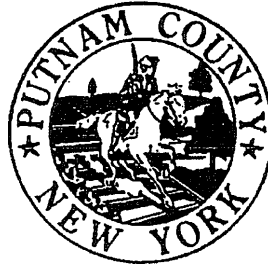


THE PUTNAM COUNTY LEGISLATURE

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

**Tuesday** \_\_\_\_\_ **December 5, 2023** \_\_\_\_\_ **7:00 P.M.**

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

**PROCLAMATIONS**

**Putnam Valley High School Cheerleading Team**

4. Acceptance of Minutes – Budget & Finance Mtg – October 19, 2023  
Special Mtg – Adopt Budget – October 30, 2023  
Regular Mtg – November 8, 2023
5. Correspondence
  - a) County Auditor
6. Pre-filed resolutions:

**HEALTH, SOCIAL, EDUCATIONAL & ENVIRONMENTAL COMMITTEE  
(Chairwoman Sayegh, Legislators Crowley & Nacerino)**

- 6a. Approval/ Budgetary Amendment (23A066)/ Department of Social Services/ Child Advocacy Center

- 6b. **Approval/ Budgetary Amendment (23A069)/ Health Department/ Adolescent Tobacco Use Prevention Act (ATUPA) Fines**

**PERSONNEL COMMITTEE**  
(Chairman Jonke, Legislators Castellano & Nacerino)

- 6c. **Approval/ Budgetary Amendment (23A071)/ Sheriff/ Department of Social Services/ Grant Award / Implementation of Police & Mental Health Co-Response Team/ Mental Health Clinician Position**
- 6d. **Approval/ Confirmation/ Appointment/ Commissioner of Social Services, Mental Health & Youth Bureau**
- 6e. **Approval/ Financial Disclosure List For the Year 2024 Filing Recommended by the Putnam County Personnel Officer Pursuant to Code Section 55-7**
- 6f. **Approval/ New Putnam County Drug and Alcohol Policy**

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

- 6g. **Approval/ Budgetary Amendment (23A068)/ Finance/ Putnam Golf Course**
- 6h. **Approval/ Budgetary Amendment (23A070)/ Department of Public Works/ State of Emergency Storm Damage 7/9/23**
- 6i. **Approval/ Fund Transfer (23T363)/ Department of Public Works/ Machine Maintenance**
- 6j. **Approval/ Department of Public Works/ Use of Capital Facility Reserve/ Amend (19CP09) (Roof Replacements at Three County Facilities)**
- 6k. **Approval/ Department of Public Works/ Use of Capital Facility Reserve/ Amend (20CP04) (Concrete Sidewalk & Stair Safety Repair Program)**
- 6L. **Approval/ Department of Public Works/ Use of Capital Facility Reserve/ Amend (22CP01) (Flooring Repair & Replacement at Various County Facilities)**
- 6m. **Approval/ SEQRA/ Negative Declaration/ DPW Fair Street Maintenance Facility/ Town of Patterson**
- 6n. **Support/ Approve Continuing the Putnam County Parking and Transfer Program and the Intercity Bus/ Mass Transportation Joint Service Agreement to Operate the Croton Falls Commuter Shuttle and Park & Ride Facilities**
- 6o. **Approval/ Conveyance of a Certain County Property to the Town of Kent Pursuant to Chapter 31 of the Putnam County Code/ Town of Kent**

- 6p. **Approval/ Acceptance of Offer to Purchase a Certain County Property by the Contiguous Owners Pursuant to Chapter 31 of the Putnam County Code/ Town of Kent / Tax Map #33.42-2-54**
- 6q. **Approval/ Acceptance of Offer to Purchase a Certain County Property by the Contiguous Owner Pursuant to Chapter 31 of the Putnam County Code/ Town of Kent/ Tax Map #33.80-1-9**
- 6r. **Approval/ Acceptance of Offer to Purchase a Certain County Property by the Contiguous Owners Pursuant to Chapter 31 of the Putnam County Code / Town of Kent/ Tax Map #22.74-1-88**

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

- 6s. **Approval/ Re-Appointments/ Putnam County Plumbing & Mechanical Trades Board**
- 6t. **Approval/ Re-Appointments/ Electrical Examiners Board**
- 6u. **Approval/ Appointment/ Putnam County Home Improvement Board**
- 6v. **Approval/ Re-Appointments/ Putnam County Home Improvement Board**
- 6w. **Approval/ Litigation Settlement/ Haughey v. County of Putnam**
- 6x. **Approval/ Request to Governor Hochul to Sign A250A/S01466, Authorizing Payments to Nonparticipating or Nonpreferred Providers of Ambulance Services Licensed Under Article 30 of the Public Health Law**

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

- 6y. **Approval/ Budgetary Amendment (23A073)/ Health Department/ Adolescent Tobacco Use Prevention Act (ATUPA)/ State Aid Grant Tobacco Awareness**
- 6z. **Approval/ Budgetary Amendment (23A076)/ Social Services/ Opioid Settlement Trust Monies / RFP 06-2023**
- 6aa. **Approval/ Budgetary Amendment (23A077)/ Planning/ New York Metropolitan Transportation Council (NYMTC) Distribution of NY/CT Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and NY/CT American Rescue Plan Act (ARPA)/ Federal Transit Funding for Fiscal Year FFY 2023**
- 6bb. **Approval/ Budgetary Amendment (23A078)/ County Attorney/ Legal Services and Judgements & Claims/ Litigation Settlement Haughey vs. County of Putnam**

- 6cc. Approval/ Budgetary Amendment (23A080)/ Planning / Transit Automatic Passenger Counter (APC) Project**
- 6dd. Approval/ Budgetary Amendment (23A081)/ Planning/ Federal Transit Administration Grant Award**
- 6ee. Approval/ Budgetary Amendment (23A082)/ Planning/ Federal Transit Administration Grant Award**
- 6ff. Approval/ Fund Transfer (23T407)/ Sheriff's Department/ Automotive Chargebacks**
- 7. Other Business**
- 8. Recognition of Public on Agenda Items**
- 9. Recognition of Legislators**
- 10. Adjournment**



# **Proclamation**

## **Putnam Valley High School Cheerleading Team**

**WHEREAS**, the hard work, dedication, sportsmanship, talent, and exceptional chemistry of the Putnam Valley High School Cheerleading Team led them to secure the 2023 Game Day State Championships on November 5<sup>th</sup> at the Visions Memorial Arena in Binghamton, NY; and

**WHEREAS**, the Putnam Valley High School Cheerleading Team competed in the Class C Division, showcasing their teamwork and spirit during the preliminary performances to come out victorious over the other teams vying for the top spot. They headed into the Finals after outscoring nine other teams and securing 2<sup>nd</sup> place, trailing the 1<sup>st</sup> place team by just 0.15 points; and

**WHEREAS**, determined to return home with the Championship title, the Putnam Valley High School Cheerleading Team set the tone during Finals as the first to perform. Leaving their hearts on the mat, they became the very first Class C Game Day Cheer State Champions, outscoring the 2<sup>nd</sup> place team by three points; now therefore be it

**RESOLVED**, that Putnam County Executive and the Putnam County Legislature hereby recognize the talent and commitment each Cheerleader and coach of the Putnam Valley High School Cheerleading Team has poured into the team, leading to this outstanding and well-deserved accomplishment!

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**Kevin Byrne, Putnam County Executive**

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**Paul E. Jonke, Chair, Putnam County Legislature**

# 4(1)

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

Thursday                      October 19, 2023                      6:00 P.M.

The meeting was called to order at 6:02 P.M. by Chairman Jonke who requested Legislator Sayegh lead in the Pledge of Allegiance. Upon roll call, Legislators Montgomery, Gouldman, Addonizio, Nacerino, Ellner, Castellano, Sayegh, Crowley and Chairman Jonke were present. Also present was Legislative Counsel Firriolo.

Chairman Jonke stated that they would now review the proposed changes submitted by each Committee.

**ECONOMIC DEVELOPMENT & ENERGY COMMITTEE  
(Chairman Gouldman, Legislators Jonke & Montgomery)**

Item #1 - Putnam County Economic Development Corp. – County Contribution – Place funds in Subcontingency. Chairman Jonke asked if there was a motion for this item.

Legislator Montgomery moved the following; seconded by Legislator Ellner.

