</b>	<b>REFUND AMOUNT</b>	<b>FISCAL IMPACT</b>	<b>LOCATION</b>
Toll Northeast Building Inc.	\$2,889.00	Carmel		\$0.00	TM # 55.-2-24.6
Cablevision Sytems Corp. C/O Armanino Advisory LLC	\$4,522.38	Putnam Valley		\$0.00	TM # 999.-99-154.-1
Cablevision Sytems Corp. C/O Armanino Advisory LLC	\$1,899.74	Putnam Valley		\$0.00	TM # 999.-99-154.-2
Cablevision Sytems Corp. C/O Armanino Advisory LLC	\$3,227.65	Putnam Valley		\$0.00	TM # 999.-99-154.-3
Cablevision Sytems Corp. C/O Armanino Advisory LLC	\$6,152.44	Putnam Valley		\$0.00	TM # 999.-99-154.-4
Cablevision Sytems Corp. C/O Armanino Advisory LLC	\$1,133.71	Putnam Valley		\$0.00	TM # 999.-99-154.-5
Cablevision Sytems Corp. C/O Armanino Advisory LLC	\$883.17	Putnam Valley		\$0.00	TM # 999.-99-154.-6



with pension benefits and existing employees and retiree health insurance benefits can no longer be sustained, especially in light of the State imposed tax cap.

The Legislature hereby finds and determines that it is now necessary to establish a uniform policy with respect to post-retirement health insurance benefits for those persons who have previously retired from County service, as well as for those currently employed by the County of Putnam, as well as for contributions from existing employees toward the cost of providing health insurance.

#### **B. Definitions:**

**"Allowable Service Time"** That amount of time an employee has been employed by the State of New York or any of its political subdivisions (excluding the County), or school districts, or that amount of time such employee has accrued as a full time active member of the United States Armed Forces, or any combination thereof.

**County Service Time:** The amount of time an employee has been employed by the government of Putnam County, New York.

**"Eligible Employee"** Any person who has a) accrued at least twenty-five (25) years of County Service Time; OR b) accrued a combination of County Service Time and Allowable Service Time totaling twenty-five (25) years; however, under this calculation, allowable service time cannot be more than 12 years OR who meets the requirements of Sections (D)(2) (a), (b), (c), or (d) of this Resolution.

**"Initially Hired":** That point in time when a person first entered into the employ of the County of Putnam.

**"Post-Retirement Health Insurance Benefit":** That percentage of health insurance premium which the County shall subsidize, as the Legislature shall from time to time determine by resolution, for the post-retirement health insurance of an Eligible Employee.

**"Retiree":** Any Individual who has retired from County of Putnam service, and who receives health insurance benefits through the County of Putnam as of the effective date of this Resolution, except as provided for in Section (D)(1)(d) below.

**"Surviving Spouse of a Retiree":** Any individual who was covered for health insurance benefits as a dependent of a Retiree who is now deceased.

#### **C. Management Health Insurance**

##### **1. Employees Hired Prior to April 11, 2006.**

Any employee of the County classified in the Management/Confidential category and employed by the County as of midnight on April 10, 2006, and who elected to participate in the County employee health insurance program shall pay a portion of the premium cost of such health insurance coverage pursuant to the following schedule:

**Years of County Employment Amount of Premium Payable  
by Employee**

9+ 10%  
5-8 15%  
0-4 25%

b . Any person hired as a Management/Confidential employee by the County effective April 11, 2006, and who elects to participate in the County employee health insurance program shall pay 25% of the premium cost; which sum shall not be diminished during such employee's term of employment, except as provided for in the following section. Any employee hired after the effective date of this Resolution shall work minimum of thirty (30) hours per week on an annual basis to be eligible for the County employee health insurance program Employees promoted from non-Management-Confidential classification to Management-Confidential classification subsequent to the effective date of this Resolution, who elect to participate in the County employee health insurance program and who work a minimum of thirty (30) hours per week on an annual basis, shall pay a portion of the premium cost of such health insurance coverage pursuant to the schedule outlined in subsection (a) above, based upon their years of service.

**D. Retiree Health Insurance Benefits**

**1. General Policy.**

a . All current Retirees shall be provided a retirement health insurance benefit in accordance with the following contribution schedule:

Annual Amount of Pension Benefit	Amount of Premium Payable by Retiree
\$65,000 & higher	30%
\$40,000 - \$64,999	25%
\$30,000 - \$39,999	18%
\$20,000 - \$29,999	13%
\$10,000 - \$19,999	10%
\$-0-- \$9,999	8%

**2. Specific Provisions and Exceptions.**

a. Any individual hired prior to April 1, 1975 shall be entitled to health insurance benefits upon retirement in accordance with this Resolution so long as he or she was an Employee of the County of Putnam at the time of retirement and had a minimum of five (5) years of Allowable Service and/or County Service Time

b. Any individual hired after April 1, 1975 but before January 1 , 1982 shall be entitled to health insurance benefits upon retirement in accordance with this Resolution so long as he or she was an Employee of the County of Putnam at the time of retirement and had a minimum of ten (10) years of and/or County Service Time Allowable Service

c. Any individual hired after January 1, 1982 but before January 1, 2005 shall be entitled to health insurance benefits upon retirement in accordance with this Resolution so long as he or she was an Employee of the County of Putnam at the time of retirement and had a minimum of fifteen (15) years of Allowable Service and/or County Service Time.

d. Any individual hired on January 1, 2005 or thereafter shall be entitled to health insurance benefits upon retirement in accordance with this Resolution so long as he or she was an Employee of the County of Putnam at the time of retirement and had a minimum of twenty-five (25) years of Allowable Service and/or County Service Time.

e. Any Post-Retirement Health Insurance Benefits granted herein shall not be construed to be an entitlement. Such benefits may be altered or eliminated as the Legislature may from time to time determine by resolution, and may include differential rates based on the date of hire, age at date of retirement and/or length of service.

f. With respect to any persons having already retired from County employment, post-Retirement Health Insurance Benefits cannot be the subject of collective bargaining between the County and any collective bargaining unit, as said Retirees are not to be represented by said bargaining units.

g. Dual Family Coverage shall not be permissible under this Policy. Proof that not secondary or additional coverage is applicable may be sought by the County and shall be required to be provided by any Retiree or Retiree Surviving Spouse.

h. The provisions of this Section shall be applicable to any Retiree, with the exception of a Retiree who had been a member of the Putnam County PBA as an Active Employee for the period covered by the Award referenced below and thereafter. The Post-Retirement Health Insurance Benefits for such Retirees shall continue to be governed by the "Final and Binding Opinion and Award of the Tripartite Arbitration Panel" of the New York State Public Employment Relations Board, dated February 15, 2007, or applicable Collective Bargaining Agreement between the County of Putnam and the Putnam County PBA .

i. The provisions of this Section shall also not apply to anyone who has been or will be appointed by the Sheriff of Putnam County to the title of Lieutenant or Captain of the following Law Enforcement Divisions:

- (1) Civil Division;
- (2) Road Patrol Division;
- (3) Communications Division; and
- (4) Bureau of Criminal Investigation Division.

#### **E. Retiree Requirements:**

##### **1. General Provisions:**

a. Any Employee who files for retirement subsequent to the adoption of this Resolution and who is otherwise eligible for health insurance benefits in retirement shall provide the County of Putnam with a copy of the letter from the New York State and Local Retirement System which outlines the completed calculations and the final retirement allowance for said newly retired Employee within ten (10) business days of receipt of said letter.

b. All Retirees shall be required to provide the Putnam County Commissioner of Finance with a W-2, 1099 or other proof of income Form by no later than March 1st of each year, so that said Retiree's exact contribution can be calculated.

c. Failure to comply with the provisions of this Section shall result in a calculation of the Retiree's Health Insurance costs at the maximum contribution rate of thirty percent (30%).

**F. Retiree Surviving Spouse:**

**1. General Provisions:**

Ten (10) separate Surviving Spouses of Retirees who became eligible for health insurance coverage prior to January 1, 2005 shall continue to receive coverage at the fixed cost per month as outlined in a schedule maintained by the Commissioner of Finance. The surviving spouse of a Retiree who became eligible for health insurance coverage by the County on or after January 1, 2005, shall continue to be covered under the Retiree's contribution requirement during the month of death of the Retiree and for three (3) months thereafter. The Retiree Surviving Spouse may then elect to continue the health insurance coverage by paying one-half (50%) of the actual cost of the health insurance coverage for the remainder of that calendar year. For the Retiree Surviving Spouse of a Retiree who became eligible for health insurance benefits on or after January 1, 2005, every year the rate paid by the Retiree Surviving Spouse shall be adjustable. Once the County has been notified by the health insurance provider of the cost of the health insurance premium for the upcoming calendar year, whether it be an increase or decrease in the cost of the policy from the previous year, the Retiree Surviving Spouse may continue such coverage by paying one-half (50%) of the premium being charged to Putnam County for that calendar year.

**G. Severability:**

In the event that any provision of this Resolution shall be deemed illegal, invalid or unenforceable by a court of competent jurisdiction or agency of the State of New York, such holding shall not render the remaining provisions of this Resolution invalid or otherwise unenforceable.

**H. Affordable Care Act implications:**

In the event that any provision of this Resolution shall be deemed to be in violation of the Affordable Care Act by a court of competent jurisdiction or agency of the

State of New York of the Federal government, such holding shall not render the remaining provisions of this Resolution invalid or otherwise unenforceable.

I. Exclusive Subject Matter:

II.

Notwithstanding any prior rule, regulation, resolution or procedure heretofore such prior rule, regulation, resolution or procedure with respect to the matters described herein. Post-Retirement Health Insurance Benefits offered herein shall be independent of, and not necessarily related to, any retirement benefits or years of and Local Employees' Retirement System or the New York State and local Police and Fire Retirement System.

J. Personnel Department Distribution:

The Director of Personnel is hereby authorized and directed to distribute a copy of this Resolution to all current County employees, Retirees and all persons entering the employment of the County of Putnam subsequent to the adoption hereof.

K . Effective Date:

This resolution shall take effect immediately.







PUTNAM COUNTY EXECUTIVE  
KEVIN M. BYRNE

April 16, 2026

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

Dear Ms. Trabulsy,

The Putnam County Board of Ethics has proven to be an important body within County government, often a thankless role, but an essential one, nonetheless. The composition of the five-member Board of Ethics has significantly changed. We have lost a valued member of our community, Hon. John Sweeney, who will not be forgotten, and we are also losing two dedicated members for personal reasons, Mr. Roderick Cassidy and Mr. Joseph DeMarzo.

It is critical that we continue the work of the Ethics Board and fill its vacancies to ensure its ongoing effectiveness.

With the recent loss of Hon. John Sweeney and the resignations of Mr. Cassidy and Mr. DeMarzo due work and family obligations, only Barbara Scuccimarra and Paul Eldridge remain as active members of the Board. We are required to appoint 3 members to keep the five-member board intact.

Accordingly, it is my privilege to appoint Ms. Katherine Doherty, Ms. Kiersten M. Schramek, and Mr. John G. Molloy as members to the Putnam County Board of Ethics, in accordance with Chapter 55 of the Putnam County Code, and subject to confirmation by a simple majority of the Legislature.

The selection of these three distinguished Putnam County residents is the result of a public outreach effort by my office for qualified candidates and follows a thorough vetting and interview process conducted by members of my staff.

Listed below are the corresponding Board of Ethics vacancy positions matched with the dates for their respective terms of office based on the last time each position was confirmed by the Legislature:

cc: All

Rules  
5.12.26

#5b

E

#5c

2026 APR 16 PM 3:45  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

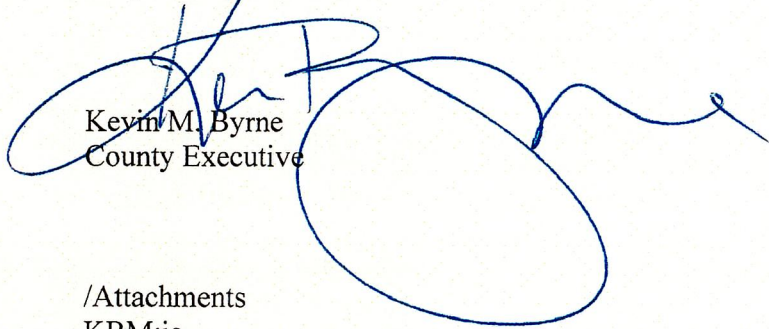
Ms. Katherine Doherty  
Term to expire December 31, 2027

Ms. Kiersten M.Schramek  
Term to expire December 31, 2028

Mr. John G. Molloy  
Term to expire December 31, 2028

I respectfully request that the Personnel Committee place the appointment of each candidate on the agenda for their April 23, 2026 meeting, with the intention that the members be confirmed during the full legislative meeting scheduled for May 5, 2026. Attached please find the candidates' resumes for your review.

Respectfully submitted,



Kevin M. Byrne  
County Executive

/Attachments  
KBM:ja



<b>10711000.58008</b>	<b>Health Insurance</b>	<b>5,289</b>
<b>10802000.51000</b>	<b>Personnel Services</b>	<b>18,901</b>
<b>10802000.58002</b>	<b>FICA</b>	<b>1,446</b>
<b>10802000.58008</b>	<b>Health Insurance</b>	<b>12,024</b>

**Decrease Estimated Revenue:**

<b>10131000.427705</b>	<b>Vacancy Control Factor</b>	<b>391,209</b>
------------------------	-------------------------------	----------------

**2026 - Fiscal Impact - \$0**

**2027 - Fiscal Impact - \$0**



KEVIN BYRNE  
County Executive

SARA SERVADIO  
Commissioner

NICOLLE MCGUIRE  
Deputy Commissioner SS & YB




Non-matching Reso  
May → Health  
June → Full #5e

DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

March 27, 2026

TO: Diane Trabulsy, Legislative Clerk

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

SUBJECT: NYS Governor's Traffic Safety Committee – Highway Safety Grant

The Putnam County Youth Bureau seeks to apply for funding from the New York State Governor's Traffic Safety Committee – Highway Safety Grant for the 2027 federal fiscal year. Funds are used to support our Putnam County Teen and Young Adult Driving Safety Program. This program serves to reduce the number of fatal/personal injuries, speed-related, and impaired crashes amongst young drivers, ages 16 to 20. The highway safety grant from the Governor's Traffic Safety Committee requires no matching funds, and all costs in the approved budget are fully reimbursed. This one-year contract is now up for renewal and upon approval, will go into effect October 1, 2026. Funding will be requested to cover:

- Salaries and Fringe for one full-time Youth Program Specialist
- Printing and Forms
- Office Supplies
- Equipment
- Training, travel and other program related costs

2026 APR -6 PM 4:31  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Thank you for your time and consideration of this request.

cc: Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau  
Janeen Cunningham, Putnam County Youth Bureau Director  
Kristen Wunner, Fiscal Manager of Mental Health, Social Services, and Youth Bureau

**KEVIN BYRNE**  
*County Executive*

**SARA SERVADIO**  
*Commissioner*

**NICOLLE McGUIRE**  
*Deputy Commissioner*



**JANEEN CUNNINGHAM**  
*Executive Director*

**KIMBERLY REALBUTO**  
*Deputy Director*

## **YOUTH BUREAU**

**TO:** Sara Servadio  
Commissioner of Social Services, Mental Health and Youth Bureau

**FROM:** Janeen Cunningham  
Youth Bureau Director *Jnc*

**DATE:** March 26, 2026

**RE:** Reapply for the Highway Safety Grant

The Putnam County Youth Bureau seeks to reapply for the highway safety grant from the Governor's Traffic Safety Committee (GTSC) for the 2027 federal fiscal year. This grant will directly fund the Youth Bureau's highway safety program titled the "Putnam County Teen and Young Adult Driving Safety Program," which serves to reduce the number of fatal/personal injury, speed-related, and impaired crashes amongst young drivers ages 16 to 20. Initiatives contained in this comprehensive project include Youth Court, Peer-led Educational Presentations, SIDNE trainings, community supports, and the Parents As Driving Partners campaign.

The highway safety grant from Governor's Traffic Safety Committee requires no matching funds, and all costs in the approved budget are fully reimbursed. The application is due Wednesday, May 1<sup>st</sup>, 2026. The project year will run from October 1<sup>st</sup>, 2026, to September 30<sup>th</sup>, 2027.

Applying for this grant would mark the sixth time the Youth Bureau has applied, and Putnam County remains the only municipality in New York State whose Youth Bureau has a traffic safety grant. The Putnam County Youth Bureau's aim is to continue to support youth who will soon be driving, young drivers, and young adults while contributing to cohesive initiatives with our county and the Hudson Valley region.

