

BUDGET & FINANCE COMMITTEE
(All Legislators)

- 6a. **Approval/ 2024 Decentralized Budget Review Process for Preparation and Adoption of the 2024 County Budget**

PHYSICAL SERVICES COMMITTEE
(Chairman Gouldman, Legislators Castellano & Montgomery)

- 6b. **Approval/ Budgetary Amendment (23A033)/ Planning Department/ Additional Unified Planning Work Program (UPWP) Funding Under New York Metropolitan Transportation Council (NYMTC)**
- 6c. **Approval/ Budgetary Amendment (23A034)/ Planning Department/ Additional Unified Planning Work Program (UPWP) Funding Under New York Metropolitan Transportation Council (NYMTC)**
- 6d. **Approval/ SEQRA Determination/ Type II/ Cantina at Tilly Foster Farm**
- 6e. **Approval/ Inclusion of Parcels in Putnam County Agricultural District**
- 6f. **Approval/ Ratification of Applications Submitted for Grant Funding Available Through the 2023 Consolidated Funding Application (CFA) Program Aimed to Increase Local Economic Development and Encourage Growth in Putnam County**

PERSONNEL COMMITTEE
(Chairman Jonke, Legislators Castellano & Nacerino)

- 6g. **Approval/ Confirmation/ Appointment/ Commissioner of Finance**
- 6h. **Approval/ Confirmation/ Appointment/ Director of Real Property Tax Services**
- 6i. **Approval/ Policy for Service Animals**
- 6j. **Approval/ Policy for Public Facility Access**

PROTECTIVE SERVICES COMMITTEE
(Chairwoman Nacerino, Legislators Addonizio & Sayegh)

- 6k. **Approval/ Budgetary Amendment (23A032)/ Legal Aid Society/ Indigent Legal Services**
- 6L. **Approval/ Budgetary Amendment (23A037)/ Sheriff's Department/ State and Municipal (SAM) Facilities Grant Program**
- 6m. **Approval/ Fund Transfer (23T146) / Sheriff's Department/ Comp Payout**

**RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE
(Chairwoman Addonizio, Legislators Ellner & Gouldman)**

- 6n. Approval/ Local Law to Amend the Code of Putnam County by Adding a New Chapter 170 Entitled "Homeless Shelters"**
- 6o. Approval/ Supporting Declarations of Executive Order 3 of 2023**

**AUDIT & ADMINISTRATION COMMITTEE
(Chairman Castellano, Legislator Ellner & Gouldman)**

- 6p. Approval/ Budgetary Amendment (23A038)/ Youth Bureau/ 2023 Runaway & Homeless Youth Programs**
- 6q. Approval/ Fund Transfer (23T155)/ Finance/ Correct Vacancy Control Line**
- 7. Other Business**
- 7a. Amend Resolution #63 of 2023/ Budget & Finance Committee Representative/ Capital Projects Committee**
- 7b. Approval/ Standard Work Day and Reporting Resolution**
- 8. Recognition of Public on Agenda Items**
- 9. Recognition of Legislators**
- 10. Adjournment**

Proclamation

Recognizing Putnam County Sheriff's Department BCI Unit

WHEREAS, the Putnam County Sheriff's Department is a highly regarded office within Putnam County Government. The work done each day by members of the Sheriff's Department is imperative to maintaining the safety of each and every resident of Putnam County; and

WHEREAS, the Bureau of Criminal Investigation (BCI) Unit within the Sheriff's Department serves a vital role in investigating sensitive cases. In April 2022 the BCI began investigations in a missing persons case where they worked tirelessly with the Sheriff's Department Patrol Division, Narcotics Unit, Forensic Unit, Operation Standards, and Intelligence Unit; and

WHEREAS, after countless hours of collecting necessary information, Investigators with the BCI Unit traveled to Alamance County in North Carolina, where they were assisted by the Federal Bureau of Investigation and the Alamance County Sheriff's Office. It was in Alamance County where the unfortunate discovery was made of the missing person's remains. The cooperation of these agencies led to the successful arrest of two individuals in this case; and

WHEREAS, due to the tireless efforts of BCI Captains James Shepperly and John Alfano, Senior Investigators Corinne Pitt and John Kerwick, Investigators Brian Aisenstat, Jeffrey Devolve, Frank Gallipani, Eric Hayes, Daniel Hunsberger, John Hyla, William Kraus, Benjamin Levine, Shaun Menton, Matthew Shelters, Keith Simone, Matthew Tunney, and Sergeant Paul Piazza, this tragic case was able to be resolved; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature hereby recognize the aforementioned members of the Putnam County Sheriff's Department BCI Unit and all other units and agencies that contributed to the resolution of this case.


Kevin Byrne, Putnam County Executive

Paul E. Jonke, Chair, Putnam County Legislature

Proclamation

Recognizing Putnam County Sheriff's Department BCI Unit

WHEREAS, the Putnam County Sheriff's Department is a highly regarded office within Putnam County Government. The work done each day by members of the Sheriff's Department is imperative to maintaining the safety of each and every resident of Putnam County; and

WHEREAS, the Bureau of Criminal Investigation (BCI) Unit within the Sheriff's Department serves a vital role in investigating sensitive cases. In July 2022 the BCI began investigating a reported sexual assault involving two victims and two offenders. They immediately conducted interviews with the victims and collected necessary information which ultimately lead to the identification of the two suspects; and

WHEREAS, due to the coordinated efforts of multiple agencies, attention to detail, and tireless efforts of BCI Captains James Shepperly and John Alfano, Senior Investigators Corinne Pitt, John Kervick, and Randel Hill, Investigators Brian Aisenstat, Jeffrey Devolve, Frank Gallipani, Eric Hayes, John Hyla, William Kraus, Benjamin Levine, Shaun Menton, Kevin Radovich, Matthew Shelters, Keith Simone, Matthew Tunney, and Deputies Joel Martinez and Daisy Sari, the individuals responsible for these heinous crimes have been identified; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature hereby recognize the aforementioned members of the Putnam County Sheriff's Department BCI Unit and all other units and agencies that contributed to the resolution reached in this case.


Kevin Byrne, Putnam County Executive

Paul E. Jonke, Chair, Putnam County Legislature

Proclamation

Recognizing Deputy Ashley Piqueras

WHEREAS, the Putnam County Sheriff's Department is a highly regarded office within Putnam County Government. The work done each day by members of the Sheriff's Department is imperative to maintaining the safety of each and every resident of Putnam County; and

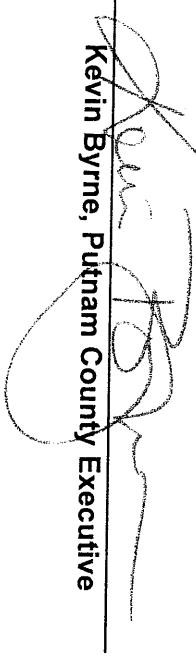
WHEREAS, Deputy Robert Weinburg and Deputy Ashley Piqueras have demonstrated the respect and commitment they have to their responsibility as law enforcement officers. Each with a tenure of about 3 years, Deputies Weinburg and Piqueras have worked diligently to keep Putnam County as safe as possible; and

WHEREAS, in 2022 Deputies Weinburg and Piqueras collectively issued nearly 600 traffic summons, many of which were classified as aggressive driving offenses. Their work to keep our roadways safe resulted in 42 Driving While Intoxicated (DWI) or Driving While Ability Impaired (DWAI) arrests and 53 arrests for New York State Penal Law Statute violations; and

WHEREAS, in the first half of 2023 both Deputy Weinburg and Deputy Piqueras have continued their protection of Putnam County and are on track to surpass their 2022 numbers. Putnam County is an active community where residents are often walking and biking along roadways both as a form of recreation and transportation. Through issuing summons and removing dangerous drivers from the roadways the safety of our community as a whole increases; and

WHEREAS, both Deputy Weinburg and Deputy Piqueras serve as Field Training Officers, teaching and mentoring incoming recruits with a focus of providing them the foundation for a successful career in law enforcement; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature hereby recognize the dedication Deputy Robert Weinburg and Deputy Ashley Piqueras put forward to maintain safety in Putnam County.



Kevin Byrne, Putnam County Executive

Paul E. Jonke, Chair, Putnam County Legislature

Proclamation

Recognizing Deputy Robert Weinburg

WHEREAS, the Putnam County Sheriff's Department is a highly regarded office within Putnam County Government. The work done each day by members of the Sheriff's Department is imperative to maintaining the safety of each and every resident of Putnam County; and

WHEREAS, Deputy Robert Weinburg and Deputy Ashley Piqueras have demonstrated the respect and commitment they have to their responsibility as law enforcement officers. Each with a tenure of about 3 years, Deputies Weinburg and Piqueras have worked diligently to keep Putnam County as safe as possible; and

WHEREAS, in 2022 Deputies Weinburg and Piqueras collectively issued nearly 600 traffic summonses, many of which were classified as aggressive driving offenses. Their work to keep our roadways safe resulted in 42 Driving While Intoxicated (DWI) or Driving While Ability Impaired (DWAI) arrests and 53 arrests for New York State Penal Law Statute violations; and

WHEREAS, in the first half of 2023 both Deputy Weinburg and Deputy Piqueras have continued their protection of Putnam County and are on track to surpass their 2022 numbers. Putnam County is an active community where residents are often walking and biking along roadways both as a form of recreation and transportation. Through issuing summonses and removing dangerous drivers from the roadways the safety of our community as a whole increases; and

WHEREAS, both Deputy Weinburg and Deputy Piqueras serve as Field Training Officers, teaching and mentoring incoming recruits with a focus of providing them the foundation for a successful career in law enforcement; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature hereby recognize the dedication Deputy Robert Weinburg and Deputy Ashley Piqueras put forward to maintain safety in Putnam County.


Kevin Byrne, Putnam County Executive

Paul E. Jonke, Chair, Putnam County Legislature

Proclamation

Designating July 24- July 29, 2023 as "Putnam County 4-H Showcase Week"

WHEREAS, the Putnam 4-H Showcase, sponsored by Cornell Cooperative Extension of Putnam County is celebrating its 2nd year; and

WHEREAS, the Putnam County 4-H Showcase showcases for the many interests and accomplishments of Putnam's children, adults, and programs; and continues to grow as an educational, cultural, and fun event that provides a wholesome experience for families from Putnam and the surrounding region; and

WHEREAS, the Putnam County 4-H Showcase enjoys the support and dedication of 4-H Club Leaders, members and families, Master Gardeners volunteers, and community service organizations including Rotary Clubs, as well as many local businesses; and

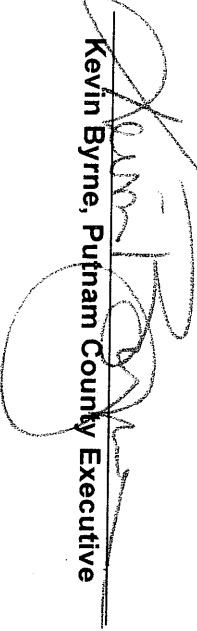
WHEREAS, the Putnam County 4-H Showcase provides a unique opportunity to learn about our community and view educational displays and exhibits created by the many talented young and young at heart residents of Putnam; and

WHEREAS, the Putnam County 4-H Showcase provides an exhibit for arts and an array of accomplished artists from the Hudson Valley Region; and

WHEREAS, the Putnam County 4-H Showcase delights visitors throughout the weekend with activities at the Cornell Cooperative Extension Expo Barn, local artists and craftsmen tents, Touch A Truck, crafts and face painting, and Livestock and Poultry Barn, inflatable activities, food trucks, Duck Derby and more; now therefore be it

RESOLVED, that the week of July 24th - July 29th, 2023 will be designated "Putnam County 4H Showcase Week"; and be it further

RESOLVED, that the Putnam County Executive and the Putnam County Legislature recognize and congratulate the 2nd Annual 4-H Showcase and invite all Putnam County residents to attend.


Kevin Byrne, Putnam County Executive

Paul E. Jonke, Chair, Putnam County Legislature

Proclamation

Honoring Judi Schoen & Laura Spallina

WHEREAS, on May 20, 2023 while attending a birthday party at Eclipse Gymnastics in Mahopac, an 8-year-old child went into cardiac arrest. Co-Owner of Eclipse Gymnastics Mircea Bors immediately began CPR on the child while fellow employees Rose Hadsell and Jamison Castrataro called 911 and moved party guests to another area, and

WHEREAS, parents Judi Schoen and Laura Spallina instinctively jumped into action as well to provide their assistance tending to the child. Laura Spallina, a Nurse Practitioner, took over administering CPR to the child, allowing Mircea Bors to clear a path through the gym for emergency responders to easily access the ailing child; and **WHEREAS**, Carmel Police Department, Mahopac Fire Department, and an ambulance arrived within minutes of the 911 call being placed. Those precious moments between the call being made and the arrival of emergency responders were crucial to saving the life of this child. The actions of Judi Schoen and Laura Spallina, in tandem with Eclipse Gymnastics employees, provided the child with the best chance at survival; and

WHEREAS, with a police escort by multiple agencies the ambulance transported the child to Westchester Medical Center, who was breathing and becoming more alert by the time they arrived at the hospital; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby recognize the actions of all involved, especially the Good Samaritan bystanders Judi Schoen and Laura Spallina for their innate response to provide this child with the immediate emergency care needed to survive. This scary situation ended positively thanks to the integral steps taken by each person. We are so proud to represent a community of individuals filled with such care and compassion.


Kevin Byrne, Putnam County Executive

Paul E. Jonke, Chair, Putnam County Legislature

Proclamation

Pretrial, Probation, Parole Supervision Week - July 16-22, 2023

WHEREAS, community corrections is an essential part of the justice system; and

WHEREAS, community corrections professionals uphold the law with dignity, while recognizing the right of the public to be safe-guarded from criminal activity; and

WHEREAS, community corrections professionals are responsible for supervising adult and juvenile offenders in the community; and

WHEREAS, community corrections professionals are trained professionals who provide services and referrals for offenders; and

WHEREAS, community corrections professionals work in partnership with community agencies and groups; and

WHEREAS, community corrections professionals promote prevention, intervention, and advocacy; and

WHEREAS, community corrections professionals provide services, support, and protection for victims; and

WHEREAS, community corrections professionals advocate community and restorative justice; and

WHEREAS, community corrections professionals are a true Force for Positive Change in their communities; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim the week of July 16-22, 2023 as Pretrial, Probation, Parole Supervision Week and encourage all Putnam County residents to honor these community corrections professionals and to recognize their achievements.


Kevin M. Byrne, Putnam County Executive

Paul E. Jonke, Chair, Putnam County Legislature

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**SPECIAL MEETING
OF THE
BUDGET & FINANCE COMMITTEE
OF THE
PUTNAM COUNTY LEGISLATURE
CALLED BY THE CLERK AT THE REQUEST OF THE CHAIRMAN
HELD IN THE
HISTORIC COURTHOUSE
CARMEL, NEW YORK 10512**

Tuesday June 6, 2023
(Immediately Following the Regular Meeting)

The meeting was called to order at 7:40 P.M. by Chairman Jonke who requested Legislator Castellano lead in the Pledge of Allegiance and Legislator Sayegh lead in the Legislative Prayer. Upon roll call, Legislators Montgomery, Gouldman, Addonizio, Nacerino, Ellner, Castellano, Sayegh, Crowley and Chairman Jonke were present. Also present was Legislative Counsel Firriolo.

Item #4 – Consideration and/or Adoption of the 2024 Decentralized Budget Process.

Chairman Jonke explained that this is the same procedure as in the past, only the dates have been changed. Chairman Jonke made a motion to approve the following Decentralized Budget Review Process/2024; seconded by Legislators Crowley and Sayegh. All in favor.

DECENTRALIZED BUDGET REVIEW PROCESS/2024

CONTENTS:

- A. PROPOSAL SUMMARY
- B. COMMITTEE REVIEWS AND RESPONSIBILITIES
- C. RELEVANT BUDGET DEADLINES
- D. RECOMMENDED ACTIONS
- E. GUIDELINES FOR COUNTY EXECUTIVE
- F. CONCLUSION
- G. RESOLUTION

A. PROPOSAL SUMMARY:

The review and adoption of the annual budget is among the most important functions of the Putnam County Legislature. The various Committees of the Legislature have increasingly important roles in this approach. The respective Committee Chairs and all

members of the Legislature also are called upon to contribute their expertise in several capacities.

The Budget Adoption Process for an ensuing fiscal year effectively began on March 9th of this year when the County Executive filed his Annual Report on the State of the County. In addition, the various Department Heads at this time submitted a written report detailing the activities of their unit of government. By July 15th, the County Legislature must determine policy guidelines for expenditures, limits and priorities so that they can be distributed to the Head of each Administrative Unit. The materials submitted in March and the policy guidelines approved by July 15th form an important background foundation for the entire process.

B. COMMITTEE RESPONSIBILITIES

Each committee shall meet in a timely fashion and consider the various departmental budget requests under its overview.

It shall schedule and obtain necessary information from the Executive Branch at its Committee deliberations and produce a brief and concise written report on its recommendations.

Care should be taken by the Chair to be certain that the Committee records a reason or rationale behind each recommendation. Failure to disclose a reason or rationale behind a recommendation to amend the tentative budget usually results in unnecessary delay and discussion. Observance of these responsibilities will benefit the Full Legislature in its deliberations on the suggestions of each Committee.

C. RELEVANT BUDGET DEADLINES PURSUANT TO THE PUTNAM COUNTY CHARTER

- i. **BUDGET DUE: Section 7.04 A(5b) – By the 1st day of October the County Executive shall submit the Tentative 2024 Fiscal Year Budget to the Clerk of the Legislature by 5:00 P.M. Recommended date – October 2, 2023 (MONDAY).**
- ii. **Tentative Budget posted on the County Internet Website by 5:00 P.M. Recommended date – October 3, 2023 (TUESDAY)**
- iii. **BUDGET AND FINANCE COMMITTEE MEETS WITH THE COUNTY EXECUTIVE: Section 7.04 B(2) – Within five (5) days after the transmittal of the Tentative Budget of the County Executive and the Commissioner of Finance shall meet with the Budget and Finance Committee to review the Tentative Budget. Recommended date – October 4, 2023 (WEDNESDAY) – at 7:00 P.M.**
- iv. **BUDGET AND FINANCE HEARING: Section 7.04 B(3) – The Budget and Finance Committee shall conduct a Public Hearing on the Tentative Budget with the County Executive and Commissioner of Finance present to answer questions. Recommended date - October 4, 2023 (WEDNESDAY) – at 8:00 P.M.**
- v. **COMMITTEE REVIEW: Section 7.04 B(3) – After the Public Hearing, the Budget and Finance Committee shall review the**

Tentative Budget as submitted by the County Executive. Recommended dates for Sub-committees are October 5th through October 16, 2023. The Full Budget and Finance Committee will meet on October 19, 2023 (THURSDAY) to review the Tentative 2024 budget.

- vi. **COMMITTEE ACTION:** section 7.04 B(3) – On or before October 24, 2023 the Budget and Finance Committee shall file with the Clerk of the Legislature its report on the Tentative Budget and shall include any recommendations made by the Committee. Recommended date for this action is October 23, 2023.
- vii. **LEGISLATIVE HEARING:** Section 7.04 B(4) – On or before the 26th day of October, the County Legislature shall conduct a Public Hearing on the Tentative Budget and the Report of the Budget and Finance Committee. Recommended date: October 26, 2023 (THURSDAY) at 7:00 P.M.
- viii. **LEGISLATIVE CONSIDERATION:** Section 7.04B(5) – Prior to the thirty-first (31st) day of October, the Legislature shall commence consideration of the annual budget. Recommended dates: October 30, 2023 (MONDAY) to October 31, 2023 (TUESDAY).
- ix. **BUDGET ADOPTION:** Section 7.04 B(6) – If a Budget has not been adopted on or before November 1, 2023, the Tentative Budget as submitted by the County Executive shall be the Budget for the ensuing fiscal year. Recommended Budget Adoption date: October 30, 2023 (MONDAY).
- x. **DELIVERY TO COUNTY EXECUTIVE:** Section 7.04B(7) - Within three (3) business days following the adoption of the annual budget, the Clerk of the Legislature shall forward to the County Executive the changes made to the tentative budget.
- xi. **EXECUTIVE VETO:** Section 7.04 B(7) – The County Executive shall approve or veto any or all changes by line item and return the same to the Clerk of the Legislature by the 8th day of November.
- xii. **LEGISLATIVE CONSIDERATION:** Section 7.04 B(8) – The Legislature shall convene on or before November 15th for the purpose of reconsidering each vetoed item.

TO BE ADOPTED FOR ACTION:

D. RECOMMENDED ACTIONS:

The Clerk of the Putnam County Legislature shall advertise in a timely fashion during the month of September for the public hearing to be held according to Action IV and during the month of October for the public hearing to be held according to Action VII below:

1. The County Executive will be submitting the tentative budget to the Clerk of the Legislature on or before October 1, 2023.
2. All Legislators should be present to discuss the budget with the County Executive at the meeting held with the County Executive and the Commissioner of Finance.

3. All Legislators should be present to observe and participate at the public hearing on the County Executive's Budget. The County Executive and the Commissioner of Finance shall be present to answer questions about the budget.
4. It is recommended that the above two separate actions be conducted on October 4, 2023 as follows:
Legislators meet with the County Executive at 7:00 p.m.
Public Hearing will be held on October 4, 2023 at 8:00 p.m.
5. Between October 5, 2023 and until October 16, 2023, each Committee, including:
 - a. Economic Development
 - b. Health
 - c. Personnel
 - d. Physical
 - e. Protective
 - f. Rules
 - g. Audit

shall meet and consider the budgets as defined under that particular Committee's responsibilities and submit a concise, written report of changes, exceptions, additions and comments to the Clerk, including the reasoning behind each recommendation.

6. The Budget and Finance Committee will meet on October 19, 2023 (THURSDAY) to consider and adopt the various Committee Reports. The Budget Committee shall file a report with the Clerk of the Legislature by October 23, 2023 (MONDAY).
7. Legislature shall hold its Public Hearing on October 26, 2023 (THURSDAY) at 7:00 P.M.
8. The County Legislature shall meet during a period beginning on October 27, 2023 and if necessary, through October 31, 2023 at the call of the Chair of the Legislature, to consider all recommended actions and to adopt the budget. In all cases, it shall be the responsibility of the various committee Chairs to see that all majority recommendations of the Committee are considered by the Full Legislature.
9. In any case, the budget must be adopted by November 1, 2023.
10. Within three (3) business days of budget adoption, the Clerk will deliver the budget and changes to the County Executive for approval or veto.
11. The last day for the County Executive to veto the budget resolutions is November 8, 2023 (WEDNESDAY).
12. Upon receipt of a veto message by the County Executive, the County Legislature shall convene on or before November 15, 2023 (WEDNESDAY) to consider each specific veto and shall vote to sustain or override each separate question.

E. GUIDELINES TO THE COUNTY EXECUTIVE ADOPTED BY THE LEGISLATURE FOR DETERMINING EXPENDITURES, LIMITS AND PRIORITIES:

1. In the Tentative Budget submission, the term "Capital Project" as used in Section 7.05 (a) of the Putnam County Charter shall not include the routine

repairing and re-surfacing of highways and routine repair of guardrails (guiderails) nor shall said routine repairs be subject to long term bonding and that such routine repairs shall be included in the Operating Budget. The Capital Projects Committee shall determine which requested projects meet the criteria to be defined as a Capital Project as set forth above, and their recommendations will be included in the applicable operating and capital budget procedures contained within the Putnam County Charter.

2. In the Tentative Budget submission, the term "Capital Projects" so used in Section 7.05 (a) of the Putnam County Charter shall not include replacement of existing equipment and machinery, and that such replacement shall not be included in the Operating Budget. The Capital Projects Committee shall determine which requested projects meet the criteria to be defined as a Capital Project as set forth above, and their recommendations will be included in the applicable operating and capital budget procedures contained within the Putnam County Charter. A detailed narrative identifying the preceding five (5) year's Capital Projects Budgets and any additions or changes to same including the dates on which the additions or changes to same took place.
3. The County Executive will submit a detailed narrative explaining any differences between the Department's request and the County Executive's recommendation and the reason for not granting the request or increasing any such request.
4. Any subsequent information that the County Executive is aware of that the Department Head did not submit relating to the request and recommendation must also be included in the narrative.
5. The revenues are to be reported and itemized in each individual department's budget for the fiscal year and not in the budget of the Commissioner of Finance, or any other department, where applicable.
6. Each revenue account shall indicate in the Tentative Budget the amount of revenue requested and the amount of revenue projected and actually received to date from the prior fiscal year.
7. All proposed changes in grades, promotions or reclassifications in position in management or non-management be collated and presented as a separate part of the Tentative Budget, including a detailed narrative for each.
8.
 - a) The names of all employees engaged in employment for the County of Putnam in more than one department be separately listed and disclosed apart from the budget document with the name of the position for the current fiscal year and the next fiscal year separately.
 - b) The names of all employees engaged in employment for the County of Putnam who have had overtime be listed with the amount of dollars for overtime for 2022 and 2023 year-to-date separately.
9. All current and expected personnel vacancies be identified by line item in the budget or in supporting documents throughout the entire budget process.