Legislator Ellner stated that he was satisfied and suggested moving it from subcontingency.

Chairman Jonke explained that it was not in subcontingency. The vote was to put the funds in subcontingency.

Legislator Ellner stated that there was no need to put this into subcontingency. He stated that he reviewed what has been provided and his questions have been satisfied.

Legislative Counsel Firriolo questioned if Legislator Ellner withdraws his second on the motion.

Legislator Ellner said yes.

Legislator Montgomery stated that she withdraws her motion too.

Putnam County Economic Development Corp.

	FROM:	TO:
County Contribution		
25642000 54950	172,280	0

<b>Subcontingency</b>		
10199000 549__	0	172,280

**A DIFFERENCE OF: 0**

**Adjust fringes and revenue accordingly.**

**HEALTH, SOCIAL, EDUCATIONAL & ENVIRONMENTAL COMMITTEE  
(Chairwoman Sayegh, Legislators Crowley & Nacerino)**

**Item #2 - Department of Health – Peers Influence Peers – Alcohol & Substance Abuse - Mental Health Services Other – Restore Funding - Increase from \$0 to \$36,000 Place in Subcontingency. Chairman Jonke asked if there was a motion on this item.**

**Legislator Sayegh moved the following; seconded by Legislator Ellner.**

**Legislator Sayegh stated that this has been a longstanding program with the Office of Mental Health. She explained that it was requested for this year but was not funded by the Administration. She requested that it be placed in subcontingency so we could discuss it further with the organization at a future meeting and then decide to make any appropriate changes.**

**Legislator Montgomery believed this was a wonderful program. She explained that the Prevention Council comes before the Legislature throughout the year describing the services they provide. She explained that when you compare the two (2) organizations, the County only provides the Prevention Council with \$7,000 but Peers Influence Peers was receiving \$36,000. She believed that Peers Influence Peers does wonderful work but in comparison to other mental health organizations are doing throughout the County, she believed that we should reconsider providing this funding. She explained that she requested \$25,000 last year and some funding the previous year for the Behavioral Health Hub. She provided data on how many people they were reaching each year and it was denied. She agreed to moving this funding into subcontingency and having further discussions about it.**

**Alcohol & Substance Abuse**

	<b>FROM:</b>	<b>TO:</b>
<b>Peers Influence Peers</b>		
(Restore Funding)		
<b>Subcontingency</b>		
10199000 549__	0	36,000

**A DIFFERENCE OF: 36,000**

**Adjust fringes and revenue accordingly.**

**BY ROLL CALL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

**Item #3 - Social Services Department Adm. – Correct Budget Lines - Move Funding from Contract Line to Payments To Recipients Line.**

**Chairman Jonke move the following; seconded by Legislator Sayegh.**

**Social Services Department Adm**

	<b>FROM:</b>	<b>TO:</b>
<b>Contracts</b>		
<b>10120000 54646</b>	<b>60,000</b>	<b>0</b>
(Correcting budget line)		
<b>Payments To Recipients</b>		
<b>10120000 54493</b>	<b>0</b>	<b>60,000</b>
(Correcting budget line)		

**A DIFFERENCE OF: 0**

**Adjust fringes and revenue accordingly.**

**BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

**Item #4 - Purchase Services Recipients – Correct Budget Lines - Move Funding from Contract Line to Payments To Recipients Line.**

**Chairman Jonke move the following; seconded by Legislator Sayegh.**

**Purchase Services Recipients**

	<b>FROM:</b>	<b>TO:</b>
<b>Contracts</b>		
<b>10607000 54646</b>	<b>1,100,000</b>	<b>0</b>
(Correcting budget line)		
<b>Payments To Recipients</b>		
<b>10607000 54493</b>	<b>0</b>	<b>1,100,000</b>
(Correcting budget line)		

**A DIFFERENCE OF: 0**



**Adjust fringes and revenue accordingly.**

**BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

**Item #5 - Office for Senior Resources – Contracts – Restore Program - Increase from \$0 to \$6,000.**

**Chairman Jonke moved the following; seconded by Legislator Montgomery.**

**Legislator Montgomery requested clarification on the program.**

**Commissioner of Finance Lewis stated that it was the RSVP program. He stated that it provides technology training for the seniors.**

**Legislator Montgomery stated that this is a nominal fee for all the work the Office For Senior Resources does. She stated that the number of participants that attend this program, as well as the nutrition and recreation programs has increased. She explained that the senior population is growing and in need of more services. She stated that she was happy to support this.**

**Office For Senior Resources RSVP**

	<b>FROM:</b>	<b>TO:</b>
<b>Contracts</b>		
<b>(Restore Program)</b>		
<b>10677300 54646</b>	<b>0</b>	<b>6,000</b>

**A DIFFERENCE OF: 6,000**

**Adjust fringes and revenue accordingly.**

**BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

**Item #6 - Health Department – Increases to Revenue Lines Due State Aid Reimbursement of Fringe Expense Lines and Decreases to Expense Accounts that should be Eliminated from the 2024 Budget.**

**Chairman Jonke moved the following; seconded by Legislator Sayegh.**

**Legislator Sayegh explained that the City of New York is reimbursing for fringe benefits for employees and this is making those corrections.**

**Health Department**

	<b>FROM:</b>	<b>TO:</b>
<b>Reopening Schools</b>		
<b>Social Security</b>		
<b>26401001 58002 10167</b>	<b>1,008</b>	<b>0</b>
(Grant ended 7/30/23 – No Budget for 2024)		
<b>A DIFFERENCE OF: (1,008)</b>		
<b>Reopening Schools</b>		
<b>Workers Compensation</b>		
<b>26401001 58004 10167</b>	<b>167</b>	<b>0</b>
(Grant ended 7/30/23 – No Budget for 2024)		
<b>A DIFFERENCE OF: (167)</b>		
<b>Office of Homeland Security</b>		
<b>State Retirement</b>		
<b>26401001 58001 10067</b>	<b>2,337</b>	<b>0</b>
(Not a Health Dept Account)		
<b>A DIFFERENCE OF: (2,337)</b>		
<b>NYS Public Health Corps – Revenue</b>		
<b>Public Health Emergency Preparedness (PHEP)</b>		
<b>264001001 444892 10173</b>	<b>297,511</b>	<b>314,758</b>
<b>A DIFFERENCE OF: 17,247</b>		
<b>Public Health Infrastructure – Revenue</b>		
<b>PHEP</b>		
<b>26401001 444892 10205</b>	<b>175,192</b>	<b>181,120</b>
<b>A DIFFERENCE OF: 5,928</b>		
<b>Administration – Revenue</b>		
<b>State Aid Public Health</b>		
<b>10401000 434011</b>	<b>340,408</b>	<b>358,479</b>
<b>A DIFFERENCE OF: 18,071</b>		
<b>Health Nursing Immunization – Revenue</b>		
<b>State Aid Public Health</b>		
<b>11017000 434011</b>	<b>84,417</b>	<b>88,774</b>

**A DIFFERENCE OF: 4,357**

**Health Nursing - Revenue**

**State Aid Public Health**

<b>11401000 434011</b>	<b>678,665</b>	<b>738,695</b>
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**A DIFFERENCE OF: 60,030**

**Health EHS Drinking H2O Supply – Revenue**

**State Aid Public Health**

<b>12022000 434011</b>	<b>7,340</b>	<b>9,876</b>
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**A DIFFERENCE OF: 2,536**

**Environmental Health – Revenue**

**State Aid Public Health**

<b>12401000 434011</b>	<b>845,297</b>	<b>875,886</b>
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**A DIFFERENCE OF: 30,589**

**Health Education – Revenue**

**State Aid Public Health**

<b>21401000 434011</b>	<b>275,568</b>	<b>282,081</b>
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**A DIFFERENCE OF: 6,513**

**Emergency Preparedness – Revenue**

**State Aid Public Health**

<b>26401001 434011 10066</b>	<b>0</b>	<b>2,496</b>
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**A DIFFERENCE OF: 2,496**

**A TOTAL DIFFERENCE OF: 151,279**

**Adjust fringes and revenue accordingly.**

**BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

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

**Item #7 - Probation Department – Increase in Stop DWI Award - Partnership Initiative – Increase from \$17,500 to \$24,000.**

Chairman Jonke moved the following; seconded by Legislator Nacerino.