**DONALD B. SMITH COUNTY GOVERNMENT CAMPUS**  
110 Old Route Six ~ Building Three ~ Carmel, New York 10512  
(845) 808-1600 ~ Fax (845) 808-1907

## **Potential Budget for GTSC Highway Safety Grant FFY 2027**

### **Personal Services**

Youth Program Specialist

Salary Amount: \$81,177.00

Fringe Amount: \$38,973.00

Total: \$120,150.00

### **Commodities**

Office Supplies: \$1,500.00

Printing & Forms: \$15,000.00

Total: \$16,500.00

### **Travel: In State**

Local Travel and Conferences/Training Sessions: \$4,000.00

Total: \$4,000.00

### **Equipment**

Roadster Pedal Kart: \$1,250.00

iPad Pro: \$1,250.00

Total: \$2,500.00

### **Other Costs**

Professional Memberships: \$250.00

Youth trainings, seminars, and workshops: \$3,000.00

ProCreate App for iPad: \$25.00

iPad Case/Protective Equipment: \$100.00

Total: \$3,375.00

**Total Other Than Personal Services: \$26,375.00**

**Grand Total: \$146,525.00**



**Department of  
Motor Vehicles**

**KATHY HOCHUL**  
Governor

**MARK J.F. SCHROEDER**  
Commissioner

**MARY TANNER-RICHTER**  
Deputy Commissioner for  
Traffic Safety and Investigations

March 11, 2026

To All Traffic Safety Partners:

Do you have a problem with speeders on your roadways? Worried about vulnerable road users navigating busy streets? Concerned about impaired drivers plaguing your neighborhoods? The Governor's Traffic Safety Committee (GTSC) is inviting passionate New Yorkers like yourself to turn those problems, worries, concerns (or other traffic safety woes) into life-saving action by applying for grant funding through New York's Highway Safety Grant Program. GTSC is pleased to announce the opening of the 2027 traffic safety grant application period. We are looking for both innovative and tried and true initiatives to make our roads safer for all and advance our goal of ending roadway violence and achieving zero roadway deaths and serious physical injuries. From small towns to urban neighborhoods, these grants offer support to community leaders with real solutions to identifiable problems where they are needed most.

New York's Highway Safety Grant Program is data driven. Using statewide data<sup>1</sup>, three program areas stand out with the greatest number of fatalities/serious physical injuries: speeding, impaired driving, and motorcycles. But those are just three out of the eighteen program areas.<sup>2</sup> GTSC recognizes each community is unique, and the program area(s) of greatest concern locally may not mirror the statewide top three. Because of this, applicants are encouraged to use both local data and statewide data to support the initiative(s) for which grant funding is being sought.

Even small ideas can grow into powerful programs. Every informed driver, every protected pedestrian or cyclist, starts with someone willing to step forward. If you have an idea that could prevent crashes, protect vulnerable road users, or strengthen safety in your community, GTSC wants to hear from you. Past projects have included: youth-led safe-driving campaigns, creative and widespread road user safety messaging, and targeted high visibility enforcement initiatives designed to remove dangerous drivers from our roads. All applicants are encouraged to review GTSC's 2025 Annual Report, available on its website, for a sample of the types of grants funded.

**Four important notes:**

1. All grant applications are due by 11:59pm on May 1, 2026.
2. All applicants must implement and attest to having a Gender-Based Violence and the Workplace policy<sup>3</sup>.
3. GTSC and the New York State Police are excited to announce the Empire State Law Enforcement Traffic Safety (ESLETS) Conference will be joining with the NYS Highway Safety Symposium starting with this October's Highway Safety

<sup>1</sup> Statewide traffic safety data is available on the Traffic Safety Statistical Repository (TSSR) at <https://www.itsmr.org/traffic-safety-statistical-repository/>.

<sup>2</sup> For the complete list of traffic safety program areas, visit GTSC's website at: <https://trafficsafetv.ny.gov/safety-topics>.

<sup>3</sup> Or provide a certified statement indicating why they cannot meet this requirement.

Symposium taking place in Lake Placid October 19<sup>th</sup> through October 22<sup>nd</sup>, 2026, so make sure to include additional funding requests in your grant applications to cover the cost of registration and lodging for this Conference.

4. The next New York State Child Passenger Safety Technical Conference will be held at The Oncenter Convention Center in Syracuse, NY on May 24-26, 2027. Child Passenger Safety (CPS) grantees may apply for funding to cover registration fees, mileage/tolls, and meals not provided at the conference.

Application procedures and general application information as well as Not-for-Profit requirements are available on [GTSC's website](#). If you have any questions, we encourage you to contact GTSC at 518-474-5111 and speak with one of our knowledgeable Highway Safety Program Representatives.

Effective traffic safety programs require innovative, data-driven initiatives with collaboration among local, state and federal partners. Your continued dedication to traffic safety is critical to us reaching our goal of ending roadway violence.

As always, stay safe and keep fighting the good fight.

Sincerely,

A handwritten signature in cursive script that reads "Mary Tanner-Richter".

Mary Tanner-Richter

Deputy Commissioner for Traffic Safety and Investigations

New York State Department of Motor Vehicles



BU

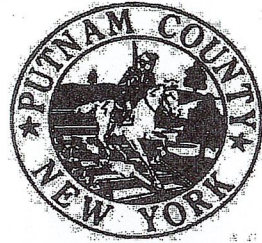
Heal 4r

#5F

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

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

**KATHERINE L. McNEAL**  
*Senior Deputy County Attorney*



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

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

**SARAH E. ENGLISH**  
*Deputy County Attorney*

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

**DEPARTMENT OF LAW**

**TO:** William Carlin, Commissioner of Finance  
**FROM:** Mat C. Bruno, Sr., Manager Risk & Compliance  
**DATE:** March 4, 2026  
**RE:** Vehicle Accident Claim Reimbursement

Enclosed please find Allstate check # 2770182351 in the amount of \$3170.57 representing payment for the 2015 Jeep Compass, involved in the accident listed below.

Accident Number	Date of Accident	Damage	Reimbursement	Ins. Co	Employee Driver
18	10/16/25	\$3522.86	\$3170.57	Allstate	

Thank you.

MCB/da  
Enc.

48 GLENEIDA AVENUE, CARMEL, NEW YORK 10512

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



BU

Health

Full 6-2-26  
#5g

KEVIN BYRNE  
County Executive

SARA SERVADIO  
Commissioner

NICOLLE MCGUIRE  
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

April 23, 2026

TO: William Carlin, Commissioner of Finance

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

SUBJECT: DSS 2026 Budgetary Amendment

Your approval is requested to amend the 2026 DSS budget to include Putnam's **2026-2027 New York State Rental Supplement Program** allocation provided by the Office of Temporary and Disability Assistance (OTDA) for the purpose of providing vital rental assistance to individuals and families, regardless of immigration status, who are experiencing homelessness or are facing an imminent loss of housing.

**Increase Estimated Revenue:**

10120000	SS PROGRAM ADMN OVHD	
436101	ADM SOCIAL SERVICES	\$100,000
10198	NYS RENTAL SUPPLEMENT PROGRAM	
	Total Estimated Revenues	\$100,000

**Increase Appropriations:**


10120000	SS PROGRAM ADMN OVHD	
54647	SUB CONTRACTORS	\$100,000
10198	NYS RENTAL SUPPLEMENT PROGRAM	
	Total Appropriations	\$100,000

Fiscal Impact (26)      - 0 -  
Fiscal Impact (27)      - 0 -

Thank you for your time and consideration of this request.

Attachments:

26-LCM-06 – 2026-2027 New York State Rental Supplement Program Allocations

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



## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	26-LCM-06
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	April 20, 2026
<b>Subject:</b>	2026-2027 New York State Rental Supplement Program Allocations
<b>Contact Person(s):</b>	Temporary Assistance Bureau (518) 474-9344 <a href="mailto:pabureauhousingprograms@otda.ny.gov">pabureauhousingprograms@otda.ny.gov</a>
<b>Attachments:</b>	<u>Attachment A – 2026-2027 Rental Supplement Allocations</u>

### Section 2

#### I. Purpose

The New York State Fiscal Year 2025-2026 Budget appropriates \$100 million to provide rental supplements to individuals and families, both with and without children, who are experiencing homelessness or are facing an imminent loss of housing, regardless of immigration status. The purpose of this Local Commissioners Memorandum (LCM) is to notify Rest of State (ROS) social services districts (districts) of the option to participate in the New York State Rental Supplement Program (RSP) for the 2026-2027 program year. Additionally, this guidance provides the 2026-2027 RSP allocations and general program information. Districts choosing to participate in the RSP must have a Rental Supplement Program Plan on file which details the intended use of their allocation for each program year and includes an adjusted fair market rent (FMR) chart for the new fiscal year.

#### II. Background

The RSP was established to provide vital rental assistance to individuals and families, regardless of immigration status, who are experiencing homelessness or are facing an imminent loss of housing. The RSP is available to individuals and families both with and without children. Districts may choose to retain their allocation and use district mechanisms (e.g., direct administration or transfer of funds to county agencies) to operate this program or may delegate the administration of this program, in full or in part, to another public agency, contractor or non-profit organization.

### III. Program Implications

#### A. Program Activities and Services

OTDA has combined each district's prior RSP plans into one document per district which includes current FMR rates and updated plans were disseminated to districts individually in advance of this LCM. Districts choosing to participate in the 2026-2027 RSP **must** confirm receipt of their updated plan and notify OTDA if there are any changes to their plan, or confirm that there are no changes, **as soon as possible, but no later than 5/4/2026**. It is expected that services will continue for eligible households transitioning into the 2026-2027 program cycle without interruption. OTDA is available to assist districts who would like insight ascertained from districts with programs functioning effectively and/or at full capacity. RSP supplements shall be made available in accordance with district plans, as long as certain minimum eligibility requirements are established as outlined in this LCM.

Supplements provided through the RSP will not be part of the standard of need pursuant to Social Services Law §131-a for individuals or families applying for or in receipt of Public Assistance (PA), and therefore would not be considered by ABEL when computing financial eligibility for PA. When computing a budget for a PA recipient who is receiving an RSP supplement, the shelter cost not covered by the RSP, or any other program, must be entered into the budget unless the supplement covers the entire shelter cost. In addition, RSP supplements shall not be subject to recoupment or repayment unless there is a determination that the application submitted was fraudulent, or otherwise identified as ineligible, and the application should not have been approved.

#### B. Program Eligibility and Program Requirements

While districts have flexibility regarding the development of a local RSP, the governing statute outlines some minimum requirements for participant eligibility as follows:

- Eligible participants are individuals and/or families, both with and without children, who are experiencing homelessness or facing an imminent loss of housing, regardless of immigration status;
- Household income shall be no more than 50% of area median income (AMI) at the time of application based on location and household size, with initial priority given to households who earn no more than 30% of AMI;
- Rental supplement amounts shall be set at 85% of local FMR values with a district option to pay up to 100% of FMR using local funds;
- At least 50% of the supplements shall be allocated for households who are currently in a shelter or experiencing homelessness at the time of application, unless sufficient demand does not exist for such households within the district;
- A household's financial contribution will be limited to 30% of their household's total earned and/or unearned income;
- Supplements are to be provided until a household's total monthly rent is 30% or less than their total monthly income, at which point the housing will be considered affordable for the individual/family and the supplement will end; and
- Receipt of PA is not a requirement for determining eligibility for the RSP.

Additionally, districts must make sure they have policies and procedures in place to:

- Establish that the supplement recipient is the primary tenant (e.g., require a lease or other documentation);
- Establish the rent obligation of the supplement recipient and how contributions from individuals outside the household will be taken into consideration;
- Take reasonable steps to prevent the duplication of benefits;
- Ensure arrears and security deposits are limited and are only utilized for households eligible for ongoing supplement payments;
- Establish a process for handling fraudulent applications, including a procedure for recouping funds, if necessary; and
- Establish a process for reviewing and considering appeals of applications that are denied or vouchers that are reduced or ended.

RSP Plans must provide a comprehensive outline of each district's proposed program and must address, at minimum, the following:

- Specific details regarding how eligibility for a rental supplement will be determined as well as any target populations identified;
- The process for handling modifications (moves, rent increases, changes in household composition, etc.).
- All forms and/or notices, including any new or updated forms and/or notices. If the form/notice that will be used to facilitate the application and determination process has not yet been developed, a description of this form/notice may be provided. When households requesting a supplement do not meet the criteria set forth in the district's plan, the denial/closing letter must support the decision by explaining the criteria and the district's decision that the household does not meet such criteria. An award letter must be provided to both the tenant and landlord and must detail the amount approved to be paid on a monthly basis, months/term included and any applicable tenant protections resulting from receipt of the RSP; and
- An explanation of whether there will be any health and safety standards that must be adhered to prior to paying rental supplements at a specific location.

Eligibility is determined based on a household's current monthly income at the time of application. Applications are to be accepted on a first-come, first-served basis according to the eligibility parameters set forth at the local level. Districts must establish a recertification process, including the length of the local recertification period, but recertifications shall occur at least annually.

While arrears and security deposits can be paid in limited instances, RSP funds are intended to be used for ongoing rent supplement payments and as such, eligibility determinations must be based on the household's need for ongoing rental supplements. Though PA eligibility is not a factor in determining eligibility for the RSP, operators are encouraged to refer RSP applicants for assistance applying for applicable benefit programs, such as PA, Home Energy Assistance Program (HEAP), Supplemental

Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

Notifications regarding eligibility determinations (e.g., approvals, denials, and closings) must be maintained in the case record for a minimum of six years following submission of the final expenditure report.

#### C. Allocations

A total of \$100 million is available annually to support the RSP. While all funding is subject to legislative enactment each year, continued funding support for the RSP is expected. The program year 2026-2027 RSP district allocations are listed in Attachment A and were determined based on each district's relative share of PA households as of March 31, 2022, as well as the distribution of renter households under 30% of the local AMI, based on the US Census Bureau 2015-19 Public Use Microdata Sample. RSP allocations may be adjusted in future award years based on factors including statewide utilization and ongoing local rental supplement needs.

#### D. Reporting Requirements

As part of their participation in the RSP, districts must keep data about each household that participates in the RSP from the point of application throughout participation in the program and must submit RSP reports on a quarterly basis. These quarterly reports are utilized to compile the annual report required by RSP legislation. In addition, on time reporting allows districts and the State to answer questions, many required by the RSP legislation, about how the RSP is being implemented in each district and to inform future programs to support those in need of housing in New York State.

While OTDA is not requiring districts to submit household-level data at this time, OTDA has provided a template with the household-level data elements that are required to complete the RSP reports. Districts may consider utilizing this optional household-level tracker as it is helpful with compilation and completion of the mandatory report.

OTDA provided a reporting instrument to districts who participated in the 2025-2026 RSP, and this instrument is unchanged. 2026-2027 RSP reports are due on or before July 10, 2026 (for the period April 1, 2026, through June 30, 2026); October 10, 2026 (for the period July 1, 2026, through September 30, 2026); January 10, 2027 (for the period October 1, 2026, through December 31, 2026); and April 10, 2027 (for the period January 1, 2027, through March 31, 2027). RSP reports must be submitted quarterly as long as there are still clients receiving a supplement through this program.

Districts and/or program operators, as applicable, are required to provide OTDA or its designees access to the program records during the course of the project. RSP projects will be monitored by OTDA on a regular basis and may include onsite visits as well as regular telephone contact and/or case reviews. The goal of monitoring is to ensure the terms of the RSP are being met in accordance with State legislation. In addition, monitoring enables OTDA to provide technical assistance, where necessary, to assist the district and/or program operator to meet the overall intent of the RSP. It is the

responsibility of the district to monitor any and all subcontracts. Districts must ensure the confidentiality of records concerning project participants.

#### IV. Reimbursement Structure and Allowable Costs

Allocations for the 2026-2027 RSP will be made immediately available to participating districts retroactive to April 1, 2026, to prevent any interruption in supplement payments for eligible households currently enrolled in the 2025-2026 RSP. Release of this LCM constitutes an approval of each district's 2026-2027 allocation and as such RSP payments for eligible supplements should not be suspended year to year. District allocations will be paid as claims are submitted to substantiate payment.

RSP funding is made available for districts to provide vital rental assistance to eligible households and as such, it is expected that a minimum of 85% of the funds will be used toward rental supplements including, in limited instances, rental arrears and security deposits. Districts are reminded that rental arrears and security deposits may be provided in limited instances, as long as the household is eligible and receiving an ongoing, monthly rental supplement in accordance with the guidelines outlined herein. OTDA has set a 15% spending limitation on administrative costs.

Agencies should limit the amount of administrative costs necessary to operate the RSP to maximize both the amount of funds available to pay rental supplements and the number of households enrolled. The use of RSP funds for administrative purposes must be directly related to the provision of rental supplements to eligible individuals and families.

For districts opting to assign all or a portion of their RSP allocation to another public agency, contractor or local nonprofit organization, districts will be held liable for assigned funds not used in a manner consistent with the purpose of the RSP allocation.

Districts are required to submit all claims for reimbursement through the Automated Claiming System (ACS) regardless of whether they elect to operate the program in-house or transfer the administration to another entity. RSP claims must be for expenditures from April 1, 2026, through March 31, 2027, and must be submitted in a timely manner.