10. a) Each department head shall identify those personnel positions within his/her department that were entitled to either New York State or Federal Government reimbursement, either by statute, grant or otherwise, including the rate of reimbursement, amount of reimbursement actually received and amount of reimbursement expected to be received until the end of the fiscal year.
b) Also to be included is a separate list of personnel positions funded fully or partially by grant funds expected to expire and include the expected grant expiration date.
11. Each department head shall identify all line items in their department that are entitled to either New York State or Federal Government reimbursement and maximum allowable reimbursement, if applicable.
12. The Commissioner of Finance shall supply this information with the Tentative Budget.
13. Each department head shall complete a Motor Vehicle Inventory Control Form for any and all vehicles being used by said department.
14. An organizational chart by department for 2023 shall be provided along with an organizational chart for 2024 highlighting all proposed changes.
15. If the County Executive plans on out-sourcing or privatizing any department, or part thereof in the total departmental budget, in the 2024 budget, the County Executive must provide a detailed statement of the rationale and his/her proposed recommendations to the Legislature no later than August 1, 2023.
16. Certain budget lines are considered approved with specific limitations or conditions on how the funds shall be applied and this limitation shall not be disregarded without the formal approval of the Legislature. Any violation of these limitations may result in withdrawal of funding for these or other budget lines within the department.
17. The County Executive will present an inventory of all County vehicles including a report on the condition, mileage and maintenance of each vehicle. The report will be supplied with the Tentative Budget.
18. Any personnel positions which are vacant at the time of the submission of the Tentative Budget to the County Legislature shall state the calendar date at which time the position first became vacant.
19. Any and all revenue projections for the 2024 budget shall only include revenue that falls within the jurisdiction and approval of the Putnam County Legislature and requires no other jurisdiction's approval (federal, state or other). Any revenue projections that require approval from an outside jurisdiction (federal, state or other) shall not be budgeted unless the revenue has been approved by that outside jurisdiction prior to the submission of the budget to the Legislature.

20. Any not-for-profits seeking funding from the County must submit to the Administration along with their request for funding the following documentation, which documents shall be forwarded to the Legislature along with the Tentative Budget:

- **Any distributed summary or report of the strategic plan and the accomplishments of the Non-For-Profit (NFP);**
- **A list of the NFP's current serving directors, including contact information for each, the date and length of their respective terms and their conflict disclosures;**
- **A complete list of the NFP's employees;**
- **Complete copies of the NFP's current by-laws and the minutes for any board and committee meetings conducted in the last two (2) years;**
- **Copies of each independent audit and/or auditor compilation of the NFP's financial reports for the last three (3) years;**
- **Copies of the NFP's current Code of Conduct and any Administrative Policies, including but not limited to policies that address check signing authority, opening of bank accounts, or use of credit cards;**
- **Copies of the NFP's Conflict of Interest and Related Party policies, if any;**
- **Records relating to review and approval by the NFP of the engagement and salary for any compensated positions; and**
- **Copies of the NFP's IRS 990 or IRS 990EZ filed for the last three (3) years and the records relating to review and approval by the NFP's board for said filings.**

21. The Tentative Budget shall breakout the "Contracts" line as shown in previous budgets of the Golf Facility and Tilly Foster Farm, and shall delineate any Capital improvements to each facility or its grounds.

22. The budget will break out in each department the cell phone expense from the total telephone expense and provide a separate account number for this cell phone item.

23. Any additional new items, if desired.

F. CONCLUSION:

Implementation of this Legislative Budget Review System will bring the expertise of the various Legislative Committees and their Chairs to bear on one of the most important functions of the Legislature.

It is expected that proposal acceptance will result in increased budget efficiency and greatly reduced cost to the County.

G. PROPOSED RESOLUTION:

WHEREAS, the Budget and Finance Committee has reviewed and recommended the adoption of the attached Decentralized Budget Review Process for implementation in 2023 of the adoption of the 2024 budget; now therefore be it

RESOLVED, that the Putnam County Legislature hereby adopts the attached budget review process; and be it further

RESOLVED, that pursuant to Putnam County Charter Section 7.04 the Putnam County Legislature hereby adopts and notifies the County Executive of the policy and practice guidelines contained in Section E of this Decentralized Budget Review Process/2024 to be complied with by the County Executive.

There being no further business, at 7:42 P.M., Chairman Jonke made a motion to adjourn; seconded by Legislators Sayegh and Nacerino. All in favor.

Respectfully submitted by Diane Schonfeld, Clerk.

THE PUTNAM COUNTY LEGISLATURE

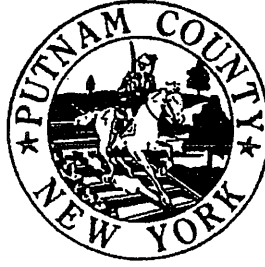
40 Gleneida Avenue

Carmel, New York 10512

(845) 808-1020

Fax (845) 808-1933

Paul E. Jonke *Chairman*
Amy E. Sayegh *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Nancy Montgomery Dist. 1
William Gouldman Dist. 2
Toni E. Addonizio Dist. 3
Ginny Nacerino Dist. 4
Greg E. Ellner Dist. 5
Paul E. Jonke Dist. 6
Joseph Castellano Dist. 7
Amy E. Sayegh Dist. 8
Erin L. Crowley Dist. 9

**AGENDA
SPECIAL MEETING
OF THE
BUDGET & FINANCE COMMITTEE
OF THE
PUTNAM COUNTY LEGISLATURE
TO BE HELD IN THE
HISTORIC COURTHOUSE
CARMEL, NEW YORK 10512**

**Tuesday June 6, 2023
(Immediately Following the Regular Meeting)**

- 1. Pledge of Allegiance**
- 2. Legislative Prayer**
- 3. Roll Call**
- 4. Consideration and/or Adoption of the 2024 Decentralized Budget Review Process**
- 5. Adjournment**

4 (2)

**SPECIAL MEETING
OF THE
PUTNAM COUNTY LEGISLATURE
CALLED BY THE CLERK AT THE REQUEST OF THE CHAIRMAN
HELD IN ROOM 318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Thursday June 20, 2023
(Immediately Following Protective Services Committee Mtg. starting at 6:00 P.M.)

The meeting was called to order at 6:17 P.M. by Chairman Jonke who requested that Legislator Sayegh lead in the Pledge of Allegiance and Legislator Crowley lead in the Legislative Prayer. Upon roll call, Legislators Montgomery, Addonizio, Nacerino, Castellano, Sayegh, Crowley and Chairman Jonke were present. Legislators Gouldman and Ellner were absent. Also present was Legislative Counsel Firriolo.

**PROTECTIVE SERVICES COMMITTEE
(Chairwoman Nacerino, Legislators Addonizio & Sayegh)**

Item # - Approval/ Resolution to Authorize the Application to Obtain a Municipal Ambulance Services Operating Authority for Putnam County was next. (tabled from 6/06/23 Full Mtg. & approved at 6/20/23 Protective Mtg.) Chairman Jonke moved the following:

Legislator Nacerino stated that this is a revised resolution for advanced life support (ALS) only and not basic life support (BLS). She believed the bids for BLS would open on June 30th. She stated that, as discussed at the Protective Services Committee meeting, this is to see if we can attract more bidders and give an opportunity to those who do not hold a certificate of need.

Legislator Montgomery clarified that we did the same thing last year but did not use it or need it.

Legislator Nacerino stated that it dissolved.

Legislator Montgomery stated that we went through a very controversial debacle. She believed that it ended up being a total disaster and never should have happened. She stated that she was happy to see this get cleaned up.

RESOLUTION #136

APPROVAL/ RESOLUTION TO AUTHORIZE THE APPLICATION TO OBTAIN A MUNICIPAL AMBULANCE SERVICES OPERATING AUTHORITY FOR PUTNAM COUNTY

WHEREAS, providing for the public health and safety is the highest priority for public officials; and

WHEREAS, the timely provision of effective emergency medical assistance is a matter of vital concern affecting the public health, safety and welfare of our residents, visitors and those who work in the County; and

WHEREAS, the assurance of pre-hospital emergency care, providing prompt and effective treatment and transportation of the sick and injured is critical to a successful patient outcome; and

WHEREAS, under its own operating authority, the County would expand its ability to access a much broader range of advanced life support (ALS) commercial providers and therefore assure provision of care to the citizens of Putnam County; now therefore be it

RESOLVED, that the Putnam County Legislature recognizes the need for effective ALS and BLS care and transportation, which will be provided by a third-party vendor, and the need for effective EMS service in accordance with the provisions of Public Health Law Section 3008(7a), and be it further

RESOLVED, that the Putnam County Legislature has determined that it is necessary, appropriate and in the best interest of public safety and welfare to obtain operating authority in connection with the provision of ambulance services for the residents of the County; and be it further

RESOLVED, that the Putnam County Legislature hereby grants permission to the Commissioner of Emergency Services to make application seeking a Certificate of Operating Authority and/or a Municipal Certificate of Need for ALS services on behalf of the County; and be it further

RESOLVED, that the primary geographic area of this service shall be the County of Putnam as indicated on the map attached hereto as Schedule "A"; and be it further

RESOLVED, that the Commissioner of Emergency Services is directed to file a copy of this resolution with the New York State Department of Health; and be it further

RESOLVED, that this resolution shall take effect immediately.

BY POLL VOTE: ALL AYES. LEGISLATORS GOULDMAN & ELLNER WERE ABSENT. MOTION CARRIES.

Item #6 – Other Business

There was no other business submitted to the meeting.

Item #7 - Recognition of Public on Agenda Items

Christopher Muro, from the Town of Carmel stated that regarding the ambulance services, he questioned if anyone considered adding emergency lanes to the roads. He stated that with an increase in traffic in the area, he was concerned how an ambulance would be able to get by traffic on some of the narrow roadways.

Item #8 - Recognition of Legislators

There were no Legislators wishing to comment.

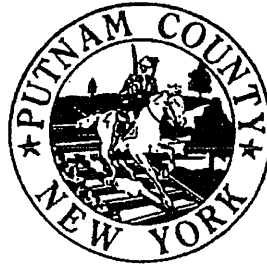
There being no further business; at 6:22 P.M., Chairman Jonke made a motion to adjourn; seconded by Legislators Montgomery and Sayegh. All in favor.

Respectfully submitted by Diane Schonfeld, Clerk.

THE PUTNAM COUNTY LEGISLATURE

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

Paul E. Jonke *Chairman*
Amy E. Sayegh *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



| | |
|-------------------|---------|
| Nancy Montgomery | Dist. 1 |
| William Gouldman | Dist. 2 |
| Toni E. Addonizio | Dist. 3 |
| Ginny Nacerino | Dist. 4 |
| Greg E. Ellner | Dist. 5 |
| Paul E. Jonke | Dist. 6 |
| Joseph Castellano | Dist. 7 |
| Amy E. Sayegh | Dist. 8 |
| Erin L. Crowley | Dist. 9 |

**AGENDA
SPECIAL MEETING
OF THE
PUTNAM COUNTY LEGISLATURE
CALLED BY THE CLERK AT THE REQUEST OF THE CHAIRMAN
TO BE HELD IN ROOM 318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Tuesday June 20, 2023
(Immediately following Protective Services Mtg. starting at 6:00 P.M.)

- 1. Pledge of Allegiance**
- 2. Legislative Prayer**
- 3. Roll Call**
- 4. Approval/ Resolution to Authorize the Application to Obtain a Municipal Ambulance Services Operating Authority for Putnam County (tabled from 6/06/23 Full Mtg & Revised)**
- 5. Other Business**
- 6. Recognition of Public on Agenda Items**
- 7. Recognition of Legislators**
- 8. Adjournment**

50

Michele Alfano- Sharkey
County Auditor

Francine Romeo
Deputy County Auditor



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

COUNTY AUDITOR

TO: Putnam County Legislature

FROM: Michele Alfano-Sharkey
County Auditor *(MAS)*

DATE: June 26, 2023

RE: Refund of Taxes

This is the report for June 26, 2023 provided by Real Property Tax Law- Section 556, Paragraph (c).

There was no activity during this reporting period.

#6a

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ 2024 DECENTRALIZED BUDGET REVIEW PROCESS FOR PREPARATION AND ADOPTION OF THE 2024 COUNTY BUDGET

WHEREAS, the Budget and Finance Committee has reviewed and recommended the adoption of the attached Decentralized Budget Review Process for implementation in 2023 of the adoption of the 2024 budget; now therefore be it

RESOLVED, that the Putnam County Legislature hereby adopts the attached budget review process; and be it further

RESOLVED, that pursuant to Putnam County Charter Section 7.04 the Putnam County Legislature hereby adopts and notifies the County Executive of the policy and practice guidelines contained in Section E of this Decentralized Budget Review Process/2024 to be complied with by the County Executive.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

DECENTRALIZED BUDGET REVIEW PROCESS/2024

CONTENTS:

- A. PROPOSAL SUMMARY**
- B. COMMITTEE REVIEWS AND RESPONSIBILITIES**
- C. RELEVANT BUDGET DEADLINES**
- D. RECOMMENDED ACTIONS**
- E. GUIDELINES FOR COUNTY EXECUTIVE**
- F. CONCLUSION**
- G. RESOLUTION**

A. PROPOSAL SUMMARY:

The review and adoption of the annual budget is among the most important functions of the Putnam County Legislature. The various Committees of the Legislature have increasingly important roles in this approach. The respective Committee Chairs and all members of the Legislature also are called upon to contribute their expertise in several capacities.

The Budget Adoption Process for an ensuing fiscal year effectively began on March 9th of this year when the County Executive filed his Annual Report on the State of the County. In addition, the various Department Heads at this time submitted a written report detailing the activities of their unit of government. By July 15th, the County Legislature must determine policy guidelines for expenditures, limits and priorities so that they can be distributed to the Head of each Administrative Unit. The materials submitted in March and the policy guidelines approved by July 15th form an important background foundation for the entire process.

B. COMMITTEE RESPONSIBILITIES

Each committee shall meet in a timely fashion and consider the various departmental budget requests under its overview.

It shall schedule and obtain necessary information from the Executive Branch at its Committee deliberations and produce a brief and concise written report on its recommendations.

Care should be taken by the Chair to be certain that the Committee records a reason or rationale behind each recommendation. Failure to disclose a reason or rationale behind a recommendation to amend the tentative budget usually results in unnecessary delay and discussion. Observance of these responsibilities will benefit the Full Legislature in its deliberations on the suggestions of each Committee.

C. RELEVANT BUDGET DEADLINES PURSUANT TO THE PUTNAM COUNTY CHARTER

- i. BUDGET DUE: Section 7.04 A(5b) – By the 1st day of October the County Executive shall submit the Tentative 2024 Fiscal Year Budget to the Clerk of the Legislature by 5:00 P.M. Recommended date – October 2, 2023 (MONDAY).**
- ii. Tentative Budget posted on the County Internet Website by 5:00 P.M. Recommended date – October 3, 2023 (TUESDAY)**
- iii. BUDGET AND FINANCE COMMITTEE MEETS WITH THE COUNTY EXECUTIVE: Section 7.04 B(2) – Within five (5) days after the transmittal of the Tentative Budget of the County Executive and the Commissioner of Finance shall meet with the Budget and Finance Committee to review the Tentative Budget. Recommended date – October 4, 2023 (WEDNESDAY) – at 7:00 P.M.**
- iv. BUDGET AND FINANCE HEARING: Section 7.04 B(3) – The Budget and Finance Committee shall conduct a Public Hearing on the Tentative Budget with the County Executive and Commissioner of Finance present to answer questions. Recommended date - October 4, 2023 (WEDNESDAY) – at 8:00 P.M.**
- v. COMMITTEE REVIEW: Section 7.04 B(3) – After the Public Hearing, the Budget and Finance Committee shall review the Tentative Budget as submitted by the County Executive. Recommended dates for Sub-committees are October 5th through October 16, 2023. The Full Budget and Finance Committee will meet on October 19, 2023 (THURSDAY) to review the Tentative 2024 budget.**
- vi. COMMITTEE ACTION: section 7.04 B(3) – On or before October 24, 2023 the Budget and Finance Committee shall file with the Clerk of the Legislature its report on the Tentative Budget and shall include any recommendations made by the Committee. Recommended date for this action is October 23, 2023.**
- vii. LEGISLATIVE HEARING: Section 7.04 B(4) – On or before the 26th day of October, the County Legislature shall conduct a Public Hearing on the Tentative Budget and the Report of the Budget and Finance Committee. Recommended date: October 26, 2023 (THURSDAY) at 7:00 P.M.**
- viii. LEGISLATIVE CONSIDERATION: Section 7.04B(5) – Prior to the thirty-first (31st) day of October, the Legislature shall commence consideration of the annual budget. Recommended dates: October 30, 2023 (MONDAY) to October 31, 2023 (TUESDAY).**
- ix. BUDGET ADOPTION: Section 7.04 B(6) – If a Budget has not been adopted on or before November 1, 2023, the Tentative Budget as submitted by the County Executive shall be the Budget for the ensuing fiscal year. Recommended Budget Adoption date: October 30, 2023 (MONDAY).**

- x. **DELIVERY TO COUNTY EXECUTIVE: Section 7.04B(7) - Within three (3) business days following the adoption of the annual budget, the Clerk of the Legislature shall forward to the County Executive the changes made to the tentative budget.**
- xi. **EXECUTIVE VETO: Section 7.04 B(7) – The County Executive shall approve or veto any or all changes by line item and return the same to the Clerk of the Legislature by the 8th day of November.**
- xii. **LEGISLATIVE CONSIDERATION: Section 7.04 B(8) – The Legislature shall convene on or before November 15th for the purpose of reconsidering each vetoed item.**

TO BE ADOPTED FOR ACTION:

D. RECOMMENDED ACTIONS:

The Clerk of the Putnam County Legislature shall advertise in a timely fashion during the month of September for the public hearing to be held according to Action IV and during the month of October for the public hearing to be held according to Action VII below:

- 1. The County Executive will be submitting the tentative budget to the Clerk of the Legislature on or before October 1, 2023.**
- 2. All Legislators should be present to discuss the budget with the County Executive at the meeting held with the County Executive and the Commissioner of Finance.**
- 3. All Legislators should be present to observe and participate at the public hearing on the County Executive's Budget. The County Executive and the Commissioner of Finance shall be present to answer questions about the budget.**
- 4. It is recommended that the above two separate actions be conducted on October 4, 2023 as follows:
Legislators meet with the County Executive at 7:00 p.m.
Public Hearing will be held on October 4, 2023 at 8:00 p.m.**
- 5. Between October 5, 2023 and until October 16, 2023, each Committee, including:**
 - a. Economic Development**
 - b. Health**
 - c. Personnel**
 - d. Physical**
 - e. Protective**
 - f. Rules**
 - g. Audit**

shall meet and consider the budgets as defined under that particular Committee's responsibilities and submit a concise, written report of changes, exceptions, additions and comments to the Clerk, including the reasoning behind each recommendation.

- 6. The Budget and Finance Committee will meet on October 19, 2023 (THURSDAY) to consider and adopt the various Committee Reports. The**

- Budget Committee shall file a report with the Clerk of the Legislature by October 23, 2023 (MONDAY).
7. Legislature shall hold its Public Hearing on October 26, 2023 (THURSDAY) at 7:00 P.M.
 8. The County Legislature shall meet during a period beginning on October 27, 2023 and if necessary, through October 31, 2023 at the call of the Chair of the Legislature, to consider all recommended actions and to adopt the budget. In all cases, it shall be the responsibility of the various committee Chairs to see that all majority recommendations of the Committee are considered by the Full Legislature.
 9. In any case, the budget must be adopted by November 1, 2023.
 10. Within three (3) business days of budget adoption, the Clerk will deliver the budget and changes to the County Executive for approval or veto.
 11. The last day for the County Executive to veto the budget resolutions is November 8, 2023 (WEDNESDAY).
 12. Upon receipt of a veto message by the County Executive, the County Legislature shall convene on or before November 15, 2023 (WEDNESDAY) to consider each specific veto and shall vote to sustain or override each separate question.

E. GUIDELINES TO THE COUNTY EXECUTIVE ADOPTED BY THE LEGISLATURE FOR DETERMINING EXPENDITURES, LIMITS AND PRIORITIES:

1. In the Tentative Budget submission, the term "Capital Project" as used in Section 7.05 (a) of the Putnam County Charter shall not include the routine repairing and re-surfacing of highways and routine repair of guardrails (guiderrails) nor shall said routine repairs be subject to long term bonding and that such routine repairs shall be included in the Operating Budget. The Capital Projects Committee shall determine which requested projects meet the criteria to be defined as a Capital Project as set forth above, and their recommendations will be included in the applicable operating and capital budget procedures contained within the Putnam County Charter.
2. In the Tentative Budget submission, the term "Capital Projects" so used in Section 7.05 (a) of the Putnam County Charter shall not include replacement of existing equipment and machinery, and that such replacement shall not be included in the Operating Budget. The Capital Projects Committee shall determine which requested projects meet the criteria to be defined as a Capital Project as set forth above, and their recommendations will be included in the applicable operating and capital budget procedures contained within the Putnam County Charter. A detailed narrative identifying the preceding five (5) year's Capital Projects Budgets and any additions or changes to same including the dates on which the additions or changes to same took place.
3. The County Executive will submit a detailed narrative explaining any differences between the Department's request and the County Executive's recommendation and the reason for not granting the request or increasing any such request.

4. Any subsequent information that the County Executive is aware of that the Department Head did not submit relating to the request and recommendation must also be included in the narrative.
5. The revenues are to be reported and itemized in each individual department's budget for the fiscal year and not in the budget of the Commissioner of Finance, or any other department, where applicable.
6. Each revenue account shall indicate in the Tentative Budget the amount of revenue requested and the amount of revenue projected and actually received to date from the prior fiscal year.
7. All proposed changes in grades, promotions or reclassifications in position in management or non-management be collated and presented as a separate part of the Tentative Budget, including a detailed narrative for each.
8. a) The names of all employees engaged in employment for the County of Putnam in more than one department be separately listed and disclosed apart from the budget document with the name of the position for the current fiscal year and the next fiscal year separately.
b) The names of all employees engaged in employment for the County of Putnam who have had overtime be listed with the amount of dollars for overtime for 2022 and 2023 year-to-date separately.
9. All current and expected personnel vacancies be identified by line item in the budget or in supporting documents throughout the entire budget process.
10. a) Each department head shall identify those personnel positions within his/her department that were entitled to either New York State or Federal Government reimbursement, either by statute, grant or otherwise, including the rate of reimbursement, amount of reimbursement actually received and amount of reimbursement expected to be received until the end of the fiscal year.
b) Also to be included is a separate list of personnel positions funded fully or partially by grant funds expected to expire and include the expected grant expiration date.
11. Each department head shall identify all line items in their department that are entitled to either New York State or Federal Government reimbursement and maximum allowable reimbursement, if applicable.
12. The Commissioner of Finance shall supply this information with the Tentative Budget.
13. Each department head shall complete a Motor Vehicle Inventory Control Form for any and all vehicles being used by said department.
14. An organizational chart by department for 2023 shall be provided along with an organizational chart for 2024 highlighting all proposed changes.

- 15. If the County Executive plans on out-sourcing or privatizing any department, or part thereof in the total departmental budget, in the 2024 budget, the County Executive must provide a detailed statement of the rationale and his/her proposed recommendations to the Legislature no later than August 1, 2023.**
- 16. Certain budget lines are considered approved with specific limitations or conditions on how the funds shall be applied and this limitation shall not be disregarded without the formal approval of the Legislature. Any violation of these limitations may result in withdrawal of funding for these or other budget lines within the department.**
- 17. The County Executive will present an inventory of all County vehicles including a report on the condition, mileage and maintenance of each vehicle. The report will be supplied with the Tentative Budget.**
- 18. Any personnel positions which are vacant at the time of the submission of the Tentative Budget to the County Legislature shall state the calendar date at which time the position first became vacant.**
- 19. Any and all revenue projections for the 2024 budget shall only include revenue that falls within the jurisdiction and approval of the Putnam County Legislature and requires no other jurisdiction's approval (federal, state or other). Any revenue projections that require approval from an outside jurisdiction (federal, state or other) shall not be budgeted unless the revenue has been approved by that outside jurisdiction prior to the submission of the budget to the Legislature.**
- 20. Any not-for-profits seeking funding from the County must submit to the Administration along with their request for funding the following documentation, which documents shall be forwarded to the Legislature along with the Tentative Budget:**
 - Any distributed summary or report of the strategic plan and the accomplishments of the Non-For-Profit (NFP);**
 - A list of the NFP's current serving directors, including contact information for each, the date and length of their respective terms and their conflict disclosures;**
 - A complete list of the NFP's employees;**
 - Complete copies of the NFP's current by-laws and the minutes for any board and committee meetings conducted in the last two (2) years;**
 - Copies of each independent audit and/or auditor compilation of the NFP's financial reports for the last three (3) years;**
 - Copies of the NFP's current Code of Conduct and any Administrative Policies, including but not limited to policies that**

address check signing authority, opening of bank accounts, or use of credit cards;

- Copies of the NFP's Conflict of Interest and Related Party policies, if any;
- Records relating to review and approval by the NFP of the engagement and salary for any compensated positions; and
- Copies of the NFP's IRS 990 or IRS 990EZ filed for the last three (3) years and the records relating to review and approval by the NFP's board for said filings.