Legislator Nacerino explained that this is a bookkeeping adjustment. She explained that when the budget was printed the \$24,000 award was not yet realized and the amount earmarked in the budget was \$17,500.

Probation Department

	FROM:	TO:
Partnership Initiative		
Stop DWI		
10331500 54936	17,500	24,000

A DIFFERENCE OF: 6,500

Public Safety Other – Revenue		
Stop DWI		
10331500 443890	17,500	24,000

A DIFFERENCE OF: 6,500

Adjust fringes and revenue accordingly.

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

Item #8 - Bureau of Emergency Services – Gasoline – Remove Balance of \$270.

Chairman Jonke moved the following; seconded by Legislator Ellner.

Legislator Nacerino stated that this was inadvertently not moved to Central Services.

Bureau of Emergency Services

	FROM:	TO:
Gasoline		
10398900 54371	270	0

A DIFFERENCE OF: (270)

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

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

**Item #9 - Board of Elections – Printing & Forms – Increase from \$100,000 to \$150,000.**

**Chairman Jonke moved the following; seconded by Legislator Addonizio.**

**Chairman Jonke explained that the Board of Election Commissioners estimated that the printing costs would increase next year and requested an additional \$50,000 for the budget.**

**Legislator Addonizio stated that they anticipated having another election in August of next year.**

**Board of Elections**

	<b>FROM:</b>	<b>TO:</b>
<b>Printing &amp; Forms</b>		
<b>10145000 54311</b>	<b>100,000</b>	<b>150,000</b>

**A DIFFERENCE OF: 50,000**

**Adjust fringes and revenue accordingly.**

**BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

**PERSONNEL COMMITTEE  
(Chairman Jonke, Legislators Castellano & Nacerino)**

**Item #10 - Personnel Department – Senior Personnel Assistant – Remove from Budget Due to Retirement.**

**Chairman Jonke moved the following; seconded by Legislator Sayegh.**

**Personnel Department**

	<b>FROM:</b>	<b>TO:</b>
<b>Senior Personnel Assistant</b>		
<b>10143000 51000 (117)</b>	<b>900,180</b>	<b>819,473</b>
<b>(Remove from Budget Due to Retirement)</b>		

**A DIFFERENCE OF: (80,707)**

<b>State Retirement</b>		
<b>10143000 58001</b>	<b>124,876</b>	<b>110,556</b>

**A DIFFERENCE OF: (14,320)**

**FICA**

<b>10143000 58002</b>	<b>79,115</b>	<b>72,941</b>
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**A DIFFERENCE OF: (6,174)**

**Workers Compensation**

<b>10143000 58004</b>	<b>5,169</b>	<b>4,147</b>
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**A DIFFERENCE OF: (1,022)**

**Dental**

<b>10143000 58006</b>	<b>17,512</b>	<b>15,508</b>
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**A DIFFERENCE OF: (2,004)**

**Health Plans**

<b>10143000 58008</b>	<b>273,296</b>	<b>243,951</b>
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**A DIFFERENCE OF: (29,345)**

**Vision**

<b>10143000 58009</b>	<b>1,831</b>	<b>1,589</b>
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**A DIFFERENCE OF: (242)**

**A TOTAL DIFFERENCE OF: (133,814)**

**Adjust fringes and revenue accordingly.**

**BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

**Item #11 - Sheriff's Department – Confidential Secretary - Restore Proposed Salary Increase \$3,000.**

**Chairman Jonke moved the following; seconded by Legislator Nacerino.**

**Sheriff's Department - Administration**

	<b>FROM:</b>	<b>TO:</b>
<b>Confidential Secretary</b>		
<b>10311000 51000 (910)</b>	<b>0</b>	<b>3,000</b>

FICA		
10311000 58002	0	230

A DIFFERENCE OF: 3,230

Adjust fringes and revenue accordingly.

BY ROLL CALL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

Item #12 - Sheriff's Department – Civil Division - Restore Proposed Deputy Sheriff Sergeant \$115,000.

Chairman Jonke moved the following; seconded by Legislator Nacerino.

Legislator Montgomery stated that she supported this for the last three (3) years. She wondered why it was not in the budget for all those years and now suddenly the position is restored.

Sheriff's Department – Civil Division

	FROM:	TO:
Deputy Sheriff Sergeant		
15311000 51000 (102)	0	115,000
Retirement		
15311000 58001	0	24,788
FICA		
15311000 58002	0	8,798
Health Plans		
15311000 58008	0	31,441

A DIFFERENCE OF: 180,027

Proposed Offset by Discovery Grant Funding and Vacant Deputy Sheriff Position

Adjust fringes and revenue accordingly.

BY ROLL CALL VOTE: EIGHT AYES. ONE ABSTENTION – LEGISLATOR CROWLEY. MOTION CARRIES.

Item #13 - Coroners – Increase 2.75% for Cost of Living Adjustment (COLA).

**Chairman Jonke moved the following; seconded by Legislator Sayegh.**

**Legislator Crowley made a motion to put all elected official COLA raises into subcontingency until all four (4) union contracts are resolved; seconded by Legislator Montgomery.**

**Legislator Nacerino stated that she is adamantly opposed. She did not believe that a cost-of-living increase had any bearing on negotiations. She explained that the Legislature does not negotiate the union contracts, it is strictly done by the Administration. She stated that to impede cost-of-living raises, and to assume that would have a bearing on the outcome of negotiations is preposterous.**

**Legislative Counsel Firriolo stated that a point of information for the Chairman, to the extent the motion seeks to effect officers other than the Coroners, it would be out of order. He stated that currently the only agenda item that has been moved forward and seconded is a COLA increase for Coroners. He stated that to expand the motion to all elected officials would be out of order. He stated that it would need to be a separate motion. He stated that if Legislator Crowley wants to revise the motion to just apply to the Coroners, that would be in order. He explained that the predicate motion is to give a COLA increase to the Coroners. He explained that if there is a motion to amend that motion to place the increase in subcontingency; that would be proper.**

**Legislator Crowley made a motion to place the Coroner's 2.75% COLA increase into subcontingency until all four (4) union contracts are settled; seconded by Legislator Montgomery.**

**Legislator Nacerino stated that to say the Coroner's cost-of-living increase has any impact on negotiations is ridiculous. She believed it was setting a bad precedent; we do not commingle them. One has nothing to do with the other.**

**Chairman Jonke believed that it was a bad idea.**

**Chairman Jonke called for a Roll Call Vote on the motion to place the COLA in subcontingency.**

**By Roll Call Vote: Four Ayes – Legislators Crowley, Ellner, Gouldman and Montgomery. Five Nays – Legislators Addonizio, Castellano, Nacerino, Sayegh and Chairman Jonke. Motion Fails.**

**Chairman Jonke called for a Roll Call Vote on the first motion.**

**Coroners**

**FROM:**

**TO:**



<b>Coroner</b> <b>10118500 51000 (101)</b> (2.75% COLA Increase)	<b>25,000</b>	<b>25,688</b>
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**A DIFFERENCE OF: 688**

<b>Coroner</b> <b>10118500 51000 (102)</b> (2.75% COLA Increase)	<b>25,000</b>	<b>25,688</b>
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**A DIFFERENCE OF: 688**

<b>Coroner</b> <b>10118500 51000 (103)</b> (2.75% COLA Increase)	<b>25,000</b>	<b>25,688</b>
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**A DIFFERENCE OF: 688**

<b>FICA</b> <b>10118500 58002</b>	<b>0</b>	<b>159</b>
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**A DIFFERENCE OF: 159**

**A TOTAL DIFFERENCE OF: 2,223**

**Adjust fringes and revenue accordingly.**

**BY ROLL CALL VOTE: FIVE AYES – LEGISLATORS ADDONIZIO, CASTELLANO, NACERINO, SAYEGH & CHAIRMAN JONKE. THREE NAYS – LEGISLATORS CROWLEY, GOULDMAN & MONTGOMERY. ONE ABSTENTION – LEGISLATOR ELLNER. MOTION CARRIES.**

**Item #14 - County Clerk – Increase 2.75% for Cost of Living Adjustment (COLA).**

**Chairman Jonke moved the following; seconded by Legislator Sayegh.**

**Legislator Crowley made a motion to place the 2.75% COLA increase into subcontingency until all four (4) union contracts are settled; seconded by Legislator Montgomery.**

**Legislator Nacerino again believed that it was ridiculous to tie the County Clerk's, or any elected official's, cost-of-living increase into settling union contracts. She mentioned at the meeting the other evening that perhaps we should put all the classifications for CSEA**

and PuMA into subcontingency because it had a real direct fiscal impact since we do not know what the settlement will be on the contract. However, to tie a mere 2.75% COLA increase until contracts are settled was mindboggling.