#### V. Claiming Instructions

Expenditures for RSP should be claimed through the RF-17 claim package for special project claiming in the Automated Claiming System (ACS) for the month(s) that the expenditures were made. These costs are first identified on the RF-2A claim package as F17 functional costs and reported in the F17 column on the LDSS-923 "Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries" and the LDSS-2347 Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program" (Schedule D). After final accepting the RF-2A, the individual project costs are then reported under the project label **Rental Supplement Program 2627** on the RF-17.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the LDSS-4975A "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs" while overhead costs are automatically brought over from the Schedule D and distributed based upon the proportion of the number of staff assigned to this project.

Employees not working all their time for RSP must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on page 1 of the LDSS-923B "Summary - Administrative Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs".

Program costs are reported as object of expense code 37 (Special Project Program Expense) on page 2 of the LDSS-923B "Summary - Program Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs".

Total project costs are reported on the LDSS-4975 "Monthly Statement of Special Project Claims Federal and State Aid (RF-17)" as 100% state share excluding central services costs which are local share. Actual reimbursement will be based upon each district's allocation.

Claims for the period April 1, 2026, through March 31, 2027, must be final accepted in ACS by July 1, 2027.

For further instructions relating to completing time studies, the LDSS-923, LDSS-923B, and Schedule D, and the RF-17 claim package are found in Chapters 4, 7, and 18, respectively of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available online at: <https://intranet.otda.ny.gov/bfdm/finance/>.

Claiming Contact:

Regions 1-5: Justin Gross at: 518-474-7549 or [otda.sm.Field\\_Ops.I-IV@otda.ny.gov](mailto:otda.sm.Field_Ops.I-IV@otda.ny.gov).

## VI. Necessary Action

Districts who elect to receive this funding must have an updated 2026-2027 RSP Plan. Each district will receive an individualized RSP Plan that has been updated for 2026-2027 in advance of this LCM. Districts are encouraged to submit changes to RSP Plans, or confirm that no changes are required, as soon as possible, but no later than 5/4/2026. Districts opting to participate in RSP for the first time in 2026-2027 must contact OTDA to begin the process of developing a 2026-2027 plan. OTDA staff will provide resources and support as needed. While it is understood that time is needed to develop and implement a new RSP program, it is expected that districts participating in the 2026-2027 RSP will provide rental supplements during the 2026-2027 program year.

In order to expedite the review and approval of RSP Plans for districts who operated during the 2025-2026 program year, OTDA provided each district with a version of their RSP Plan that includes updated FMR charts and previously submitted information. Districts must note any changes to their Plans by highlighting or italicizing the changes on this version of RSP Plan. A complete 2026-2027 RSP Plan package will be sent to participating districts, including the reporting template.

## Issued By:

**Name:** Paula Cook

**Title:** Acting Deputy Commissioner

**Division/Office:** Employment and Income Supports/Office of Temporary and Disability Assistance

## Attachment A

District	2026-2027 Rental Supplement Program Allocation
New York City	\$67,922,380
Albany	\$1,125,750
Allegany	\$120,210
Broome	\$899,827
Cattaraugus	\$282,026
Cayuga	\$268,767
Chautauqua	\$645,332
Chemung	\$290,178
Chenango	\$139,789
Clinton	\$240,580
Columbia	\$129,741
Cortland	\$141,026
Delaware	\$121,902
Dutchess	\$727,515
Erie	\$3,874,658
Essex	\$100,000
Franklin	\$164,265
Fulton	\$116,749
Genesee	\$143,394
Greene	\$116,986
Hamilton	\$100,000
Herkimer	\$154,406
Jefferson	\$402,505
Lewis	\$100,000
Livingston	\$190,065
Madison	\$120,038
Monroe	\$3,035,181
Montgomery	\$154,608
Nassau	\$2,028,294
Niagara	\$742,819
Oneida	\$857,846
Onondaga	\$1,916,038
Ontario	\$256,173
Orange	\$920,321
Orleans	\$144,298
Oswego	\$432,808
Otsego	\$125,940
Putnam	\$100,000
Rensselaer	\$497,493
Rockland	\$713,032
St. Lawrence	\$309,135
Saratoga	\$322,466
Schenectady	\$536,305
Schoharie	\$100,000
Schuyler	\$100,000
Seneca	\$100,000
Steuben	\$325,926
Suffolk	\$2,640,308
Sullivan	\$240,957
Tioga	\$124,850
Tompkins	\$461,767
Ulster	\$494,918
Warren	\$126,379
Washington	\$131,444
Wayne	\$193,050
Westchester	\$3,029,553
Wyoming	\$100,000
Yates	\$100,000



BM

Health

Full 6-2-26

#5h

KEVIN BYRNE  
County Executive

SARA SERVADIO  
Commissioner

NICOLLE MCGUIRE  
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

April 27, 2026

TO: William Carlin, Commissioner of Finance

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

SUBJECT: Mental Health 2026 Budgetary Amendment

Your approval is requested to amend the 2026 Mental Health budget to reflect adjusted State Aid levels to be passed through to provider agencies in accordance with the most recent State Aid authorization from the NYS Office of Mental Health (OMH) dated 3/9/2026. Supporting documentation attached.

**Increase Estimated Revenues:**

10038000	MH STATE AID ENHANCEMENTS/COLA	
434944	MH ST AID ENHANCE COLA	\$524
	Total Revenue	\$524


**Increase Appropriations:**

10038000	MH STATE AID ENHANCEMENTS/COLA	
54647	SUB CONTRACTORS	\$524
	Total Appropriations	\$524
	Fiscal Impact (26)	- 0 -
	Fiscal Impact (27)	- 0 -

Thank you for your time and consideration of this request.

Attachments:

- SUMMARY OF COUNTY BUDGET ACCOUNTS – OMH / OASAS
- OMH Attachment A – Funding Source Allocation Table – 2026 Amendment 2

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





**Attachment A**  
**Funding Source Allocation Table**  
**County Code: 40 County Name: Putnam**  
**Year: 2026 Amendment: 2 - 3/9/2026 12:31:33 PM**

Print Date : 03/11/2026 12:58 PM  
 Printed By : L6884KNNW  
 Page : 1 of 2

Funding Source	Code	Type	Prior Letter Allocation	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value from Prior Letter	Annualized Value Changes from Prior Letter	Fiscal Year Revised Annualized Value	Beds
Local Assistance	001A	GS	\$63,820	\$0	\$63,820	\$0	\$63,820	\$63,820	
Community Support Services	014	GS	\$117,720	\$0	\$117,720	\$0	\$117,720	\$117,720	
Adult Non-Medicaid Case Management	034A	GS	\$339,510	\$0	\$339,510	\$0	\$339,511	\$339,511	
<b>Remarks</b>									
Effective 1/1/2026, Putnam County's PC: 2720 funding has been transferred from FSC 034J to FSC 034A. The full annual value of the funding transferred to Putnam County's 034 A SAL is \$339,510.									
Adult ACT State Aid	034J	GS	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Remarks</b>									
Effective 1/1/2026, Putnam County's PC: 2720 funding has been reduced from FSC 034J and transferred to FSC 034A. The full annual value of the funding transferred from Putnam county's 034J SAL to 034A SAL is \$339,510.									
Integrated Supp Emp	037	GS	\$55,216	\$0	\$55,216	\$0	\$55,216	\$55,216	
PROS State Aid	037P	GS	\$180,400	\$0	\$180,400	\$0	\$180,400	\$180,400	
<b>Remarks</b>									
Effective 1/1/26, the PROS Funding is being Rebased. The Total Annual Funding is \$180400. Please report the funding to the Program Codes as follows: \$74800 under program code 6340, \$0 under program code 7340, \$82500 under program code 8350, and \$23100 under program code 7330. For more information regarding individual provider funding, please contact your field office representative.									
Dwyer Veteran P2P	038F	GS	\$203,008	\$0	\$203,008	\$0	\$203,008	\$203,008	
Clinical Infrastructure-Adult	039P	GS	\$66,008	\$0	\$66,008	\$0	\$66,008	\$66,008	
CMHS Kids COVID Relief Funds	044C	F	\$0	\$0	\$0	\$0	\$0	\$0	
Clinical Infrastructure-C&F	046A	GS	\$82,212	\$0	\$82,212	\$0	\$82,212	\$82,212	
Community Support Programs-C&F	046L	GS	\$340,722	\$0	\$340,722	\$0	\$340,723	\$340,723	
Supported Housing	078	GS	\$2,570,105	\$0	\$2,570,105	\$0	\$2,570,108	\$2,570,108	78
Expanded Community Support Adult	142A	GS	\$291,552	\$0	\$291,552	\$0	\$291,552	\$291,552	
AOT/EVA Infrastructure	170A	GS	\$337,499	\$0	\$337,499	\$0	\$187,932	\$187,932	



**Attachment A**  
**Funding Source Allocation Table**  
 County Code: 40 County Name: Putnam  
 Year: 2026 Amendment: 2 - 3/9/2026 12:31:33 PM

Print Date : 03/11/2026 12:58 PM  
 Printed By : L6884KNNV  
 Page : 2 of 2

<u>Funding Source</u>	<u>Code</u>	<u>Type</u>	<u>Prior Letter Allocation</u>	<u>Allocation Changes Since Prior Letter</u>	<u>Revised Current Fiscal Year Allocation</u>	<u>Annualized Value from Prior Letter</u>	<u>Annualized Value Changes from Prior Letter</u>	<u>Fiscal Year Revised Annualized Value</u>	<u>Beds</u>
-----------------------	-------------	-------------	--------------------------------	--	---	---	---	---	-------------

**Remarks**

Allocation of \$140948 covers expenses retroactively to 4/1/25 for AOT/EVA Infrastructure. Please report under Program Code 2310.  
 Effective 01/01/2026, allocation of \$8620 supports the one-time start up for the Enhanced Coordination for Assisted Outpatient Treatment/Enhanced Voluntary Agreements.  
 Effective 01/01/2026, the annual funding of \$187,931 supporting the Enhanced Coordination for Assisted Outpatient Treatment/Enhanced Voluntary Agreements is being allocated to FSC 170A. Please report under Program Code 2310.

Trans. Mgmt. Kendra's	170B	GS	\$8,124	\$0	\$8,124	\$0	\$8,124	\$8,124	
MGP Admin Kendra's	170C	GS	\$2,672	\$0	\$2,672	\$0	\$2,672	\$2,672	
Article 28&31 Closure Re-Invest. (Adult)	175A	GS	\$29,268	\$0	\$29,268	\$0	\$29,268	\$29,268	
Com. Reinvestment	200	GS	\$838,215	\$0	\$838,215	\$0	\$838,216	\$838,216	
Commissioner's Perf.	400	GS	\$29,041	\$0	\$29,041	\$0	\$29,005	\$29,005	
Health Home	570	GS	\$73,036	\$0	\$73,036	\$0	\$73,036	\$73,036	
Kids Health Home Care Management	570K	GS	\$57,712	\$0	\$57,712	\$0	\$57,712	\$57,712	
Personnel Services Enhancements	965S	GS	\$84,692	\$524	\$85,216	\$0	\$85,216	\$85,216	

**Remarks**

Effective 1/1/26, annual funding increase of \$524 supports the 1/1/26 minimum wage increase for Putnam county. More information to come from your local field office.

<b>Grand Total:</b>			\$5,770,532	\$524	\$5,771,056	\$0	\$5,621,459	\$5,621,459	
---------------------	--	--	-------------	-------	-------------	-----	-------------	-------------	--



KEVIN BYRNE  
County Executive

SARA SERVADIO  
Commissioner

NICOLLE MCGUIRE  
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

April 27, 2026

TO: William Carlin, Commissioner of Finance

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

SUBJECT: Mental Health 2026 Budgetary Amendment

Your approval is requested to amend the 2026 Mental Health budget to reflect the variance owed to Putnam Family & Community Services d/b/a CoveCare Center in result of the final revised OASAS 2020/2021 closeout. Initial closeout dated 4/15/24 determined a total recovery from PFCS of \$176,220 and was applied against 2024's quarterly advances. After an amended 2021 CFR was submitted by the agency, a secondary reconciliation was performed by OASAS. Final closeout dated 3/23/26 determined a total recovery from PFCS of \$34,147. Supporting documentation attached.

**Increase Estimated Revenues:**

10030000	OASAS CONTRACTED SVCS	
434884	PRIVATEOASAS ST LOCAL ASST	\$142,073
	Total Revenue	\$142,073

**Increase Appropriations:**

10030000	OASAS CONTRACTED SVCS	
54647	SUB CONTRACTORS	\$142,073
	Total Appropriations	\$142,073
	Fiscal Impact (26)	- 0 -
	Fiscal Impact (27)	- 0 -

Thank you for your time and consideration of this request.

Attachments:

OASAS 2020 / 2021 RECONCILIATION OF ADVANCES TO APPROVED STATE AID

cc: *[Signature]* Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau

*Health*

*#5i*

*Bel*





**Decrease Appropriations:**

<b>13311000 52180 10211</b>	<b>Other Equipment – Sheriff Communications</b>	<b>10,863</b>
<b>13311000 54210 10211</b>	<b>Vehicle Leasing / Rental – Sheriff Comm.</b>	<b>13,326</b>
<b>13311000 54640 10211</b>	<b>Education &amp; Training – Sheriff Comm.</b>	<b>10,943</b>
		<b>35,132</b>

**Decrease Revenues:**

<b>10431000 444900 10211</b>	<b>CRT Grant – Co-Response Team Grant – Mental Health</b>	<b>62,655</b>
<b>103311000 444900 10211</b>	<b>CRT Grant – Co-Response Team Grant – Sheriff Comm.</b>	<b>21,611</b>

**Decrease:**

<b>10199000 54980</b>	<b>Contingency</b>	<b>12,895</b>
-----------------------	--------------------	---------------

**2026 - Fiscal Impact - \$12,895**

**2027 - Fiscal Impact - \$0**

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



Account 4/18/27  
Full 5/15  
KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

new

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk  
From: Sheila M. Barrett, First Deputy Commissioner of Finance  
Re: Budgetary Amendment - 26A022 Revised  
Date: April 7, 2026

PROTECTIVE  
Additional  
#9  
postponed  
at  
5/5/26  
Full  
6-2-26  
#5j

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2026 APR - 7 PM 3:22

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

**GENERAL FUND**

**Increase Appropriations:**

13311000 52650 10211 Motor Vehicle 26,416

**Decrease Appropriations:**

10431000 51000 10211	Personnel Services - Mental Health	5,773
10431000 54640 10211	Education & Training - Mental Health	15,090
10431000 58001 10211	State Retirement - Mental Health	921
10431000 58002 10211	Social Security - Mental Health	245
10431000 58004 10211	Workers Compensation - Mental Health	1,909
10431000 58008 10211	Health Plans - Mental Health	38,717
		<hr/>
		62,655 ✓

**Decrease Appropriations:**

13311000 52180 10211	Other Equipment - Sheriff Communications	10,863
13311000 54210 10211	Vehicle Leasing/Rental - Sheriff Comm.	13,326
13311000 54640 10211	Education & Training - Sheriff Comm.	10,943
		<hr/>
		35,132 ✓

**Decrease Revenues:**

10431000 444900 10211	CRT Grant - Co-Response Team Grant - Mental Health	62,655 ✓
13311000 444900 10211	CRT Grant - Co-Response Team Grant Sheriff Comm.	21,611 ✓

**Decrease:**

10199000 54980	Contingency	12,895
	Fiscal Impact - 2026 - \$ -0-	→ 12,895
	Fiscal Impact - 2027 - \$ 0	-

\* Revised

This Resolution is necessary to record remaining expenditure & revenues related disbursements.

Approved:

Kevin M. Byrne  
County Executive

**Purpose of Travel**      **Location**      **Type of Expense**      **Cost**      **Duration or Distance**      **# of Staff**      **Total Cost**

No items

Consultant Travel Total Cost

\$0

Procurement Total Cost

\$0

**Other Costs**

**Description**

**Quantity**

**Basis**

**Costs**

**Length of Time**

**Total Costs**

<sup>1</sup> 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

\$0

For guidance, see DOJ Financial Guide Chapter 3.11 on "Indirect Costs" "[BudgetModification](#)"

**Justification**

We are requesting a Grant Award Modification for the FY23 Implementing Crisis Intervention Teams grant due to the approved extension of the grant period. As a result of this extension, additional funding is needed in the Salary and Fringe categories to retain the project's Mental Health Clinician through the end of the grant term.