21. The Tentative Budget shall breakout the "Contracts" line as shown in previous budgets of the Golf Facility and Tilly Foster Farm, and shall delineate any Capital improvements to each facility or its grounds.

22. The budget will break out in each department the cell phone expense from the total telephone expense and provide a separate account number for this cell phone item.

23. Any additional new items, if desired.

F. CONCLUSION:

Implementation of this Legislative Budget Review System will bring the expertise of the various Legislative Committees and their Chairs to bear on one of the most important functions of the Legislature.

It is expected that proposal acceptance will result in increased budget efficiency and greatly reduced cost to the County.

G. PROPOSED RESOLUTION:

WHEREAS, the Budget and Finance Committee has reviewed and recommended the adoption of the attached Decentralized Budget Review Process for implementation in 2023 of the adoption of the 2024 budget; now therefore be it

RESOLVED, that the Putnam County Legislature hereby adopts the attached budget review process; and be it further

RESOLVED, that pursuant to Putnam County Charter Section 7.04 the Putnam County Legislature hereby adopts and notifies the County Executive of the policy and practice guidelines contained in Section E of this Decentralized Budget Review Process/2024 to be complied with by the County Executive.

#6b

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL/ BUDGETARY AMENDMENT (23A033)/ PLANNING DEPARTMENT/
ADDITIONAL UNIFIED PLANNING WORK PROGRAM (UPWP) FUNDING UNDER NEW
YORK METROPOLITAN TRANSPORTATION COUNCIL (NYMTC)**

WHEREAS, the Acting Commissioner of Planning has requested a budgetary amendment (23A033) to account for additional UPWP Funding under NYMTC awarded to Putnam County; and

WHEREAS, the Physical Services Committee and the Audit & Administration Committee have reviewed and approved said budgetary amendment; now therefore be it RESOLVED, that the following budgetary amendment be made:

Increase Estimated Revenue:

55997000 53000 52308 Special Services 75,828

Increase Estimated Appropriations:

55997000 449895 52308 UPWP – Federal Aid 75,828

2023 Fiscal Impact – 0 –

2024 Fiscal Impact – 0 –

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____
- Chairman Jonke _____

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



cc:all
Phys
A+A

MICHAEL J. LEWIS
Chief Deputy Commissioner Of
Finance

Reso

SHEILA M. BARRETT
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: Sheila M. Barrett, Deputy Commissioner of Finance *SMB*
Re: Budgetary Amendment - **23A033**
Date: May 25, 2023

At the request of the Acting Commissioner of Planning, the following budgetary transfer is required. (Effective April 1, 2023)

Increase estimated revenue:

55997000.53000.52308 Special Services \$75,828

Increase estimated appropriations:

55997000.449895.52308 UPWP - Federal Aid \$75,828

2023 JUN - 2 AM 9: 10
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Fiscal Impact - 2023 - \$ 0

Fiscal Impact - 2024 - \$ 0

This Resolution is required to account for additional UPWP Funding under NYMTC awarded to Putnam County as per the attached correspondence.

Approved:

Kevin M. Byrne
County Executive

NEW YORK METROPOLITAN TRANSPORTATION COUNCIL

FY 2023/2024

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| PIN | Project Name | Cost Budgeted |
|-------------------------------|---|---------------|
| PTPN23D00.A01 | MPO Operations and Management | \$ 11,199 |
| PTPN23D00.A02 | Annual UPWP Development and Reporting | \$ 24,008 |
| PTPN23D00.B01 | Socioeconomic and Demographic (SED) Forecasts and Census Data | \$ 6,933 |
| PTPN23D00.C01 | FFYs 2022-2050 Plan Maintenance / FFYs 2026-2055 Plan Development | \$ 27,185 |
| PTPN23D00.C02 | Congestion Management Process (CMP) | \$ 3,001 |
| PTPN23D00.C03 | Transportation Performance Management (TPM) | \$ 3,313 |
| PTPN23D00.C04 | Regional Designations | \$ 3,088 |
| PTPN23D00.C05 | Model Development, Enhancement, and Applications | \$ 3,006 |
| PTPN23D00.C06 | Regional Surveys | \$ 2,614 |
| PTPN23D00.C07 | Data Management | \$ 439,779 |
| PTPN23D00.D01 | Regional Program Management | \$ 255,608 |
| PTPN23D00.D02 | Regional Emissions Analysis and Transportation Conformity | \$ 2,614 |
| PTPN23D00.G01 | Putnam County Intersection Planning and Feasibility Study | \$ 75,828 |
| PTPN23D00.G02 | SouthEast to Danbury Feasibility Study | \$ 118,430 |
| PTPN23D00.G03 | Putnam County Complete Streets Initiative | \$ 151,099 |

\$400,000 Consultant
Planning
Highway 18,559

\$ 1,127,705

#6c

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL/ BUDGETARY AMENDMENT (23A034)/ PLANNING DEPARTMENT/
ADDITIONAL UNIFIED PLANNING WORK PROGRAM (UPWP) FUNDING UNDER NEW
YORK METROPOLITAN TRANSPORTATION COUNCIL (NYMTC)**

WHEREAS, the Acting Commissioner of Planning has requested a budgetary amendment (23A034) to account for additional UPWP Funding under NYMTC awarded to Putnam County; and

WHEREAS, the Physical Services Committee and the Audit & Administration Committee have reviewed and approved said budgetary amendment; now therefore be it RESOLVED, that the following budgetary amendment be made:

Increase Estimated Revenue:
55997000 53000 52308 **Special Services** **125,000**

Increase Estimated Appropriations:
55997000 449895 52308 **UPWP – Federal Aid** **125,000**

**2023 Fiscal Impact – 0 –
2024 Fiscal Impact – 0 –**

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



cc: all
Phys
A+A

MICHAEL J. LEWIS
Chief Deputy Commissioner Of
Finance

RESO

SHEILA M. BARRETT
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: Sheila M. Barrett, Deputy Commissioner of Finance ^{SMB}
Re: Budgetary Amendment - **23A034**
Date: May 25, 2023

At the request of the Acting Commissioner of Planning, the following budgetary transfer is required. (Effective April 1, 2023)

Increase estimated revenue:

55997000.53000.52308 Special Services \$125,000

Increase estimated appropriations:

55997000.449895.52308 UPWP - Federal Aid \$125,000

2023 JUN - 2 AM 9:10
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Fiscal Impact - 2023 - \$ 0
Fiscal Impact - 2024 - \$ 0

This Resolution is required to account for additional UPWP Funding under NYMTC awarded to Putnam County as per the attached correspondence.

Approved:

Kevin M. Byrne
County Executive

NEW YORK METROPOLITAN TRANSPORTATION COUNCIL

| |
|--|
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| <u>PIN</u> | <u>Project Name</u> | <u>Cost Budgeted</u> |
|-------------------------------|---|----------------------|
| PTPN23D00.A01 | MPO Operations and Management | \$ 11,199 |
| PTPN23D00.A02 | Annual UPWP Development and Reporting | \$ 24,008 |
| PTPN23D00.B01 | Socioeconomic and Demographic (SED) Forecasts and Census Data | \$ 6,933 |
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| PTPN23D00.C04 | Regional Designations | \$ 3,088 |
| PTPN23D00.C05 | Model Development, Enhancement, and Applications | \$ 3,006 |
| PTPN23D00.C06 | Regional Surveys | \$ 2,614 |
| PTPN23D00.C07 | Data Management | \$ 439,779 |
| PTPN23D00.D01 | Regional Program Management | \$ 255,608 |
| PTPN23D00.D02 | Regional Emissions Analysis and Transportation Conformity | \$ 2,614 |
| PTPN23D00.G01 | Putnam County Intersection Planning and Feasibility Study | \$ 75,828 |
| PTPN23D00.G02 | SouthEast to Danbury Feasibility Study | \$ 118,430 |
| PTPN23D00.G03 | Putnam County Complete Streets Initiative | \$ 151,099 |

NEW YORK METROPOLITAN TRANSPORTATION COUNCIL

| |
|--|
| Main Menu |
| Projects |
| View Projects for All Years |
| View Projects for Session Year |
| Budgets |
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| Budget Cost by Staff Member |
| Other Studies |
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View project definition:

Budget

PIN : PTPN23D00.G03

Project Name : Putnam County Complete Streets Initiative

Staff Members:

Click an underlined staff member to review, change or delete budget information for staff member.

| <u>Staff Name</u> | <u>Available Days</u> | <u>Budgeted Days</u> | <u>Budgeted Staff Cost</u> |
|---------------------------|-----------------------|----------------------|----------------------------|
| <u>Barosa, Barbara</u> | 101 | 12 | \$ 9,264 |
| <u>Hawley, Alexis</u> | 207 | 5 | \$ 6,185 |
| <u>Hildenbrand, Brian</u> | 192 | 10 | \$ 10,650 |

Total staff costs: 27 \$ 26,099

Consultants:

Click an underlined Consultant work to review, change or delete Consultant information

| <u>Consultant Work Title</u> | <u>Actual Program Year of Contract Funds</u> | <u>Budgeted Consultant Cost</u> |
|--|--|---------------------------------|
| <u>Putnam County Complete Streets Initiative</u> | 2023 | \$ 125,000 |

Total consultant costs: \$ 125,000

Non-personnel costs:

Click an underlined Cost to review, change or delete Cost information

| <u>Type of Cost</u> | <u>Budgeted Other Cost</u> |
|---------------------|----------------------------|
| | |

Unspent Funds: \$ 0

Total for PIN: \$ 151,099 New Funds: \$ 151,099

#6d

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ SEQRA DETERMINATION/ TYPE II/ CANTINA AT TILLY FOSTER FARM

WHEREAS, the Putnam County Legislature is considering the replacement of Building #6 ("the Cantina") at Tilly Foster Farm with a slab on grade, 2,500 square foot wood frame structure to be used for office space and classroom instruction by Cornell Cooperative Extension. The design will be aesthetically consistent with the rest of the property and will use existing water supply and septic infrastructure, and

WHEREAS, the existing building is in poor condition and it has been determined that replacement of Building #6 is the preferred alternative for Cornell Cooperative Extension to utilize the building, and

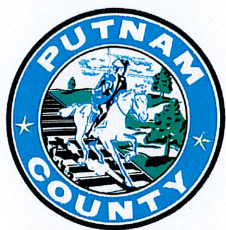
WHEREAS, this action has been determined to be a Type II Action in accordance with 6 NYCRR Part 617.5(c)(9) "construction or expansion of a primary or accessory/appurtenant, non-residential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or a use variance and consistent with local land use controls, but not radio communication or microwave transmission facilities" and 617.5(c)(2) "replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site", now therefore be it

RESOLVED, that the Putnam County Legislature accepts the determination that this project is a Type II Action and pursuant to the State Environmental Quality Review Act §617.6(1)(i), there is no further environmental review necessary.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

Phys. June

CC: All



**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 William Gouldman
Chairman, Physical Services Committee

FROM: Barbara Barosa, AICP, Principal Planner
Department of Planning, Development and Public Transportation

DATE: May 11, 2023

RE: SEQR Resolution for the Tilly Foster Farm – Cantina Replacement Building

After a review of the proposed plans for the replacement of the Cantina (Building #6) at Tilly Foster Farm, it has been determined that the project is classified as a Type II action under SEQR, and no further environmental review is required.

To this end, it is respectfully requested that this matter be placed on the upcoming Physical Services Committee meeting agenda scheduled for ~~May 16~~, 2023.

Thank you in advance for your consideration.

June

2023 MAY 11 PM 4:35
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

APPROVAL/ SEQRA DETERMINATION/TYPE II/CANTINA AT TILLY FOSTER FARM

WHEREAS, the Putnam County Legislature is considering the replacement of Building #6 (“the Cantina”) at Tilly Foster Farm with a slab on grade, 2,500 square foot wood frame structure to be used for office space and classroom instruction by Cornell Cooperative Extension. The design will be aesthetically consistent with the rest of the property and will use existing water supply and septic infrastructure, and

WHEREAS, the existing building is in poor condition and it has been determined that replacement of Building #6 is the preferred alternative for Cornell Cooperative Extension to utilize the building, and

WHEREAS, this action has been determined to be a Type II Action in accordance with 6 NYCRR Part 617.5(c)(9) “construction or expansion of a primary or accessory/appurtenant, non-residential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or a use variance and consistent with local land use controls, but not radio communication or microwave transmission facilities” and 617.5(c)(2) “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site”, now therefore be it

RESOLVED, that the Putnam County Legislature accepts the determination that this project is a Type II Action and pursuant to the State Environmental Quality Review Act §617.6(1)(i), there is no further environmental review necessary.

#62

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ INCLUSION OF PARCELS IN PUTNAM COUNTY AGRICULTURAL DISTRICT

WHEREAS, by Resolution #81 of 2003, the Putnam County Legislature created an Agricultural District in the County of Putnam; and

WHEREAS, by Resolution #193 of 2011, after the 8th year anniversary of the formation of the district, the Putnam County Legislature modified said Putnam County Agricultural District #1, and

WHEREAS, by Resolution #244 of 2003, the Putnam County Legislature established the month of November in which a landowner may request inclusion in the Putnam County Agricultural District; and

WHEREAS, by Resolution #154 of 2015, the Putnam County Legislature changed the annual thirty-day inclusion request period, from the month of November to April 1st through April 30th, commencing in the year 2016 and each year thereafter; and

WHEREAS, November 19, 2019 marked the second 8-Year Anniversary of the formation of this district requiring the Putnam County Legislature to review this district and either continue, terminate or modify the district created; and

WHEREAS, by Resolution #204 of 2019 the Putnam County Legislature determined that the Putnam County Agricultural District No. 1 remained the same in accordance with the recommendations of the Putnam County Agriculture and Farmland Protection Board to consist of 157 parcels with a total acreage of 5,113.9 acres; and

WHEREAS, in 2023, requests were presented to the Putnam County Legislature to modify the existing Agricultural District in the County of Putnam by including the following parcels in the District:

Town of Putnam Valley:

Hollister Hills Farm (Stag Millwork LLC) – Tax Map #72.-1-33 (66.44 Acres) Total Acreage: 66.44

Town of Southeast:

BarnDog LLC – Tax Map #80.-1-3.3 (4.99 acres); Tax Map #80.-1-3.2 (32.62 Acres); and Tax Map #80.-1-3.1 (27.91 Acres) Total Acreage: 65.52

Total acreage in petitions: 131.96

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

WHEREAS, pursuant to Article 25 AA of the Agriculture and Market Law, section 303-b, a public hearing on the requests was conducted by the Putnam County Legislature on July 6, 2021; and

WHEREAS, the Putnam County Agriculture and Farmland Protection Board considered the requests for inclusion and reported which, if any, parcels for inclusion would serve the public interest by assisting in maintaining a viable agricultural industry within the District and recommended the inclusion of said parcels in the Putnam County Agricultural District; and

WHEREAS, the Physical Services Committee of the Putnam County Legislature reviewed and approved the recommendations made by the Putnam County Agriculture & Farmland Protection Board; and

WHEREAS, the Putnam County Legislature has considered the comments of the speakers at the public hearing, the recommendations of the Putnam County Agricultural and Farmland Protection Board, the various letters in support and in opposition to the inclusion of these parcels in the modification of the Agricultural District; now therefore be it

RESOLVED, that the Putnam County Legislature accepts and adopts the findings provided by the Putnam County Agriculture and Farmland Protection Board; and be it further

RESOLVED, that the Putnam County Legislature hereby declines to include any of the parcels requested for inclusion in the Putnam County Agricultural District.

***Copy of Applications on file in the Legislative Office for review.**

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____



Putnam County
Agriculture & Farmland Protection Board

842 Fair Street, Carmel, NY 10512
Phone: 845-878-7918 ~ Fax: 845-808-1908
Email: neal.tomann@putnamcountyny.gov

cc: all
Phys.

MEMORANDUM

Date: June 5, 2023
To: Diane Schonfeld, Putnam County Clerk of the Legislature
From: The Putnam County Agriculture & Farmland Protection Board
Re: 2023 Agricultural District Inclusion Recommendations

In April 2023, the Putnam County Agriculture and Farmland Protection Board (PCAFPB) received two (2) petitions/applications for inclusion into the Putnam County Agricultural District. The two (2) petitions/applications were reviewed by members of the PCAFPB and site visits were conducted during the month of May 2023. The PCAFPB held a meeting on May 31, 2023 to discuss the petitions/applications, site visits and subsequently voted on the parcels with nine (9) voting members present. The following are the PCAFPB's recommendations:

Town of Southeast; Tax Map # 80.-1-3.3 (4.99 acres); Tax Map # 80.-1-3.2 (32.62); Tax Map # 80.-1-3.1 (27.91): Total Acreage: 65.52

BarnDog LLC applied for inclusion as a horse boarding operation which would include barn construction with 42 stalls. The applicant indicated no outstanding town/county/state violations. They did not provide a business plan. At the time of the site visit, no land had been cleared and there was no sign of fencing or any farming activities. The parcel has potential and is also adjacent to a parcel that is currently being farmed but is not yet included in the Agricultural District. The PCAFPB voted (8 nay: 0 aye: 1 abstention) to not recommend this parcel for inclusion in 2023.

X The PCAFPB does not recommend this parcel for inclusion into the Agricultural District.

Town of Putnam Valley, Tax Map # 72.-1-33 (66.44 acres): Total Acreage: 66.44

Hollister Hills Farm applied for inclusion as an alpaca and chicken farm, with a future plan for hydroponics vegetable production and firewood production. The applicant indicated no outstanding town/county/state violations. At the time of the site visit, land had been cleared for fencing and the proposed barn site, however there are no current farming activities. The parcel has potential and could be a viable agricultural operation. The PCAFPB voted (5 nay: 4 aye) to not recommend this parcel for inclusion in 2023.

X The PCAFPB does not recommend this parcel for inclusion into the Agricultural District.

**Total Acreage in Petitions: 131.96
Total Acreage Recommended: 0**

Cc: Jocelyn Apicello, PCAFPB Chairperson
Neal Tomann, Interim Director PCSWD
John Tully, Interim Commissioner of Planning
Tony Hay, Town of Southeast Supervisor
Jacqueline Annabi, Town of Putnam Valley Supervisor
Members of the PCAFPB

2023 JUN -6 PM 4: 24
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

#6f

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ RATIFICATION OF APPLICATIONS SUBMITTED FOR GRANT FUNDING AVAILABLE THROUGH THE 2023 CONSOLIDATED FUNDING APPLICATION PROGRAM AIMED TO INCREASE LOCAL ECONOMIC DEVELOPMENT AND ENCOURAGE GROWTH IN PUTNAM COUNTY

WHEREAS, the County Executive and the Putnam County Legislature (the "Legislature") agree that through economic development efforts that generate, retain and/or create jobs; prevent, maintain and upgrade government facilities to improve operations; and increase business and economic activity in Putnam County (the "County"); and

WHEREAS, competitive funding opportunities are offered through New York State and set forth in NYSREDC's 2023 Available CFA Resources Manual (the "Manual"), for which the submission deadline of applications is July 28, 2023; and

WHEREAS, funding opportunities described in the Manual include repairing or renovating historic structures, implementation of carbon neutral projects, and economic development generating infrastructure projects including property restoration/ trail and dam renovation projects, all of which are expected to improve the economic and environmental conditions of County facilities and promote social viability and vitality, thereby positively impacting the County's economic competitiveness, which is wholly in the best interests of County taxpayers; and

WHEREAS, the County, by and through the Putnam County Department of Planning, Development and Public Transportation (the "Department"), is desirous to competitively seek grant funds through REDC's 2023 CFA program; and

WHEREAS, if grant funding is awarded to the County, depending on the award and grant category, the state award is a maximum of eighty to fifty percent of the total project costs:

| Proposed Project CFA Application | Location | Estimated Costs | |
|---|--|----------------------------|-------------------------|
| <i>Putnam County Salt Storage Facility</i> | <i>841 Fair Street Carmel, NY</i> | <i>\$619,000</i> | <i>\$309,500</i> |

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

Committee Mtg _____ Resolution # _____
 Introduced By _____ Regular Mtg _____
 Seconded By _____ Special Mtg _____

| | | | |
|---|--|--------------------|--------------------|
| Putnam County Historic Courthouse Column Restoration | 40 Gleneida Avenue Carmel, NY | \$175,000 | \$87,500 |
| Fire Training Center | 192 Gipsy Trail Road Carmel, NY | \$750,000 | \$200,000 |
| Golf Course Maintenance and Cart Storage facility | 187 Hill Street Mahopac, NY | \$1,500,000 | \$1,125,000 |
| Putnam County Trail Maintenance | Mahopac, NY | \$250,000 | \$200,000 |
| Dam Improvement Project | South Lake Dams Kent, NY | \$250,000 | \$200,000 |
| Strategic Plan for County-owned Buildings | Various Locations | \$200,000 | \$100,000 |

Now therefore be it

RESOLVED, that the County Executive, together with the Legislature, supports and approves of the County's applications for CFA grant funding to be submitted by the Department by July 28, 2023 to the NYREDC for its consideration; and it is hereby further **RESOLVED**, that this Resolution shall take effect immediately.

Legislator Addonizio _____
 Legislator Castellano _____
 Legislator Crowley _____
 Legislator Ellner _____
 Legislator Gouldman _____
 Legislator Montgomery _____
 Legislator Nacerino _____
 Legislator Sayegh _____
 Chairman Jonke _____

cc: all
Phys

APPROVAL/RATIFICATION OF APPLICATIONS SUBMITTED FOR GRANT FUNDING AVAILABLE THROUGH THE 2023 CONSOLIDATED FUNDING APPLICATION PROGRAM AIMED TO INCREASE LOCAL ECONOMIC DEVELOPMENT AND ENCOURAGE GROWTH IN PUTNAM COUNTY

WHEREAS, the County Executive and the Putnam County Legislature (the "Legislature") agree that through economic development efforts that generate, retain and/or create jobs; prevent, maintain and upgrade government facilities to improve operations; and increase business and economic activity in Putnam County (the "County"); and

WHEREAS, competitive funding opportunities are offered through New York State and set forth in NYSREDC's 2023 Available CFA Resources Manual (the "Manual"), for which the submission deadline of applications is July 28, 2023; and

WHEREAS, funding opportunities described in the Manual include repairing or renovating historic structures, implementation of carbon neutral projects, and economic development generating infrastructure projects including property restoration/ trail and dam renovation projects, all of which are expected to improve the economic and environmental conditions of County facilities and promote social viability and vitality, thereby positively impacting the County's economic competitiveness, which is wholly in the best interests of County taxpayers; and

WHEREAS, the County, by and through the Putnam County Department of Planning, Development and Public Transportation (the "Department"), is desirous to competitively seek grant funds through REDC's 2023 CFA program; and

WHEREAS, if grant funding is awarded to the County, depending on the award and grant category, the state award is a maximum of eighty to fifty percent of the total project costs:

| Proposed Project Application | Location | Estimated Costs | CFA |
|---|--|--------------------|--------------------|
| <i>Putnam County Salt Storage Facility</i> | <i>841 Fair Street Carmel, NY</i> | <i>\$619,000</i> | <i>\$309,500</i> |
| <i>Putnam County Historic Courthouse Column Restoration</i> | <i>40 Gleneida Avenue Carmel, NY</i> | <i>\$175,000</i> | <i>\$87,500</i> |
| <i>Fire Training Center</i> | <i>192 Gipsy Trail Road Carmel, NY</i> | <i>\$750,000</i> | <i>\$200,000</i> |
| <i>Golf Course Maintenance and Cart Storage facility</i> | <i>187 Hill Street Mahopac, NY</i> | <i>\$1,500,000</i> | <i>\$1,125,000</i> |

2023 JUN -7 PM 12:18
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

| | | | |
|--|-------------------------------------|------------------|------------------|
| <i>Putnam County Trail Maintenance</i> | <i>Mahopac, NY</i> | <i>\$250,000</i> | <i>\$200,000</i> |
| <i>Dam Improvement Project</i> | <i>South Lake Dams Kent, NY</i> | <i>\$250,000</i> | <i>\$200,000</i> |
| <i>Strategic Plan for County-owned Buildings</i> | <i>Various Locations</i> | <i>\$200,000</i> | <i>\$100,000</i> |

Now therefore be it

RESOLVED, that the County Executive, together with the Legislature, supports and approves of the County's applications for CFA grant funding to be submitted by the Department by July 28, 2023 to the NYREDC for its consideration; and it is hereby further

RESOLVED, that this Resolution shall take effect immediately.

Diane Schonfeld

From: Barbara Barosa
Sent: Wednesday, June 7, 2023 11:59 AM
To: Diane Schonfeld; Diane Trabulsy; Edward Gordon
Cc: John Tully
Subject: Resolution for June Physical Services Agenda
Attachments: Reso-2023 CFA-Grant Apps.docx

Good Morning,

Please see attached for Resolution requesting to apply for Consolidated Funding Application (CFA) grant funding for several projects to be placed for consideration on this month's Physical Services agenda. Please let me know if you need anything further.