Legislator Montgomery explained that she liked the idea of waiting to give elected officials raises. She stated that we are elected at a certain rate and people understand that. She believed that morale was at an all time low for our employees and she believed this would go a long way in showing them that we have faith in them and we will not take a raise until they receive what they deserve.

Legislator Nacerino believed that morale is going to be at an all time low when our elected officials who work so hard and have proven themselves are denied a raise for political posturing.

Legislator Sayegh stated that all of our employees are hardworking individuals, along with our elected officials. She stated that she would not pit one (1) employee against the other. She stated that she would give everyone the same treatment and respect. She stated that she was in favor of the County Clerk receiving a cost-of-living increase to pay their bills. She stated that she would not base it on solving a contract for someone else's raise.

Legislator Addonizio stated that she did not understand the reasoning behind this. She explained that the County Clerk, the Sheriff and the Coroners are in management positions and all management received 2.75% COLA increases throughout the budget.

Legislator Crowley stated that she was also going to include the nine (9) Legislators sitting here too.

Chairman Jonke stated that he did not understand the connection between the Coroners, the County Clerk and any other elected official to contract negotiations. He stated that he would understand it more, although thought it would be a bad idea too, if you tied in all management positions and no one received a raise.

Chairman Jonke called for a Roll Call Vote on the motion to place the 2.75% COLA increase in subcontingency.

By Roll Call Vote: Four Ayes – Legislators Crowley, Ellner, Gouldman and Montgomery.  
Five Nays – Legislators Addonizio, Castellano, Nacerino, Sayegh and Chairman Jonke.  
Motion Fails.

Chairman Jonke called for a Roll Call Vote on the first motion.

County Clerk

FROM:

TO:

<b>County Clerk</b>		
<b>10141000 51000 (101)</b>	<b>144,343</b>	<b>148,312</b>
(2.75% COLA Increase)		
<b>FICA</b>		
<b>10141000 58002</b>	<b>0</b>	<b>304</b>

**A DIFFERENCE OF: 4,273**

**Adjust fringes and revenue accordingly.**

**BY ROLL CALL VOTE: FIVE AYES – LEGISLATORS ADDONIZIO, CASTELLANO, NACERINO, SAYEGH & CHAIRMAN JONKE. THREE NAYS – LEGISLATORS CROWLEY, GOULDMAN & MONTGOMERY. ONE ABSTENTION – LEGISLATOR ELLNER. MOTION CARRIES.**

**Item #15 - Sheriff's Department – Increase 2.75% for Cost of Living Adjustment (COLA).**

**Chairman Jonke moved the following; seconded by Legislator Nacerino.**

**Legislator Crowley made a motion to place the 2.75% COLA increase into subcontingency until all four (4) union contracts are settled; seconded by Legislator Montgomery.**

**Legislator Nacerino stated that she stands by her comments previously made on the last two (2) resolutions.**

**Legislator Montgomery stated that this is not personal to the Coroners, County Clerk or Sheriff. She stated that this is a government philosophy she has always had. She thanked Legislator Crowley for bringing this forward and supporting it. She stated that she possibly would not have tied it into the contract negotiations. She stated that she just would have said no increases for elected officials, period. It is not personal.**

**Chairman Jonke called for a Roll Call Vote on the motion to place the 2.75% COLA increase in subcontingency.**

**By Roll Call Vote: Four Ayes – Legislators Crowley, Ellner, Gouldman and Montgomery. Five Nays – Legislators Addonizio, Castellano, Nacerino, Sayegh and Chairman Jonke. Motion Fails.**

**Chairman Jonke called for a Roll Call Vote on the first motion.**

**Sheriff's Department – Administration**

	FROM:	TO:
<b><u>Sheriff</u></b>		
<b>10311000 51000 (101)</b>	<b>165,816</b>	<b>170,376</b>
(2.75% COLA Increase)		

<b>FICA</b>		
<b>10311000 58002</b>	<b>0</b>	<b>349</b>

**A DIFFERENCE OF: 4,909**

**Adjust fringes and revenue accordingly.**

**BY ROLL CALL VOTE: FIVE AYES – LEGISLATORS ADDONIZIO, CASTELLANO, NACERINO, SAYEGH & CHAIRMAN JONKE. THREE NAYS – LEGISLATORS CROWLEY, GOULDMAN & MONTGOMERY. ONE ABSTENTION – LEGISLATOR ELLNER. MOTION CARRIES.**

**Item #16 - Health Department – Commissioner of Health – Proposed Reserve for Salary Adjustment of \$12,725 - Place in Subcontingency.**

**Chairman Jonke moved the following; seconded by Legislator Castellano.**

**Chairman Jonke stated that our Personnel Director came before us and stated that they are currently searching for the next Commissioner of Health. He believed that the funds should remain budgeted and in place to potentially hire a new Commissioner of Health.**

**Legislator Ellner stated that he fully agreed with this concept and hoped the \$12,725 was sufficient. He believed that it would not be enough.**

**Legislator Montgomery stated that she brought this forward in the Committee, recognizing the situation we are in with the Health Department and the possibility of the Commissioner of Health leaving in December and not having a replacement or a prospective candidate. She stated that she would have wanted to create a line item to keep the Health Commissioner on in support of whoever would be taking over. She believed this would be a fine alternative, with consideration that we could petition the State and keep the Health Commissioner on until we find someone and have him stay on until we make that transition.**

**Health Department**

	FROM:	TO:
<b>Reserve for Salary Adjustment</b>		
<b>10401000 51000 (905)</b>	<b>12,725</b>	<b>0</b>
(Proposal for Commissioner of		

Health Salary – Move to Subcontingency)

**Subcontingency**

10199000 549__	0	12,725
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**A DIFFERENCE OF: 0**

**Adjust fringes and revenue accordingly.**

**BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

**Item #17 - County Auditor – Salary Increase of \$5,000.**

**Chairman Jonke moved the following; seconded by Legislator Sayegh.**

**Legislator Montgomery stated that our County Auditor works hard and provides us with information as soon as we ask for it. She explained that she was very smart and organized. She stated that she was happy to support this increase.**

**Legislator Nacerino stated that she too was happy to support this increase. She stated that County Auditor Sharkey has been with the County for a long time, interacting with every single department. She stated that she never asks for anything or focuses on herself, but we all know she does a stellar job. She stated that this is well deserved.**

**Legislator Sayegh echoed those sentiments. She stated that she has never asked for a raise, but continually advocates for staff. She stated that she is a great leader for her department.**

**Legislator Addonizio concurred and thanked County Auditor Sharkey for everything she does.**

**Chairman Jonke stated that this is a small token of appreciation for all the work you do.**

**County Auditor**

	<b>FROM:</b>	<b>TO:</b>
<b>County Auditor</b>		
10132000 51000 (101)	125,305	130,305
<b>FICA</b>		
10132000 58002	0	383

**A DIFFERENCE OF: 5,383**

Adjust fringes and revenue accordingly.

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

**OTHER BUSINESS**

Item #18 - Adjust Chargebacks - Revenues and Expenses.

Chairman Jonke moved the following; seconded by Legislator Addonizio.

County Auditor Sharkey explained that this is when a department charges a department back, you increase revenue and expenses.

**Adjust Chargebacks**

	<b>FROM:</b>	<b>TO:</b>
<b>Warming Shelter Contract Chargeback Expense</b>		
10120000 55646	82,076	68,632
<b>A DIFFERENCE OF: (13,444)</b>		
<b>Central Service Internal Chargeback Revenue</b>		
10161000 412941	129,700	132,650
<b>Part Bus System - Revenue</b>		
<b>Central Service Internal Chargeback</b>		
95630000 412941	127,028	122,600
<b>Road Machinery – Revenue</b>		
<b>Central Service Internal Chargeback</b>		
10513000 412941	342,100	336,100
<b>Stop DWI Fines - Revenue</b>		
10331500 426151	75,806	76,200
<b>Sheriff Security Service DSS – Revenue</b>		
<b>Central Service Internal Chargeback</b>		
19005060 412941	82,076	68,632

**A DIFFERENCE OF: (20,528)**

Adjust fringes and revenue accordingly.

**BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

**Item #19 - Legislature – Temporary – Cover Upcoming Maternity Leave**

**Chairman Jonke moved the following; seconded by Legislators Ellner and Crowley.**

**Legislator Gouldman questioned how many weeks this is.**

**Legislative Clerk Schonfeld stated that it is 12 weeks.**

**Legislature**

	<b>FROM:</b>	<b>TO:</b>
<b>Temporary</b> (Cover Upcoming Maternity Leave)		
<b>10101001 51094</b>	<b>0</b>	<b>10,000</b>
<b>FICA</b>		
<b>10101001 58002</b>	<b>0</b>	<b>765</b>

**A DIFFERENCE OF: 10,765**

**Adjust fringes and revenue accordingly.**

**BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

**Chairman Jonke stated that he would turn over Items #20, 21, 22 and 23 to Legislator Montgomery who has four (4) proposals.**

**Item #20 – Proposal by Legislator Montgomery – Funding for Philipstown Behavioral Health Hub \$25,000**

**Legislator Montgomery stated that this request for the Philipstown Behavioral Health Hub has been a request you have seen in the past. She stated that you have met with them and heard the request several times.**

**Chairman Jonke requested that Legislator Montgomery make the motion and then it can be discussed.**

**Legislator Montgomery made a motion for Philipstown Behavioral Health Hub for \$25,000.**

Chairman Jonke asked if there was a second.

There being no second, motion failed.

Philipstown Behavioral Health Hub

	FROM:	TO:
_____	0	25,000

Adjust fringes & revenue accordingly.

Item #21 – Proposal by Legislator Montgomery – Health Department – Recycling – Partnership Initiative – Garbage Removal.

Legislator Montgomery moved the following.

There being no second, motion failed.

Health Department - Recycling

	FROM:	TO:
Partnership Initiative (Village of Cold Spring Garbage Removal) 10027000 54936	0	6,001.38

A DIFFERENCE OF: 6,001.38

Adjust fringes & revenue accordingly.

Item #22 – Proposal by Legislator Montgomery - Health Department – Nursing – Reinstate Proposed Reclass of Senior Public Health Nurse to Supervising Public Health Nurse \$7,000.

Chairman Jonke read Item #22.

Legislator Montgomery moved the following.

There being no second; motion failed.

Health Department - Nursing

	FROM:	TO:
Reinstate Proposed Reclass of		



<b>Senior Public Health Nurse To Supervising Public Health Nurse 11401000 51000 (915)</b>	<b>0</b>	<b>7,000</b>
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**A DIFFERENCE OF: 7,000**

**Adjust fringes & revenue accordingly.**

**Item #23 – Proposal by Legislator Montgomery - Health Department – Nursing – Reinstate Proposed Public Health Nurse \$80,116.**

**Chairman Jonke read Item #23.**

**Legislator Montgomery moved the following.**

**There being no second; motion failed.**

**Health Department – Nursing**

	<b>FROM:</b>	<b>TO:</b>
<b>Reinstate Proposed Public Health Nurse position 11401000 51000 (103)</b>	<b>0</b>	<b>80,116</b>

**A DIFFERENCE OF: 80,116**

**Adjust fringes & revenue accordingly.**

**Item #24 – Proposal by Legislator Crowley**

**Legislator Crowley made a motion to put the COLA increase for the nine (9) Legislators into subcontingency until the completion of the four (4) union contracts; seconded by Legislator Gouldman.**

**Legislator Nacerino stated that Legislators do not negotiate contracts and one (1) has nothing to do with the other.**

**BY ROLL CALL VOTE: THREE AYES – LEGISLATORS CROWLEY, GOULDMAN & MONTGOMERY. FIVE NAYS – LEGISLATORS ADDONIZIO, CASTELLANO, NACERINO, SAYEGH & CHAIRMAN JONKE. ONE ABSTENTION – LEGISLATOR ELLNER. MOTION FAILS.**

**Item #25 - Proposal by Legislator Montgomery**

**Legislator Montgomery made a motion to reinstate the funding for \$55,000 that was taken out of the Legislative budget by the Chairman for livestreaming. She stated that she put a proposal in front of the Legislature for \$12,000 for livestreaming. She made a motion to fund \$15,000 for livestreaming.**

**There being no second; motion failed.**

**Chairman Jonke stated that for Legislator Montgomery's information, the money has been encumbered and the equipment has been ordered.**

**Item #26 – Planning Department - \$250,000 Municipal Partnership Initiative & \$250,000 Community Assistance Program – Remove Both and Offset Changes Made to Budget.**

**Chairman Jonke explained that during his budget presentation, the County Executive discussed two (2) new programs during his budget address; one (1) for a Municipal Partnership Initiative for \$250,000 and the second for a Community Assistance Program for \$250,000. Chairman Jonke made a motion to remove the \$500,000 total to offset any changes that we have made to the budget and use the remaining amount of money to offset the tax levy which would effectively give a property tax reduction for the Putnam County taxpayers. He stated that he is not opposed to the programs and would be happy to work with the County Executive next year in hashing out how the money should be distributed. He believed that the mechanism should be worked out before we fund it. He stated that the money is here and the effort he heard was to give the money back to the taxpayers. He stated that in this case, rather than going through outside agencies and government, giving it directly back to the taxpayers in the form of property tax relief.**

**Chairman Jonke asked if he had a second on the motion; seconded by Legislators Nacerino and Sayegh.**

**Legislator Nacerino concurred. She believed that the concept should be looked at more carefully and developed before we allocate any funding to implement anything. She stated that she looked forward to that discussion taking place in the upcoming year with the County Executive and whoever else would be involved in finetuning the proposals.**

**Legislator Ellner stated that the funds could be placed in subcontingency so we could refine the program.**

**Chairman Jonke stated that his motion is to remove the \$500,000 and give it back to the taxpayers this year. He stated that next year we could discuss how we want to allocate it.**

**Legislator Castellano requested that the County Auditor provide the exact number before we vote on this.**

**County Auditor Sharkey stated that right now the changes are \$24,531.**

**Chairman Jonke stated that it would be approximately \$475,000 going back to the taxpayers.**

**Legislator Crowley questioned how much that allocated to each household if we remove this.**

**Chairman Jonke stated that he did not have a calculator.**

**Legislator Montgomery stated that you are taking away the only mechanism for outside agencies and local governments to access any county funds for their projects that they need.**

**Chairman Jonke stated that we were not responsible for funding municipalities. He stated that they fund themselves.**

**Legislator Montgomery stated that she understands that. She stated that you think you are doing the taxpayer a favor by lowering taxes, but meanwhile it is just getting transferred to the local municipalities who cannot meet their budget or infrastructure needs. She explained that \$250,000 would amount to pennies when being disbursed between five (5) towns and any other nongovernment organization for much needed infrastructure programs like; water and mental health. She stated that Emergency Services, and our town and village budgets have all gone up and exceeded the tax cap.**

**Legislator Sayegh stated that this is not Putnam County's money; it is the taxpayers' money who would be paying for this initiative. She noted that in her district in the Town of Carmel, the tax levy was lowered. They are taking less money also. She did not understand government having pots of money out there for organizations to pull money from. She stated that this is taxpayer monies that should rightfully be returned to them.**

**Chairman Jonke stated that he has 35 years of experience working in the property tax business. He stated that for 35 years people have been told, and have gotten used to, taxes increasing. He stated that for once we have an opportunity here to reduce property taxes. He stated that it might be a one (1) shot deal, but he believed the taxpayers know how to better spend their money than municipalities.**

**Planning Department**

**Municipal Partnership Initiative  
Contracts**

**FROM:**

**TO:**

10802000 54646 10208	250,000	0
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**Community Assistance Program  
Contracts**

10802000 54646 10209	250,000	0
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**Offset Changes**

**BY ROLL CALL VOTE: SIX AYES. TWO NAYS – LEGISLATORS CROWLEY & MONTGOMERY. ONE ABSTENTION – LEGISLATOR GOULDMAN.**

**There being no other business; at 6:49 P.M., Chairman Jonke made a motion to adjourn; seconded by Legislator 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**  
**BUDGET & FINANCE COMMITTEE MEETING**  
**TO BE HELD ROOM 318**  
**COUNTY OFFICE BUILDING**  
**CARMEL, NEW YORK 10512**

**Thursday** \_\_\_\_\_ **6:00pm** \_\_\_\_\_ **October 19, 2023**

- 1. Pledge of Allegiance**
- 3. Roll Call**
- 4. Proposed Committee Changes**
- 5. Other Business**
- 6. Adjournment**

# 4(2)

SPECIAL MEETING  
OF THE  
PUTNAM COUNTY LEGISLATURE  
CALLED BY THE CLERK AT THE REQUEST OF THE CHAIRMAN  
FOR THE ADOPTION OF THE 2024 BUDGET  
HELD IN THE  
HISTORIC COURTHOUSE  
CARMEL, NEW YORK 10512

Monday                      October 30, 2023                      7:00 p.m.