To support this need, we propose transferring unutilized funds from the Travel budget line, along with excess Fringe Benefit funds, into Salary and Fringe. Travel funds remain available due to lower-than-anticipated travel-related expenses. Additionally, the Mental Health Clinician did not utilize county health insurance, resulting in unused fringe funds that can be redirected to support salary and



**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 - 6/30/26

**Managing Office:**  
COPS

**DOJ Grant Manager:**  
Linda Braswell

**Grant Award Administrator:**  
Johnathon Cihanek

**Last Updated Date:**  
03/27/2026

**Solicitation Category:**  
N/A

**Federal Award Amount:**  
\$400,000.00

**Funding Instrument Type:**  
Grant

**UEI:**  
RNKJAGJKCVL8

**COPS ORI:**

**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	\$2,545	\$262,278	
Travel:	\$46,000	-\$23,000	\$23,000	
Equipment:	\$55,562	\$20,455	\$76,017	
Supplies:	\$8,705	\$0	\$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	Position Description		
		Year 1	Year 2	Year 3
Mental Health Clinician	1			
Mental Health Clinician - Co-Response Team				
<b>Year:</b>				
<b>Salary</b>				
Salary	% Time	\$85,000.00	\$85,000.00	\$85,000.00
	100%		100%	100%
Allocated Salary		\$85,000.00	\$85,000.00	\$50,500.00

### Fringe Benefits

Social Security	6.20%	\$5,270.00	\$5,270.00	\$3,131.00
Medicare	1.45%	\$1,232.50	\$1,232.50	\$732.25

### Health Insurance

Fixed Amount	no value	no value	no value	no value
	no value	no value	no value	no value

### Life Insurance

Fixed Amount	\$5.95	\$5.95	\$400.00	\$400.00
	\$5.95	\$5.95	\$400.00	\$400.00



**Summary Totals**

Year:	Year 1	Year 2	Year 3
Benefits	\$16,283.45	\$16,283.45	\$9,211.25
Salary	\$85,000.00	\$85,000.00	\$50,500.00
Total	\$101,283.45	\$101,283.45	\$59,711.25

Mental Health Clinician

Number of Positions

1

**Total Salary and Benefits**

\$262,278

**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

Travel Total Cost  
 \$23,000  
 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	\$56,455.00	\$56,455.00

Equipment Total Cost  
 \$76,017  
 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**

applicable fringe costs for the remainder of the grant period.

We also request approval to use available funds to pay off the lease of the dedicated co-response team vehicle prior to the grant's conclusion. The vehicle is a critical resource for the co-response team and directly supports ongoing crisis intervention activities under this award.

This budget modification is necessary to sustain essential personnel and operational capacity through the extended grant period. The proposed changes will not impact the project's scope of work or intended outcomes, but rather will ensure that grant funds are fully utilized in support of program objectives.

### **Budget/Financial Documentation**

### **Grants Management Comments**

Create Date

No items

User

Note



BU

Prot.

#5K



# PUTNAM COUNTY SHERIFF'S OFFICE

Three County Center  
Carmel, New York 10512  
(845) 225-4300



BRIAN M. HESS  
SHERIFF

JAMES T. MENTON  
UNDERSHERIFF

April 15, 2026

William J. Carlin, Jr.  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, NY 10512

Dear Commissioner Carlin:

I am advising you of the following request to amend the 2026 Putnam County Sheriff's Department budget:

**Increase Revenues:**

32311000 44389 10174: Sheriff BCI: Fed Aid: BCI-Women's Resource Ctr. \$27,800

The Putnam County Sheriff's Office (PCSO) has been awarded grant money from the Putnam/Northern Westchester Women's Resource Center in the amount of \$27,800 for the period of January 1, 2026, through December 31, 2026. The grant is related to the existing establishment of a Special Victim's Unit facility. Please see attached 'Subcontract Between Putnam/Northern Westchester Women's Resource Center and Putnam County Sheriff's Department'.

Thank you for your attention to this matter.

Brian M. Hess  
Sheriff

**SUBCONTRACT BETWEEN  
PUTNAM/NORTHERN WESTCHESTER WOMEN'S RESOURCE CENTER  
AND  
PUTNAM COUNTY SHERIFF DEPARTMENT**

This is a subcontract between Putnam/Northern Westchester Women's Resource Center and Putnam County Sheriff (PCS or Sub-contractor).

1. Putnam/Northern Westchester Women's Resource Center is the lead agency for a project jointly proposed by Putnam/Northern Westchester Women's Resource Center and the Putnam County Sheriff.
2. The New York State Division of Criminal Justice Services has awarded funds to Putnam/Northern Westchester Women's Resource Center in the amount of \$27,800 for the one-year contract period from January 1, 2026 through December 31, 2026. The Subcontractor represents that it is able and willing to provide services, in accordance with all the applicable terms and conditions of the Master Contract between the NYS Division of Criminal Justice Services (DCJS) and Putnam/Northern Westchester Women's Resource Center (attached hereto and incorporated herein as Attachment A), and within the approved budget (attached hereto and incorporated herein as Attachment B);
3. Sub-contractor agrees to provide services as set forth in the Work Plan (attached hereto and incorporated herein as Attachment C) in return for reimbursement \$27,800 annually. Sub-recipient agrees to submit requests for reimbursement in a form required by Putnam/Northern Westchester Women's Resource Center. Putnam/Northern Westchester Women's Resource Center agrees to pay PCS on a timely basis after submitting the required reports and vouchers for reimbursement of services or work, as applicable. Putnam/Northern Westchester Women's Resource Center shall inform Putnam County Sheriff of the possibility of non-payment by Putnam/Northern Westchester Women's Resource Center of claims that do not contain the required information, and/or are not received by Putnam/Northern Westchester Women's Resource Center in a timely manner. Putnam/Northern Westchester Women's Resource Center will forward reimbursement to PCS promptly after receipt of reimbursement funds from the NYS DCJS.
5. Putnam County Sheriff agrees to collect and maintain all necessary statistics and information for the completion of grant reports and requirements in a timely manner as requested by Putnam/Northern Westchester Women's Resource Center.
6. This subcontract commences on January 1, 2026 through December 31, 2026 unless Contract #DCJ01-C00565GG is extended or terminated by the NYS DCJS.
7. Nothing contained in this subcontract shall impair the rights of the State under the Master Contract and nothing contained in the subcontract, nor under the Master Contract, shall be deemed to create any contractual relationship between the subcontractor and the State.
8. PCS agrees that it shall use and maintain personally identifiable information relating to individuals who may receive services, and their families pursuant to the Master Contract, or any

other information, data or records marked as, or reasonably deemed, confidential by the State (Confidential Information) only for the limited purposes of the Master Contract and in conformity with applicable provisions of State and Federal law. PCS (i) has an affirmative obligation to safeguard any such Confidential Information from unnecessary or unauthorized disclosure and (ii) must comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).

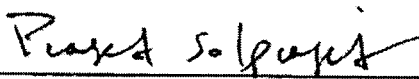
10. The contract may be terminated:

(a) By mutual written agreement of the contracting parties.


(b) By Putnam/Northern Westchester Women's Resource Center, immediately upon written notice to PCS, if PCS fails to comply with the terms and conditions of this Subcontract or any laws, rules and regulations, policies or procedures affecting this agreement.

(c) By Putnam/Northern Westchester Women's Resource Center immediately if, the Master Contract between Putnam/Northern Westchester Women's Resource Center and the New York State Office Division of Criminal Justice Services is terminated, or modified to exclude participation of the Subcontractor. Putnam/Northern Westchester Women's Resource Center agrees to give notice to PCS within 48 hours by hand delivery or certified mail upon receipt of notice from the New York State Division of Criminal Justice Services of any termination of its contract.

Agreed to:

  
\_\_\_\_\_  
Piaget Solpiaget, Executive Director  
Putnam/Northern Westchester  
Women's Resource Center

Dated: 1/1/26

  
\_\_\_\_\_  
Brian Hess, Sheriff  
Putnam County Sheriff Office

Dated: 1/1/26



BU

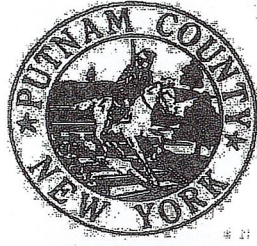
Prot.

#52

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

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

**KATHERINE L. McNEAL**  
*Senior Deputy County Attorney*



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

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

**SARAH E. ENGLISH**  
*Deputy County Attorney*

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

**DEPARTMENT OF LAW**

**TO:** William Carlin, Commissioner of Finance  
**FROM:** Mat C. Bruno, Sr., Manager Risk & Compliance  
**DATE:** March 13, 2026  
**RE:** Vehicle Accident Claim Reimbursement

Enclosed please find Church Mutual Insurance check # 2200980 in the amount of \$1844.88 representing payment for the PCSO Unit 257, involved in the accident listed below. Please deposit the check in the Sheriff Automotive Line: 17311000.54370.

Accident Number	Date of Accident	Damage	Reimbursement	Ins. Co	Employee Driver
7	2/23/2026	\$1844.88	\$1844.88	Church Mutual	

Thank you.

MCB/da  
Enc.

48 GLENEIDA AVENUE, CARMEL, NEW YORK 10512

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

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

Claim Number: 000-01-512377  
Date of Loss: 02/23/2026  
Insured: ARCHDIOCESE OF NEW YORK  
488 MADISON AVE NEW YORK, NY 10022-5702  
Claimant: Putnam County  
Patient Account No.: 2024 Dodge Durango - Unit 257

Check Number: 2200900  
Page: 1 of 1



P.O. Box 342  
3000 Schuster Lane  
Merrill, WI 54452-0342

00839792 000011 001 001 000

Mail To: PUTNAM COUNTY  
48 GLENEIDA AVE  
CARMEL NY 10512-1702

Coverage:  
Liability - CMLIA

This check reflects payment for the following:

Reference Number	From - Through Dates	Amount
Not Available	Not Available	1,844.88
Total:		1,844.88

For questions concerning your claim, please contact your claim handler

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

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

**KATHERINE L. McNEAL**  
*Senior Deputy County Attorney*



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

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

**SARAH E. ENGLISH**  
*Deputy County Attorney*

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

**DEPARTMENT OF LAW**

**TO:** William Carlin, Commissioner of Finance

**FROM:** Mat C. Bruno, Sr., Manager Risk & Compliance

**DATE:** April 20, 2026

**RE:** Vehicle Accident Claim Reimbursement

Enclosed please find Covet Enterprise Claims, Inc. check # 1006715 in the amount of \$7971.63 representing payment for the PCSO Unit 64 involved in the accident listed below. Please deposit the check in the Sheriff Automotive Line: 17311000.54370.

Accident Number	Date of Accident	Damage	Reimbursement	Ins. Co	Employee Driver
8	3/19/2026	\$7971.63	\$7971.63	CORVEL Enterprise Claims, Inc.	

Thank you.

MCB/da

Enc.

48 GLENEIDA AVENUE, CARMEL, NEW YORK 10512

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

\*This office will not accept service via facsimile

OK # 1006715





BU

Prot

Full 6-2-24

#5n



# Homeland Security and Emergency Services

KATHY HOCHUL  
Governor

JACKIE BRAY  
Commissioner

January 28, 2025

The Honorable Kevin Byrne  
Putnam County Executive  
Putnam County Office Building  
50 Gleneida Avenue, 3rd Floor  
Carmel, NY 10512

Dear Mr. Byrne:

I am pleased to announce that Putnam County has been awarded \$422,645 under the New York State 2024 Statewide Interoperable Communications Grant Program (2024 SICG-Formula). This program, administered by my agency, allows for the State support to aid county, local and municipal public safety organizations in enhancing emergency response, improving capability, improvements in governance structures, operating procedures, infrastructure development, and addressing SAFECOM guidance from the U.S. Department of Homeland Security Office of Emergency Communications (OEC). The 2024 SICG-Formula Program will concentrate on improving interoperability and operability of communications systems in New York State. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the State.

The performance period for the 2024 SICG-Formula grant will be 36 months, beginning January 1, 2024 – December 31, 2026, with the possibility of an extension based upon a good cause shown and ample justification for needing additional time. Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 45 calendar days from the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated SICG point of contact to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of "your public safety first" responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

Jackie Bray  
Commissioner



BL

Prot

Fed 6.2.26



**Homeland Security  
and Emergency Services**

**KATHY HOCHUL**  
Governor

**TERENCE O'LEARY**  
Acting Commissioner

#50

February 2, 2026

The Honorable Kevin Byrne  
Putnam County Executive  
Putnam County Office Building  
40 Gleneida Avenue, 3rd Floor  
Carmel, NY 10512

Dear Mr. Byrne:

I am pleased to announce that Putnam County has been awarded \$689,655 under the New York State Emergency Services IP Network (ESInet) Readiness Grant Program. This program, administered by DHSES, provides State support through grant funding for your county to enhance its public safety operations by strengthening communications infrastructure. This is critical in emergency situations and ensuring that public safety personnel are prepared as they respond to calls for service. This grant focuses on enhancing counties' readiness to connect to fiber-optic cable-based emergency services IP networks (ESInets) for public safety answering points (PSAPs) according to the current NENA i3 standard.

The performance period for the ESInet Readiness Grant Program will be five (5) years (January 1, 2026 – December 31, 2030). Please note that expenditures submitted for reimbursement must be incurred during the period of performance.

On behalf of Governor Kathy Hochul, the Division remains committed to supporting first responders, including through the enhancement of your PSAPs. Please feel free to contact me if you have any questions, at 518-242-5000, or DHSES' Office of Interoperable and Emergency Communications (OIEC) Director, Mark J. Balistreri, at 518-322-4939.

Thank you for your partnership in this public safety endeavor.

Sincerely,

Terence O'Leary  
Acting Commissioner



BU

Prot.

Full  
6.2.26

#5p



# PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES



Kevin M. Byrne  
County Executive

James G. Oster  
Commissioner of Emergency Services

Robert Cuomo  
Director of Emergency Medical Services

## MEMORANDUM

To: William Carlin, Commissioner of Finance

From: James G. Oster, Commissioner

Re: Putnam County COOP Plan

Date: April 24, 2026

---

We are in the process of hiring Meridian Strategic Services to develop a Continuity of Operations Plan for the County (COOP Plan). We are requesting \$20,000 to cover the cost for the Putnam County COOP Plan from budget line 10398900 51000. We are going to use money from the Deputy Commissioner's vacant position 398913103.

Please see attached April 2026 Putnam County Continuity of Operations Proposal.

Thank you.



## PUTNAM COUNTY COOP PLAN

Date: March, 30, 2026

### *Core COOP Plan and Department Templates*

---

#### **PURPOSE**

Establish a County-wide continuity framework to sustain essential operations during disruption

#### **DELIVERABLES**

##### **Core COOP Plan**

- Leadership and decision-making structure
- Orders of succession and delegations of authority
- Essential functions framework
- Continuity concept of operations (staffing, communications, relocation)
- Activation and coordination structure

##### **Department Templates**

- Standard COOP annex template
- Standardized sections aligned to the County COOP:
  - Essential functions
  - Staffing and succession
  - Alternate facilities
  - Communications
  - Resource needs

##### **Engagement**

- Targeted leadership coordination
- Targeted data collection

Focus is on the development of the County-level COOP and supporting templates; detailed department-level planning may be addressed in a subsequent phase

#### **APPROACH**

- Structured and efficient delivery
- Proven continuity framework
- Low administrative burden
- Focused on practical, usable output

#### **NEXT STEPS (OPTIONAL)**

- Department annex development
  - Training
  - Tabletop exercise
  - After-action review and plan refinement
-

Beth

Full  
6/2/26 #5p

**Edward Gordon**

---

**From:** James Oster  
**Sent:** Monday, May 18, 2026 2:15 PM  
**To:** Elizabeth Robinson  
**Cc:** Edward Gordon; Heidi Zatkovich  
**Subject:** Memo from BOES to Legislator Regan  
**Attachments:** Memo - BOES clarification of budgetary transfer request - COOP Plan 2026.pdf; Memo - budgetary transfer request - COOP Plan 2026.pdf; MEMO RE Meridian - from General Services.pdf; Putnam County Continuity Project Proposal April 2026.pdf

Hi Beth,

Please forward all attachments concerning recent budget transfer request 26T110 to Legislator Thomas Regan Jr., Chairman of the Protective Services Committee. Attached should be a memo from me as well as a memo from John Tully, a proposal from Meridian Strategic Services, Inc. and a copy of the budget transfer request for reference. These documents are intended to clarify some details of the request from the Bureau of Emergency Services and are intended to be shared with the entire legislature. Please acknowledge receipt of all attached items. Thank you!

Jim Oster



**James G. Oster**  
*Commissioner*  
Bureau of Emergency Services  
112 Old Route 6, Carmel, NY 10512  
**PHONE | 845.808.4000 ext 41101 • WEBSITE | [putnamcountyny.gov](http://putnamcountyny.gov)**  
PUTNAM COUNTY GOVERNMENT NEW YORK  
*Follow us on social media*

---



# PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES



Kevin M. Byrne  
County Executive

James G. Oster  
Commissioner of Emergency Services


Robert Cuomo  
Director of Emergency Medical Services

## MEMORANDUM

**DATE:** May 18, 2026

**TO:** Legislator Thomas Regan Jr.  
Chairman, Protective Services Committee

**CC:** Kevin Byrne  
County Executive

**FROM:** James Oster, Commissioner   
Putnam County Bureau of Emergency Services

**RE:** Clarification of Budget Transfer Request 26T110 – Continuity of Operations Plan (COOP)  
Development Services

The purpose of this memorandum is to clarify budget transfer request 26T110 requested by the Putnam County Bureau of Emergency Services for professional consulting services related to the development of a County-wide Continuity of Operations Plan (COOP).