Thank you,
Barbara

*Barbara Barosa, AICP, Principal Planner
Putnam County Department of Planning, Development and Public Transportation
841 Fair Street
Carmel, NY 10512
845-878-3480 x48107*

#69

| | |
|---------------------|--------------------|
| Committee Mtg _____ | Resolution # _____ |
| Introduced By _____ | Regular Mtg _____ |
| Seconded By _____ | Special Mtg _____ |

APPROVAL/ CONFIRMATION/ APPOINTMENT/ COMMISSIONER OF FINANCE

WHEREAS, County Executive Kevin M. Byrne has appointed Michael J. Lewis as Commissioner of Finance, pursuant to Article 4, Section 4.01 of the Putnam County Charter effective June 3, 2023; and

WHEREAS, Michael J. Lewis possesses the requisite knowledge, experience, and qualifications to serve as the Commissioner of Finance for the County of Putnam; and

WHEREAS, the Personnel Committee of the Putnam County Legislature considered and approved this appointment; now therefore be it

RESOLVED, that the Legislature hereby confirms the appointment of Michael J. Lewis as the Commissioner of Finance for the County of Putnam, pursuant to Article 4, Section 4.01 of the Putnam County Charter; and be it further

RESOLVED, that Michael J. Lewis shall serve at the pleasure of the County Executive in accordance with the terms of Section 4.01 of the Putnam County charter; and be it further

RESOLVED, that this appointment shall comply with the requirements to file an Oath of Office pursuant to the New York State Public Officers Law.

Legislator Addonizio _____
 Legislator Castellano _____
 Legislator Crowley _____
 Legislator Ellner _____
 Legislator Gouldman _____
 Legislator Montgomery _____
 Legislator Nacerino _____
 Legislator Sayegh _____
 Chairman Jonke _____



cc: all
Pers

PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

June 1, 2023

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

2023 ~~June 2~~ June 1
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY
PM 4:40

Dear Ms. Schonfeld,

It is my privilege to appoint Mr. Michael J. Lewis as Interim Commissioner of Finance effective June 3, 2023, and in accordance with Article 4, Section 4.01 of the Putnam County Charter shall be named Commissioner of Finance following a majority confirmation by the legislature. Attached herewith is a copy of Mr. Lewis' resume. I recommend that his salary be set at \$153,740. Not only is this offer within the 2023 budgeted amount for the position, it represents a 4% savings of \$6,656. It should also be noted that this salary is an increase from Mr. Lewis' previous role.

Mr. Lewis has been Chief Deputy Commissioner of Finance since November 8, 2021. He has performed with distinction and his record clearly demonstrates a willingness to serve the people of Putnam County, the employees of Putnam County and our County Government by applying his expertise and experience. Pursuant to the Putnam County Charter, the Commissioner of Finance shall serve on a full-time basis and shall not engage in any private practice nor be employed in their field of expertise with the County by any private or other governmental entity.

I wholeheartedly recommend confirmation of Mr. Lewis' appointment by the Putnam County Legislature.

Thank you for your prompt consideration of Mr. Lewis' appointment.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin M. Byrne", written over a circular stamp.

Kevin M. Byrne
County Executive

CC: Michael Bartolotti, County Clerk
Paul Eldridge, Personnel Officer

^{reso}
Rec'd 6/2/23 from Personnel

cc: all
Pers.

**APPROVAL/CONFIRMATION/APPOINTMENT/INTERIM COMMISSIONER OF
FINANCE**

WHEREAS, County Executive Kevin M. Byrne has appointed Michael J. Lewis as Interim Commissioner of Finance, pursuant to Article 4, Section 4.01 of the Putnam County Charter; and

WHEREAS, Michael J. Lewis possesses the requisite knowledge, experience, and qualifications to serve as the Interim Commissioner of Finance for the County of Putnam; and

WHEREAS, the Personnel Committee of the Putnam County Legislature considered and approved this appointment; now therefore be it

RESOLVED, that the Legislature hereby confirms the appointment of Michael J. Lewis as the Interim Commissioner of Finance for the County of Putnam, pursuant to Article 4, Section 4.01 of the Putnam County Charter; and be it further

RESOLVED, that Michael J. Lewis shall serve at the pleasure of the County Executive in accordance with the terms of Section 4.01 of the Putnam County charter; and be it further

RESOLVED, that this appointment shall comply with the requirements to file an Oath of Office pursuant to the New York State Public Officers Law.

#6h

| | |
|---------------------|--------------------|
| Committee Mtg _____ | Resolution # _____ |
| Introduced By _____ | Regular Mtg _____ |
| Seconded By _____ | Special Mtg _____ |

APPROVAL/ CONFIRMATION/ APPOINTMENT/ DIRECTOR OF REAL PROPERTY TAX SERVICES

WHEREAS, County Executive Kevin M. Byrne has appointed Patricia McLoughlin as Director of Real Property Tax Services, effective June 12, 2023, pursuant to Article 4, Section 4.03 of the Putnam County Charter; and

WHEREAS, Paul Eldridge, Personnel Officer, was advised by the NYS Department of Tax and Finance, Office of Real Property Tax Services in a letter dated May 17, 2023, that Patricia McLoughlin meets the minimum qualification standard for County Director as set forth in section 20 NYCRR 8188-4.3 of the rules for real property tax administration; and

WHEREAS, the Director of Real Property Tax Services is a term appointed position of 6 years as provided for in NYS Real Property Tax law; and

WHEREAS, the current term time frame began on October 1, 2019, and expires on October 1, 2025; and

WHEREAS, Ms. McLoughlin is being appointed to serve the remainder of the current term's time frame, after which, she would be eligible for a full six-year term; and

WHEREAS, the Personnel Committee of the Putnam County Legislature considered and recommends approval of this appointment, now therefore be it

RESOLVED, that the Legislature hereby confirms the appointment of Patricia McLoughlin as Director of Real Property Tax Services for Putnam County pursuant to Article 4, Section 4.03 of the Putnam County Charter; and be it further

RESOLVED, that Patricia McLoughlin shall serve the remainder of the current term time frame as stated above; and be it further

RESOLVED, that this appointment shall comply with the requirements to file an Oath of Office pursuant to New York State law.

Legislator Addonizio _____

Legislator Castellano _____

Legislator Crowley _____

Legislator Ellner _____

Legislator Gouldman _____

Legislator Montgomery _____

Legislator Nacerino _____

Legislator Sayegh _____

Chairman Jonke _____



cc: all
Pers.

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2023 JUN -6 PM 3:42

PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

June 5, 2023

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

Dear Ms. Schonfeld,

Please be advised that Ms. Lisa Johnson will be retiring as Director of Real Property Tax Services effective June 10, 2023. We thank Lisa for her many years of dedicated service to Putnam County as our Director.

It is my privilege to appoint Ms. Patricia McLoughlin as our new Director of Real Property Tax Services, effective June 12, 2023. The appointment is pursuant to Article 4 Section 4.03 of the Putnam County charter. Attached please find Ms. McLoughlin's resumé with attachment. I recommend that her salary be set at \$104,000.

I've also attached a letter dated May 17, 2023, from Mr. David V. Ange, Real Property Service Administrator 2 in the NYS Office of Real Property Tax Services, advising that Ms. McLoughlin meets the minimum qualification standards for County Director as set forth in section 20 NYCRR 8188-4.3 of the rules for real property tax administration.

The Director of Real Property Tax Services is a term appointed position of 6 years. The term is set in Real Property Tax Law, Section 1530.1 The current term time frame began on October 1, 2019, and expires on October 1, 2025. Ms. McLoughlin is being appointed to serve the remainder of the current term's time frame, after which, she would be eligible for a full six-year term.

I wholeheartedly recommend confirmation of Ms. McLoughlin's appointment by the Putnam County Legislature.

Thank you for your prompt consideration of Ms. McLoughlin's appointment.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Byrne", with a long horizontal flourish extending to the right.

Kevin M. Byrne
County Executive

Attachments

Cc: Ms. Patricia McLoughlin
Honorable Michael Bartolotti, County Clerk
Paul Eldridge, Personnel Officer

Rec'd reso from Personnel 6/8/23

Whereas, County Executive Kevin M. Byrne has appointed Patricia McLoughlin as Director of Real Property Tax Services, effective June 12, 2023, pursuant to Article 4, Section 4.03 of the Putnam County Charter; and

Whereas, Paul Eldridge, Personnel Officer, was advised by the NYS Department of Tax and Finance, Office of Real Property Tax Services in a letter dated May 17, 2023, that Patricia McLoughlin meets the minimum qualification standard for County Director as set forth in section 20 NYCRR 8188-4.3 of the rules for real property tax administration; and

Whereas, the Director of Real Property Tax Services is a term appointed position of 6 years as provided for in NYS Real Property Tax law; and

Whereas the current term time frame began on October 1, 2019, and expires on October 1, 2025; and

Whereas Ms. McLoughlin is being appointed to serve the remainder of the current term's time frame, after which, she would be eligible for a full six-year term; and

Whereas, the Personnel Committee of the Putnam County Legislature considered and recommends approval of this appointment, now therefore be it

Resolved, that the Legislature hereby confirms the appointment of Patricia McLoughlin as Director of Real Property Tax Services for Putnam County pursuant to Article 4, Section 4.03 of the Putnam County Charter; and be it further

Resolved that Patricia McLoughlin shall serve the remainder of the current term time frame as stated above; and be it further

Resolved, that this appointment shall comply with the requirements to file an Oath of Office pursuant to New York State law.

#62

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ POLICY FOR SERVICE ANIMALS

WHEREAS, under the Americans with Disabilities Act, businesses and facilities that serve the public may not discriminate against individuals with disabilities and must permit a service animal in all areas of the facility where customers are allowed or the public is invited; and

WHEREAS, no individual assisted by a service dog satisfying the definition pursuant to the provisions of the Americans with Disabilities Act (ADA) will be denied access to any Putnam County facility to areas where the public is normally allowed access; and

WHEREAS, Putnam County prohibits individuals, including employees, from bringing onto the premises an animal that does not meet the ADA's definition of service animal. This shall not apply to law enforcement animals or animals that are property of Putnam County; now therefore be it

RESOLVED, that subject to any applicable agreement by and with the respective collective bargaining agents of the various employee units of the County of Putnam: All service animals must be licensed in compliance with state and local laws. Service animals must also be vaccinated against rabies and other diseases typically found in that animal and must wear a tag displaying its vaccinated status. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents them from using these devices, in which case the individual must maintain control of the animal through voice, signal or other effective controls; and be it further

RESOLVED, that the service animal's handler must be in complete control of the service animal at all times. The care and supervision of a service animal is solely the responsibility of its handler. An individual who brings a service animal onto Putnam County's premises is completely and solely liable for any injuries or damage to personal property caused by the animal. Any repair or cleaning costs incurred by a service animal will be charged to the handler; and be it further

RESOLVED, in the event it is not obvious what service the service animal provides, pursuant to the Americans with Disabilities Act very limited inquiry is permitted before granting access; and be it further

RESOLVED, a person with their service animal seeking access to a Putnam County facility cannot be denied entry or asked or required to remove a service dog from

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____
- Chairman Jonke _____

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

the premises unless: (1) the dog is out of control, (2) the dog is not housebroken, or (3) the dog is in violation of any provision of this policy; and be it further

RESOLVED, that allergies and/or fear of dogs are not valid reasons for denying access or refusing service to people using service animals; and be it further

RESOLVED, that establishments that sell or prepare food must allow service animals in public areas even if state or local health codes prohibit animals on the premises. Employees cannot isolate people who use service animals from other patrons, treat them less favorably than other patrons, or charge fees that are not charged to other patrons without animals; and be it further

RESOLVED, that County employees are not required to provide care or food for a service animal and should not pet, feed, distract or interact with a service animal, that is not their own, in any way; and be it further

RESOLVED, that this Resolution shall take effect immediately and shall be subject to renewal or continuation by Resolution; and be it further

RESOLVED, that the Personnel Officer and the various County Department Heads are hereby directed to undertake such administrative acts and tasks as are necessary and proper such as the creation of policies and/or procedures to carry out the intention of this resolution.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

cc: all
Pers Reso

PAUL ELDRIDGE
Personnel Officer



ADRIENE IASONI
Deputy Personnel
Officer

MEMORANDUM

June 6, 2023

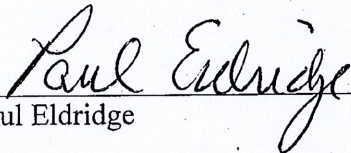
TO: Diane Schonfeld, Legislative Clerk
FROM: Paul Eldridge, Personnel Officer
SUBJECT: New Policies- Service Animals and Public Facility Access

The Personnel Department is seeking approval for two County-wide employee policies: Service Animals and Public Facility Access.

There have previously been questions regarding these two topics, which are addressed by these policies.

Patricia Rau, the primary author of these policies, will be at the meeting should there be any questions.

Thank you for your time and consideration.


Paul Eldridge

cc: Kevin Byrne, County Executive
James Burpoe, Deputy County Executive

attachments:
Proposed Service Animal Policy
Proposed Public Facility Access Policy
Corresponding resolution language

2023 JUN -6 PM 4: 29
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

PUTNAM COUNTY PERSONNEL DEPARTMENT
110 Old Route Six, Building Three
Carmel, NY 10512
Tel: 845-808-1650 Fax: 845-808-1921
www.putnamcountyny.com/personneldept

SERVICE ANIMALS

WHEREAS, under the Americans with Disabilities Act, businesses and facilities that serve the public may not discriminate against individuals with disabilities and must permit a service animal in all areas of the facility where customers are allowed or the public is invited;

WHEREAS no individual assisted by a service dog satisfying the definition pursuant to the provisions of the Americans with Disabilities Act (ADA) will be denied access to any Putnam County facility to areas where the public is normally allowed access.

WHEREAS Putnam County prohibits individuals, including employees, from bringing onto the premises an animal that does not meet the ADA's definition of service animal. This shall not apply to law enforcement animals or animals that are property of Putnam County; now therefore be it

RESOLVED, that subject to any applicable agreement by and with the respective collective bargaining agents of the various employee units of the County of Putnam: All service animals must be licensed in compliance with state and local laws. Service animals must also be vaccinated against rabies and other diseases typically found in that animal and must wear a tag displaying its vaccinated status. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents them from using these devices, in which case the individual must maintain control of the animal through voice, signal or other effective controls; and be it further

RESOLVED that the service animal's handler must be in complete control of the service animal at all times. The care and supervision of a service animal is solely the responsibility of its handler. An individual who brings a service animal onto Putnam County's premises is completely and solely liable for any injuries or damage to personal property caused by the animal. Any repair or cleaning costs incurred by a service animal will be charged to the handler; and be it further

RESOLVED in the event it is not obvious what service the service animal provides, pursuant to the Americans with Disabilities Act very limited inquiry is permitted before granting access; and be it further

RESOLVED a person with their service animal seeking access to a Putnam County facility cannot be denied entry or asked or required to remove a service dog from the premises unless: (1) the dog is out of control, (2) the dog is not housebroken, or (3) the dog is in violation of any provision of this policy; and be it further

RESOLVED that allergies and/or fear of dogs are not valid reasons for denying access or refusing service to people using service animals; and be it further

RESOLVED that establishments that sell or prepare food must allow service animals in public areas even if state or local health codes prohibit animals on the premises. Employees cannot

isolate people who use service animals from other patrons, treat them less favorably than other patrons, or charge fees that are not charged to other patrons without animals; and be it further

RESOLVED that County employees are not required to provide care or food for a service animal and should not pet, feed, distract or interact with a service animal, that is not their own, in any way; and be it further

RESOLVED, that this Resolution shall take effect immediately and shall be subject to renewal or continuation by Resolution; and be it further

RESOLVED, that the Personnel Officer and the various County Department Heads are hereby directed to undertake such administrative acts and tasks as are necessary and proper such as the creation of policies and/or procedures to carry out the intention of this resolution.

**Putnam County
Service Animal Policy**

PURPOSE:

Putnam County is committed to providing equal access to County services and facilities for people with disabilities who utilize service animals in accordance with the Americans with Disabilities Act (ADA). This Policy and Procedure is to provide guidance to department heads and security personnel as to rights of access for bonafide service animals in accordance with U.S. and New York State law and regulations, and for the safety of staff and other occupants of Putnam County buildings and property. This policy shall apply to all individuals seeking access to Putnam County properties, including Putnam County employees, contractors, interns, and vendors.

PROCEDURE:

1. The ADA defines a service animal as any dog (or in certain circumstances a miniature horse) that is individually trained to do or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or any other mental disability. For purposes of this Policy and Procedure, only dogs will be discussed. If a miniature horse or other animal is purported to be a “service animal,” a request for guidance shall immediately be made to the Law Department.
2. “**Service animals**” are separate and distinct from “**emotional support animals.**” Service animals are protected by the ADA and relevant NY statutes and are permitted in County buildings. “**Emotional support animals**” are not considered service animals and as such are not applicable to Putnam County at this time.
3. **Service animals** are not pets, but under the ADA, regardless of whether they have been licensed or certified by a state or local government, or other entity, these animals are trained to aid a person with disabilities in specific tasks.
 - a. The following are examples of, but are not exclusive, of, these tasks:
 - i. Assisting with navigation, stability or balance
 - ii. Alerting to sounds
 - iii. Pulling wheelchairs
 - iv. Carrying items
 - v. Seizure assistance
 - vi. Interrupting impulsive or destructive behaviors
4. No individual assisted by a service dog satisfying the definition pursuant to the provisions of the Americans with Disabilities Act (ADA) will be denied access to any Putnam County facility to areas where the public is normally allowed access.
5. Putnam County prohibits individuals, including employees, from bringing onto the premises an animal that does not meet the ADA’s definition of service animal. This shall not apply to law enforcement animals or animals that are property of Putnam County.
6. All service animals must be licensed in compliance with state and local laws. Service animals must also be vaccinated against rabies and other diseases typically found in that animal and must wear a tag displaying its vaccinated status. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s

disability prevents them from using these devices, in which case the individual must maintain control of the animal through voice, signal or other effective controls.

7. The service animal's handler must be in complete control of the service animal at all times. The care and supervision of a service animal is solely the responsibility of its handler. An individual who brings a service animal onto Putnam County's premises is completely and solely liable for any injuries or damage to personal property caused by the animal. Any repair or cleaning costs incurred by a service animal will be charged to the handler.
8. In the event it is not obvious what service the service animal provides, VERY limited inquiry is permitted before granting access.

Staff may ask,

- **Is the service dog required because of a disability? However, you cannot ask what that disability is.**
- **What work task is the dog trained to perform?**

Staff cannot:

- **Ask about the person's disability,**
- **Require medical documentation,**
- **Require a special identification card or training documentation for the dog, or**
- **Ask that the dog demonstrate its ability to perform the work or task.**

9. A person with their service animal seeking access to a Putnam County facility cannot be denied entry or asked or required to remove a service dog from the premises unless: (1) the dog is out of control, (2) the dog is not housebroken, or (3) the dog is in violation of any provision of this policy.
10. Allergies and/or fear of dogs are not valid reasons for denying access or refusing service to people using service animals. For example, if another person claims to be allergic to dog dander and the person who uses a service animal must spend time in the same room or facility, such as a classroom, waiting area, or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility. Every effort at reasonable accommodation must be made.
11. Establishments that sell or prepare food must allow service animals in public areas even if state or local health codes prohibit animals on the premises. Employees cannot isolate people who use service animals from other patrons, treat them less favorably than other patrons, or charge fees that are not charged to other patrons without animals.
12. County employees are not required to provide care or food for a service animal.
13. County employees should not pet, feed, distract or interact with a service animal, that is not their own, in any way.

14. Use of Emotional Support Animals are not authorized in any Putnam County facility at this time.

26

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ POLICY FOR PUBLIC FACILITY ACCESS

WHEREAS, Putnam County is committed to protecting the administration of the Putnam County government and the rights of citizens under the First Amendment of the United States Constitution; now therefore be it

RESOLVED, that subject to any applicable agreement by and with the respective collective bargaining agents of the various employee units of the County of Putnam: Putnam County shall establish and adopt a Public Facility Access Policy; and be it further

RESOLVED, that this policy shall define and establish different levels of Public Facility access areas; and be it further

RESOLVED, that each department shall establish area designations based on the definitions within this policy; and be it further

RESOLVED, that each level of Public Facility Access shall allow differing levels of recording; and be it further

RESOLVED, that in all areas, employees shall make every reasonable effort to safeguard private and/or confidential information; and be it further

RESOLVED, that employees shall allow the peaceful photography or recording of designated public areas during the hours such space is open to the public. Loud disruptive and/or threatening behavior will not be tolerated. Visitors that are disrupting the administration of County government will be respectfully asked to leave or alter their behavior; and be it further

RESOLVED, that any person threatening County employees or other members of the public will be asked to vacate the premises. In the event that a visitor is loud, disruptive, or threatening, and will not vacate the premises when asked, law enforcement will be called; and be it further

RESOLVED, that this Resolution shall take effect immediately and shall be subject to renewal or continuation by Resolution; and be it further

RESOLVED, that the Personnel Officer and the various County Department Heads are hereby directed to undertake such administrative acts and tasks as are necessary and proper such as the creation of policies and/or procedures to carry out the intention of this resolution.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

PAUL ELDRIDGE
Personnel Officer



ADRIENE IASONI
Deputy Personnel
Officer

cc: all
Pers. Reso

MEMORANDUM

June 6, 2023

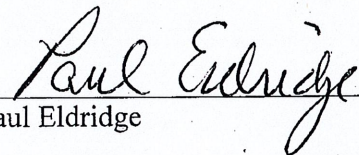
TO: Diane Schonfeld, Legislative Clerk
FROM: Paul Eldridge, Personnel Officer
SUBJECT: New Policies- Service Animals and Public Facility Access

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There have previously been questions regarding these two topics, which are addressed by these policies.

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Thank you for your time and consideration.


Paul Eldridge

cc: Kevin Byrne, County Executive
James Burpoe, Deputy County Executive

attachments:
Proposed Service Animal Policy
Proposed Public Facility Access Policy
Corresponding resolution language

2023 JUN -6 PM 4: 29
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

PUTNAM COUNTY PERSONNEL DEPARTMENT
110 Old Route Six, Building Three
Carmel, NY 10512
Tel: 845-808-1650 Fax: 845-808-1921
www.putnamcountyny.com/personneldept

PUBLIC FACILITY ACCESS

WHEREAS, Putnam County is committed to protecting the administration of the Putnam County government and the rights of citizens under the First Amendment of the United States Constitution,

now therefore be it

RESOLVED, that subject to any applicable agreement by and with the respective collective bargaining agents of the various employee units of the County of Putnam: Putnam County shall establish and adopt a Public Facility Access Policy; and be it further

RESOLVED that this policy shall define and establish different levels of Public Facility access areas; and be it further

RESOLVED that each department shall establish area designations based on the definitions within this policy; and be it further

RESOLVED that each level of Public Facility Access shall allow differing levels of recording; and be it further

RESOLVED that in all areas, employees shall make every reasonable effort to safeguard private and/or confidential information; and be it further

RESOLVED that employees shall allow the peaceful photography or recording of designated public areas during the hours such space is open to the public. Loud disruptive and/or threatening behavior will not be tolerated. Visitors that are disrupting the administration of County government will be respectfully asked to leave or alter their behavior; and be it further

RESOLVED that any person threatening County employees or other members of the public will be asked to vacate the premises. In the event that a visitor is loud, disruptive, or threatening, and will not vacate the premises when asked, law enforcement will be called; and be it further

RESOLVED, that this Resolution shall take effect immediately and shall be subject to renewal or continuation by Resolution; and be it further

RESOLVED, that the Personnel Officer and the various County Department Heads are hereby directed to undertake such administrative acts and tasks as are necessary and proper such as the creation of policies and/or procedures to carry out the intention of this resolution.

PUBLIC FACILITY ACCESS POLICY

PURPOSE

Putnam County is committed to protecting the administration of the Putnam County government and the rights of citizens under the First Amendment of the United States Constitution, by implementing policies and procedures that protect the safety and personal privacy of the County's employees and the general public who do business with or use the services of the County. This policy is intended to define those areas of County Property that are accessible to and observable or recordable by the general public from those that are not.

DEFINITIONS

Traditional Public Access Area - a place that has a long-standing tradition of being used for, is historically associated with, or has been dedicated by government act to the free exercise of the right to speech and public debate and assembly. (Examples: streets, sidewalks).

Designated Public Access Area – Spaces not traditionally regarded as a public access area but which the government has intentionally opened up for that purpose. The space is not generally open to or occupied by the public; is open to or occupied by the public on only a limited, as-needed, or by invitation basis; or is in an area generally open to or occupied by the public in close proximity to where private third parties conduct business with County employees. (Examples: council rooms, conference rooms, entrance/lobby of departments).