The meeting was called to order at 7:00 P.M. by Chairman Jonke who requested Legislator Gouldman lead in the Pledge of Allegiance and Legislator Crowley 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 - Pre-filed Resolutions

BUDGET & FINANCE COMMITTEE  
(All Members)

Item #4a - Department of Health – Peers Influence Peers – Alcohol & Substance Abuse - Mental Health Services Other – Restore Funding - Increase from \$0 to \$36,000 Place in Subcontingency. On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:

RESOLUTION #202

Alcohol & Substance Abuse

	FROM:	TO:
Peers Influence Peers (Restore Funding) Subcontingency 10199000 54981	0	36,000

A DIFFERENCE OF: 36,000

Adjust fringes and revenue accordingly.

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

**Item #4b - Social Services Department Adm. – Correct Budget Lines - Move Funding from Contract Line to Payments To Recipients Line. On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:**

**RESOLUTION #203**

**Social Services Department Adm**

	<b>FROM:</b>	<b>TO:</b>
<b>Contracts</b>		
<b>10120000 54646</b>	<b>60,000</b>	<b>0</b>
(Correcting budget line)		
<b>Payments To Recipients</b>		
<b>10120000 54493</b>	<b>0</b>	<b>60,000</b>
(Correcting budget line)		

**A DIFFERENCE OF: 0**

**Adjust fringes and revenue accordingly.**

**BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

**Item #4c - Purchase Services Recipients – Correct Budget Lines - Move Funding from Contract Line to Payments To Recipients Line. On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:**

**RESOLUTION #204**

**Purchase Services Recipients**

	<b>FROM:</b>	<b>TO:</b>
<b>Contracts</b>		
<b>10607000 54646</b>	<b>1,100,000</b>	<b>0</b>
(Correcting budget line)		
<b>Payments To Recipients</b>		
<b>10607000 54493</b>	<b>0</b>	<b>1,100,000</b>
(Correcting budget line)		

**A DIFFERENCE OF: 0**

**Adjust fringes and revenue accordingly.**

**BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

**Item #4d - Office for Senior Resources – Contracts – Restore Technology Classes - Increase from \$0 to \$6,000. On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:**

**RESOLUTION #205**

**Office For Senior Resources**

	<b>FROM:</b>	<b>TO:</b>
<b>Putnam Senior Corp.</b>		
<b>Contracts</b>		
(Restore Technology Classes)		
<b>10677300 54646</b>	<b>0</b>	<b>6,000</b>

**A DIFFERENCE OF: 6,000**

**Adjust fringes and revenue accordingly.**

**BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

**Item #4e - Health Department – Increases to Revenue Lines Due State Aid Reimbursement of Fringe Expense Lines and Decreases to Expense Accounts that should be Eliminated from the 2024 Budget. On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:**

**RESOLUTION #206**

**Health Department**

	<b>FROM:</b>	<b>TO:</b>
<b>Reopening Schools</b>		
<b>Social Security</b>		
<b>26401001 58002 10167</b>	<b>1,008</b>	<b>0</b>
(Grant ended 7/30/23 – No Budget for 2024)		

**A DIFFERENCE OF: (1,008)**

<b>Reopening Schools</b>		
<b>Workers Compensation</b>		
<b>26401001 58004 10167</b>	<b>167</b>	<b>0</b>
(Grant ended 7/30/23 – No Budget for 2024)		

**A DIFFERENCE OF: (167)**

**Office of Homeland Security**



<b>State Retirement</b>		
<b>26401001 58001 10067</b>	<b>2,337</b>	<b>0</b>
(Not a Health Dept Account)		
<b>A DIFFERENCE OF: (2,337)</b>		
<b>NYS Public Health Corps – Revenue</b>		
<b>Public Health Emergency Preparedness (PHEP)</b>		
<b>264001001 444892 10173</b>	<b>297,511</b>	<b>314,758</b>
<b>A DIFFERENCE OF: 17,247</b>		
<b>Public Health Infrastructure – Revenue</b>		
<b>PHEP</b>		
<b>26401001 444892 10205</b>	<b>175,192</b>	<b>181,120</b>
<b>A DIFFERENCE OF: 5,928</b>		
<b>Administration – Revenue</b>		
<b>State Aid Public Health</b>		
<b>10401000 434011</b>	<b>340,408</b>	<b>358,479</b>
<b>A DIFFERENCE OF: 18,071</b>		
<b>Health Nursing Immunization – Revenue</b>		
<b>State Aid Public Health</b>		
<b>11017000 434011</b>	<b>84,417</b>	<b>88,774</b>
<b>A DIFFERENCE OF: 4,357</b>		
<b>Health Nursing - Revenue</b>		
<b>State Aid Public Health</b>		
<b>11401000 434011</b>	<b>678,665</b>	<b>738,695</b>
<b>A DIFFERENCE OF: 60,030</b>		
<b>Health EHS Drinking H2O Supply – Revenue</b>		
<b>State Aid Public Health</b>		
<b>12022000 434011</b>	<b>7,340</b>	<b>9,876</b>
<b>A DIFFERENCE OF: 2,536</b>		
<b>Environmental Health – Revenue</b>		
<b>State Aid Public Health</b>		
<b>12401000 434011</b>	<b>845,297</b>	<b>875,886</b>

**A DIFFERENCE OF: 30,589**

**Health Education – Revenue**

**State Aid Public Health**

<b>21401000 434011</b>	<b>275,568</b>	<b>282,081</b>
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**A DIFFERENCE OF: 6,513**

**Emergency Preparedness – Revenue**

**State Aid Public Health**

<b>26401001 434011 10066</b>	<b>0</b>	<b>2,496</b>
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**A DIFFERENCE OF: 2,496**

**A TOTAL DIFFERENCE OF: 151,279**

**Adjust fringes and revenue accordingly.**

**BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

**Item #4f - Probation Department – Increase in Stop DWI Award - Partnership Initiative – Award Received was Higher than Budgeted - Increase from \$17,500 to \$24,000. On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:**

**RESOLUTION #207**

**Probation Department**

	<b>FROM:</b>	<b>TO:</b>
<b>Partnership Initiative</b>		
<b>Stop DWI</b>		
(Award Rec'd - \$24,000)		
<b>10331500 54936</b>	<b>17,500</b>	<b>24,000</b>

**A DIFFERENCE OF: 6,500**

**Public Safety Other – Revenue**

**Stop DWI**

(Award Rec'd - \$24,000)

<b>10331500 443890</b>	<b>17,500</b>	<b>24,000</b>
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**A DIFFERENCE OF: 6,500**

Adjust fringes and revenue accordingly.

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

Item #4g - Bureau of Emergency Services – Gasoline – Remove Balance of \$270. On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:

**RESOLUTION #208**

**Bureau of Emergency Services**

	<b>FROM:</b>	<b>TO:</b>
<b>Gasoline</b>		
<b>10398900 54371</b>	<b>270</b>	<b>0</b>

**A DIFFERENCE OF: (270)**

Adjust fringes and revenue accordingly.

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

Item #4h - Board of Elections – Printing & Forms – Increase from \$100,000 to \$150,000 – Due to Possibility of Additional Election. On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:

**RESOLUTION #209**

**Board of Elections**

	<b>FROM:</b>	<b>TO:</b>
<b>Printing &amp; Forms</b>		
(Due to Possibility of Additional Election)		
<b>10145000 54311</b>	<b>100,000</b>	<b>150,000</b>

**A DIFFERENCE OF: 50,000**

Adjust fringes and revenue accordingly.