The requested transfer will provide funding for the engagement of Meridian Strategic Services, Inc., to assist Putnam County in the development of a comprehensive Continuity of Operations Plan designed to ensure the continuity of essential County government functions during emergencies, disasters, or other operational disruptions.

Meridian Strategic Services, Inc. is a professional and reputable consulting firm that has provided Putnam County with quality and comprehensive emergency preparedness and disaster recovery services since 2023 when they were awarded a contract under RFP-05-2023. Meridian's professional assistance is now necessary for the development of a quality COOP for Putnam County.

This initiative is intended to strengthen the County's emergency preparedness posture and enhance operational resilience by establishing standardized continuity procedures, identifying mission-essential functions, and developing recovery and succession protocols consistent with recognized emergency management and continuity planning standards.

The Putnam County Department of General Services, through Commissioner John Tully, reviewed and authorized acceptance of the proposal submitted by Meridian Strategic Services, Inc. A copy of Commissioner



# PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES



Kevin M. Byrne  
County Executive

James G. Oster  
Commissioner of Emergency Services

Robert Cuomo  
Director of Emergency Medical Services

Tully's memorandum authorizing acceptance of the proposal is attached hereto for reference and supporting documentation.

The requested budget transfer is administrative in nature and is necessary to properly allocate funds for this professional services engagement. Funds that were not utilized for personnel services due to a vacancy in the deputy commissioner position are intended to be used to fund this transfer. No additional appropriations are being requested beyond the transfer itself.

A copy of the proposal from Meridian Strategic Services, Inc. is attached hereto. Should the Legislature require any additional information regarding the scope of work, procurement process, or project objectives, my office would be pleased to provide further detail.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Oster".

James G. Oster  
Commissioner

JOHN TULLY  
Commissioner



KEVIN M. BYRNE  
County Executive

DEPT. OF GENERAL SERVICES -  
PURCHASING

**MEMORANDUM**

TO: James Oster, Commissioner, Bureau of Emergency Services  
FROM: John Tully, Commissioner Department of General Services *JT*  
DATE: May 15, 2026  
RE: Meridian Strategic Services, Inc. / Proposal /Information

---

This memorandum is intended to serve as authorization from the Purchasing Department to accept the proposal from Meridian Strategic Services for consulting services related to the COOP Plan and to provide you with a brief history of their prior service to Putnam County.

Meridian has provided emergency preparedness, response and disaster recovery consulting services to Putnam County beginning in 2023 when they were awarded a contract for said services through Putnam County RFP-05-2023. They also have independently provided similar services to local Towns and Villages. Most recently, MSS was engaged by DPW to assist with a FEMA closeout from Hurricane Ida.

MSS also participated in our competitive RFP #04-2025 "Multi-Jurisdictional All-Hazard Mitigation Plan Update" solicitation. While their proposal (through a partnership with Barton & Loguidice) was considered very strong, the evaluation committee ultimately awarded to another firm.

A principal with MSS, Seamus Leary (brief Bio attached) has been responsive, and demonstrated thoroughness and professionalism in our interactions. He has provided suggestions for consideration in our next update to the Procurement Policy. He has also provided compliance language to include in any County procurements to ensure that the expenditure of any potential FEMA funding is not put at risk.

Finally, MSS's proposal in an amount of \$19,500, dated April 2026 for services related to the COOP Plan, complies with the requirements of the terms of RFP #05-2023 and their award and contract.

Please be sure of the following prior to proceeding:

- The proposal and expenditure comply with any grant requirements for funding that may be involved
- Meridian Insurance is up to date
- Funds are authorized and available in the appropriate department budget line
- Billing by Meridian must comply with and be itemized according to the rates established in their response to RFP #05-2023

Should you require any additional information please give me a call.

PUTNAM COUNTY OFFICE BUILDING  
COUNTY OF PUTNAM ~ 40 GLENEIDA AVENUE ~ ROOM 105 ~ CARMEL, NY 10512  
(845) 808-1088



## SEAMUS K. LEARY, MPA, CEM

SENIOR EMERGENCY MANAGEMENT CONSULTANT

### Summary

Seamus is a seasoned Executive Emergency Management Professional with nearly 25 years of experience in preparedness, emergency response, and disaster recovery across local government, FEMA, and the private sector. As President of Meridian Strategic Services, Inc. since 2020, he leads an emergency management consulting firm that supports clients in disaster readiness and recovery. His areas of expertise include disaster and continuity planning, large-scale program management, and emergency response coordination in austere environments. Seamus has directed multiple statewide and local cybersecurity exercises and served as a senior role player and mentor during national-level training events with FEMA and US Army North. Additionally, he contributed as a Subject Matter Expert in the Department of Homeland Security's Analytic Exchange Program, co-authoring a paper for the intelligence community on integrating public and private sector communications during national emergencies. His leadership and insight continue to shape high-level emergency preparedness strategies nationwide.

**Years of Experience:** 25

**Education:** Master of Public Administration; B.A. Political Science and History

**Registrations:**

Certified Emergency Manager,  
International Association of  
Emergency Managers

Level I Professional Continuity  
Practitioner, FEMA

Professional Development  
Series, FEMA

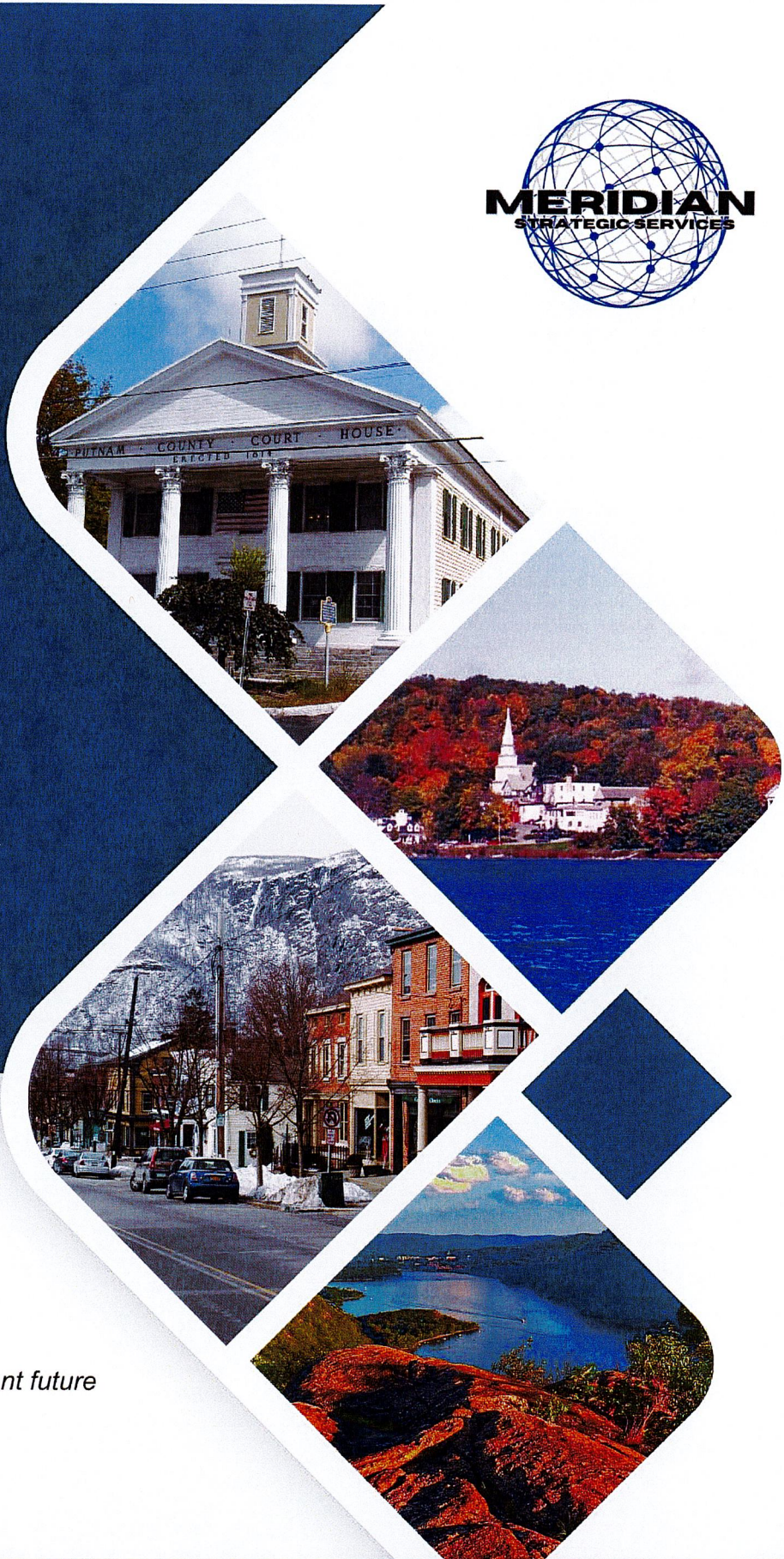
Type II Incident Manager, FEMA

APRIL  
**2026**



# Putnam County New York

Continuity of  
Operations  
Proposal



Prepared By:

**Meridian Strategic  
Services, Inc.**

*Partnering with you for a more resilient future*



845-384-3012



[meridianstrategicserv.com](http://meridianstrategicserv.com)



[info@meridianstrategicserv.com](mailto:info@meridianstrategicserv.com)



---

Seamus K. Leary, M.P.A., C.E.M.  
President  
P.O. Box 158 Esopus, NY 12429  
845-332-5599  
[sleary@meridianstrategicserv.com](mailto:sleary@meridianstrategicserv.com)

Date: April 24, 2026

James Oster  
Commissioner  
Putnam County Bureau of Emergency Services  
112 Old Route 6  
Carmel, NY 10512

**SUBJECT:** Putnam County Continuity of Operations Plan Proposal

Dear Commissioner Oster:

Meridian Strategic Services respectfully submits this proposal to provide Emergency Management and Continuity support services to Putnam County.

Our team brings extensive experience in continuity planning, crisis management, and operational coordination across local, state, and federal environments. We are committed to delivering practical, actionable solutions that enhance the County's readiness and resilience.

We appreciate your consideration and look forward to the opportunity to support Putnam County.

*Seamus Leary*

Seamus K. Leary, M.P.A., C.E.M.  
President

## **PROJECT PROPOSAL**

Meridian Strategic Services, Inc. (Meridian) is pleased to submit this proposal to support Putnam County in the development of a County-wide Continuity of Operations Plan (COOP) and supporting department-level planning templates.

Continuity of Operations planning is a critical component of government resilience. During emergencies, counties must not only respond to incidents, but also sustain essential services that residents depend on. This requires a structured, well-defined framework that clearly establishes leadership authority, operational priorities, and continuity procedures.

This project is designed to deliver that framework in a focused and efficient manner. Meridian will develop a practical, implementable COOP that defines how Putnam County will sustain essential operations during a disruption, while also providing standardized tools that enable future expansion of continuity planning across departments.

The proposed approach emphasizes usability, efficiency, and long-term value. The result will be a continuity framework that can be readily implemented by County leadership and expanded over time as part of the County's broader preparedness efforts.

### **PROJECT UNDERSTANDING**

Meridian understands that Putnam County seeks to strengthen its internal resilience by establishing a clear and actionable continuity planning framework.

This includes defining how essential services will be maintained during disruptions, clarifying leadership roles and authorities, and ensuring that continuity planning can be extended across departments in a consistent and manageable way.

We also recognize the importance of balancing thoroughness with practicality. County personnel operate in a resource-constrained environment, and planning efforts must be structured to minimize administrative burden while still delivering meaningful capability.

This proposal reflects that understanding. The scope is intentionally focused on delivering high-value foundational components that can be implemented immediately and expanded in future phases.

### **PROJECT OBJECTIVES**

The objective of this project is to establish a clear and actionable continuity framework that strengthens the County's ability to sustain operations during an emergency.

This effort will achieve the following:

- Establish a County-wide structure for continuity of operations
- Define leadership roles, authorities, and decision-making processes
- Identify and organize essential government functions

- Develop a continuity concept of operations (CONOPS)
- Provide standardized tools to support future department-level planning

These objectives are designed to provide the County with both an immediate operational framework and a pathway for continued development.

### **VALUE TO PUTNAM COUNTY**

This project provides Putnam County with a practical, implementable continuity planning capability designed to sustain essential government functions during disruption. Rather than producing a theoretical planning document, this effort is focused on delivering a structured framework that County leadership can rely on to make decisions and maintain operations under adverse conditions.

The COOP developed through this project establishes a clear operational foundation that reduces uncertainty during emergencies and supports the continuity of critical services to the public. At the same time, the template-driven approach enables the County to expand its continuity program in a controlled and cost-effective manner without requiring a full-scale planning effort for each department.

This project is designed to deliver immediate operational value while positioning the County for future programmatic growth.

As a result of this project, Putnam County will benefit from:

- A defined continuity structure that enables leadership to operate effectively during disruption
- Clear identification and prioritization of essential government functions
- Reduced operational risk through established continuity procedures
- Improved organizational readiness without placing unnecessary burden on County staff
- A scalable framework that supports future expansion of continuity planning across departments

This approach provides the County with not only a completed planning product, but a sustainable capability that can be maintained and built upon over time.

### **SCOPE OF SERVICES**

Meridian will deliver a structured planning effort centered on the development of a core COOP framework and supporting templates.

### **CORE COUNTY COOP PLAN DEVELOPMENT**

Meridian will develop a comprehensive County-level COOP Plan that establishes the structure through which Putnam County will manage continuity of operations during a disruption. This plan will define how leadership operates under continuity conditions and how essential functions are sustained across government.

The COOP will include the following core elements:

- Leadership and decision-making structure
- Orders of succession and delegations of authority
- Essential functions framework
- Continuity concept of operations, including staffing, communications, and relocation
- Activation and coordination structure

This document will serve as the central continuity framework for the County and will guide decision-making during emergency conditions.

### **DEPARTMENT CONTINUITY TEMPLATE DEVELOPMENT**

To support future expansion of continuity planning, Meridian will develop a standardized template package for use by County departments. These templates will be aligned with the structure of the County COOP and will provide a consistent format for department-level planning.

The templates will be designed to guide departments in documenting:

- Essential functions and priorities
- Staffing and succession considerations
- Alternate facility requirements
- Communication procedures
- Resource needs

This approach allows the County to build out department-level continuity capabilities in a controlled and efficient manner without requiring a full-scale planning effort during this phase.

### **STAKEHOLDER ENGAGEMENT AND DATA COLLECTION**

The development of the COOP and supporting templates will be informed by a focused engagement process with County personnel. Meridian will conduct a streamlined series of coordination activities designed to gather necessary information while minimizing disruption to County operations.

This effort will include:

- Project kickoff meeting with County leadership
- Coordination with designated departmental representatives
- Structured data collection through interviews and document review

This approach results in a COOP that reflects the County's operational realities while maintaining an efficient project timeline.

## **PROJECT METHODOLOGY**

Meridian will utilize a structured and proven methodology for continuity planning that emphasizes clarity, efficiency, and practical application.

The project will be executed in the following phases:

### **PHASE 1 – PROJECT INITIATION**

The project will begin with a kickoff meeting to confirm objectives, establish communication protocols, and align on expectations. Meridian will also identify key stakeholders and finalize the data collection approach.

### **PHASE 2 – DATA COLLECTION AND ANALYSIS**

Meridian will conduct targeted interviews and review relevant documentation to gather the information necessary to support plan development. This phase will focus on identifying essential functions, organizational structures, and current capabilities.

### **PHASE 3 – COOP DEVELOPMENT**

Using the information collected, Meridian will develop the draft COOP and department templates. This work will be conducted internally using a structured framework to maintain consistency and quality.

### **PHASE 4 – REVIEW AND REFINEMENT**

Draft materials will be shared with the County for review. Feedback will be consolidated and incorporated into the final deliverables.

### **PHASE 5 – FINALIZATION AND DELIVERY**

Meridian will finalize the COOP and template package and provide all deliverables to the County in a complete and ready-to-use format.

## **PROJECT MANAGEMENT AND GOVERNANCE**

Effective coordination is critical to the success of this project. Meridian will utilize a streamlined project management structure designed to support clear communication and efficient execution.

- Meridian will designate a Project Manager responsible for overall delivery, schedule, and coordination
- Putnam County will designate a primary point of contact to facilitate internal coordination
- Regular coordination meetings will be conducted on a scheduled basis
- Communication will be maintained through agreed-upon channels to support transparency and responsiveness

This structure keeps the project on schedule and aligned with County expectations.

Meridian will maintain responsibility for overall project delivery and will work closely with the County to proactively manage schedule, coordination, and quality control throughout the engagement.

### **DELIVERABLES**

At the conclusion of this project, Putnam County will receive:

- A complete County-wide Continuity of Operations Plan (COOP)
- A Department COOP Template Package aligned with the County framework
- Supporting materials necessary to facilitate implementation and future expansion

These deliverables are designed to function together as a unified system, providing both immediate value and long-term flexibility.