Non-public Access Area – a space that is not traditionally a location for public communication. (Examples: private work areas - personal offices, workstations, courtrooms, secure locations, public safety vehicle entrance bays/parking areas, etc.)

Recording- The use of a recording device, such as a cell phone, video camera, camera, or any other device that captures video or picture, to record or memorialize the building and or people, including private citizens and employees in a space in accordance with this policy.

POLICY

Each department shall establish area designations based on the definitions within this policy.

Traditional Public access areas shall allow photography and/or recording.

Designated Public Access areas shall allow photography and/or recording during business hours while open to the public so long as it is not disruptive to government business, creates no safety concerns, and does not violate any legally protected privacy rights.

Non-public access areas shall only allow photography and/or recording for purpose(s) related to County business, conducted by County employees, or permitted vendors.

Designated Public Access Areas must be clearly indicated by doors, physical barriers, building design features, signage, reception desks, ropes, fencing, or other visible indications. Non-public

access areas must be clearly signed as restricted space. Departments shall use the approved signage for each individual space.

In all areas, employees shall make every reasonable effort to safeguard private and/or confidential information. Examples of protecting private information of citizens include, but are not limited to, private screening rooms for protected interviews, removing confidential/private documents from desks that are publicly viewable, turning computer screens away from public view, etc.

Employees shall allow the peaceful photography or recording of designated public areas during the hours such space is open to the public. Loud disruptive and/or threatening behavior will not be tolerated. Visitors that are disrupting the administration of County government will be respectfully asked to leave or alter their behavior. Any person threatening County employees or other members of the public will be asked to vacate the premises. In the event that a visitor is loud, disruptive, or threatening, and will not vacate the premises when asked, law enforcement will be called.

This policy shall not be interpreted to supersede any existing policy within the Putnam County Supreme and County Court.

EMPLOYEES ONLY

**NO PHOTOGRAPHY OR
RECORDING BEYOND
THIS POINT**

THANK YOU

**NO ADMITTANCE
WITHOUT OFFICIAL
BUSINESS**



THANK YOU

#6K

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ BUDGETARY AMENDMENT (23A032)/ LEGAL AID SOCIETY/ INDIGENT LEGAL SERVICES

WHEREAS, the Commissioner of Finance has requested a budgetary amendment (23A032) to adjust the 2023 budget to account for State Aid from the New York State Office of Indigent Legal Services; and

WHEREAS, the Protective Services Committee and the Audit & Administrative Committee have reviewed and approved said budgetary amendment; now therefore be it RESOLVED, that the following budgetary amendment be made:

Increase Estimated Appropriations:

25117000 54950 Legal Aid Society 250,000

Increased Estimated Revenues:

25117000 430251 State Aid – Indigent Legal Services 250,000

2023 Fiscal Impact – 0 –

2024 Fiscal Impact – 0 –

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



cc: all
Prof
AAA

MICHAEL J. LEWIS
Chief Deputy Commissioner Of
Finance

Reso

SHEILA M. BARRETT
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: Sheila M. Barrett, Deputy Commissioner of Finance *SMB*
Re: Budgetary Amendment - **23A032**
Date: May 18, 2023

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

Increase estimated appropriations:

25117000 54950 Legal Aid Society 250,000

Increase estimated revenues:

25117000 430251 State Aid - Indigent Legal Services 250,000

Fiscal Impact - 2023 - 0

Fiscal Impact - 2024 - 0

This Resolution is necessary to adjust the 2023 budget to account for State Aid from the New York State Office of indigent Legal Services as per the attached schedule. The County acts as a pass through for these funds. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive

2023 MAY 19 PM 3:12
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

ATTACHMENT B-1

**Office of Indigent Legal Services
 SECOND UPSTATE FAMILY DEFENSE (CHILD WELFARE) QUALITY
 IMPROVEMENT & CASELOAD REDUCTION
 January 1, 2023 - December 31, 2025**

COUNTY OF PUTNAM

Total Contract Amount: \$750,000.00

| Budget Expenditure Item | Year 1 1/1/2023 - 12/31/2023 | Year 2 1/1/2024 - 12/31/2024 | Year 3 1/1/2025 - 12/31/2025 |
|---|---|---|---|
| PUTNAM COUNTY LEGAL AID SOCIETY | | | |
| Personnel: | | | |
| (FT) Attorney - Salary | \$85,000.00 | \$85,000.00 | \$85,000.00 |
| (FT) Attorney - Fringe | \$21,250.00 | \$21,250.00 | \$21,250.00 |
| Subtotal Personnel | \$106,250.00 | \$106,250.00 | \$106,250.00 |
| Contracted/Consultant: | | | |
| Non-Attorney Professional Services (Investigators, Parent Advocates, Social Workers) | \$133,750.00 | \$133,750.00 | \$133,750.00 |
| Subtotal Contracted/Consultant | \$133,750.00 | \$133,750.00 | \$133,750.00 |
| OTPS: | | | |
| Training and CLEs | \$10,000.00 | \$10,000.00 | \$10,000.00 |
| Subtotal OTPS | \$10,000.00 | \$10,000.00 | \$10,000.00 |
| TOTAL | \$250,000.00 | \$250,000.00 | \$250,000.00 |
| THREE-YEAR TOTAL | \$750,000.00 | | |

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

| | |
|--|---|
| <p>STATE AGENCY (Name & Address):</p> <p>NYS Office of Indigent Legal Services A. E. Smith Building, 11th Floor 80 South Swan Street Albany, NY 12210</p> | <p>BUSINESS UNIT/DEPT. ID: OLS01 1350200</p> <p>CONTRACT NUMBER: C2NDUFD37</p> <p>CONTRACT TYPE:</p> <p><input checked="" type="checkbox"/> Multi-Year Agreement <input type="checkbox"/> Simplified Renewal Agreement <input type="checkbox"/> Fixed Term Agreement</p> |
| <p>CONTRACTOR SFS PAYEE NAME:</p> <p>Putnam, County of</p> | <p>TRANSACTION TYPE:</p> <p><input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment</p> |
| <p>CONTRACTOR DOS INCORPORATED NAME:</p> | <p>PROJECT NAME:</p> <p>Second Upstate Family Defense (Child Welfare) Quality Improvement & Caseload Reduction</p> |
| <p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p>NYS Vendor ID Number: 1000002443 Federal Tax ID Number: 14-6002759 DUNS Number (if applicable):</p> | <p>AGENCY IDENTIFIER:</p> <p>CFDA NUMBER (Federally funded grants only):</p> |
| <p>CONTRACTOR PRIMARY MAILING ADDRESS:</p> <p>Putnam County Department of Law 48 Glenedia Avenue Carmel, NY 10512</p> <p>CONTRACTOR PAYMENT ADDRESS:</p> <p><input type="checkbox"/> Check if same as primary mailing address</p> <p>Putnam County Department of Finance 40 Gleneida Ave., Room 202 Carmel, NY 10512</p> <p>CONTRACTOR MAILING ADDRESS:</p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p> | <p>CONTRACTOR STATUS:</p> <p><input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Municipality, Code: 370100000000 <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption Status/Code:</p> <p><input type="checkbox"/> Sectarian Entity</p> |

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

| | |
|--|---|
| <p>CURRENT CONTRACT TERM:</p> <p>From: January 1, 2023 To: December 31, 2025</p> <p>CURRENT CONTRACT PERIOD:</p> <p>AMENDED TERM:</p> <p>From: _____ To: _____</p> <p>AMENDED PERIOD:</p> <p>From: _____ To: _____</p> | <p>CONTRACT FUNDING AMOUNT <i>(Multi-year – enter total projected amount of the contract; Fixed Term/Simplified Renewal – enter current period amount):</i></p> <p>CURRENT: \$750,000.00</p> <p>AMENDED:</p> <p>FUNDING SOURCE(S):</p> <p> <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Other </p> |
|--|---|

FOR MULTI-YEAR AGREEMENTS ONLY – CONTRACT PERIOD AND FUNDING AMOUNT:
(Out years represent projected funding amounts)

| # | CURRENT PERIOD | CURRENT AMOUNT | AMENDED PERIOD | AMENDED AMOUNT |
|---|----------------|----------------|----------------|----------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

ATTACHMENTS PART OF THIS AGREEMENT:

- Attachment A:
 A-1 Program-Specific Terms and Conditions
 A-2 Federally Funded Grants and Requirement Mandated by Federal Laws
- Attachment B:
 B-1 Expenditure Based Budget B-2 Performance Based Budget
 B-3 Capital Budget B-4-Net Deficit Budget
 B-1(A) Expenditure Based Budget (Amendment)
 B-2(A) Performance Based Budget (Amendment)
 B-3(A) Capital Budget (Amendment)
 B-4(A) Net Deficit Budget (Amendment)
- Attachment C: Work Plan
- Attachment D: Payment and Reporting Schedule
- Other:

IN WITNESS THEREOF, the parties hereto have executed or approved this Master Contract on the dates below their signatures.

CONTRACTOR:

STATE AGENCY:

Putnam County

NYS Office of Indigent Legal Services

By: 

By: 

Kevin Byrne

Patricia J. Warth

Printed Name

Printed Name

Title: County Executive

Title: Director - Office of Indigent Legal Services

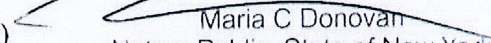
Date: 3/15/23

Date: 4/8/2023

STATE OF NEW YORK

County of Putnam

On the 15 day of March, 2023, before me personally appeared Kevin Byrne, to me known, who being by me duly sworn, did depose and say that he/~~she~~ resides at Mahopac, NY, that he/~~she~~ is the County Executive of the County of Putnam, the contractor described herein which executed the foregoing instrument; and that he/she signed his/her name thereto as authorized by the contractor named on the face page of this Master Contract.

(Notary) 
Notary Public, State of New York
Reg. No. 02D06408385
Qualified in Putnam County
Notary Public's Signature 4/2024

ATTORNEY GENERAL'S SIGNATURE

STATE COMPTROLLER'S SIGNATURE

Printed Name

Printed Name

Title:

Title:

Date:

Date:

APPROVED
DEPT. OF AUDIT & CONTROL

May 01 2023
Chris Richards

FOR THE STATE COMPTROLLER

Office of Indigent Legal Services
MAR 27 2023
RECEIVED

#62

| | |
|---------------------|--------------------|
| Committee Mtg _____ | Resolution # _____ |
| Introduced By _____ | Regular Mtg _____ |
| Seconded By _____ | Special Mtg _____ |

APPROVAL/ BUDGETARY AMENDMENT (23A037)/ SHERIFF'S DEPARTMENT/ STATE AND MUNICIPAL (SAM) FACILITIES GRANT PROGRAM

WHEREAS, by Resolution #118 of 2022, the Putnam County Legislature approved an application for grant funding in the amount of \$50,000 administered through Dormitory Authority State of New York (DASNY); and

WHEREAS, the grant was awarded by the State and Municipal (SAM) Facilities Program Grant for costs associated with the purchase of equipment, to include license plate reader system, crime scene camera system, computers, a printer/copier/scanner and an alarm enhancement at the Philipstown substation; and

WHEREAS, said grant does not require matching County funds, and is effective from April 23, 2023, through April 13, 2026; and

WHEREAS, the Commissioner of Finance has requested a budgetary amendment (23A037) to account for said grant award; and

WHEREAS, the Protective Services Committee and the Audit & Administration Committee have reviewed and approved said budgetary amendment; now therefore be it RESOLVED, that the following budgetary amendment be made:

Increase Appropriations:

| | | |
|-----------------------------|--|---------------|
| 17311000 52130 10203 | Patrol – Computer Equipment | 2,698 |
| 17311000 52140 10203 | Patrol – Audio Visual Equipment | 7,296 |
| 17311000 52180 10203 | Patrol – Other Equipment | 8,909 |
| 17311000 52630 10203 | Patrol – Computer Equipment | 5,109 |
| 17311000 52680 10203 | Patrol – Other Equipment | 25,767 |
| 17311000 54300 10203 | Patrol – Miscellaneous Supplies | 221 |
| | | 50,000 |

Increase Estimated Revenues:

| | | |
|------------------------------|--|---------------|
| 17311000 437897 10203 | State Aid – SAMS Grant (Project #25075) | 50,000 |
|------------------------------|--|---------------|

2023 Fiscal Impact – 0 –

2024 Fiscal Impact – 0 –

Legislator Addonizio _____
 Legislator Castellano _____
 Legislator Crowley _____
 Legislator Ellner _____
 Legislator Gouldman _____
 Legislator Montgomery _____
 Legislator Nacerino _____
 Legislator Sayegh _____
 Chairman Jonke _____

MICHAEL J. LEWIS
Interim Commissioner Of Finance



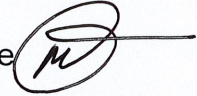
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Reso

SHEILA BARRETT
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Interim Commissioner of Finance 
RE: **Budgetary Amendment – 23A037**
DATE: June 14, 2023

Putnam County has been awarded \$50,000 under a State and Municipal Facilities Program (“SAM”) grant for costs associated with the purchase of equipment, to include a license plate reader system, crime scene camera system, computers, a printer/copier/scanner and an alarm enhancement at the Philipstown substation. Funding for the grant is provided and administered by the Dormitory Authority of the State of New York (“DASNY”). The grant, which does not require matching funds, is effective from April 13, 2023, through April 13, 2026.

Increase Appropriations:

| | | | |
|----------------------|---------------------------------|----|-----------------|
| 17311000 52130 10203 | Patrol - Computer Equipment | \$ | 2,698 |
| 17311000 52140 10203 | Patrol - Audio Visual Equipment | | 7,296 |
| 17311000 52180 10203 | Patrol - Other Equipment | | 8,909 |
| 17311000 52630 10203 | Patrol - Computer Equipment | | 5,109 |
| 17311000 52680 10203 | Patrol - Other Equipment | | 25,767 |
| 17311000 54300 10203 | Patrol - Miscellaneous Supplies | | 221 |
| | | \$ | <u>50,000</u> ✓ |

Increase Estimated Revenues:

| | | | |
|-----------------------|---|----|---------------|
| 17311000 437897 10203 | State Aid - SAMS Grant (Project #25075) | \$ | <u>50,000</u> |
| | Fiscal Impact - 2023 - \$ 0 | | |
| | Fiscal Impact - 2024 - \$ 0 | | |

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive

2023 JUN 15 AM 9:56
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



DASNY

KATHY HOCHUL
Governor

ALFONSO L. CARNEY, JR.
Chair

REUBEN R. MCDANIEL, III
President & CEO

July 13, 2022

VIA EMAIL

Thomas Lindert
Undersheriff
County of Putnam
40 Gleneida Avenue
Carmel, New York 10512

Re: *State and Municipal Facilities Program ("SAM")
Purchase of Equipment for the Sheriff's Office
Project ID: 25075*

Dear Thomas Lindert:

As you know, the State has awarded the County of Putnam ("Grantee") a State and Municipal Facilities Program ("SAM") grant for the above-referenced project in the amount of \$50,000.00 (the "Grant").

This letter outlines the documentation you will need to complete and return to DASNY in order to start the Grant Administration process.

- ***Please return the completed documentation electronically, as described below within thirty (30) days. If you are not able to meet this timeframe, please send an email to callcenter@dasny.org with your requested timeline for submission.***
- *If the information is not returned in a timely manner, or documentation is incomplete, your Grant will be delayed as DASNY generally reserves the right to request updated documentation throughout the administrative process to ensure the required reviews are based on accurate information.*
- *If there are any changes to the contact information for the primary contact for your organization, the authorized officer contact information, or change in your organizational address – please email (grants@dasny.org).*

Please also read the attached Frequently Asked Questions (FAQs) as it relates to the following requested documents and other questions that you may have regarding the Grant Process.

ALBANY (HEADQUARTERS): 515 Broadway, Albany, NY 12207 | 518-257-3000
BUFFALO: 539 Franklin Street, Buffalo, NY 14202 | 716-884-9780
NEW YORK CITY: 28 Liberty Street, Fl 55, New York, NY 10005 | 212-273-5000
ROCHESTER: 3495 Winton Place, Building C, Suite 1, Rochester, NY 14623 | 585-450-8400

DORMITORY AUTHORITY STATE OF NEW YORK
WE FINANCE, DESIGN & BUILD
NEW YORK'S FUTURE.
www.dasny.org



The following documents must be completed and returned to DASNY so the required reviews can be conducted and State approvals obtained:

- Completed Grantee Certification signed by two (2) authorized officers;
- Completed Project Certification signed by an authorized officer;
- The Grantee Questionnaire (GQ) requested by DASNY expires after one (1) year;
 - o Grantee The GQ on file has expired or is about to expire. Please provide the names, titles and email addresses of two authorized officers so that a GQ may be sent out by the Processor that will be assigned to review your paperwork:

Authorized Officer #1: Name: _____ Title: _____

Email: _____ Phone: _____ Ext: _____

Authorized Officer #2: Name: _____ Title: _____

Email: _____ Phone: _____ Ext: _____

- Evidence of Site Control.

If your organization is a non-for-profit please also see the 'Prior to Final Approval' section in attached FAQs for information regarding the prequalification requirement through NY State Grants Gateway.

Grantees are also advised that grant-funded projects are subject to the State Environmental Quality Review Act (SEQRA) and State Historic Preservation Act (SHPA). Information regarding the SEQRA and SHPA process is included in the FAQs.

Should you have any questions concerning the enclosed documentation please either call (518) 257-3177 or email callcenter@dasny.org.

Sincerely,

Ann M. Shaw
Senior Grant Administrator, Grants Administration

**PROJECT CERTIFICATE OF THE
County of Putnam
State and Municipal Facilities Program (the "SAM")
For the Purchase of Equipment for the Sheriff's Office
(Project ID: 25075)**

I, the undersigned, an Authorized Officer of County of Putnam (the "Grantee"), DO HEREBY CERTIFY that:

- All contractors and vendors retained to perform services in connection with the Purchase of Equipment for the Sheriff's Office (the "Project") shall be authorized to do business in the State of New York and shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the Project.
- To the extent that SAM Grant proceeds are used to reimburse the Grantee for the cost of any portion of the Project noted above, the Grantee certifies that no other external funding source, including but not limited to, State or Federal restructuring loans, State or Federal grants, or grants, loans, or other funding from any other public or private source (currently or within the last six (6) years), will be used for substantially the same project costs at the same location as described in the Application or Project Information Sheet provided to DASNY.
- If the Project includes vehicle purchase(s), removable equipment, or furnishings including but not limited to, computer hardware and software, air conditioning units, lab equipment, security cameras, office furniture and telephone systems, the Grantee has or will develop, implement, and maintain an inventory system for tracking such items, and items will be installed, stored, or secured on property owned by and/or under the control of the Grantee; the Grantee has or will develop, implement, and maintain a usage policy for items in compliance with all State and Federal regulations or privacy laws, including use, retention, storage, or deletion of any data, images, or videos stemming from grant funded purchase of such items if applicable.
- The Grantee has informed DASNY via the Project Application, Project Information Sheet, or other correspondence if Grantee is a state related entity, or if the project location is owned by a state related entity. Furthermore, if the status of the Grantee or project location changes, the Grantee will inform DASNY of any changes that would impact the tax-exempt status of the Grant.
- The Grantee acknowledges that Grant proceeds cannot be utilized to pay for:
 - Deposits advance payments, or progress payments until work is completed, or goods received by Grantee;
 - to pay down long term debt;
 - internal labor costs;
 - rental or leased equipment, or equipment with an anticipated useful life of less than three (3) years;
 - stockpiled materials;
 - recurring software costs, including licensing or maintenance fees;
 - materials and/or services provided by another entity other than a licensed contractor or vendor.
- The Grantee will maintain accurate books and records through project completion/payout of the Grant as well as for six (6) years from the date the Project is completed and will make those books and records available to DASNY, its agents, officers and employees during the Grantee's business hours upon reasonable request.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20_____.

By signing these documents, I certify that I am an authorized officer for the Grantee.

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

County of Putnam

By: _____

Name: _____

Title _____

GRANTEE CERTIFICATION

County of Putnam

Purchase of Equipment for the Sheriff's Office

Project ID: 25075

WE HEREBY WARRANT, REPRESENT AND CERTIFY TO DASNY that:

- The County of Putnam (the "Grantee") has applied for a ("SAM") Grant in the amount of \$50,000.00 (the "Grant"). This Grant will be used for the Purchase of Equipment for the Sheriff's Office (the "Project"). We understand that the Grant funds may be used only for certain community improvement purposes as set forth in the enabling legislation and that the Grant Disbursement Agreement (GDA) to be executed in connection with this Grant contains a provision that states that Grant funds may not be used to finance a program or project that will in any way promote or facilitate religious worship, instruction or proselytizing. We have been informed that this provision exists to ensure compliance with Federal and State law. Therefore, as Authorized Officers of the Grantee, we hereby certify the following in connection with the project to be financed by the Grant:
 - no religious purpose shall be advanced or promoted by the project or program funded by the Grant;
 - the project or program will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of services or the use of facilities or furnishings assisted in any way by public funds;
 - the project or program shall be open to all without regard to religion; and
 - the Grantee shall take affirmative steps to ensure that information is widely disseminated with respect to the following aspects of the project or program:
 - the project or program is publicly funded;
 - the project or program is open to all, regardless of religious affiliation; and
 - the project or program beneficiaries are not limited to any particular sect or group.
 - the Grantee shall exercise care to make sure the facilities and/or services to be supported in whole or in part by grant proceeds are available and accessible to all members of the public by ensuring project location(s) and/or service areas are in proximity to public transportation; sufficient parking; and by choosing project location(s) and/or service areas that do not restrict use to a certain subset of the population defined by religion;
- We understand that the State of New York, DASNY and other entities that may be involved in the Grant process are relying on the above information in making the determination whether to award the Grant to the Grantee.
- By signing this document, we certify that we are authorized officers for the Grantee and have the authority to submit this Certification.

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

Authorized Officer Signature

Authorized Officer Signature

Printed Name

Printed Name

Date

Date

Title

Title

PUTNAM COUNTY LEGISLATURE

Resolution #118

Introduced by Legislator: Joseph Castellano on behalf of the Audit & Administration Committee at a Regular Meeting held on June 7, 2022.

page 1

APPROVAL/ GRANT APPLICATION/ SHERIFF'S DEPARTMENT/ STATE AND MUNICIPAL (SAM) FACILITIES GRANT PROGRAM

WHEREAS, Section 5-2(E) of the Putnam County Code provided, in relevant part, that an application of any grant application not requiring any Putnam County (the "County") matching funds shall notify the Putnam County Legislature (the "Legislature") of the submission of a grant application and further, if the Legislature objects to such grant application, the applicant shall withdraw it forthwith; and

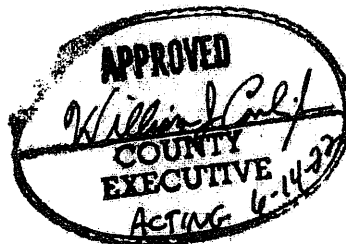
WHEREAS, by and through the State of New York and Office of Senator James Skoufis (NYS Senate), the County can receive a State and Municipal (SAM) Facilities Grant in the amount of \$50,000.00, such grant administered through the Dormitory Authority State of New York ("DASNY"), to subsidize costs associated with the purchase of equipment, to include a license plate reader system, crime scene camera system, computers, a printer/copier/scanner and an alarm enhancement at the Philipstown substation; and

WHEREAS, there is no matching fund requirement by the County to accept the SAM grant for costs associated with the purchase of said equipment; now therefore be it

RESOLVED, that the Putnam County Legislature authorizes and approves the County's submission through DASNY and awarded by the SAM Facilities Grant Program; and be it further

RESOLVED, that this resolution shall take effect immediately.

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.



State of New York

ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on June 7, 2022.

Dated: June 10, 2022

Signed: Diane Schonfeld

Diane Schonfeld

Clerk of the Legislature of Putnam County

SECTION 4: PROJECT BUDGET


Complete the following Project Budget detailing the proposed sources and uses of funds (attach additional sheets if necessary) that will be utilized to complete the Project. State the source of the funding, and any contingencies that need to be satisfied prior to accessing the funds.

Please include evidence of committed funding sources to be used to complete the project as described. This may include a copy of letter(s) of credit, award letters, a resolution from the governing board of the Grantee committing to provide the balance of the funds, or a combination of the above.

| USE OF FUNDS | SOURCES | | | | | | TOTAL |
|--------------------------------|-------------|--------------|--------------------------|---------|---|---------|--------------|
| | State | | In-Kind /Equity /Sponsor | | Other sources (Please specify each source and include commitment letter or other evidence that funds have been secured) | | |
| | Entity Name | Amount | Source Name | Amount | Entity Name | Amount | |
| 52680 Traffic Pole Camera | DASNY | \$ 15,299.13 | | | | | \$ 15,299.13 |
| 52630 Dell Computer Equipment | DASNY | \$ 5,108.72 | | | | | \$ 5,108.72 |
| 52130 HP Laser Jet Printer | DASNY | \$ 549.00 | | | | | \$ 549.00 |
| 52680 Jamar Tech. | DASNY | \$ 10,468.00 | | | | | \$ 10,468.00 |
| 52180 Red Hawk/Evd. Room Alarm | DASNY | \$ 3,510.00 | | | | | \$ 3,510.00 |
| 52140 360 Camera x2 | DASNY | \$ 2,908.32 | | | | | \$ 2,908.32 |
| 52180 Red Hawk/ 911 Call Box | DASNY | \$ 4,583.00 | | | | | \$ 4,583.00 |
| 52140 2-Way Base Station Radio | DASNY | \$ 4,388.00 | | | | | \$ 4,388.00 |
| Total: | | \$ 46,814.17 | | \$ 0.00 | Commitment Letter from Putnam Co | \$ 0.00 | \$ 46,814.17 |

I hereby certify that the information in this Project Information Sheet is true and correct in all material respects, and I understand that the Dormitory Authority of State of New York and other entities that may be involved in the grant process are relying on this information in the course of the reviews that are required under Federal and State law.