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

Item #4i - Personnel Department – Senior Personnel Assistant – Remove from Budget Due to Retirement. On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:

**RESOLUTION #210**

**Personnel Department**

	<b>FROM:</b>	<b>TO:</b>
<b>Senior Personnel Assistant 10143000 51000 (117)</b> (Remove from Budget Due to Retirement)	<b>900,180</b>	<b>819,473</b>

**A DIFFERENCE OF: (80,707)**

<b>State Retirement 10143000 58001</b>	<b>124,876</b>	<b>110,556</b>
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**A DIFFERENCE OF: (14,320)**

<b>FICA 10143000 58002</b>	<b>79,115</b>	<b>72,941</b>
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**A DIFFERENCE OF: (6,174)**

<b>Workers Compensation 10143000 58004</b>	<b>5,169</b>	<b>4,147</b>
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**A DIFFERENCE OF: (1,022)**

<b>Dental 10143000 58006</b>	<b>17,512</b>	<b>15,508</b>
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**A DIFFERENCE OF: (2,004)**

<b>Health Plans 10143000 58008</b>	<b>273,296</b>	<b>243,951</b>
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**A DIFFERENCE OF: (29,345)**

<b>Vision 10143000 58009</b>	<b>1,831</b>	<b>1,589</b>
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**A DIFFERENCE OF: (242)**

**A TOTAL DIFFERENCE OF: (133,814)**

**Adjust fringes and revenue accordingly.**

**BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

**Item #4j - Sheriff's Department – Confidential Secretary - Restore Proposed Salary Increase \$3,000. On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:**

**Legislator Montgomery stated that this was requested by the previous Sheriff in 2019, 2020 and 2021 and it was never restored. She stated that the salary was cut in 2018 and never restored to the full salary held by previous employee in that position.**

**RESOLUTION #211**

**Sheriff's Department - Administration**

	<b>FROM:</b>	<b>TO:</b>
<b>Confidential Secretary 10311000 51000 (910)</b>	<b>0</b>	<b>3,000</b>
<b>FICA 10311000 58002</b>	<b>0</b>	<b>230</b>

**A DIFFERENCE OF: 3,230**

**Adjust fringes and revenue accordingly.**

**BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

**Item #4k - Sheriff's Department – Civil Division - Restore Proposed Deputy Sheriff Sergeant \$115,000. On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:**

**Chairman Jonke stated that the Sheriff was present at the Personnel Budget meeting where he presented a valid need for this position. Chairman Jonke believed it was warranted in the Civil Division.**

**Legislator Montgomery stated that this position was proposed by the previous Sheriff and it was denied over and over again.**

**Legislator Nacerino explained that the Sheriff presented compelling justification of why he wanted this position. He demonstrated the difference between the original job description and what the responsibilities will be for this new position.**

**RESOLUTION #212**

**Sheriff's Department – Civil Division**

	<b>FROM:</b>	<b>TO:</b>
<b>Deputy Sheriff Sergeant</b> <b>15311000 51000 (102)</b>	<b>0</b>	<b>115,000</b>
<b>Retirement</b> <b>15311000 58001</b>	<b>0</b>	<b>24,788</b>
<b>FICA</b> <b>15311000 58002</b>	<b>0</b>	<b>8,798</b>
<b>Health Plans</b> <b>15311000 58008</b>	<b>0</b>	<b>31,441</b>

**A DIFFERENCE OF: 180,027**

**Adjust fringes and revenue accordingly.**

**BY ROLL CALL VOTE: EIGHT AYES. ONE ABSTENTION – LEGISLATOR CROWLEY.  
MOTION CARRIES.**

**Item #4L - Coroners – Increase 2.75% for Cost of Living Adjustment (COLA). On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:**

**RESOLUTION #213**

**Coroners**

	<b>FROM:</b>	<b>TO:</b>
<b>Coroner</b> <b>10118500 51000 (101)</b> (2.75% COLA Increase)	<b>25,000</b>	<b>25,688</b>

**A DIFFERENCE OF: 688**

<b>Coroner</b> <b>10118500 51000 (102)</b> (2.75% COLA Increase)	<b>25,000</b>	<b>25,688</b>
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**A DIFFERENCE OF: 688**

<b>Coroner</b> <b>10118500 51000 (103)</b> (2.75% COLA Increase)	<b>25,000</b>	<b>25,688</b>
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**A DIFFERENCE OF: 688**

**FICA**

<b>10118500 58002</b>	<b>0</b>	<b>159</b>
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**A DIFFERENCE OF: 159**

**A TOTAL DIFFERENCE OF: 2,223**

**Adjust fringes and revenue accordingly.**

**BY ROLL CALL VOTE: SIX AYES. TWO NAYS – LEGISLATORS CROWLEY & MONTGOMERY. ONE ABSTENTION – LEGISLATOR ELLNER. MOTION CARRIES.**

**Item #4m - County Clerk – Increase 2.75% for Cost of Living Adjustment (COLA). On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:**

**RESOLUTION #214**

**County Clerk**

	<b>FROM:</b>	<b>TO:</b>
<b>County Clerk</b>		
<b>10141000 51000 (101)</b>	<b>144,343</b>	<b>148,312</b>
<b>(2.75% COLA Increase)</b>		

**FICA**

<b>10141000 58002</b>	<b>0</b>	<b>304</b>
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**A DIFFERENCE OF: 4,273**

**Adjust fringes and revenue accordingly.**

**BY ROLL CALL VOTE: SIX AYES. TWO NAYS – LEGISLATORS CROWLEY & MONTGOMERY. ONE ABSTENTION – LEGISLATOR ELLNER. MOTION CARRIES.**

**Item #4n - Sheriff's Department – Increase 2.75% for Cost of Living Adjustment (COLA). On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:**

**RESOLUTION #215**

**Sheriff's Department – Administration**

	<b>FROM:</b>	<b>TO:</b>
<b><u>Sheriff</u></b>		
<b>10311000 51000 (101)</b> (2.75% COLA Increase)	<b>165,816</b>	<b>170,376</b>
<b>FICA</b>		
<b>10311000 58002</b>	<b>0</b>	<b>349</b>

**A DIFFERENCE OF: 4,909**

**Adjust fringes and revenue accordingly.**

**BY ROLL CALL VOTE: SIX AYES. TWO NAYS – LEGISLATORS CROWLEY & MONTGOMERY. ONE ABSTENTION – LEGISLATOR ELLNER. MOTION CARRIES.**

**Item #4o - Health Department – Commissioner of Health – Proposed Reserve for Salary Adjustment of \$12,725 - Place in Subcontingency.**

**Chairman Jonke made a motion to remove this from the agenda to give the Administration some flexibility in making an offer to potential candidates for Commissioner of the Health Department; seconded by Legislator Sayegh.**

**By Roll Call Vote: All Ayes. Carried Unanimously.**

**Health Department**

	<b>FROM:</b>	<b>TO:</b>
<b>Reserve for Salary Adjustment</b>		
<b>10401000 51000 (905)</b> (Proposal for Commissioner of Health Salary – Move to Subcontingency)	<b>12,725</b>	<b>0</b>
<b>Subcontingency</b>		
<b>10199000 54982</b>	<b>0</b>	<b>12,725</b>

**A DIFFERENCE OF: 0**

**Adjust fringes and revenue accordingly.**

**Item #4p - County Auditor – Salary Increase of \$5,000. On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:**



Chairman Jonke stated, as mentioned in two (2) previous meetings, the County Auditor does an incredibly good job and it is about time she is rewarded for her hard work.

**RESOLUTION #216**

County Auditor

	<b>FROM:</b>	<b>TO:</b>
County Auditor 10132000 51000 (101)	125,305	130,305
FICA 10132000 58002	0	383

**A DIFFERENCE OF: 5,383**

Adjust fringes and revenue accordingly.

**BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

**Item #4q - Adjust Chargebacks - Revenues and Expenses. On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:**

Chairman Jonke stated that this is basically a bookkeeping entry.

