

Other
Business
#7c

Committee: **Other Business** Resolution # _____
Introduced By _____ Regular Mtg: **September 1, 2026**
Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY TRANSFER (26T238) –SHERIFF’S OFFICE –
BUDGET LINE TRANSFER TO FUND A NEWLY APPROVED PCSEA
POSITION OF ACCOUNT CLERK (SPANISH SPEAKING)**

WHEREAS, the Putnam County Sheriff has requested Budgetary Transfer (26T238) to execute a budget line transfer decreasing a Senior Office Assistant (Spanish Speaking position and increase the recently approved PCSEA position of Account Clerk (Spanish Speaking) (R#242 of 2026); and

WHEREAS, at the September 1, 2026, Full Legislature Meeting the requested budgetary transfer was reviewed and approved; now therefore be it

RESOLVED, that the following budgetary transfer be made:

Decrease:

**15311000.51000 (15109) Sheriff Civil: Personnel Senior O.A 37,382
(Spanish Speaking)**

Increase:

**15311000.51000 (15111) Sheriff Civil: Personnel Account 37,382
Clerk (Spanish Speaking)**

Fiscal Impact – 2026 - \$0

Fiscal Impact – 2027 - \$0

ROLL CALL VOTE	YES	NO	YES	NO	YES	NO	YES	NO
Legislator Addonizio								
Legislator Crowley								
Legislator D’Angelo								
Legislator Gouldman								
Legislator Montgomery								
Legislator Regan								
Legislator Russo								
Legislator Sayegh								
Chairman Birmingham								



BRIAN M. HESS
SHERIFF

PUTNAM COUNTY SHERIFF'S OFFICE

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



JAMES T. MENTON
UNDERSHERIFF

Revised
CE: 411
Full mtg
9.1.26
Other
Business
#76
#76

DATE: September 1, 2026
TO: Daniel Birmingham, Chairman
FROM: Sheriff Brian M. Hess
SUBJECT: Letter of Necessity, Title Change within the Civil Unit to Allow for Filling Vacancy

This letter is being sent as a request, to place on the September 1, 2026, Full Legislative Meeting Agenda, prior to the September Personnel Meeting, our request to make a title change within the Civil Unit. It is imperative that we complete the finishing steps to post this position and waiting for the October Full Legislative Meeting will negatively impact the agency. Our request that has been ongoing for months was to change the current vacant position of Senior Office Assistant (Spanish Speaking) in the Civil Unit to an Account Clerk (Spanish Speaking) within the Civil Unit. We seek the legislature's approval.

Respectfully submitted.

Sincerely,

Brian M. Hess, Sheriff

Cc: Diane Trabulsky, Legislative Clerk
Michelle Sharkey, Auditor

2026 SEP - 1 PM 5:06
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

Reso
G.B.
#7c

TO: Acting Commissioner of Finance

FROM: Sheriff Brian M. Hess

DEPT: Sheriff

DATE: September 1, 2026

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
15311000.51000(15109) (Sheriff Civil: Personnel) Senior OA (Sp. Speaking)	15311000.51000(15111) (Sheriff Civil: Personnel) Account Clerk (Sp. Speaking)	\$37,382.00	Title Change

Total \$37,382.00

2026 Fiscal Impact \$ __0__

2027 Fiscal Impact \$ __0__

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

Department Head Signature/Designee Date

AUTHORIZATION:

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

26T238

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PUTNAM COUNTY SHERIFF'S DEPARTMENT
INTER-OFFICE MEMORANDUM

DATE: September 1, 2026

TO: Sheriff Brian M. Hess
Undersheriff James Menton

FROM: Captain Dominick L. Chiumento, Administration

SUBJECT: BUDGET LINE TRANSFER

Decrease:

15311000 51000 15109 Senior Office Assistant (Spanish Speaking) \$37,382

Increase:

15311000 51000 15111 Account Clerk (Spanish Speaking) \$37,382

2026 – Fiscal Impact - \$0

2027 – Fiscal Impact - \$0

26T238