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



 Signature of Authorized Officer

8/25/22

 Date

Thomas Lindert

 Print Name

Under Sheriff

 Title



SECTION 4: PROJECT BUDGET

Complete the following Project Budget detailing the proposed sources and uses of funds (attach additional sheets if necessary) that will be utilized to complete the Project. State the source of the funding, and any contingencies that need to be satisfied prior to accessing the funds.

Please include evidence of committed funding sources to be used to complete the project as described. This may include a copy of letter(s) of credit, award letters, a resolution from the governing board of the Grantee committing to provide the balance of the funds, or a combination of the above.

| USE OF FUNDS | SOURCES | | | | | | TOTAL |
|---------------------------------------|-------------|-------------|--------------------------|---------|---|---------|-------------|
| | State | | In-Kind /Equity /Sponsor | | Other sources (Please specify each source and include commitment letter or other evidence that funds have been secured) | | |
| Tasks | Entity Name | Amount | Source Name | Amount | Entity Name | Amount | |
| 52180 Air Ventilator Crime Lab | DASNY | \$ 815.70 | | | | | \$ 815.70 |
| 52130 DRP DASNYA of Suppression Pilot | DASNY | \$ 2,149.20 | | | | | \$ 2,149.20 |
| 54300 Miscellaneous Supplies | DASNY | \$ 220.93 | | | | | \$ 220.93 |
| | | | | | | | \$ 0.00 |
| | | | | | | | \$ 0.00 |
| | | | | | | | \$ 0.00 |
| | | | | | | | \$ 0.00 |
| | | | | | | | \$ 0.00 |
| Total: | | \$ 3,185.83 | | \$ 0.00 | Application Letter from Putnam Co. | \$ 0.00 | \$ 3,185.83 |

I hereby certify that the information in this Project Information Sheet is true and correct in all material respects, and I understand that the Dormitory Authority of State of New York and other entities that may be involved in the grant process are relying on this information in the course of the reviews that are required under Federal and State law.

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



Signature of Authorized Officer

8/25/22
Date

Thomas Hindert

Print Name

Undersecretary

Title



CHAIR

INVESTIGATIONS AND GOVERNMENT OPERATIONS

COMMITTEES

CORPORATIONS, AUTHORITIES AND COMMISSIONS

FINANCE

JUDICIARY

LABOR

TRANSPORTATION



**SENATOR
JAMES SKOUFIS**
39TH SENATORIAL DISTRICT
STATE OF NEW YORK

ALBANY OFFICE:
ROOM 815
LEGISLATIVE OFFICE BUILDING
ALBANY, NY 12247
OFFICE: 518-455-3290

DISTRICT OFFICE:
47 GRAND STREET
NEWBURGH, NY 12550
OFFICE: 845-567-1270

NORTH ROCKLAND OFFICE:
55 WEST RAILROAD AVENUE
SUITE 24A2
CARNERVILLE, NY 10923
OFFICE: 845-786-6710

e-mail:
skoufis@nysenate.gov

April 28, 2022

Kevin J McConville
Sheriff
Putnam County Sheriff's Office
3 County Center
Carmel, NY 10512

Dear Sheriff McConville,

Enclosed please find the "State and Municipal Facilities Capital Program (SAM) Project Information Sheet" for the Putnam County Sheriff's Office grant in the amount of \$50,000. These funds are for costs associated with the purchase of equipment, to include a license plate reader system, crime scene camera system, computers, a printer/copier/scanner and an alarm enhancement at the Phillipstown substation. Please return the completed project information sheet by June 15, 2022.

Once we have received the completed project information sheet, we will submit it to New York State Senate Finance. Senate Finance will submit the sheet to the Dormitory Authority of the State of New York (DASNY), who will send you a due diligence package to complete, with a request for specific documentation. As the grant moves through DASNY, it will receive a formal project identification number and move through multiple "desk" audits to make sure all project details are ready for the approval phase. It will then move to the Division of Budget for approval. Once DASNY is notified that the grant has received all the necessary governmental approvals, two copies of the Grant Disbursement Agreement (GDA) will be sent to you. The GDA is the contract between DASNY and the grantee.

It is important to note that, while purchases made during the review process are eligible for reimbursement upon completion of the grant's review, advancing with the project prior to a GDA and final approval is done at your own risk. At a minimum, I strongly recommend no purchases be made with the anticipated funding until the project has received a formal identification number from DASNY. Please be advised that the full review is a lengthy process, often taking up to 18 months from start to end; my office and I will move to expedite the funding as quickly as possible.

If you ever need any status updates, have any questions or need any assistance throughout the grant process, please do not hesitate to contact Christine Rodriguez, my Senior Grants Specialist, at (845) 567-1270. Thank you for your cooperation and patience as well as your partnership on behalf of those we serve.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Skoufis', written over a white background.

James Skoufis
Senator, 39th District

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

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

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

THE GRANTEE:

County of Putnam
40 Gleneida Avenue
Carmel, New York 10512
Contact: Thomas Lindert
Phone: 8452251460
Email:
Thomas.Lindert@putnamcountyny.gov

THE PROJECT:

Purchase of Equipment for the Sheriff's Office

PROJECT LOCATION(S):

ADDRESS:

Philipstown Sub-Station

276 Route 301, Nelsonville, New York
10516, United States

Putnam County Sheriff's Department

3 County Center, Carmel, New York 10512,
United States

Route 9 & Tree Line Circle

GRANT AMOUNT:

\$50,000.00

FUNDING SOURCE:

State and Municipal Facilities
Program("SAM")

For Office Use Only:

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

6/7/2022

EXPIRATION DATE OF THIS AGREEMENT:

3 YEARS FROM DASNY EXECUTION DATE

Project ID: 25075
Grantee ID: 3018
FMS#: 135249

TERMS AND CONDITIONS

1. The Project

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

2. Project Budget and Use of Funds

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

3. Books and Records

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

4. Conditions Precedent to Disbursement of the Grant

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

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

5. Disbursement

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

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

b) Payment on Invoice:

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

c) Real Property Acquisition:

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

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

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

6. Non-Discrimination and Affirmative Action

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

7. No Liability of DASNY or the State

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

8. Warranties and Covenants

The Grantee warrants and covenants that:

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

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

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

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

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

9. Default and Remedies

- a) Each of the following shall constitute a default by the Grantee under this Agreement:

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

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

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

10. Term of Agreement

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

11. Project Audit

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

12. Survival of Provisions

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

13. Notices

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

14. Assignment

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

15. Modification

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

16. Governing Law

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

17. Confidentiality of Information

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

18. Executory Clause

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

County of Putnam
Purchase of Equipment for the Sheriff's Office
Project ID: 25075

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

GRANTEE: County of Putnam

DocuSigned by:



042D9E10182D4D3...

(Signature of Grantee Authorized Officer)

Kevin Byrne

Putnam County Executive

(Printed Name and Title)

Date: 3/24/2023

DORMITORY AUTHORITY OF THE STATE OF NEW YORK

DocuSigned by:



0289CBED85074D5...

(Signature of DASNY Authorized Officer)



Sara Richards

Senior Director, Grants

(Printed Name)

Date: 4/13/2023

DASNY OFFICE USE ONLY

| GRANTS ADMIN REVIEW | | FINAL LEGAL REVIEW | |
|----------------------------|---|-------------------------|---|
| APPROVED FOR LEGAL REVIEW: |  | APPROVED FOR SIGNATURE: |  |
| DATE: | 4/5/2023 | DATE: | 4/5/2023 |

GRANT DISBURSEMENT AGREEMENT

EXHIBITS

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

EXHIBIT A: Project Budget

County of Putnam
 Purchase of Equipment for the Sheriff's Office
 Project ID: 25075

| USE OF FUNDS | TIMELINE | | SOURCES | | | Total |
|--|---------------------|------------|-------------|----------------------------|---------------|-------------|
| | Anticipated Dates** | | DASNY Share | In-Kind / Equity / Sponsor | Other Sources | |
| Project Description* | Start | End | Amount | Amount | Amount | |
| Purchase of Equipment for the Sheriff's Office | 09/01/2022 | 09/01/2023 | \$50,000.00 | | | \$50,000.00 |

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

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

EXHIBIT B: Opinion of Counsel

DASNY
General Counsel
515 Broadway
Albany, New York 12207

Re: *State and Municipal Facilities Program ("SAM") Grant*
Purchase of Equipment for the Sheriff's Office
Project ID: 25075

Ladies and Gentlemen:

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

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

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

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

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

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

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

DocuSigned by:

1AF747634F1543E..

C. Compton Spain

Putnam County Attorney

Approved – Legal Opinion attached

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

EXHIBIT C: Grantee Questionnaire

PLEASE READ THE FOLLOWING:

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



| DASNY OFFICE USE ONLY | |
|-----------------------|----------|
| GQ Review | |
| DS SR | 9/9/2022 |

**Grant Programs
Municipal Grantee Questionnaire**

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

SECTION I: GENERAL INFORMATION

- 1. Grantee (Legally Inc. Name): County of Putnam
- 2. Federal Employer ID No. (FEIN): 146002759
- 3. Website Address: www.putnamcountyny.gov
- 4. Business E-mail Address: thomas.lindert@putnamcountyny.gov
- 5. Principal Place of Business Address: 3 County Center, Carmel, NY 10512
- 6. Telephone Number: 845-225-1460
- 7. Type of Entity (Please select appropriate response):

- a) County
- b) City
- c) Town
- d) Village
- e) Public Benefit Corporation
- f) Fire District
- g) School District
- h) Soil or Water Conservation District
- i) Community College
- j) Public Library
- k) BOCES
- l) Other Please Specify: _____

SECTION II: GRANTEE CERTIFICATION AS TO PUBLIC PURPOSE

A. DEFINITIONS

As used herein in this Grant Programs Municipal Grantee Questionnaire:

1. "Affiliate" means any person or entity that directly or indirectly controls or is controlled by or is under common control or ownership of a Related Party.
2. "Authorized Officer" is someone who can contractually bind the organization to a legal contract. If you do not know who this is, please consult with your attorney. DASNY will not be able to provide you with this information.
3. "Grantee" means the party or parties receiving funds pursuant to the terms of Grant Disbursement Agreement(s) ("GDA") to be entered into between the Grantee and DASNY.
4. "Grant-Funded Project" means the work that will be fully or partially paid for with the proceeds of one or more Grants administered by DASNY, as described in the Preliminary Application(s), Project Information Sheet(s) and GDA(s), and includes, but is not limited to, capital costs including architectural, engineering and other preliminary planning costs, construction, furnishings and equipment.
5. "Related Party" means: (i) the party's spouse, (ii) natural or adopted descendants or step-children of the party or of the spouse, (iii) any natural or adopted parent or step-parent or any natural, adopted, or step-sibling of the party or of the spouse, (iv) the son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law or mother-in-law of the party or of the spouse, (v) any person sharing the home of any of the party or of the spouse, (vi) any person who has been a staff member, employee, director, officer or agent of the party within two (2) years of the date of this Grantee questionnaire, and (vii) affiliates or subcontractors of the party.
6. "Sponsoring Member(s)" means the Elected State Official who sponsored, arranged for and/or procured the Grant.

B. GRANT AWARD(S)

1. Has the Grantee or any of the Grantee's Related Parties paid any third party or agent, either directly or indirectly, to aid in the securing of a Grant-Funded Project? Yes No x
If answer is "Yes", Please explain:

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

If answer is "Yes", Please explain:

3. Does the Grantee have a conflict of interest policy? Yes x No

- a) If "Yes", will all consultants, contractors, suppliers and vendors selected to provide goods or services in connection with any Grant-Funded Project be chosen in accordance with the Grantee's conflict of interest policy, or if consultants, suppliers and vendors retained in connection with a Grant-Funded Project have already been selected, was the selection undertaken in accordance with the Grantee's conflict of interest policy? Yes No x

If answer is "No", Please explain:

Outside vendor used from Putnam County Purchasing Department Contract.

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

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

SECTION III: DUE DILIGENCE QUESTIONS

1. Does the Grantee currently possess all certifications, licenses, permits, approvals, or other authorizations issued by any Local, State, or Federal governmental entity in connection with any Grant-Funded Project, Grantee's services, operations, business, or ability to conduct its activities? *Please note this does not include construction related activities such as building permits and certificates of occupancy for any Grant-Funded project.* Yes x No

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

2. Within the past five (5) years, has the Grantee or any Elected or Appointed Official on the Governing Board, Zoning Board, Planning Board, or other Municipal Board or body of the Grantee been subject to any of the following:
- a) A judgment or conviction for any business-related conduct constituting a crime under Federal, State or Local government law? Yes No x
 - b) Been suspended, debarred or terminated by a Local, State or Federal authority in connection with a contract or contracting process? Yes No x
 - c) Been denied an award of a Local, State or Federal government contract, had a contract suspended or had a contract terminated for non-responsibility? Yes No x
 - d) Had a Local, State, or Federal government contract suspended or terminated for cause prior to the completion of the term of the contract? Yes No x
 - e) A criminal investigation or indictment for any business-related conduct constituting a crime under Federal, State or Local government? Yes No x
 - f) An investigation for a civil violation for any business-related conduct by any Federal, State or Local agency? Yes No x
 - g) An unsatisfied judgment, injunction or lien for any business-related conduct obtained by any Federal, State or Local government agency including, but not limited to, judgments based on taxes owed and fines and penalties assessed by any Federal, State or Local government agency? Yes No x

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

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

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

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

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

If "Yes", please provide details and what has been done to rectify the weakness or non-compliance(s). If a Corrective Action Plan was required, please provide details:

CERTIFICATION

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

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

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

DocuSigned by:
MaryEllen Odell
200D03BE4D0E4DE

Signature of Authorized Officer

DocuSigned by:
Jennifer Bumgarner
C6C5020064EE4AA

Signature of Authorized Officer

MaryEllen Odell

Printed Name of Authorized Officer

Jennifer Bumgarner

Printed Name of Authorized Officer

County Executive

Title of Authorized Officer

County Attorney

Title of Authorized Officer

9/7/2022

Date Signed

9/8/2022

Date Signed

EXHIBIT D: Disbursement Terms

County of Putnam
Purchase of Equipment for the Sheriff's Office
Project ID: 25075

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

Standard Reimbursement

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

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

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

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

EXHIBIT E: Payment Requisition Form and Dual Certification

County of Putnam
Purchase of Equipment for the Sheriff's Office
Project ID: 25075

| |
|--|
| For Office Use Only: FMS#: 135249 |
|--|

Payment Request #

For work completed between [REDACTED] and [REDACTED]

THIS REQUEST:

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

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

EXHIBIT E: Payment Requisition Form and Dual Certification

DUAL CERTIFICATION

This certification must be signed by two Authorized Officers of the County of Putnam, for Project #25075.

We hereby warrant and represent to DASNY that:

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

Authorized Officer Signature: _____

Date: _____

Print Name: _____

Title: _____

Authorized Officer Signature: _____

Date: _____

Print Name: _____

Title: _____

EXHIBIT E-1: Payment Requisition Cover Letter

ON GRANTEE'S LETTERHEAD

Date

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

*Re: State and Municipal Facilities Program ("SAM") Grant
Purchase of Equipment for the Sheriff's Office
Project No. 25075*

To Whom It May Concern:

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

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

| | |
|-----------------------------|---|
| 1) <input type="checkbox"/> | We would like to be paid by reimbursement pursuant to section 5(a) of the grant disbursement agreement. Proof of payment is enclosed for all invoices submitted in this request. Please remit payment by check. |
| OR | |
| 2) <input type="checkbox"/> | We would like to be paid by reimbursement pursuant to section 5(a) of the grant disbursement agreement. Proof of payment is enclosed for all invoices submitted in this request. Please remit payment by wire. The wire instructions for our account are as follows: BANK NAME: _____ ACCOUNT #: ACCOUNT NAME: _____ ABA #: |
| OR | |

3) We would like to be paid on invoice pursuant to Section 5(b) of the grant disbursement agreement. We have not paid the invoice(s) included in this request. We have established a **segregated account to be used solely for accepting and disbursing funds from DASNY for this grant and for no other purpose.** The wire instructions for this account are as follows:

BANK NAME: _____ ACCOUNT #:

ACCOUNT NAME: _____ ABA #:

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

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

Signature: _____

Print Name: _____

Title: _____

EXHIBIT E-2: Payment Requisition Back-up Summary

County of Putnam
 Purchase of Equipment for the Sheriff's Office
 Project ID: 25075

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

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

EXHIBIT F

NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICY FOR THE PROJECT

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

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

NON-DISCRIMINATION AND AFFIRMATIVE ACTION DEFINITIONS

Affirmative Action

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

Affirmative Action Officer (“AAO”)

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

Contracting Party

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

Minority Business Enterprise (“MBE”)

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

Minority Group Member

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

Minority and Women-Owned Business Enterprise Participation

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

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

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

Women-owned Business Enterprise (“WBE”)

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

Envelope Id: AE59436551F64BAB923575641EC23273

Status: Completed

Subject: 25075 County of Putnam - DASNY Grant Disbursement Agreement - Signature Required

Grantee ID:

Project ID: 25075

Source Envelope:

Document Pages: 32

Signatures: 3

Envelope Originator:

Certificate Pages: 5

Initials: 2

Tammy Knott

AutoNav: Enabled

515 Broadway

EnvelopeId Stamping: Enabled

Albany, NY 12207

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

tknott@dasny.org

IP Address: 144.121.77.34

Send Tracking

Status: Original

Holder: Tammy Knott

Location: DocuSign

3/17/2023 10:34:11 AM

tknott@dasny.org

Security Appliance Status: Connected

Pool: FedRamp

Storage Appliance Status: Connected

Pool: Dormitory Authority - State of New York

Location: DocuSign

Sign Events

Signature

Timestamp

Kevin Byrne

Kevin.Byrne@putnamcountyny.gov

Putnam County Executive

Security Level: Email, Account Authentication (None)



Signature Adoption: Uploaded Signature Image
Using IP Address: 155.190.19.7

Sent: 3/17/2023 10:37:05 AM

Viewed: 3/24/2023 10:37:02 AM

Signed: 3/24/2023 10:37:50 AM

Electronic Record and Signature Disclosure:

Accepted: 3/24/2023 10:37:02 AM

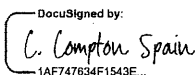
ID: d62c9829-63cf-49ab-890f-777808bc4057

C. Compton Spain

compton.spain@putnamcountyny.gov

Putnam County Attorney

Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style
Using IP Address: 155.190.19.5

Sent: 3/24/2023 10:37:53 AM

Resent: 4/4/2023 2:00:02 PM

Viewed: 4/4/2023 3:43:24 PM

Signed: 4/4/2023 3:43:52 PM

Electronic Record and Signature Disclosure:

Accepted: 3/24/2023 12:09:54 PM

ID: f69a78d8-f194-45ed-8fd4-1355c9647e9d

Tammy Knott

tknott@dasny.org

Grant Administrator

DASNY

Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style
Using IP Address: 144.121.77.34

Sent: 4/4/2023 3:43:54 PM

Viewed: 4/5/2023 9:52:58 AM

Signed: 4/5/2023 9:54:16 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Fred W Clark

FWClark@dasny.org

Managing Assistant Counsel

DASNY

Signing Group: DASNY Legal Reviewers

Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style
Using IP Address: 144.121.77.34

Sent: 4/5/2023 9:54:18 AM

Viewed: 4/5/2023 10:41:27 AM

Signed: 4/5/2023 10:42:24 AM

Electronic Record and Signature Disclosure

Electronic Record and Signature Disclosure: Not Offered via DocuSign

Sara Richards
srichard@dasny.org
Senior Director, Grants
DASNY

DocuSigned by: Sara Richards
0289CBED95674D5...

Sent: 4/5/2023 10:42:26 AM
Viewed: 4/13/2023 2:38:07 PM
Signed: 4/13/2023 2:38:28 PM

Signing Group: DASNY Authorized Officers
Security Level: Email, Account Authentication (None)
Signature Adoption: Pre-selected Style
Using IP Address: 144.121.77.34

Electronic Record and Signature Disclosure: Not Offered via DocuSign

Personal Document Events

Editorial Document Events

Agent Document Events

Internal Document Events

Certified Delivery Events

Carbon Copy Events

Accounts Payable
apgrants@dasny.org
Security Level: Email, Account Authentication (None)

COPIED

Sent: 4/13/2023 2:38:30 PM

Electronic Record and Signature Disclosure: Not Offered via DocuSign

Grants Staff
grants@dasny.org
Grants Admin Staff
DASNY
Security Level: Email, Account Authentication (None)

COPIED

Sent: 4/13/2023 2:38:31 PM

Electronic Record and Signature Disclosure: Not Offered via DocuSign

Witness Events

Notary Events

Envelope Summary Events

Table with 3 columns: Event, Status, Timestamp. Rows include Envelope Sent, Envelope Updated, Certified Delivered, Signing Complete, Completed.

Payment Events

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Dormitory Authority - State of New York (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Dormitory Authority - State of New York:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: dasnyinfo@dasny.org

To advise Dormitory Authority - State of New York of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dasnyinfo@dasny.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Dormitory Authority - State of New York

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dasnyinfo@dasny.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Dormitory Authority - State of New York

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dasnyinfo@dasny.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Dormitory Authority - State of New York as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Dormitory Authority - State of New York during the course of your relationship with Dormitory Authority - State of New York.

#6m

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ FUND TRANSFER (23T146) / SHERIFF'S DEPARTMENT/ COMP PAYOUT

**WHEREAS, the Putnam County Sheriff has requested a fund transfer (23T146) to cover projected future comp payout requests for 2023; and
WHEREAS, the Protective Services Committee and the Audit & Administration Committee have reviewed and approved said fund transfer; now therefore be it
RESOLVED, that the following fund transfer be made:**

Decrease:

| | | |
|-----------------------------|---|---------------|
| 10311000 51093 | Sheriff Admin Overtime | 10,000 |
| 17311000 51093 10144 | Sheriff Patrol Bicycle Overtime | 10,000 |
| 17002000 51093 | Sheriff Patrol Weight Enforcement OT | 10,000 |
| 17311000 51093 | Sheriff Patrol Overtime | 35,000 |

Increase:

| | | |
|-----------------------|----------------------------------|---------------|
| 10311000 51092 | Sheriff Admin Comp Payout | 65,000 |
|-----------------------|----------------------------------|---------------|

**2023 Fiscal Impact – 0 –
2024 Fiscal Impact – 0 –**

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

*cc: all
Prot
A+H*

RESO

TO: Commissioner of Finance
FROM: Sheriff Kevin J. McConville
DEPT: Sheriff
DATE: June 13, 2023

I hereby request approval for the following transfer of funds (REVISED):

| FROM ACCOUNT#/NAME | TO ACCOUNT #/NAME | AMOUNT | PURPOSE |
|---|--|--------------------|---|
| 10311000.51093 (Sheriff Admin: Overtime) | 10311000.51092 (Sheriff Admin: Comp Payout) | \$10,000.00 | To cover projected future comp payout requests for 2023 |
| <i>Revised</i> → 17311000.51093.10144 (Sheriff Patrol Acc.Recon: Overtime) | 10311000.51092 (Sheriff Admin: Comp Payout) | \$10,000.00 | To cover projected future comp payout requests for 2023 |
| 17002000.51093 (Sheriff Ptl. Weight Enf.: Overtime) | 10311000.51092 (Sheriff Admin: Comp Payout) | \$10,000.00 | To cover projected future comp payout requests for 2023 |
| 17311000.51093 (Sheriff Patrol: Overtime) | 10311000.51092 (Sheriff Admin: Comp Payout) | \$35,000.00 | To cover projected future comp payout requests for 2023 |
| Total | | \$65,000.00 | |

2023 Fiscal Impact \$ 0
2024 Fiscal Impact \$ 0

[Signature]
Department Head Signature/Designee
Date *June 16, 2023*

2023 JUN 19 AM 10:30
 LEGISLATURE
 PUTNAM COUNTY
 CARMEL, NY

AUTHORIZATION: (Electronic signatures)

Date _____ Commissioner of Finance Designee: Initiated by: \$0 - \$5,000.00

Date _____ County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00

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

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

23T146 Revised

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

Reso

*Detail
Prot
A+A*

TO: Commissioner of Finance

FROM: Sheriff Kevin J. McConville

DEPT: Sheriff

DATE: June 13, 2023

I hereby request approval for the following transfer of funds:

| FROM ACCOUNT#/NAME | TO ACCOUNT #/NAME | AMOUNT | PURPOSE |
|--|--|--------------------|---|
| 10311000.51093 (Sheriff Admin: Overtime) | 10311000.51092 (Sheriff Admin: Comp Payout) | \$10,000.00 | To cover projected future comp payout requests for 2023 |
| 17004000.51093 (Sheriff Patrol Bicycle: Overtime) | 10311000.51092 (Sheriff Admin: Comp Payout) | \$10,000.00 | To cover projected future comp payout requests for 2023 |
| 17002000.51093 (Sheriff Ptl. Weight Enf.: Overtime) | 10311000.51092 (Sheriff Admin: Comp Payout) | \$10,000.00 | To cover projected future comp payout requests for 2023 |
| 17311000.51093 (Sheriff Patrol: Overtime) | 10311000.51092 (Sheriff Admin: Comp Payout) | \$35,000.00 | To cover projected future comp payout requests for 2023 |
| Total | | \$65,000.00 | |

2023 Fiscal Impact \$ 0
2024 Fiscal Impact \$ 0

Department Head Signature/Designee

2023 JUN 14 PM 4:52
 LEGISLATURE
 PUTNAM COUNTY
 CARMEL, IN

AUTHORIZATION: (Electronic signatures)

Date Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00

Date County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00

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

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

037746

PUTNAM COUNTY SHERIFF'S DEPARTMENT
INTER-OFFICE MEMORANDUM

DATE: June 13, 2023

TO: Sheriff Kevin J. McConville
Attn: Undersheriff Thomas H. Lindert

FROM: Kristin Van Tassel

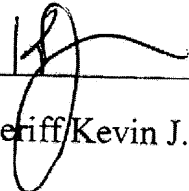
SUBJECT: FUNDS TRANSFER: OVERTIME to COMP PAYOUT

The 2023 Comp Payout budget line is at 66.14% usage. To date, of the \$100,000 budgeted, \$66,136.68 has been utilized, leaving \$33,863.32 available. The county is currently at 11 out of 26 pay periods for 2023, or 42.3% of the year. I am requesting the below fund transfers be approved to assist in covering projected comp payouts for the remainder of 2023. Please keep in mind this is a projected figure due to the nature of the intended use.