### **PROJECT STAFFING**

Meridian Strategic Services will support Putnam County with a focused project team structured to support both effective execution and appropriate senior-level oversight. The staffing approach for this phase reflects the targeted nature of the effort while maintaining the depth of experience required to deliver a high-quality continuity planning product.

Seamus Leary will serve as Project Executive and will provide overall oversight of the engagement. In this role, Seamus will maintain alignment of the project with County objectives, oversee adherence to Meridian's quality standards, and guide execution in accordance with the agreed scope, schedule, and expectations. He will remain engaged throughout the project to support strategic coordination and resolve any issues that may arise.

J. Scott Thomas will serve as Project Manager and Lead Planner for this effort. Scott will be responsible for the day-to-day management of the project, including coordination with County personnel, execution of the data collection process, and development of the COOP and supporting templates. He will serve as the primary point of contact for the County and will deliver outputs that are practical, actionable, and aligned with the County's operational structure.

Additional planning support may be provided by Meridian personnel, as needed, to support data collection, analysis, and document development. This support will be applied in a targeted manner to maintain efficiency while ensuring the timely completion of all project components.

This staffing structure is designed to provide Putnam County with direct access to experienced personnel while maintaining a streamlined and efficient project footprint.

### **RELEVANT EXPERIENCE**

Meridian Strategic Services brings experience drawn from both direct government service and private sector consulting engagements. The team has supported the development of continuity

plans and emergency management programs across a range of environments, including local government, federal operations, and complex multi-site organizations.

This combined experience provides Meridian with a practical understanding of how continuity planning must function in real-world operational conditions, particularly within government settings.

Representative experience includes:

### **GOVERNMENT CONTINUITY PLANNING EXPERIENCE**

Members of the Meridian team have extensive experience supporting continuity planning efforts within government environments at the local, state, and federal levels.

This experience includes:

- Development of a County-wide Continuity of Operations Plan for Orange County, New York, including identification of essential functions, establishment of leadership authorities, and development of operational continuity procedures
- Development of numerous Continuity of Operations Plans for joint FEMA / State Joint Field Offices, supporting federal disaster response operations across the United States.
- Participation in the development and facilitation of classified, nationwide federal government continuity exercises, supporting evaluation of continuity capabilities and coordination structures across multiple federal agencies

This background provides a strong foundation in continuity planning aligned with local government operations and national-level continuity standards.

### **CONTINUITY PLANNING AND EMERGENCY MANAGEMENT CONSULTING**

Meridian has applied this experience to support a range of clients in developing practical, implementation-focused continuity and emergency management programs.

Representative engagements include:

- Development of a Continuity of Operations Plan for a multi-billion-dollar philanthropic foundation, supporting continuity planning across multiple facilities and operational environments
- Development of a municipal Comprehensive Emergency Management Plan, including a COOP for the Town of Hartford, Vermont, aligned with local government operations and resource constraints
- Development of a continuity planning framework for a multi-campus church organization serving thousands of parishioners weekly, including coordination across multiple facilities and leadership structures

- Development of a Comprehensive Emergency Management Plan for a high-profile private girls' school, focused on sustaining operations and ensuring continuity of critical functions during disruption

These engagements reflect Meridian's ability to translate continuity planning principles into practical, usable frameworks tailored to the needs of diverse organizations.

### **TEAM QUALIFICATIONS**

Meridian Strategic Services brings a team of experienced emergency management professionals with extensive backgrounds in continuity planning, disaster response, and government operations. The individuals assigned to this project have supported public sector organizations in developing practical, operationally sound preparedness programs and understand the unique challenges faced by County governments.

The following Meridian team members will be directly involved in the execution of this project:

#### **Seamus Leary – Project Executive**

[Seamus Leary, MPA, CEM | LinkedIn](#)

Seamus serves as the President of Meridian Strategic Services and will provide executive oversight for this engagement. He brings extensive experience in emergency management, disaster recovery, and continuity planning across both public and private sector environments.

Throughout his career, Seamus has supported complex emergency management initiatives involving coordination with government agencies, critical infrastructure stakeholders, and executive leadership. His experience includes the development of emergency plans, continuity frameworks, and operational strategies designed to support organizations during high-impact events.

As Project Executive, Seamus will maintain the alignment of deliverables with the County's objectives and reflect a practical, implementation-focused approach. Seamus is a FEMA Level I Professional Continuity Practitioner.

#### **J. Scott Thomas – Project Manager / Lead Planner**

[Scott Thomas, MPA, CEM | LinkedIn](#)

Scott will serve as Project Manager and Lead Planner for this effort and will be responsible for the day-to-day execution of the project. He brings significant experience in emergency planning and continuity of operations, with a focus on developing actionable plans for government and organizational clients.

Scott has led the development of continuity plans and supporting procedures designed to guide organizations through disruptive events. His work emphasizes clarity, usability, and alignment with real-world operational requirements. He has also supported training and planning initiatives that enhance organizational preparedness and coordination.

As Project Manager, Scott will serve as the primary point of contact for Putnam County and will lead all planning activities, producing deliverables that are practical, actionable, and aligned with the County's operational structure.

### **PROJECT SCHEDULE**

The project is expected to be completed within an estimated 8- to 12-week period, depending on coordination with County personnel and the availability of key stakeholders.

The project will progress through the phases outlined in the Project Methodology section, with key activities including:

- Project kickoff and initial coordination
- Data collection and stakeholder engagement
- Draft plan development
- Review and refinement
- Final delivery

### **ASSUMPTIONS AND LIMITATIONS**

This proposal is based on a focused scope designed to deliver maximum value within the available budget. It assumes that County personnel will be available for limited coordination and that feedback will be provided in a timely and consolidated manner.

The project is structured to minimize administrative burden and avoid unnecessary complexity, with engagement and iteration limited to what is required to produce a high-quality, functional outcome.

### **EXCLUSIONS**

This phase of work is limited to the development of the County-level COOP and supporting templates. It does not include:

- Development of department-specific annexes
- Training or workshop delivery
- Tabletop exercise design or facilitation
- After-action reporting
- Updates to existing emergency management plans

These services can be addressed in future phases, if desired.

### **PROJECT PRICING AND TERMS**

#### **PROJECT PRICING**

Meridian Strategic Services will deliver the scope of work described in this proposal as a fixed-fee engagement.

## **Total Project Cost: \$19,500**

This fee includes all labor, planning, coordination, and deliverable development required to complete the project outlined in the Scope of Services.

This pricing reflects the full scope of services described in this proposal and assumes no material changes to project scope or schedule.

## **INVOICING AND PAYMENT**

Project invoicing will be structured to align with key project milestones.

- An initial invoice for 50% of the total project cost (\$9,750) will be issued upon project initiation
- The remaining 50% (\$9,750) will be invoiced upon delivery of final project deliverables

Payment will be due 30 days from the date of the invoice.

## **TRAVEL**

Travel, if required, will be billed at cost and will be in accordance with applicable government travel guidelines. All travel-related expenses will be coordinated with and approved by the County in advance.

## **OTHER DIRECT COSTS**

Other direct costs, if applicable, may include items such as printing, facility use, or materials required to support project activities. Any such costs will be discussed with and approved by the County prior to procurement and will be billed at cost with no markup.

## **OPTIONAL NEXT STEPS**

Following completion of this project, Putnam County will be well-positioned to expand its continuity program. Future efforts may include:

- Department-level COOP annex development
- COOP training and implementation support
- Tabletop exercise design and facilitation
- Plan refinement based on lessons learned
- Integration into broader County preparedness efforts

## **CLOSING**

Meridian Strategic Services appreciates the opportunity to support Putnam County in strengthening its continuity capabilities. This project is designed to deliver a practical and scalable foundation that enables the County to sustain essential operations during disruption while positioning the organization for continued advancement in its emergency management program.

COMMISSIONER OF FINANCE  
WILLIAM J. CARLIN



COUNTY EXECUTIVE  
KEVIN M. BYRNE

#8

cc: 44

Reso

**MEMORANDUM**

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance *Kye*  
Re: Budgetary Transfer - 26T110  
Date: April 16, 2026

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

**Increase estimated appropriations:**

10398900 54646                      Contracts    20,000

**Decrease:**

10014000 51000 (103)                      Personnel Services    20,000

*Deputy Commissioner of Emergency SCS  
vacant*

Fiscal Impact - 2026 - \$ 0

Fiscal Impact - 2027 - \$ 0

This budgetary transfer will provide funding for the development of a Continuity of Operations Plan (COOP) as per the attached correspondence. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive

2026 MAY - 6 AM 9:31  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY



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

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

**KATHERINE L. McNEAL**  
*Senior Deputy County Attorney*



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

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

**SARAH E. ENGLISH**  
*Deputy County Attorney*

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

**DEPARTMENT OF LAW**

**TO:** William Carlin, Commissioner of Finance  
**FROM:** Mat C Bruno, Risk Manager  
**DATE:** April 16, 2026  
**RE:** Property Damage Reimbursement

Enclosed please find Progressive Insurance check # 6025569088 dated 04/03/2025, in the amount of \$50,000.00 made payable to Putnam County representing payment for the property damage claim below:

Claim Number	Date of Accident	Reimbursement	Ins. Co	Driver
25551445882	10/26/2025	\$50,000.00	Progressive	

Thank you.

MCB/da  
Enc.

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

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

CK # 602556088













COMMISSIONER OF FINANCE  
WILLIAM J. CARLIN



COUNTY EXECUTIVE  
KEVIN M. BYRNE

CC: All

Reso

Phyp 5.19.26

Audit 5.21.26

Full 6.2.26

#5w

2026 MAY 12 PM 4:12  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

**MEMORANDUM**

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance *WJC*  
Re: Budgetary Transfer - **26T124**  
Date: May 12, 2026

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

**CAPITAL FUND:**

**Increase Estimated Appropriations:**

55197000 532201 51509	Flooring <i>(22CP01)</i>	50,000
55197000 532317 51509	Countywide Furniture & Fixtures <i>(23CP17)</i>	50,000
		<u>100,000</u> ✓

**Decrease Estimated Appropriations:**

55197000 53000 51509	Minor Renovations	100,000
----------------------	-------------------	---------

Fiscal Impact - 2026 - \$ 0

Fiscal Impact - 2027 - \$ 0

This Resolution is required to fund the two CP projects as per the attached correspondence.

Approved : \_\_\_\_\_  
Kevin M, Byrne, County Executive

JOHN TULLY  
Commissioner



KEVIN M. BYRNE  
County Executive

DEPT. OF GENERAL SERVICES -  
PURCHASING

**MEMORANDUM**

TO: Diane Trabulsy, Clerk, County Legislature

FROM: Alexis M Hawley, Asst. Supv. of Planning & Design *AMH*

CC: Thomas Feighery, Commissioner, Department of Public Works  
Joseph Bellucci, Deputy Commissioner, Department of Public Works  
William Carlin, Commissioner, Department of Finance

DATE: May 11, 2026

RE: Physical Services Committee – Amend 22CP01 – Flooring Repair & Replacement Program

Please approve the necessary resolution to amend and authorize adding \$50,000 to 22CP01.

22CP01 was authorized by the Full Legislature in June 2022 to fund programmatic repairs and replacements of aging, worn and damaged flooring in County facilities. Additional programmatic funding for this program was last authorized in October 2024.

DPW has successfully administered the repair and replacement of flooring at several County facilities under this program including, but not limited to, the Putnam Valley Senior Center, the Department of Social Services, the County Office Building (various Departments), the Law Department and the Bureau of Emergency Services.

We are respectfully requesting your authorization of \$50,000 to allow the continuation of this program throughout our County facilities to keep them in a state of good repair.

Thank you for the consideration.

PUTNAM COUNTY OFFICE BUILDING  
COUNTY OF PUTNAM ~ 40 GLENEIDA AVENUE ~ ROOM 105 ~ CARMEL, NY 10512  
(845) 808-1088

JOHN TULLY  
Commissioner



KEVIN M. BYRNE  
County Executive

DEPT. OF GENERAL SERVICES -  
PURCHASING

**MEMORANDUM**

TO: Diane Trabulsy, Clerk, County Legislature

FROM: Alexis M Hawley, Asst. Supv. of Planning & Design *AMH*

CC: Thomas Feighery, Commissioner, Department of Public Works  
Joseph Bellucci, Deputy Commissioner, Department of Public Works  
William Carlin, Commissioner, Department of Finance

DATE: May 12, 2026

RE: Physical Services Committee – Amend 23CP17 – Furniture & Furnishings

Please approve the necessary resolution to amend and authorize adding \$50,000 to 23CP17 – Furniture & Furnishings.

23CP17 was originally authorized in November 2023 to programatically replace aging furniture and furnishings throughout our County Departments.

In continued furtherance of this initiative, we are respectfully requesting your authorization of \$50,000 to replace furniture in the Department of Finance and in other County Departments, as needed.

Thank you for the consideration.



B.M.

Phyp

CC: All Feed 6-2-26

#5



# PUTNAM COUNTY SHERIFF'S OFFICE

Three County Center  
Carmel, New York 10512  
(845) 225-4300



BRIAN M. HESS  
SHERIFF

#11

JAMES T. MENTON  
UNDERSHERIFF

*Rymial*

## MEMORANDUM

**TO:** Daniel G. Birmingham  
Chairman

**FROM:** Sheriff Brian M. Hess *B.M.H.*

**RE:** Proposed resolution for approval

**DATE:** May 4, 2026

2026 MAY -4 PM 4:23  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Please place the attached proposed resolution regarding the renaming of the Putnam County Sheriff's Office Substation to "The Kevin J. McConville Nelsonville Substation" on the agenda for the next appropriate Committee meeting.

Thank you for your consideration.

**APPROVAL/RENAMING PUTNAM COUNTY SHERIFF'S DEPARTMENT  
SUBSTATION AT 276 MAIN STREET, NELSONVILLE "THE KEVIN J.  
MCCONVILLE NELSONVILLE SUBSTATION" TO HONOR THE LATE  
SHERIFF KEVIN J. MCCONVILLE'S SERVICE TO PUTNAM COUNTY**

WHEREAS, Kevin J. McConville was a lifelong resident of Cold Spring, New York. A man devoted to serving the public with integrity, courage and compassion, Kevin J. McConville had more than 30 years of service with the Metropolitan Transportation Authority Police Department; and

WHEREAS, Kevin J. McConville was elected as Sheriff of Putnam County in 2021, where he was incredibly proud to serve the community and the county he loved until his passing in August 2025; and

WHEREAS, Sheriff McConville dutifully served Putnam County during his tenure as Sheriff and worked diligently to improve Putnam County Sheriff's Office; and

WHEREAS, Sheriff McConville's long career of public service places him in the ranks of other local leaders, alive and deceased, with namesake buildings in Putnam County, such as David Bruen and Donald B. Smith; and

WHEREAS, the Putnam County Legislature and the Putnam County Executive wish to recognize Sheriff McConville's service to the safety of Putnam County and to honor his memory by naming a County building after him; and

WHEREAS, there is a Putnam County Sheriff's Substation located at 276 Main Street, Nelsonville, New York; and

WHEREAS, the Legislature is desirous of naming the Substation in honor of the late Sheriff Kevin J. McConville; and

WHEREAS, Resolution #105 of 2016 grants the Putnam County Legislature authority to approve the naming of a County building or facility, or portion thereof, which is either owned or leased by the County; now therefore be it

RESOLVED, that the County of Putnam does hereby officially name the 276 Main Street, Nelsonville substation "The Kevin J. McConville Nelsonville Station."

cc: physical?



# PUTNAM COUNTY SHERIFF'S OFFICE

Three County Center  
Carmel, New York 10512  
(845) 225-4300



BRIAN M. HESS  
SHERIFF

JAMES T. MENTON  
UNDERSHERIFF

To: Legislator Thomas Regan  
Legislator Jake D'Angelo

April 29<sup>th</sup>, 2026

Cc: County Executive Kevin Byrne  
Commissioner Thomas Feighery

From: Sheriff Brian Hess

Re: Sheriff McConville's Legacy

2026 APR 30 AM 10:11  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Thank you for your memo and for your continued support in recognizing Sheriff McConville's legacy.

Please know this effort is already underway. We are currently working with the County Attorney's Office on the necessary resolution, and the DPW Commissioner has been engaged on the design component.

I agree that August is an appropriate and meaningful timeframe for a formal unveiling, and we will continue to move this forward with that goal in mind.

Thank you again for your partnership on this.