FROM

TO

| | | | |
|--|--|--------------------|---|
| 10311000.51093 (Sheriff Admin: Overtime) Current Available Bal: \$18,481.98 out of \$19,508 | 10311000.51092 (Sheriff Admin: Comp Payout) | \$10,000.00 | To cover projected future comp payout requests for 2023 |
| 17004000.51093 (Sheriff Patrol Bicycle: Overtime) Current Available Bal: \$20,000 out of \$20,000 | 10311000.51092 (Sheriff Admin: Comp Payout) | \$10,000.00 | To cover projected future comp payout requests for 2023 |
| 17002000.51093 (Sheriff Ptl. Weight Enf.: Overtime) Current Available Bal: \$14,253.35 out of \$15,000 | 10311000.51092 (Sheriff Admin: Comp Payout) | \$10,000.00 | To cover projected future comp payout requests for 2023 |
| 17311000.51093 (Sheriff Patrol: Overtime) Current Available Bal: \$563,383.17 out of \$675,000 | 10311000.51092 (Sheriff Admin: Comp Payout) | \$35,000.00 | To cover projected future comp payout requests for 2023 |
| | Total | \$65,000.00 | |

APPROVED:  June 13, 2023
Sheriff Kevin J. McConville

#6n

Committee Mtg _____ Resolution # _____
 Introduced By _____ Regular Mtg _____
 Seconded By _____ Special Mtg _____

APPROVAL/ LOCAL LAW TO AMEND THE CODE OF PUTNAM COUNTY BY ADDING A NEW CHAPTER 170 ENTITLED "HOMELESS SHELTERS"

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

Section 1.

A new Chapter 170 is hereby added to the Code of the County of Putnam to read as follows:

**CHAPTER 170
HOMELESS SHELTERS**

§ 170-1 Purpose.

The County has a critical interest in maintaining the health, safety, and welfare of its residents. As such, it has fallen on the County to take steps to ensure that neither external municipalities nor local businesses attempt to subvert state law and threaten the orderly functioning of this County by improperly operating a homeless shelter without appropriate government authority or resources to care for those in need. Putnam County may legislate such matters under the authority granted to it by Municipal Home Rule Law § 10(1)(ii)(a)(12), which allows it to adopt and amend local laws related to the government, protection, order, conduct, safety, health and well-being of persons or property therein.

§ 170-2 Definitions.

Homeless shelter

Any building or physical location that provides overnight sleeping accommodations and is substantially intending to provide such accommodations to the homeless in general or for specific populations of the homeless.

Temporary housing

Temporary housing shall include any facility maintained primarily for overnight occupancy by persons who are provided at least some part or portion of the use of the facilities, including but not limited to hotels, motels, camping units, or other

Legislator Addonizio _____
 Legislator Castellano _____
 Legislator Crowley _____
 Legislator Ellner _____
 Legislator Gouldman _____
 Legislator Montgomery _____
 Legislator Nacerino _____
 Legislator Sayegh _____
 Chairman Jonke _____

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

rental properties.

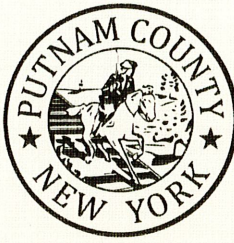
§ 170-3 Shared services agreement required.

No municipality outside of Putnam County, or agent thereof, may offer or provide temporary housing within Putnam County, thereby creating a homeless shelter as defined above, without first entering into a shared services agreement with Putnam County to provide said services.

Section 2.

This local law shall take effect immediately upon its filing with the NYS Secretary of State.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

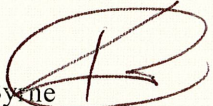


PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

2023 JUN 15 PM 1:57
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

June 15, 2023

To: Putnam County Legislature

From: County Executive Kevin M. Byrne 

Re: Request for Special Legislative Meeting for New Local Law & Resolution

Chairman Jonke,

As a follow-up to our conversation after the Personnel Committee meeting on Tuesday evening, I write to respectfully request the Putnam County Legislature call a special meeting to review and pass local legislation which would better protect Putnam County, its residents, and the resources they rely on, from the improper use of permitted temporary residencies by outside municipalities or their agents. This action would reduce the need for Putnam County to rely on the executive orders that correspond within the Putnam County State of Emergency Declaration signed on Monday May 22nd, 2023. State of emergencies and executive orders are not intended nor designed for long-term use. While executive orders do assist in addressing the immediate nature of an emergency, I still believe long-term solutions are best formulated and implemented through our proper law-making process which requires participation and assistance from our elected representatives in the Legislature.

The State of Emergency signed May 22nd, 2023 was initially declared in response to actions taken by the City of New York which sought to misuse permitted temporary residences in Putnam County and surrounding counties throughout the Hudson Valley region. This problem was magnified significantly by the expiration of Title 42 which was previously invoked in 2020 by the United States Centers for Disease Control and Prevention. The expiration of Title 42, combined with the emergent migrant crisis in New York City, and Mayor Adams' decision to discreetly send migrants settled in New York City to neighboring counties throughout the Hudson Valley, without proper communication or planning, prompted my administration to implement the State of Emergency Declaration which included three Executive Orders. For the time being, it appears this act has proven to be effective.

Executive Order 1 prohibits hotels, motels, and other facilities that are permitted to provide short-term rentals from entering contracts with New York City or its agents to house said migrants and/or asylum seekers which would essentially transform their facilities into homeless shelters, absent a proper shared services agreement between New York City and Putnam County. Executive Order 2 serves as an enforcement mechanism to more easily allow us to synchronize and utilize resources with local governments to effectuate Executive Order 1. Executive Order 3 declares Putnam County a "rule of law" county, and states definitively that we are not a "sanctuary" county. This reaffirms Putnam County's commitment to collaborate and work with federal immigration enforcement agencies while also simultaneously confirming Putnam County's continued support of our United States Constitution, including but not limited to, the 4th, 5th, and 14th Amendments as they pertain to

an individual's right to privacy and due process, as well as fair, equal and just application of the law free of discrimination.

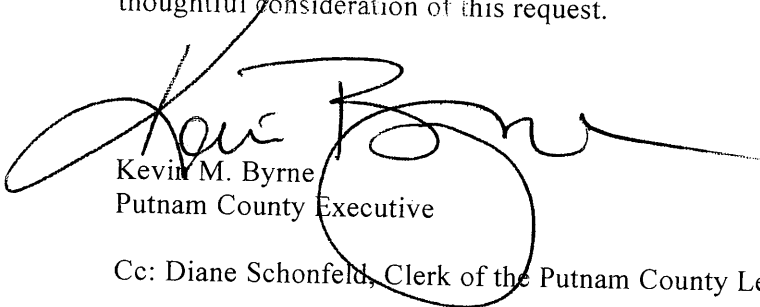
This Emergency Declaration, which is authorized to me as Chief Executive Officer of the County of Putnam under New York State Executive Law, Chapter 19, Article 2-B, §24, expires after thirty days (June 22nd, 2023), and may be extended.

During the COVID-19 Pandemic our disgraced-former Governor exercised his executive powers to enact sweeping mandates that encroached and ultimately infringed on numerous Constitutional rights. These executive directives remained in place for prolonged periods of time and effectively cut the legislative body out of the law-making process. As Putnam County Executive, I have no desire to follow that misguided practice, and continue to respect the Legislature, the people it represents, and the powers and duties afforded to it as stated in our County Charter.

It is my position that we should work to enact a permanent policy into local law, through the Legislature, that protects our county from any out-side municipality which may seek to misuse permitted facilities in Putnam County, transforming their permitted purpose, without a shared services agreement with Putnam County. I also believe that a resolution further declaring Putnam County a "rule of law" county is merited as the "sanctuary" designation has clearly become a magnet for attracting additional hardship which should be addressed separately by the federal government.

Enclosed with this letter, for your consideration, is a copy of a draft local law and resolution that has been reviewed by our Law Department and seeks to address these needs.

Thank you for your leadership, your commitment to the people of Putnam County, and your thoughtful consideration of this request.



Kevin M. Byrne
Putnam County Executive

Cc: Diane Schonfeld, Clerk of the Putnam County Legislature

Enclosure: State of Emergency (May 22, 2023) and Executive Orders 1, 2, 3
Draft Law
Draft Resolution



PUTNAM COUNTY EXECUTIVE | KEVIN M. BYRNE

PUTNAM COUNTY STATE OF EMERGENCY DECLARATION

&

CORRESPONDING EXECUTIVE ORDERS INCLUDING DECLARATION OF PUTNAM COUNTY AS A RULE OF LAW COUNTY

WHEREAS, there is currently a national immigration crisis at the border between the United States and Mexico in that unprecedented and overwhelming numbers of migrants and/or asylum seekers are now or will be crossing over the open border of the United States; and

WHEREAS, the federal government has failed, refused or neglected to anticipate and satisfactorily react to the exigent and emergent circumstances, resulting in thousands of undocumented migrants and/or asylum seekers crossing the border of the United States; and

WHEREAS, due to the failure of the federal government to provide the resources required to enforce our nation's laws, the Governor of Texas, Greg Abbott, has relocated thousands of migrants and/or asylum seekers crossing the Texas border to New York City.

WHEREAS, the Mayor of New York City, Eric Adams has in similar fashion appeared to have now sent the same migrants and/or asylum seekers to counties throughout the greater Hudson Valley area as well as upstate New York; and

WHEREAS, the City of New York has long declared itself a 'sanctuary city', and has thereby condoned the shielding of certain criminal undocumented or illegal migrants from Immigration Customs Enforcement (ICE) in order to delay or prevent deportation proceedings, but in doing so has also failed and refused to adequately address the

needs of such lawful migrants and/or asylum seekers transferred to New York City, even though New York City was appropriated \$1 billion in the recently passed New York State budget, and has instead transferred, in part, said duties and responsibilities to neighboring counties, including Rockland and Orange Counties, which upon information and belief may expand to additional counties, including Putnam County; and

WHEREAS, the City of New York is advertising and printing brochures for migrants and/or asylum seekers promoting long-term housing solutions in the Hudson Valley for at least four months, and which is believed will be longer, if not permanent; and

WHEREAS, according to the promotional brochures provided by New York City, that migrants and/or asylum seekers shall in addition to shelter also receive medical care, food, laundry and other necessities, only initially and possibly partially to be funded by the City of New York with no explanation of where such funding will come from thereafter; and

WHEREAS, Mayor Adams has already represented to officials of neighboring counties, specifically Orange and Rockland Counties, that a limited number of adult male migrant and/or asylum seekers will be transported to their counties. However, they have since learned that the Adams' administration has also sought to house additional hundreds of migrants and/or asylum seekers at additional locations without notifying or conferring with county officials and as a result they can no longer rely on the representations of New York City officials; and

WHEREAS, there is no reason to believe these migrants and/or asylum seekers will leave the County of placement after New York City ceases to pay for the housing and any other necessary services they are presently receiving in and from New York City, or that many thousands more migrants and/or asylum seekers that follow will not be similarly transported to Putnam County as they have been to neighboring jurisdictions; and

WHEREAS, Putnam County is already a diverse County that serves people of many backgrounds, cultures and identities; and

WHEREAS, there is a justifiable and reasonable apprehension of immediate danger of public emergency of potentially thousands of persons being transported to Putnam County and that Putnam County will then be responsible for the public safety and sustenance of these persons and all others effected in Putnam County;

WHEREAS, there are significant concerns regarding migrant and /or asylum seekers not being properly screened or vaccinated against communicable diseases, including but not limited to tuberculosis, in New York City prior to transport to Putnam County and neighboring jurisdictions which presents additional Public Health concern; and

WHEREAS, Putnam County, unlike the City of New York, is unable to rely on a full-time career municipal emergency services system, nor does it have the financial resources to support such a system, and continues to rely predominantly on volunteer fire and ambulance agencies which an influx of unaccounted migrants would almost certainly stress beyond existing capabilities; and

WHEREAS, the County of Putnam has received no information or assurances of proper vetting through background checks or commitments by the federal government that these individuals will be regularly observed; and

WHEREAS, it is also reasonably anticipated that New York City hereafter will transport additional migrants to Putnam County, whose presence likely will exponentially spike the number of people in need of government services at all levels of government in the County; and

WHEREAS, there is no legal basis to provide adequate services to these migrants or asylum seekers by the County's Department of Social Services due to their age, immigration status and other factors; and

WHEREAS, the County of Putnam anticipates potential demonstrations on this issue both for and against the transportation of migrants/asylum seekers to Putnam which may result in overburdening the taxing of law enforcement resources; and

WHEREAS, local zoning codes do not allow use of temporary residence hotels or other temporary residence facilities for use as long-term residential housing or homeless shelters and therefore New York City's transportation of migrants and/or asylum seekers to Putnam County for that purpose is illegal and in violation of local laws; and

WHEREAS, through enforcement of local zoning codes, said migrants and/or asylum seekers will face refusal, or eviction from these unlawful residences and short-term residential facilities, resulting in large scale homelessness for these migrants and/or asylum seekers which will only serve to exacerbate the existing problems brought on by this failure to anticipate their future needs and tax County resources; and

WHEREAS, with limited temporary housing shelter beds in Putnam County to begin with, all temporary housing shelter beds in Putnam County are currently at or close to maximum capacity and cannot accommodate additional homeless individuals much less in the volume that is anticipated as a result of the City of New York's transferring its duties in this regard to Putnam County; and

WHEREAS, providing temporary housing shelter beds by utilizing the limited number of hotels currently located in Putnam County, in addition to creating the potential for building and fire-safety violations, is in contravention of New York Public Health Law and the Putnam County Sanitary Code; and

WHEREAS, the US Centers for Disease Control and Prevention previously issued a public health order aimed to stop the spread of COVID-19 known as Title 42 which allowed authorities to swiftly expel migrants at United States land borders and have them returned to their respective home countries; and

WHEREAS, Title 42, which federal officials have relied on in order to manage a spiraling and exacerbating situation at the border, expired on May 11, 2023; and

WHEREAS, lifting Title 42 is anticipated to spur a significant increase in the number of migrants attempting to cross into the United States; and

WHEREAS, without Title 42 in place, federal immigration authorities will return to outdated protocols at a time wherein there is expected to be unprecedented mass migration that impacts the United States borders; and

WHEREAS, that due to the above circumstances, I find reasonable apprehension of immediate danger thereof in that public safety is jeopardized thereby, for not only the migrants and/or asylum seekers, but also to the many affected residents of Putnam County and their families; and

WHEREAS, the County of Putnam and its various municipalities impacted by the decision of Mayor Adams must be reimbursed by New York City for any expenses incurred as a result of New York City's program to move migrants and/or asylum seekers to Putnam County; and

WHEREAS, New York City has no shared service agreement with Putnam County to provide additional housing for the migrants and/or asylum seekers being transported at Mayor Adams' direction; and

WHEREAS, there have already been declared state of emergencies in nearby and overlapping jurisdictions including the state of New York by Governor Hochul (effective May 9, 2023), Rockland County by County Executive Ed Day (effective May 6, 2023), and Orange County by County Executive Steve Neuhaus (effective May 9, 2023), Dutchess County by County Executive William F.X. O'Neil (effective May 19, 2023) as well as new emergency local legislation enacted within the Town of Fishkill as authorized by Supervisor Ozzy Albra (effective May 12, 2023); and

WHEREAS, many of the aforementioned concerns enumerated in this declaration were already shared directly with Mayor Adams in written correspondence from the Putnam County Executive dated May 11, 2023.

THEREFORE, I, Kevin M. Byrne, as Chief Executive Officer of the County of Putnam, New York hereby exercise the authority granted to me under New York State Executive Law, Chapter 18, Article 2-B, §24 to preserve the public safety, and to make available and provide for all required assistance which is vital to the security, well-being, and health of the citizens of this county by declaring a State of Emergency.

RESOLVED, I declare, in order to protect life and property, or to bring the emergency situation under control, and to ensure compliance with New York Public Health Law and Putnam County Sanitary Code, a State of Emergency in the County of Putnam and make the following **ORDERS**:

EXECUTIVE ORDER 1

THEREFORE, I, Kevin M. Byrne, as Chief Executive Officer of the County of Putnam, New York hereby exercise the authority granted to me under New York State Executive Law, Chapter 18, Article 2-B, §24 to preserve the public safety, and I direct that all hotels, motels and/or any facilities allowing short-term rentals do not accept said migrants and/or asylum seekers for housing in what would effectively be homeless shelters within Putnam County absent a proper shared services agreement between New York City and Putnam County to provide said services.

I **FURTHER FIND** that this State of Emergency and Executive Order does not in any way impact travel or County employees or County operations, is not weather related, and does not suspend County operations. This Executive Order and all portions thereof shall take effect immediately, be filed and published as required by law, and individually expire as required by law. This local state of Emergency shall be effective as of May 22, 2023 and shall remain in effect for thirty (30) days and may be extended at that time.

EXECUTIVE ORDER 2

THEREFORE, I, Kevin M. Byrne, as Chief Executive Officer of the County of Putnam, New York, may use any and all facilities, equipment, supplies, personnel and other resources – including but not limited to town, and village law enforcement, building code enforcement officers, fire departments, public health inspectors and zoning code enforcement personnel – in order to effectuate the County Executive's Executive Order declaring a State of Emergency and any Emergency Order attendant thereto, and to take whatever steps are necessary in order to protect life, property and public infrastructure, to enforce State and County and local codes, laws and regulations, and to provide such emergency assistance as deemed necessary.

I **FURTHER FIND** that this State of Emergency and Executive Order does not in any way impact travel or County employees or County operations, is not weather related, and does not suspend County operations. This Executive Order and all portions thereof shall take effect immediately, be filed and published as required by law, and individually expire as required by law. This local state of Emergency shall be effective as of May 22, 2023 and shall remain in effect for thirty (30) days and may be extended at that time.

EXECUTIVE ORDER 3

WHEREAS, the federal government under the provisions of the Immigration and Nationality Act as codified in the United States Code (U.S.C.) is responsible for the establishment and enforcement of the laws of the United States of America as they pertain to legal immigration; and

WHEREAS, the authority for enforcement of the Immigration and Nationality Act and the U.S.C. is vested with the federal government, and it is the responsibility of all levels of government to fully support the federal government in the exercise of its obligations under the law pertaining to immigration; and

WHEREAS, the level of immigration enforcement by the federal government has been inadequate in preventing millions of persons from illegally entering the United States without complying with the laws of our nation; and

WHEREAS, Putnam County will continue to work with the County Sheriff's Department and Immigration Customs Enforcement (ICE) to properly identify arrested felons and gang-associated members who are suspected violators of federal immigration laws; and,

WHEREAS, Putnam County continues to support our nation's governing document, the United States Constitution, in its current form including, but not limited to, the 4th, 5th, and 14th Amendments as they pertain to an individual's right to privacy and due process, and thereby continues to support fair, equal, and just application of the law free of discrimination; and

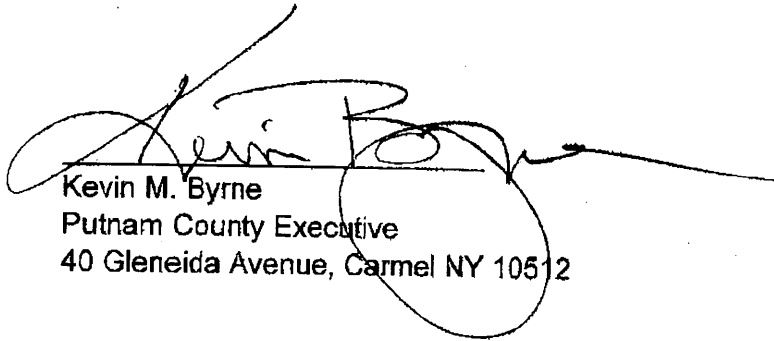
THEREFORE, County Executive Kevin M. Byrne, on behalf of the County of Putnam, does:

1. hereby pledge support of federal immigration enforcement efforts within the scope of local authority in accordance with the county charter, state, and US Constitutions.
2. hereby declare that Putnam County is not a sanctuary county and is in fact a county committed to upholding the rule of law, including our nation's immigration laws, as a Rule of Law County.
3. hereby declare that Putnam County will remain dedicated with its personnel, policies, and resources to support adherence of the rule of law as applied to immigration enforcement for the greater good of all citizens and residents of Putnam County.

I FURTHER FIND that this State of Emergency and Executive Order does not in any way impact travel or County employees or County operations, is not weather related, and does not suspend County operations. This Executive Order and all portions

thereof shall take effect immediately, be filed and published as required by law, and individually expire as required by law. This local state of Emergency shall be effective as of May 22, 2023 and shall remain in effect for thirty (30) days and may be extended at that time.

DATED: 5/22/23



Kevin M. Byrne
Putnam County Executive
40 Gleneida Avenue, Carmel NY 10512

**APPROVAL/LOCAL LAW TO AMEND THE CODE OF PUTNAM COUNTY BY
ADDING A NEW CHAPTER 227 ENTITLED “UNAUTHORIZED OPERATION
OF HOMELESS SHELTERS”**

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

Section 1.

A new Chapter 227 is hereby added to the Code of the County of Putnam to read as follows:

CHAPTER 227
UNAUTHORIZED OPERATION OF HOMELESS SHELTERS

§ 227-1 Purpose.

The County has a critical interest in maintaining the health, safety, and welfare of its residents. As such, it has fallen on the County to take steps to ensure that neither external municipalities nor local businesses attempt to subvert state law and threaten the orderly functioning of this County by improperly operating a homeless shelter without appropriate government authority or resources to care for those in need. Putnam County may legislate such matters under the authority granted to it by Municipal Home Rule Law § 10(1)(ii)(a)(12), which allows it to adopt and amend local laws related to the government, protection, order, conduct, safety, health and well-being of persons or property therein.

§ 227-2 Definitions.

Homeless shelter

Any building or physical location that provides overnight sleeping accommodations and is substantially intending to provide such accommodations to the homeless in general or for specific populations of the homeless.

Temporary housing

Temporary housing shall include any facility maintained primarily for overnight occupancy by persons who are provided at least some part or portion of the use of the facilities, including but not limited to hotels, motels, camping units, or other rental properties.

§ 227-2 Shared services agreement required.

No municipality outside of Putnam County, or agent thereof, may offer or provide temporary housing within Putnam County, thereby creating a homeless shelter as defined above, without first entering into a shared services agreement with Putnam County to provide said services.

§ 228-3 Unauthorized homeless shelters; prohibited

No Individual, person, or business may offer or provide temporary housing within Putnam County, thereby creating a homeless shelter as defined above, without first being licensed and certified to operate as a homeless shelter under the New York State Social Services Law.

Section 2.

This local law shall take effect immediately upon its filing with the NYS Secretary of State.

RESOLUTION

APPROVAL SUPPORTING DECLARATIONS OF EXECUTIVE ORDER 3 OF 2023

WHEREAS, The federal government under the provisions of the Immigration and Nationality Act as codified in the United States Code (U.S.C.) is responsible for the establishment and enforcement of the laws of the United States of America pertaining to legal immigration; and

WHEREAS, the authority for enforcement of the Immigration and Nationality Act and the U.S.C. is vested with the federal government, and it is the responsibility of all levels of government to fully support the federal government in the exercise of its obligations under the law pertaining to immigration; and

WHEREAS, the level of immigration enforcement by the federal government has been inadequate in preventing millions of persons from illegally entering the United States without complying with the laws of our nation; and

WHEREAS, Putnam County continues to work with the County Sheriff's Department and Immigration Customs Enforcement (ICE) to properly identify arrested felons and gang-associated members who are suspected violators of federal immigration laws; and,

WHEREAS, Putnam County continues to support our nation's governing document, the United States Constitution, in its current form including, but not limited to, both the 4th, 5th, and 14th Amendments as they pertain to an individual's right to privacy and due process, and thereby continues to support fair, equal, and just application of the law free of discrimination; and

NOW, therefore, be it

RESOLVED, that the Putnam County Legislature, on behalf of the County of Putnam and in support of the previous enactment by the Putnam County Executive, hereby pledges support of federal immigration enforcement efforts within the scope of local authority in accordance with the county charter, state, and US Constitutions; and it is further

RESOLVED, that the Putnam County Legislature, on behalf of the County of Putnam and in support of the previous enactment by the Putnam County Executive, hereby declares that Putnam County is not a sanctuary county and is in fact a county committed to upholding the rule of law, including our nation's immigration laws, as a Rule of Law County; and it is further

RESOLVED, that the Putnam County Legislature, on behalf of the County of Putnam and in support of the previous enactment by the Putnam County Executive, hereby declares that Putnam County will remain dedicated with its personnel, policies, and resources to support adherence of the rule of law as applied to immigration enforcement for the greater good of all citizens and residents of Putnam County.

#60

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL / SUPPORTING DECLARATIONS OF EXECUTIVE ORDER 3 OF 2023

WHEREAS, The federal government under the provisions of the Immigration and Nationality Act as codified in the United States Code (U.S.C.) is responsible for the establishment and enforcement of the laws of the United States of America pertaining to legal immigration; and

WHEREAS, the authority for enforcement of the Immigration and Nationality Act and the U.S.C. is vested with the federal government, and it is the responsibility of all levels of government to fully support the federal government in the exercise of its obligations under the law pertaining to immigration; and

WHEREAS, the level of immigration enforcement by the federal government has been inadequate in preventing millions of persons from illegally entering the United States without complying with the laws of our nation; and

WHEREAS, Putnam County continues to work with the County Sheriff's Department and Immigration Customs Enforcement (ICE) to properly identify arrested felons and gang-associated members who are suspected violators of federal immigration laws; and

WHEREAS, Putnam County continues to support our nation's governing document, the United States Constitution, in its current form including, but not limited to, both the 4th, 5th, and 14th Amendments as they pertain to an individual's right to privacy and due process, and thereby continues to support fair, equal, and just application of the law free of discrimination; now therefore be it

RESOLVED, that the Putnam County Legislature, on behalf of the County of Putnam and in support of the previous enactment by the Putnam County Executive, hereby pledges support of federal immigration enforcement efforts within the scope of local authority in accordance with the county charter, state, and US Constitutions; and be it further

RESOLVED, that the Putnam County Legislature, on behalf of the County of Putnam and in support of the previous enactment by the Putnam County Executive, hereby declares that Putnam County is not a sanctuary county and is in fact a county committed to upholding the rule of law, including our nation's immigration laws, as a Rule of Law County; and be it further

RESOLVED, that the Putnam County Legislature, on behalf of the County of Putnam and in support of the previous enactment by the Putnam County Executive, hereby declares that Putnam County will remain dedicated with its personnel, policies, and resources to support adherence of the rule of law as applied to immigration enforcement for the greater good of all citizens and residents of Putnam County.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

#6P

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ BUDGETARY AMENDMENT (23A038)/ YOUTH BUREAU/ 2023 RUNAWAY & HOMELESS YOUTH PROGRAMS

WHEREAS, the Director of the Youth Bureau requested a budgetary amendment (23A038) to adjust the State Aid allocations for the Runaway & Homeless Youth (RHY) programs in accordance with the most recent State Aid funding authorization, 23-OCFS-LCM-01, from the NYS Office of Children and Family Services (OCFS) dated 1/18/23; and

WHEREAS, the funds are available for the period of January 1, 2023 through September 30, 2023; and

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

RESOLVED, that the following budgetary amendment be made:

Increase Estimated Revenues:

| | | |
|----------|---------------------|------------|
| 10731000 | Youth Admin | |
| 438623 | Arbor House RHY | 1,424 |
| 10731000 | Youth Admin | |
| 438204 | Green Chimney's TLP | 7,250 |
| 10731000 | Youth Admin | |
| 438622 | Runaway Coordinator | <u>277</u> |
| | | 8,951 |

Decrease Appropriations:

| | | |
|----------|-----------------|--------|
| 10731000 | Youth Admin | |
| 54970 | Arbor House RHY | 10,077 |

Increase Appropriations:

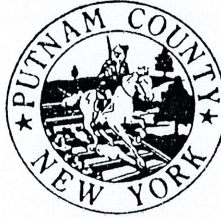
| | | |
|----------|---------------------|--------|
| 10731000 | Youth Admin | |
| 54907 | Green Chimney's TLP | 12,083 |

Increase Contingency:

| | | |
|----------------|-----------------------|-------|
| 10199000 54980 | General Contingencies | 6,945 |
|----------------|-----------------------|-------|

**2023 Fiscal Impact – (6,945)
2024 Fiscal Impact – 0 –**

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____
- Chairman Jonke _____



cc:all
A+A
OK AS

Reso

MICHAEL LEWIS
Commissioner Of Finance

SHEILA BARRETT
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

June 14, 2023

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

2023 JUN 16 PM 3:55
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, C dated February 14, 2010, I am advising you of the following request to amend the Putnam County Youth Bureau's 2023 budget which has been submitted for Legislative approval.

Increase Estimated Revenues:

| | | |
|-----------------------|---------------------|-----------------|
| 10731000 0 | Youth Admin | |
| 438623 | Arbor House RHY | \$ 1,424 |
| 10731000 | Youth Admin | |
| 438204 | Green Chimney's TLP | 7,250 |
| 10731000 | Youth Admin | |
| 438622 | Runaway Coordinator | <u>277</u> |
| | | <u>\$ 8,951</u> |

Decrease Appropriations:

| | | |
|----------|-----------------|------------------|
| 10731000 | Youth Admin | |
| 54970 | Arbor House RHY | <u>\$ 10,077</u> |

Increase Appropriations:

| | | |
|----------|---------------------|------------------|
| 10731000 | Youth Admin | |
| 54907 | Green Chimney's TLP | <u>\$ 12,083</u> |

Increase Contingency:

| | | |
|----------------|-----------------------|-----------------|
| 10199000 54980 | General Contingencies | <u>\$ 6,945</u> |
|----------------|-----------------------|-----------------|

2023 Fiscal Impact – (6,945)

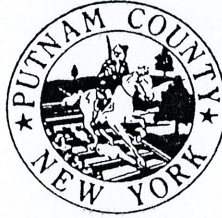
2024 Fiscal Impact -0-

23A038

This amendment reflects adjusted State aid allocations for the Runaway & Homeless Youth (RHY) programs in accordance with the most recent State aid funding authorization, 23-OCFS-LCM-01, from the NYS Office of Children and Family Services (OCFS) dated 1/18/23. The funds are only available for the period January 1, 2023 through September 30, 2023.

Supporting documentation is attached for reference.

MICHAEL LEWIS
Commissioner Of Finance



SHEILA BARRETT
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

To: Michele Alfano-Sharkey

From: Susanne Galya *sg*

Date: June 14, 2023

Due to time constraints, Janeen Cunningham respectfully requests that the attached amendment their 2023 Runaway & Homeless Youth (RHY) program be added to the June Health Committee agenda. If that is not possible, could it please be added to the agenda for the June Audit Committee meeting. The funding is available from January 1, 2023 through September 30, 2023.

Thank you for your consideration of this request.

23A038

KEVIN BYRNE
County Executive

MICHAEL PIAZZA, JR.
Commissioner



YOUTH BUREAU

SARA SERVADIO
Deputy Commissioner

JANEEN CUNNINGHAM
Executive Director

TO: Michael Lewis
Interim Commissioner of Finance

FROM: Janeen M. Cunningham *JMC*
Youth Bureau Director

DATE: June 14, 2023

RE: 2023 Youth Bureau Budgetary Amendment

The Youth Bureau received an increase in State funding from the Office of Children and Family Services (OCFS) for RHY Runaway & Homeless Youth. These funds can be used from January 1, 2023 - September 30, 2023.

(Supporting documentation attached -23-OCFS-LCM-01)

Increase Estimated Revenues:

| | | |
|-----------------|----------------------|-------|
| 10731000 438204 | GREEN CHIMNEYS TLP | 7,250 |
| 10731000 438623 | ARBOR HOUSE RHY | 1,424 |
| 10731000 438622 | RUNAWAY COORDINATION | 277 |

Increase Appropriations:

| | | |
|----------------|--------------------|--------|
| 10731000 54907 | GREEN CHIMNEYS TLP | 12,083 |
|----------------|--------------------|--------|

Decrease Appropriations:

| | | |
|----------------|-------------|--------|
| 10731000 54970 | ARBOR HOUSE | 10,077 |
|----------------|-------------|--------|

Fiscal impact (2023) -6,945

Should you have any questions or require additional information, please contact me.

AUTHORIZATION:

Date Department of Finance/Designee: Initiation by \$0 - \$5,000.00

Date County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00

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

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



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

Suzanne Miles-Gustave, Esq.
Acting Commissioner

Local Commissioners Memorandum

Transmittal: 23-OCFS-LCM-01

To: Municipal Youth Bureau Directors

Issuing Division/Office: Division of Youth Development and Partnerships for Success/Bureau of Youth Development

Date: January 18, 2023

Subject: **Instructions for Completing Resource Allocation Plans in the Quality Youth Development System for Program Year January 1, 2023 – September 30, 2023**

Contact Person(s): See Section IV.

Attachments: Municipal Youth Development Program Allocations, January 1, 2023 – September 30, 2023
Municipal Runaway and Homeless Youth Allocations, January 1, 2023 – September 30, 2023

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide instruction to the directors of municipal youth bureaus on program year-related changes. These changes pertain to submitting resource allocation plans (RAP) in the Quality Youth Development System (QYDS) for youth development program (YDP) funding and runaway and homeless youth (RHY) local assistance allocations.

II. Background

The Office of Children and Family Services (OCFS) issues YDP and RHY allocations to municipal youth bureaus. Each youth bureau must submit a RAP to OCFS that indicates how YDP and RHY funds will be utilized. Counties are also required to submit an annual Child and Family Services Plan (CFSP) to OCFS. Among other topics, these plans articulate how they county will administer and support RHY and youth development programming. Programs and services must be included in the appropriate section(s) of a county's CFSP to be eligible for YDP or RHY state aid.

Historically, the program year for both YDP and RHY has been on the calendar year cycle. In order to provide more timely allocation details to youth bureaus, the program year will change from a calendar year to an October-September year, effective October 2023. To effectuate this change, youth bureaus will receive one allocation for a nine-month program year that runs from January 1, 2023, through September 30, 2023. The following program year will begin on October 1, 2023, with a full 12-month allocation, and end on September 30, 2024.

This LCM provides guidance to youth bureaus for RAP submissions for the program year of January 1, 2023, through September 30, 2023. Additional details about completing the CFSP can be found in [21-OCFS-LCM-06, Guidelines and Instructions for Preparing the Child and Family Services Annual Plan Update](#), and within resource documents embedded within the CFSP portal. The CFSP portal can be accessed at <https://countyplans.ocfs.ny.gov/log-in/>.

III. Program Implications

Each municipal youth bureau will be required to complete a RAP in QYDS for the period of January 1, 2023, through September 30, 2023, for all programs funded with YDP or RHY state aid. Youth bureaus will be required to complete a second RAP for the period of October 1, 2023-September 30, 2024, and annually thereafter.

The processes for RAP submissions and approvals remain unchanged. For details on these processes, please refer to RAP instructions and the *RHY Claiming Guide*, both of which can be found on the home page of QYDS at <https://hs.ocfs.ny.gov/qyds/>.

The claiming process for expenditures under YDP and RHY also remain unchanged. Claims must be submitted no later than 12 months after the calendar year quarter in which the expenditures were made. For both YDP and RHY, counties are strongly encouraged to submit claims as quickly as possible.

QYDS is regularly reviewed for quality improvements. If you are experiencing any difficulties with QYDS, please send an email to YouthBureau@ocfs.ny.gov.

IV. Contacts

For questions, please email the youth bureau shared mailbox at YouthBureau@ocfs.ny.gov.

/s/ Nina Aledort, Ph.D.

Issued by:

Name: Nina Aledort, Ph.D.

Title: Deputy Commissioner

Division/Office: Division of Youth Development and Partnerships for Success

Attachment B

Runaway and Homeless Youth Allocations

January 2023- September 2023

| | January - September 2023 | | January - September 2023 |
|---------------|--------------------------|--------------|--------------------------|
| Youth Bureau | Allocation | Youth Bureau | Allocation |
| Albany | \$72,469 | Oneida | \$97,732 |
| Allegany | \$0 | Onondaga | \$149,527 |
| Broome | \$87,444 | Ontario | \$0 |
| Cattaraugus | \$0 | Orange | \$48,068 |
| Cayuga | \$0 | Orleans | \$0 |
| Chautauqua | \$94,202 | Oswego | \$78,234 |
| Chemung | \$0 | Otsego | \$0 |
| Chenango | \$0 | Putnam | \$36,814 |
| Clinton | \$0 | Rensselaer | \$0 |
| Columbia | \$0 | Rockland | \$0 |
| Cortland | \$0 | Saratoga | \$24,358 |
| Delaware | \$0 | Schenectady | \$32,477 |
| Dutchess | \$74,855 | Schoharie | \$0 |
| Erie | \$155,934 | Schuyler | \$11,250 |
| Essex | \$0 | Seneca | \$11,250 |
| Franklin | \$0 | Steuben | \$0 |
| Fulton | \$0 | St. Lawrence | \$0 |
| Genesee | \$0 | Suffolk | \$286,685 |
| Greene | \$0 | Sullivan | \$0 |
| Hamilton | \$0 | Tioga | \$0 |
| Herkimer | \$10,454 | Tompkins | \$56,582 |
| Jefferson | \$0 | Ulster | \$130,478 |
| Lewis | \$0 | Warren | \$0 |
| Livingston | \$0 | Washington | \$91,496 |
| Madison | \$0 | Wayne | \$11,250 |
| Monroe | \$230,916 | Westchester | \$69,978 |
| Montgomery | \$0 | Wyoming | \$0 |
| Nassau | \$201,244 | Yates | \$0 |
| New York City | \$2,735,438 | | |
| Niagara | \$63,867 | TOTAL | 4,863,000 |

| | ST AID PER 23-OCFS-LCM-01 | 2023 DEPT BDGT | ADJ NEEDED INCR (+)/DECR (-) |
|----------------------------------|---------------------------|------------------|---------------------------------|
| ARBOR HOUSE revenue | 10731000 438623 | 21,883.00 | 20,459.00 |
| GREEN CHIMNEY TLP revenue | 10731000 438204 | 11,250.00 | 4,000.00 |
| RHY COORDINATION revenue | 10731000 438622 | 3,681.00 | 3,404.00 |
| | | <u>36,814.00</u> | <u>27,863.00</u> |
| ARBOR HOUSE expense | 10731000 54970 | 36,472.00 | 46,549.00 |
| GREEN CHIMNEY TLP expense | 10731000 54907 | 18,750.00 | 6,667.00 |
| RHY COORDINATION - OFFSET SALARY | | 55,222.00 | 53,216.00 |
| | | <u>55,222.00</u> | <u>2,006.00</u> |
| | | | <u>6,945.00</u> |

NET INCREASE TO CONTINGENCY

#69

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ FUND TRANSFER (23T155)/ FINANCE/ CORRECT VACANCY CONTROL LINE

WHEREAS, by Resolution #135 of 2023, the Putnam County Legislature approved a budgetary amendment to provide for the Vacancy Control Factor for 2023; and

WHEREAS, the Commissioner of Finance has requested a fund transfer (23T155) to correct an account line approved by Resolution #135; and

WHEREAS, the Audit & Administration Committee has reviewed and approved said fund transfer; now therefore be it

RESOLVED, that the following fund transfer be made:

Decrease:

| | | |
|-----------------------|------------------------------------|---------------------|
| 10802000 51000 | Planning Personnel Services | 19,137 |
| 10802000 58002 | Planning FICA | <u>1,464</u> |
| | | 20,601 |

Increase:

| | | |
|-----------------------|--|---------------------|
| 10874500 51000 | Soil & Water Pers. Services | 19,137 |
| 10874500 58002 | Soil & Water FICA | <u>1,464</u> |
| | | 20,601 |

**2023 Fiscal Impact – 0 –
2024 Fiscal Impact – 0 –**

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

*cc: all
A+A*

Reso

TO: Commissioner of Finance

FROM: Sheila Barrett, Deputy Commissioner of Finance *SMB*

DEPT: Finance

DATE: June 15, 2023

I hereby request approval for the following transfer of funds: (effective May 1, 2023)

| FROM ACCOUNT#/NAME | TO ACCOUNT #/NAME | AMOUNT | PURPOSE |
|---|---|----------------------|--|
| 10802000.51000 Planning Personnel Services | 10874500.51000 Soil & Water Personnel Services | \$19,137.00 | Reclass Vacancy Control Factor <i>to correct line.</i> |
| 10802000.58002 Planning FICA | 10874500.58002 Soil & Water FICA | 1,464.00 | Reclass Vacancy Control Factor ✓ |
| | Total | \$20,601.00 ✓ | |

23T155

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2023 Fiscal Impact \$ -0-
2024 Fiscal Impact \$ -0-

2023 JUN 19 PM 2:41
 LEGISLATURE
 PUTNAM COUNTY
 CARMEL, NY

Department Head Signature/Designee Date

AUTHORIZATION:

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

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

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

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

23T155

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



MICHAEL J. LEWIS
Chief Deputy Commissioner Of
Finance

SHEILA M. BARRETT
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: Sheila M. Barrett, Deputy Commissioner of Finance *SNB*
Re: Budgetary Amendment - 23A031
Date: May 11, 2023

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

GENERAL FUND

Decrease estimated appropriations:

| | | |
|----------------|--------------------|----------|
| 10131000.51000 | Personnel Services | 23,176 |
| 10131000.58002 | FICA | 1,773 |
| 10141000.51000 | Personnel Services | 12,042 |
| 10141000.58002 | FICA | 921 |
| 10141100.51000 | Personnel Services | 49,488 |
| 10141100.58002 | FICA | 3,786 |
| 10315000.51000 | Personnel Services | 76,920 |
| 10315000.58002 | FICA | 5,884 |
| 13398900.51000 | Personnel Services | 32,225 |
| 13398900.58002 | FICA | 2,465 |
| 10431000.51000 | Personnel Services | 30,388 |
| 10431000.58002 | FICA | 2,325 |
| 10802000.51000 | Personnel Services | ① 54,442 |
| 10802000.58002 | FICA | 4,165 |

Decrease estimated revenues:

| | | |
|-----------------|------------------------|---------|
| 10131000.427705 | Vacancy Control Factor | 300,000 |
|-----------------|------------------------|---------|

This Resolution is required to provide the vacancy control factor for 2023.

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive

① Should have been:

| | |
|-----------------|-------------|
| 10802000.51000 | 35,305.00 |
| 58002 | 2,701.00 |
| | <hr/> |
| | \$38,006.00 |
| 108745000.51000 | 19,137.00 |
| 58002 | 1,464.00 |
| | <hr/> |
| | \$20,601.00 |

PUTNAM COUNTY LEGISLATURE

Resolution #135

Introduced by Legislator: Joseph Castellano on behalf of the Audit & Administration Committee at a Regular Meeting held on June 6, 2023.

page 1

APPROVAL/ BUDGETARY AMENDMENT (23A031)/ FINANCE/ VACANCY CONTROL FACTOR 2023

WHEREAS, the Commissioner of Finance has requested a budgetary amendment (23A031) to provide for the Vacancy Control Factor for 2023; and

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

RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Decrease Estimated Appropriations:

| | | |
|----------------|-----------------------------------|----------------|
| 10131000 51000 | Personnel Services (SEE ATTACHED) | 23,176 |
| 10131000 58002 | FICA | 1,773 |
| 10141000 51000 | Personnel Services (SEE ATTACHED) | 12,042 |
| 10141000 58002 | FICA | 921 |
| 10141100 51000 | Personnel Services (SEE ATTACHED) | 49,488 |
| 10141100 58002 | FICA | 3,786 |
| 10315000 51000 | Personnel Services (SEE ATTACHED) | 76,920 |
| 10315000 58002 | FICA | 5,884 |
| 13398900 51000 | Personnel Services (SEE ATTACHED) | 32,225 |
| 13398900 58002 | FICA | 2,465 |
| 10431000 51000 | Personnel Services (SEE ATTACHED) | 30,388 |
| 10431000 58002 | FICA | 2,325 |
| 10802000 51000 | Personnel Services (SEE ATTACHED) | 54,442 |
| 10802000 58002 | FICA | 4,165 |
| | | <u>300,000</u> |

Decrease Estimated Revenues:

| | | |
|-----------------|------------------------|---------|
| 10131000 427705 | Vacancy Control Factor | 300,000 |
|-----------------|------------------------|---------|

2023 Fiscal Impact – 0 –

2024 Fiscal Impact – 0 –

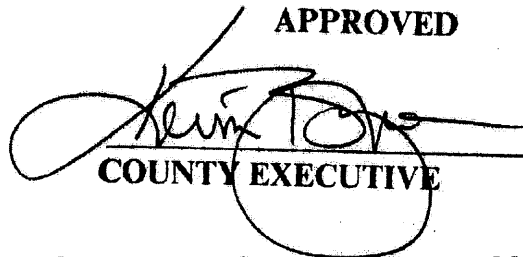
BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

APPROVED

State of New York

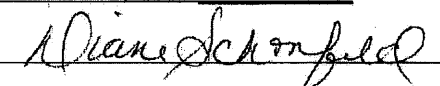
ss:

County of Putnam

 6/9/23
 COUNTY EXECUTIVE DATE

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on June 6, 2023.

Dated: June 9, 2023

Signed: 

Diane Schonfeld
Clerk of the Legislature of Putnam County

70

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**AMEND RESOLUTION #63 OF 2023/ BUDGET & FINANCE COMMITTEE
REPRESENTATIVE/ CAPITAL PROJECTS COMMITTEE**

WHEREAS, by Resolution #63 of 2023, the Putnam County Legislature appointed William Gouldman as Budget & Finance Committee Representative to the County's Capital Projects Committee; and

WHEREAS, the Chairman of the Putnam County Legislature, Paul Jonke, has requested an amendment be made to this appointed designee of the Budget & Finance Committee; now therefore be it

RESOLVED, that Ginny Nacerino replace William Gouldman as the Budget & Finance Committee Representative to the County's Capital Projects Committee for the remainder of the one (1) year term, said term to expire on December 31, 2023.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____
- Chairman Jonke _____

7b

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ STANDARD WORK DAY AND REPORTING RESOLUTION

WHEREAS, the New York State and Local Employees' Retirement System requires the County to file the Standard Work Days for elected and appointed employees based on time and attendance records or the records of activities maintained and submitted by these officials to the Clerk of the Legislature, and

WHEREAS, a copy of this report was contained in the following:

- Resolution #195 of 2010 and Resolution #286 of 2010 (one employee only).
- Resolution #338 of 2011 correcting Resolution #190 of 2011.
- Resolution #218 of 2012 correcting Resolution #155 of 2012.
- Resolution #143 of 2013.
- Resolution #168 of 2014.
- Resolution #150 of 2015.
- Resolution #148 of 2016.
- Resolution #156 of 2017.
- Resolution #244 of 2017 reflecting change made on Resolution #226 of 2014 which corrected Resolution #143 of 2013 (one employee only).
- Resolution #170 of 2018.
- Resolution #141 of 2019.
- Resolution #266 of 2019 correcting Resolution #141 of 2019.
- Resolution #115 of 2020.
- Resolution #176 of 2020 correcting Resolution #115 of 2020.
- Resolution #125 of 2021.
- Resolution #209 of 2021 correcting Resolution #125 of 2021.
- Resolution #131 of 2022.
- Resolution #266 of 2022.

And

WHEREAS, it is now time to file the report for 2023; now therefore be it

RESOLVED that the County of Putnam hereby established the following as standard work days for the listed elected officials in schedule "A" and will report the following days worked to the New York State and Local Employees' Retirement system based upon time and attendance records or on the record of activities maintained and submitted by these officials to the Clerk of this body.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____