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue

Carmel, New York 10512

(845) 808-1020

Fax (845) 808-1933

Daniel G. Birmingham *Chairman*  
William Gouldman *Deputy Chair*  
Diane Trabulsky *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Jake D'Angelo	Dist. 5
Thomas Regan Jr.	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

**MEMORANDUM**

**DATE:** April 29, 2026

**TO:** Brian Hess  
Putnam County Sheriff

Kevin Byrne  
Putnam County Executive

**FROM:** Thomas Regan *Thomas J. Regan Jr.*  
Chairman, Protective Services Committee

Jake D'Angelo *Jake D'Angelo*  
Legislator, District #5

**RE:** Naming of the Sheriff's Substation in Nelsonville for late Sheriff McConville

Gentlemen, we have great interest in ensuring the Sheriff's Office Substation in Nelsonville is named for the late Sheriff Kevin J. McConville in a timely manner and we understand that this topic has recently been raised. Please advise us if this is being immediately pursued and if so, we will support your efforts. If it is not being immediately pursued, Legislator D'Angelo has prepared a draft resolution and we will be happy to bring it forward.

It would be a meaningful tribute to have the Nelsonville Substation officially named for the late Sheriff McConville in time to honor the first anniversary of his passing on August 22<sup>nd</sup>.

Thank you for your attention to this request.

cc All  
HVD? physical




PUTNAM COUNTY EXECUTIVE  
KEVIN M. BYRNE

MEMORANDUM

**To:** Thomas Regan  
Chair, Protective Services Committee

Jake D'Angelo  
Legislator, District #5

**Cc:** Sheriff Brian Hess

**From:** Kevin M. Byrne  
County Executive 

**Date:** April 30, 2026

**Re:** Regarding Naming of Sheriff's Substation in Nelsonville

**Encl:** Memo regarding Renaming Putnam County Sheriff's Department Substation in Nelsonville to Honor the Late Sheriff Kevin J. McConville

2026 APR 30 PM 2:28  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

To reiterate, I continue to support the dedication of the Nelsonville Station in memory of our late Sheriff Kevin McConville. This initiative was first proposed by Sheriff Hess and me to the Putnam County Legislature as part of the 2026 Budget Presentation ([www.putnamcountyny.gov/26budget](http://www.putnamcountyny.gov/26budget)) on October 1, 2025, prior to your respective terms on the Legislature.

Included with the 2026 budget presentation and subsequent correspondence, the Legislature was provided with a draft resolution to consider for passage dedicating the space as "The Kevin J. McConville Putnam County Sheriff's Department Nelsonville Station." Unfortunately, to date, the Legislature has declined to consider or vote on this matter.

Thankfully, the lease extension for this space was completed with Legislative approval earlier this year. It is my sincere hope that with this extension and with the stated support from both Legislators Regan and D'Angelo, the Legislature will now have the confidence it needs to act and consider approving this proposal.

As outlined in the memo previously provided to the Legislature, this can only happen with Legislative approval. A copy of said memo is also accessible on the county website at <https://putnamcountyny.gov/26budget#files>.

I understand and recognize both Legislators Regan and D'Angelo were not members of the Legislature when this was first proposed in October of 2025. I sincerely appreciate any support you can lend to advance this initiative forward.



**PUTNAM COUNTY EXECUTIVE  
KEVIN M. BYRNE**


**MEMORANDUM**

**TO:** Hon. Amy Sayegh, Chairwoman  
Putnam County Legislature

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

The Putnam County Legislature

Brian Hess, Acting Sheriff  
Putnam County Sheriff's Office

**FROM:** Kevin M. Byrne  
County Executive 

**DATE:** October 1, 2025

**RE:** Renaming Putnam County Sheriff's Department Substation in Nelsonville to Honor the Late Sheriff Kevin J. McConville

---

I know that the Legislature joins me, the Administration, and all Putnam County residents in mourning the loss of Sheriff Kevin J. McConville.

Pursuant to the authority contained in Resolution #105 of 2016, granting the Legislature authority to name a County building or facility, I respectfully request that the Legislature consider renaming the Sheriff's Substation located at 276 Main Street in Nelsonville after Sheriff McConville to honor his dedicated service to the safety of Putnam County. Sheriff McConville's widow Janice and the McConville family have already been apprised of the proposal and enthusiastically agree with the effort.

Please see the attached draft resolution for review and consideration by the Legislature.

APPROVAL/RENAMING PUTNAM COUNTY SHERIFF'S DEPARTMENT SUBSTATION AT 276 MAIN STREET, NELSONVILLE "THE KEVIN J. MCCONVILLE PUTNAM COUNTY SHERIFF'S DEPARTMENT NELSONVILLE STATION" TO HONOR THE LATE SHERIFF KEVIN J. MCCONVILLE'S SERVICE TO PUTNAM COUNTY SAFETY

WHEREAS, Sheriff Kevin J. McConville was a longtime Cold Spring resident who had served as Sheriff from 2021 until his passing in August of 2025; and

WHEREAS, Sheriff McConville dutifully served Putnam County during his tenure as Sheriff and worked diligently to improve the Putnam County Sheriff's Office; and

WHEREAS, Sheriff McConville's long career of public service places him in the ranks of other local leaders, alive and deceased, with namesake buildings in Putnam County, such as David Bruen and Donald B. Smith; and

WHEREAS, the Putnam County Legislature and the Putnam County Executive wish to recognize Sheriff McConville's service to the safety of Putnam County and to honor his memory by naming a County building after him; and

WHEREAS, there is a Putnam County Sheriff's Substation located at 276 Main Street, Nelsonville, New York; and

WHEREAS, the Legislature is desirous of naming this Substation in honor of the late Sheriff Kevin J. McConville; and

WHEREAS, Resolution #105 of 2016 grants the Putnam County Legislature authority to approve the naming of a County building or facility, or portion thereof, which is either owned or leased by the County; now therefore be it

RESOLVED, that the County of Putnam does hereby officially name the 276 Main Street, Nelsonville substation "The Kevin J. McConville Putnam County Sheriff's Department Nelsonville Station."



**RESOLVED, that the County Executive, together with the County Legislature, supports and ratifies the County's application to the NY PLAYS initiative for the County Veterans Memorial Park retrofit project; and it is hereby further**

**RESOLVED, that this Resolution shall take effect immediately.**

BU

5.12.26  
OK-DB  
Phup

cc: All  
Full 6.2.26  
#5y



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

*www.putnamcountyny.com*

**841 Fair Street  
Carmel, NY 10512**

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

**TO:** Legislator Daniel G. Birmingham  
Chairman, Putnam County Legislature

**FROM:** Barbara Barosa, AICP, Commissioner  
Department of Planning, Development and Public Transportation

**DATE:** May 12, 2026

**RE:** Request to Apply for NY PLAYS funding for County Veterans Memorial Park  
Playground Retrofit

---

Attached for your consideration is a request to approve the submittal of a NY PLAYS grant application to offset costs of retrofitting the existing playground at the County's Veterans Memorial Park into an ADA sensory playground. The County was previously awarded \$100,000 in CREST funding for this project, and the County is desirous of using this grant opportunity to fund the project's funding shortfall. The application is due by June 15, 2026.

I respectfully request that this matter be placed on the upcoming Physical Services Committee meeting agenda scheduled for May 19, 2026.

Thank you in advance for your consideration.

2026 MAY 12 AM 11:26  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

## RESOLUTION

### **APPROVAL/RATIFICATION OF APPLICATION FOR GRANT FUNDS AVAILABLE THROUGH THE NEW YORK PLACES FOR LEARNING, ACTIVITY, AND YOUTH SOCIALIZATION (NY PLAYS) INITIATIVE**

WHEREAS, the County has identified a new funding opportunity through the New York Places for Learning, Activity, and Youth Socialization (NY PLAYS) Initiative, a competitive grant program that will provide \$67.5 million in capital funding to help municipalities and nonprofit organizations construct, expand and renovate public playgrounds for all abilities across New York State; and

WHEREAS, Putnam County has already received \$100,000 of DASNY CREST grant funding for the retrofit of the existing playground at Veterans Memorial Park into an ADA sensory playground; and

WHEREAS, the complete cost of the retrofit is expected to be \$315,000 and the County is desirous of applying for the NY PLAYS funding to address the project's funding shortfalls of \$215,000; and

WHEREAS, the funding opportunity requires an application to apply for the funding, and the deadline for application submissions is June 15, 2026; and

WHEREAS, the NY PLAYS grant program requires that grantees provide a twenty percent match; and

WHEREAS, Section 5-1(D)(1) of the Putnam County Code requires the Legislature approve all grant applications prior to their submission; and therefore be it

RESOLVED, that the Putnam County Planning Department is hereby authorized and directed to file a grant application for NY PLAYS in the amount of \$172,000 with a local match of \$43,000; and be it further

RESOLVED, that the County Executive, together with the County Legislature, supports and ratifies the County's application to the NY PLAYS initiative for the County Veterans Memorial Park retrofit project; and it is hereby further

RESOLVED, that this Resolution shall take effect immediately.





COMMISSIONER OF FINANCE  
WILLIAM J. CARLIN



COUNTY EXECUTIVE  
KEVIN M. BYRNE

*Audit*

*cc: All*

*#5aa*

MEMORANDUM

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

**FROM:** William J. Carlin Jr. *WJC*  
Commissioner of Finance

**RE:** **Proposed Resolution – Fixed Asset Reporting**

**DATE:** April 21, 2026

Please find enclosed a proposed Resolution amending the Fixed Asset Capitalization and Reporting amounts adopted in 2002 to reflect current costs. This Resolution proposes to raise capitalization and depreciation of vehicles, machinery, and equipment from \$ 5,000 and over to \$ 25,000 and over for financial statement reporting purposes. This Resolution will also raise the County Fixed asset tracking and control floor from \$ 1,000 to \$ 5,000.

These proposed recommended changes, made in consultation with our Independent Auditor, are endorsed by the Department of General Services and the County Auditor and will improve operating efficiency.

2026 APR 21 AM 11:43  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

APPROVAL/FIXED ASSET FINANCIAL STATEMENT REPORTING AND TRACKING

WHEREAS, The Putnam County Legislature adopted Resolution 141/2002, establishing monetary guidelines for the reporting and tracking of fixed assets pursuant to GASB 34; and

WHEREAS, the Commissioner of Finance, in consultation with the County Independent Auditor, has recommended that the levels be increased to reflect current costs and improve operating efficiency; and

WHEREAS, the Department of General Services and the County Auditor endorse these changes; now therefore be it

RESOLVED, that the fixed asset levels limits for capitalizing and depreciation for financial statement reporting purposes for Machinery, Equipment, and Vehicles are raised from \$ 5,000 and over to \$ 25,000 and over; and be it further

RESOLVED, that the fixed asset minimum for department tracking and control purposes be raised from \$ 1,000 to \$ 5,000.

THE PUTNAM COUNTY LEGISLATURE

Resolution # 141 Meeting  
Introduced by Legislator: Bobby McGuigan on behalf of Audit and Admin. Committee Regular July 2, 2002  
Seconded by Legislator: Arne Nordstrom Special

WHEREAS, the County of Putnam annually purchases or leases equipment and materials for the proper administration of County government; and

WHEREAS, it is proper to create, have, and keep an accurate inventory of such fixed assets; and

WHEREAS, with the advent of GASB 34 the County of Putnam will need to report capital assets and depreciation as a component of its financial statements and GFOA guidelines exist for the capitalization of capital assets; now therefore be it

RESOLVED, that each department create an inventory of all the fixed assets for capitalization and depreciation in each department of a value as follows:

Table with 2 columns: Asset Category and Value Threshold. Categories include Land, Land Improvements, Buildings, Building Improvements, Construction in Progress, Machinery & Equipment, Vehicles, and Infrastructure.

and be it further

Vote:  
State Of New York

ss:

County Of Putnam

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

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

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

Donna C. McMahon  
Clerk Of The Legislature Of Putnam County

THE PUTNAM COUNTY LEGISLATURE

Resolution # 141 continued

Meeting

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

Regular \_\_\_\_\_

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

Special \_\_\_\_\_

RESOLVED, that each department create an inventory of all the fixed assets for tracking and control purposes of a value as follows:

Land Improvements	\$ 1,000 to \$24,999
Buildings	\$ 1,000 to \$49,999
Building Improvements	\$ 1,000 to \$49,999
Machinery & Equipment	\$ 1,000 to \$ 4,999
Vehicles	\$ 1,000 to \$ 4,999
Infrastructure	\$ 1,000 to \$49,999

and be it further

RESOLVED, that whenever an equipment item becomes obsolete, unusable or needs to be replaced by a new piece of equipment, the department should send a memorandum to the Purchasing Agent requesting the item be removed from the Department's Fixed Assets inventory and that the department should give the reasons(s) for its removal, description of item, serial number and model number and Fixed Asset Inventory Form, if applicable; and be it further

RESOLVED, that all surplus equipment be first offered for transfer to other departments for their use and then to the Towns or any outside agencies; items also can be effectively disposed of by using them as a trade-in on the purchase of new equipment; and be it further

Vote:  
State Of New York

ss:

County Of Putnam

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

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

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

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

THE PUTNAM COUNTY LEGISLATURE

Resolution # 141 continued

Meeting

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

Regular \_\_\_\_\_

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

Special \_\_\_\_\_

RESOLVED, that after the foregoing procedures have been exhausted, the Purchasing Agent should arrange to sell obsolete and surplus materials and equipment at public bid or auction; such sales should be widely advertised in order to inform prospective buyers; however, before an item is declared scrap, the Purchasing Agent should determine if it can be reconditioned or reused; and be it further

RESOLVED, that the County should provide storage areas for surplus equipment items that are to be put out for bid or auction.

BY POLL VOTE: ALL AYES, CARRIED UNANIMOUSLY.

Vote:  
State Of New York

ss:

County Of Putnam



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

July 2, 2002

Dated: July 3, 2002

Signed: Donna C. McMahon

Donna C. McMahon  
Clerk Of The Legislature Of Putnam County













Audit

June 2 - Full

#588

#599

THE PUTNAM COUNTY LEGISLATURE  
40 Gleneida Avenue  
Carmel, New York 10512  
Phone (845) 808-1020 • Fax (845) 808-1933  
putcoleg@putnamcountyny.gov

Daniel G. Birmingham *Chairman*  
William Gouldman *Deputy Chair*  
Diane Trabulsy *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Jake D'Angelo	Dist. 5
Thomas Regan Jr.	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

**MEMORANDUM**

**DATE:** May12, 2026

**TO:** Daniel G. Birmingham  
Chairman of Legislature

**FROM:** William Gouldman  
Deputy Chairman of Legislature *William Gouldman*

**CC:** Erin Crowley  
Chairwoman, Audit & Administration Committee

**RE:** Motor Fuel Sales Tax Adjustment

The Clerk of the Legislature was notified by the New York State Department of Taxation and Finance that due to an irregularity in the mailing procedure of Resolution # 84 of 2026, it must be rescinded.

With the assistance of Legislative Counsel Abissi and in communications with the New York State Department of Taxation and Finance Office a resolution to Rescind Resolution #84 of 2026 and a resolution to Approve – Motor Fuel Sales Tax Adjustment have been drafted and are attached.

In accordance with the NYS Tax Office procedure the effective date for the Putnam County proposed Motor Fuel Sales Tax Adjustment would begin September 1, 2026.

I request this matter be addressed at the May 21, 2026 Audit & Administration Meeting.

Attachment

**RESOLUTION #**

**APPROVAL – RESCIND RESOLUTION 84 OF 2026 – MOTOR FUEL SALES TAX  
ADJUSTMENT**

**WHEREAS, the Audit & Administration Committee has reviewed and approved the rescinding of resolution #84 of 2026; now therefore be it**

**RESOLVED, resolution #84 of 2026 approved by the Full Legislature at the April 7, 2026, meeting is hereby rescinded due to an irregularity in the mailing procedure of the the resolution; and be it further**

**RESOLVED, the matter is authorized to be presented again in accordance with applicable statutory procedures and governance requirements.**

## **APPROVAL – MOTOR FUEL SALES TAX ADJUSTMENT**

**Resolution of the Legislature of the County of Putnam, electing a cents per gallon rate of sales and compensating use taxes on motor fuel and diesel motor fuel, in lieu of the percentage rate of such taxes, pursuant to the authority of Article 29 of the Tax Law of the State of New York.**

**Be it enacted by the Legislature of the County of Putnam, as follows:**

**SECTION 1. Resolution No. 85 of 1977 is amended by revising section 4-B to read as follows:**

**Section 4-B. Cents per gallon rate of sales and compensating use taxes on motor fuel and diesel motor fuel.**

**Notwithstanding any provision of this enactment to the contrary, in lieu of the percentage rate of sales and compensating use taxes imposed on receipts from the retail sale of and consideration given or contracted to be given for, or for the use of, motor fuel and diesel motor fuel, such taxes shall be imposed at a rate of cents per gallon of such motor fuel or diesel motor fuel, in the manner prescribed by subdivision (m) of section 1111 of the New York Tax Law, provided that, for purposes of calculating the cents per gallon rate of tax, such receipts or consideration shall be limited to three dollars per gallon of either such fuel. Provided that, if the average price of such fuels changes as described in such subdivision (m) of section 1111 of the Tax Law, the Commissioner of Taxation and Finance shall adjust the cents per gallon tax rate on such fuels in the manner prescribed in such subdivision (m) of section 1111 of the Tax Law.**

**SECTION 2. This resolution shall take effect September 1, 2026, and shall expire and be deemed repealed on December 31, 2027.**

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue

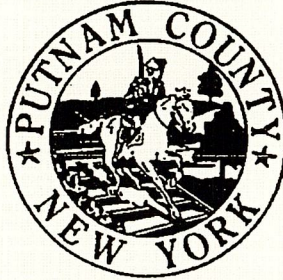
Carmel, New York 10512

Phone (845) 808-1020 • Fax (845) 808-1933

putcoleg@putnamcountyny.gov

Call  
Audit 5/21  
Fall 6/2

Daniel G. Birmingham *Chairman*  
William Gouldman *Deputy Chair*  
Diane Trabulsy *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Jake D'Angelo	Dist. 5
Thomas Regan Jr.	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

**MEMORANDUM**

**DATE:** May 12, 2026

**TO:** Erin Crowley  
Chairperson, Audit & Administration Committee

**CC:** William Gouldman  
Legislator, District #2

**FROM:** Daniel G. Birmingham *DGB/let*  
Chairman, Putnam County Legislature

**RE:** Legislator Gouldman's Request – Motor Fuel Sales Tax Adjustment:  
Rescind R#84 of 2026 and Re-Approve

Pursuant to Section III. Committees of the Legislature (C)(2)(a) of the Legislative Manual, I am referring this item to the Audit & Administration Committee for consideration. Please include this matter and any other information relating thereto on the next agenda of the Audit & Administration Committee.

Thank you for your attention to this matter.

Attachment



**RESOLVED, that the Clerk of the Putnam County Legislature is hereby directed to forward a copy of this Resolution to our State representatives in the State Legislature as well as the Governor and leadership of our State Legislature.**

Full 6-2-26  
Other Bills  
#Coa

**CHAIR**  
ENVIRONMENTAL CONSERVATION

**COMMITTEES**  
ALCOHOLISM AND SUBSTANCE USE DISORDERS  
CRIME VICTIMS, CRIME AND CORRECTION  
INSURANCE  
RULES  
TRANSPORTATION  
VETERANS, HOMELAND SECURITY  
AND MILITARY AFFAIRS

**THE SENATE  
STATE OF NEW YORK**



**PETER B. HARCKHAM**  
SENATOR, 40TH DISTRICT

**ALBANY OFFICE**  
310 LEGISLATIVE OFFICE BUILDING  
ALBANY, NEW YORK 12247  
(518) 455-2340

**DISTRICT OFFICE**  
1 PARK PLACE  
SUITE 302  
PEEKSKILL, NEW YORK 10566  
(914) 241-4600

May 21, 2026

Daniel G. Birmingham, Chair  
Putnam County Legislature  
40 Gleneida Avenue  
Carmel, NY 10512

Re: Home Rule Request

Dear Members of the Putnam County Legislature,

This letter serves as notification to the Putnam County Legislature that, pursuant to Article IX of the New York State Constitution, the County of Putnam must submit a Home Rule Request for bill S8852-A (Harckham) / A8903-A (Slater), which authorizes the County of Putnam to lease certain lands used as parklands.

When completing the Home Rule Request Form, please ensure that the amended bill numbers S8852-A / A8903-A are referenced accurately. Failure to include the correct amended bill numbers may result in the rejection of the submission.

For your convenience, a Home Rule Request Form has been attached. The completed form must be submitted to the Home Rule Counsel in each house of the New York State legislature. Please note that failure to submit the correct number of copies to each house may also result in rejection of the request. Additional instructions on how to complete the form, as well as the addresses to both Home Rule Counsel offices, are included on the form.

Please note that the submission of a Home Rule Request does not guarantee enactment of the legislation. Rather, the request serves to show that a necessity exists for the Legislature to consider and act upon the proposed legislation.

Please return the completed Home Rule Request to the appropriate counsels as soon as possible. Once submitted, please notify Marie Kelly from my team at [kelly@nysenate.gov](mailto:kelly@nysenate.gov) or (518) 455-2342. I appreciate your swift attention to this request.

Sincerely,

Peter B. Harckham  
New York State Senator  
40<sup>th</sup> Senate District

CC:

Kevin M. Byrne, Putnam County Executive

Matthew Slater, Member of Assembly



cc. All

Full mtg  
6-2-26

Other Business

#66

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue

Carmel, New York 10512

Phone (845) 808-1020 • Fax (845) 808-1933

putcoleg@putnamcountyny.gov

Daniel G. Birmingham *Chairman*  
William Gouldman *Deputy Chair*  
Diane Trabulsky *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Jake D'Angelo	Dist. 5
Thomas Regan Jr.	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

**MEMORANDUM**

**DATE:** May 26, 2026

**TO:** All Legislators

**FROM:** Daniel G. Birmingham *DB/br*  
Chairman, Putnam County Legislature

**RE:** 2027 Sheriff's Budget Pilot

As a follow up to my attached memorandum dated May 14, 2026, pursuant to Section III. Committees of the Legislature (C)(2)(a) of the Legislative Manual, I am referring the attached request and resolution from Sheriff Hess to execute a budget consolidation pilot for the 2027 budget to the June 2, 2026 Full Legislative Meeting due to its time sensitive nature.

Thank you for your attention to this matter.

Attachment



BRIAN M. HESS  
SHERIFF

# PUTNAM COUNTY SHERIFF'S OFFICE

Three County Center  
Carmel, New York 10512  
(845) 225-4300



JAMES T. MENTON  
UNDERSHERIFF

## MEMORANDUM

**TO:** Daniel G. Birmingham  
Chairman

**FROM:** Sheriff Brian M. Hess

**RE:** Proposed Resolution

**DATE:** May 26, 2026

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2026 MAY 26 PM 4:16

This memo is to confirm the attached proposed resolution, prepared by Sara English of the Law Department, can be placed on the agenda for the June 2<sup>nd</sup> Full Legislative meeting as other business.

Thank you for your consideration.

**APPROVAL FOR PILOTING A VARIATION IN THE BUDGETING PROCESS  
FOR THE PUTNAM COUNTY SHERIFF'S OFFICE FY27 ANNUAL BUDGET**

WHEREAS, the Putnam County Sheriff's Office is an agency within Putnam County Government; and

WHEREAS, all agencies within the Putnam County Government are part of a decentralized budgeting process wherein they prepare their own budgets for County legislative review and approval utilizing the Tyler MUNIS software system; and

WHEREAS, the Tyler MUNIS software system uses Organizational, Object, and Project codes to track revenue and expenditures within agencies; and

WHEREAS, the Putnam County Sheriff's Office presently uses twenty-four (24) of these organizational codes for only five (5) Divisions within the Sheriff's Office and utilizes several object codes across those organizational codes to categorize "like" items, such as, Office Supplies and Books/Supplements; and

WHEREAS, maintaining the twenty-four (24) organizational codes for five (5) Divisions within the Sheriff's Office and having multiple object codes is cumbersome, creates inefficiencies, poor use of resources, complication, wasted time, and wasted funds; and

WHEREAS, combining these twenty-four (24) organizational codes into five (5) organizational codes that align with the five (5) Divisions of the Sheriff's Office and that consolidate "like" object codes into one organizational code will streamline the budgeting process, will promote efficiency, and is projected to result in cost savings, while still maintaining visibility and compliance with the Putnam County Code; and

WHEREAS, Section 2.04(c) of the Putnam County Code requires the Legislature to exercise all powers of local legislation in relation to enacting, amending or rescinding local laws, Charter laws, legalizing acts or resolutions;

WHEREAS, the Putnam County Sheriff's Office seeks to implement this pilot process reducing organizational codes and consolidating object codes to simplify and streamline the FY27 budgeting process; and

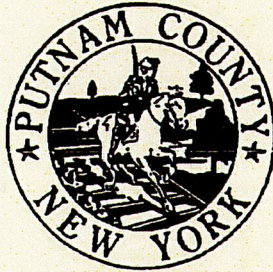
WHEREAS, the Protective Services Committee, County Finance, County Audit and Administration have previously reviewed this proposal and find it to be in the best interest of the County, and in furtherance of efficiency; now therefore be it

RESOLVED, that the Putnam County Legislature hereby approves this budgeting pilot process for the Sheriff's Office for the FY27 budget, which shall be presented to the Legislature for final review before transitioning this pilot process to a permanent process within the Putnam County Sheriff's Office for FY28.

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue  
Carmel, New York 10512  
Phone (845) 808-1020 • Fax (845) 808-1933  
putcoleg@putnamcountyny.gov

Daniel G. Birmingham *Chairman*  
William Gouldman *Deputy Chair*  
Diane Trabulsy *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Jake D'Angelo	Dist. 5
Thomas Regan Jr.	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

**MEMORANDUM**

**DATE:** May 14, 2026

**TO:** Thomas Regan Jr.  
Chairman, Protective Services Committee

**FROM:** Daniel G. Birmingham *DB/br*  
Chairman, Putnam County Legislature

**RE:** 2027 Sheriff's Budget Pilot

Pursuant to Section III. Committees of the Legislature (C)(2)(a) of the Legislative Manual, I am referring the attached request from Sheriff Hess to execute a budget consolidation pilot for the 2027 budget to the Protective Services Committee for consideration. Please include this matter and any other information relating thereto on the June agenda of the Protective Services Committee.

Thank you for your attention to this matter.

Attachment



# PUTNAM COUNTY SHERIFF'S OFFICE

Three County Center  
Carmel, New York 10512  
(845) 225-4300



BRIAN M. HESS  
SHERIFF

JAMES T. MENTON  
UNDERSHERIFF

Date: May 13<sup>th</sup>, 2026

To: Daniel Birmingham, Chairman

From: Brian M Hess, Sheriff *B. Hess*

Re: 2027 Sheriff's Budget Pilot

2026 MAY 13 PM 5:23  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

I respectfully request that the Legislature place on the appropriate upcoming agenda the proposed consolidation of the Sheriff's Office budget structure for the 2027 budget process.

As discussed during the prior Protective Services Committee meeting, the Sheriff's Office is seeking permission to execute a budget consolidation pilot for the 2027 budget cycle. The purpose of this pilot is to simplify and modernize the current Sheriff's Office budget structure by reducing unnecessary fragmentation across organizational codes and improving transparency, accountability, and management efficiency.

At present, the Sheriff's Office budget is spread across numerous organizational codes, some of which are outdated, inactive, or better suited to be managed as project or program-level tracking within a broader operational budget. This creates unnecessary complexity for both departmental management and legislative review. Consolidating the structure would allow the Sheriff's Office, the Administration, the Department of Finance, and the Legislature to evaluate expenditures in a clearer and more practical format.

The proposed pilot would not reduce legislative oversight or alter the Legislature's fiscal authority. Rather, it would provide a cleaner budget framework that still preserves appropriate accountability while making it easier to understand operational costs, staffing needs, program expenses, and long-term planning priorities.

I appreciate the Legislature's prior discussion on this matter and respectfully request that this item be placed on the agenda for approval.

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue

Carmel, New York 10512

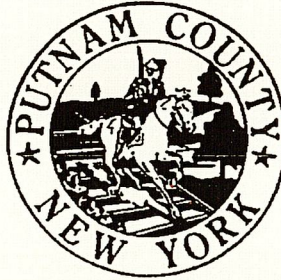
Phone (845) 808-1020 • Fax (845) 808-1933

putcoleg@putnamcountyny.gov

cc: All  
Other Bees Full

#6c

Daniel G. Birmingham *Chairman*  
William Gouldman *Deputy Chair*  
Diane Trabulsy *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Jake D'Angelo	Dist. 5
Thomas Regan Jr.	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

**MEMORANDUM**

**DATE:** May 26, 2026

**TO:** Compton Spain  
Putnam County Attorney

**FROM:** Daniel G. Birmingham *DB/bc*  
Chairman, Putnam County Legislature

**RE:** Town of Carmel Resolution – Requesting the County of Putnam to Intervene in Pending Litigation Matter

The Legislative Office is in receipt of the attached resolution from the Town of Carmel, *Requesting the County of Putnam to Intervene in Pending Litigation Concerning the People USA Stabilization Center.*

Respectfully, I request a representative from the Law Department attend the June 2, 2026 Full Legislative Meeting to advise the Legislature on this matter, in Executive Session.

Thank you for your attention to this matter.

Attachment

**MICHAEL S. CAZZARI**  
Town Supervisor

**FRANK D. LOMBARDI**  
Town Councilman  
Deputy Supervisor

**ROBERT KEARNS**  
Town Councilman

**MICHAEL LUGO**  
Town Councilman

**ROBERT SCHANIL**  
Town Councilman

**TOWN OF CARMEL**  
TOWN HALL



60 McAlpin Avenue  
Mahopac, New York 10541  
Tel. (845) 628-1500 • Fax (845) 628-6836  
[www.townofcarmelny.gov](http://www.townofcarmelny.gov)

**ALICE DALY**  
Town Clerk

**KATHLEEN KRAUS**  
Receiver of Taxes

**MICHAEL STERN**  
Superintendent of Highways  
Tel. (845) 628-7474

May 21, 2026

The Honorable Daniel G. Birmingham  
Chairman, Putnam County Legislature  
40 Gleneida Avenue  
Carmel, NY 10512

RE: Town of Carmel  
Certified Resolution Requesting the County of Putnam  
To Intervene in Pending Litigation Concerning the  
People USA Stabilization Center

The Honorable Daniel G. Birmingham,

Enclosed is a Town of Carmel Certified Resolution requesting the County of Putnam to intervene in pending litigation concerning the People USA Stabilization Center. This resolution was adopted at the Town of Carmel Town Board Meeting held on May 20, 2026.

Sincerely,

Alice Daly  
Town of Carmel  
Town Clerk

Enclosure

cc: Town Board  
Town Attorney

2026 MAY 26 PM 1:19  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

**RESOLUTION REQUESTING THE COUNTY OF PUTNAM TO INTERVENE IN PENDING LITIGATION CONCERNING THE PEOPLE USA STABILIZATION CENTER**

WHEREAS, there is currently pending in the Supreme Court, County of Putnam, certain litigation entitled "PEOPLE; Projects to Empower and Organize the Psychiatrically Labeled, Inc. d/b/a PEOPLE USA v. Town of Carmel Planning Board et al" under Index No. 500374/2026; and

WHEREAS, the referenced litigation directly involves actions and initiatives undertaken by the County of Putnam and its administration to establish a stabilization center within the County through arrangements and contract involving People USA; and

WHEREAS, the proposed stabilization center and related operations have generated substantial concern among residents of the Town of Carmel regarding zoning compliance, public safety, environmental impacts, traffic, municipal services, and the overall effect upon the surrounding community; and

WHEREAS, the referenced litigation presently pending concerns the failure to obtain approvals to establish and/or operate the People USA stabilization center; and

WHEREAS, the Town Board believes that the County of Putnam County played a central role in initiating, supporting, facilitating, and advancing the stabilization center project which formed the basis of this litigation and

WHEREAS, the Town Board further believes that the County of Putnam possesses material knowledge, information, and responsibility concerning the planning, development, approval, and implementation of the stabilization center initiative; and

WHEREAS, the Town Board finds it appropriate and necessary that the County of Putnam formally intervene in, participate in and defend in the pending litigation so that the issues presented may be fully and fairly adjudicated, and so that the County of Putnam may share in the responsibility and cost of defending and/or addressing matters arising from the initiative it advanced and

WHEREAS, the Town Board deems it to be in the best interest of the residents of the Town of Carmel to formally request that the County of Putnam intervene in and participate in the pending litigation involving People USA and the stabilization center initiative.

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby formally petitions and requests that the County of Putnam intervene in, join and participate in the pending litigation involving People USA and the proposed stabilization center initiative; and

BE IT FURTHER RESOLVED that the Town Board urges the Putnam County Legislature and County Executive to take all necessary and appropriate actions to intervene in, join and participate in the pending litigation involving People USA and the proposed stabilization center initiative litigation; and

BE IT FURTHER RESOLVED that the Town Clerk is hereby directed to transmit certified copies of this Resolution to the Putnam County Executive, the Chair of the Putnam County Legislature, the Putnam County Attorney, and all other persons or entities deemed appropriate.

Resolution

Offered by: Councilman Kearns

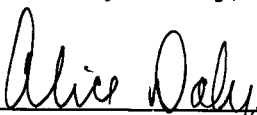
Seconded by: Councilman Lugo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>	
Robert Schanil	<u>          </u>	<u>          </u>	Abstain
Michael Lugo	<u>  X  </u>	<u>          </u>	
Robert Kearns	<u>  X  </u>	<u>          </u>	
Frank Lombardi	<u>          </u>	<u>          </u>	Absent
Michael Cazzari	<u>  X  </u>	<u>          </u>	

S  
E  
A  
L

I, Alice Daly, Town Clerk of the Town of Carmel, Putnam County, New York, do hereby certify that the foregoing resolution is a true and exact copy of the original on file in my office which was adopted by the Town Board of said Town at a duly called and held meeting on the **20<sup>th</sup>** day of **May, 2026**; and of the whole thereof.

May 21, 2026  
Dated

  
Alice Daly, Town Clerk