**RESOLUTION #217**

Adjust Chargebacks

	<b>FROM:</b>	<b>TO:</b>
Warming Shelter Contract Chargeback Expense 10120000 55646	82,076	68,632

**A DIFFERENCE OF: (13,444)**

Central Service Internal Chargeback Revenue 10161000 412941	129,700	132,650
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Part Bus System - Revenue Central Service Internal Chargeback 95630000 412941	127,028	122,600
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Road Machinery – Revenue  
Central Service Internal Chargeback

10513000 412941	342,100	336,100
Stop DWI Fines - Revenue		
10331500 426151	75,806	76,200
Sheriff Security Service DSS – Revenue		
Central Service Internal Chargeback		
19005060 412941	82,076	68,632

A DIFFERENCE OF: (20,528)

Adjust fringes and revenue accordingly.

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

Item #4r - Legislature – Temporary – Cover Upcoming Maternity Leave. On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:

**RESOLUTION #218**

**Legislature**

	FROM:	TO:
Temporary		
(Cover Upcoming Maternity Leave)		
10101001 51094	0	10,000
FICA		
10101001 58002	0	765

A DIFFERENCE OF: 10,765

Adjust fringes and revenue accordingly.

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

Item #4s – Planning Department - \$250,000 Municipal Partnership Initiative & \$250,000 Community Assistance Program – Remove Both To Offset Changes and Reduce Tax Levy. On behalf of the members of the Budget & Finance Committee, Chairman Jonke moved the following:

Legislator Montgomery stated that she was not in favor of this. She believed that it was a good program proposed by the County Executive. She stated that our local

municipalities are suffering. She believed that they do a lot of work that the County is actually supposed to be doing, so this would go a long way in providing those resources. She stated that tourism was imposed on her district without any support, and sales tax revenue generated from that tourism is not given back.

Chairman Jonke stated that he brought this up in the Budget & Finance Committee because there is \$500,000 here and we have not set up the method on how the funds would be distributed. He believed that we needed to create that process before we budget the money. He did not understand how tourism in the Village of Cold Spring had to do with this.

Legislator Montgomery stated that any funding the municipalities received in the past from the County Executive's budget did not have a plan either.

**RESOLUTION #219**

**Planning Department**

	FROM:	TO:
<b>Municipal Partnership Initiative Contracts</b>		
10802000 54646 10208	250,000	225,469

**A DIFFERENCE OF: (24,531) Offset Changes**

<b>Municipal Partnership Initiative Contracts</b>		
10802000 54646 10208	225,469	0

**A DIFFERENCE OF: (225,469)**

<b>Community Assistance Program Contracts</b>		
10802000 54646 10209	250,000	0

**A DIFFERENCE OF: (250,000)**

**A TOTAL DIFFERENCE OF: (475,469) To Reduce the Tax Levy**

**Offset Changes made by the Legislature at the Adopt the Budget and Reduce Tax Levy**

**BY ROLL CALL VOTE: EIGHT AYES. ONE NAY – LEGISLATOR MONTGOMERY.  
MOTION CARRIES.**

**Item #5 – Other Business**

**There was no other business submitted to the meeting.**

**Item #6 – Offset Changes to Budget**

**At 7:15 P.M., Chairman Jonke made a motion to recess for the County Auditor to provide the final calculation; seconded by Legislator Sayegh. All in favor.**

**At 7:18 P.M., Chairman Jonke called the meeting back to order.**

**Chairman Jonke made a motion to offset changes through use of fund balance; seconded by Legislator Crowley.**

**RESOLUTION #220**

**Offset Changes**

**Use of Fund Balance**

**10131000 427161**

**Such adjusted amount as required to offset changes to the Tentative Budget by the County Legislature, including County Executive's Vetoes not overridden by the County Legislature and including final adjustment for Health Insurance rates, in compliance with the Tax Cap requirements of the State of New York. It being the intent of the Legislature to comply with Real Property Tax Law and Levy of \$46,212,312.00.**

**BY ROLL CALL VOTE: EIGHT AYES. ONE NAY – LEGISLATOR MONTGOMERY.  
MOTION CARRIES.**

**Item #7 – Approval Budget Adoption**

**Item #7a – Approval of the 2024 Budget Resolutions. Chairman Jonke moved the following; seconded by Legislators Nacerino and Sayegh.**

**RESOLUTION #221**

**APPROVAL OF THE 2024 BUDGET RESOLUTIONS**

**RESOLVED, that the Putnam County Legislature hereby approves the 2024 budget resolutions as pre-filed by the Budget & Finance Committee and amended by the Legislature on October 30, 2023; and be it further**

**RESOLVED, that the individual votes on each budget resolution be made a part of this resolution.**

**BY ROLL CALL VOTE: EIGHT AYES. ONE NAY – LEGISLATOR MONTGOMERY.  
MOTION CARRIES.**

**Item #7b – Resolution Adopting the Budget for the Fiscal Year 2024 Commencing January 1, 2024 making Appropriations for the Operation of the County Government and Establishing Rates of Compensation for Officers and Employees for the Fiscal Year 2024. Chairman Jonke moved the following; seconded by Legislator Sayegh.**

**Legislator Montgomery believed it was important to look at each budget and line item with the history that comes with it. She stated that she was hopeful for a responsible 2024 budget, one (1) that would represent the needs of the entire County and not just part of the County. She stated that this budget was not. She provided examples such as: keeping funding in the budget to care for and house horses we neither own or agreed to take on through any formal democratic process, failing to fund County Departments like the Health Department and District Attorney’s Office. She stated that the Nursing Department has remained understaffed for 10 years. She explained how her requested promotion of a nursing position was denied. She stated that her budget requests are denied over and over again for livestream meetings. She explained how the need for mental health treatment and intervention continues to increase, especially for youth. She explained how she has advocated for funding for the Philipstown Behavioral Health Hub, yet funding has been denied. She questioned if political animosity is more important than constituents. She explained how \$6,001 for garbage in the Village of Cold Spring, which is driven by County and advertised tourism imposed on her district, was once again denied. She believed there were bazaar raises included in the 2024 budget. She stated that the justification for the increase in salary for the Deputy County Executive which started at \$123,375 adopted in the 2023 budget, in less than one (1) year, increased to \$158,235. She explained when the restructuring of the County Executive’s office was before the Legislature in February 2023, she supported it. She explained that she has had almost a full year to assess the County Executive’s claim that this restructuring would elevate the County. She stated that she now regrets her vote on Resolution #30 of 2023 and many of its details. She believed that the County has not been elevated, but a combined effort of the Legislature and County Executive to disregard requests to restore funding for critical advocations for health and safety. She explained that Chairman Jonke claimed during the Personnel Committee meeting that the Sheriff’s command staff positions took a pay cut and that it took a whole year to adjust them to where they should be. She stated that there is no set formula for what these salaries should be. She questioned what was different from 2018. She discussed how, in 2018, the confidential secretary position in the Sheriff’s Department was cut. She stated that salary never rose to what it should be for the duration of that Sheriff’s term. She explained how the position was restored upon the term of a new Sheriff. She stated that she votes with the Legislature 99% of the time. She stated that it is the Legislature that chooses to vote against her 99.9% of the time. She proceeded to quote a Jewish Rabi and philosopher who said, “the aim of any community should not be to conquer and possess, but to relate and pass on meaning to discover and understand.”**

**Legislator Ellner stated that this is his first year on the Legislature and first budget process. He stated that some things that he would have liked to see did not take place and others did. He stated that he cannot dwell in the past, he needed to move forward. He stated that this budget, with compromises, serves most of the people. He stated that you cannot serve everyone. He stated that while Legislator Montgomery may have some history, he hated to say, falls on deaf ears because he was not a Legislator. He stated that with the Village of Cold Spring garbage situation, he has a lot of constituents complain. He stated that in his entire district, every household pays for garbage. He**

stated that the question that is continually raised is why we should bail out another town who cannot handle their own finance. He stated that overall, he was pleased with the budget and would be voting for it.

Chairman Jonke congratulated the County Executive and his Administration for doing a great job on their first budget. He explained that it was Michael Lewis' first budget as Commissioner of Finance too. He also did a great job. Chairman Jonke stated that we worked well together, and he believed that we accomplished good things for all the people of Putnam County. He also thanked the Legislature's Auditor, her staff and Legislative staff for their hard work and support during this budget process.

**RESOLUTION #222**

**A RESOLUTION ADOPTING THE BUDGET FOR THE FISCAL YEAR 2024 COMMENCING JANUARY 1, 2024 MAKING APPROPRIATIONS FOR THE OPERATION OF THE COUNTY GOVERNMENT AND ESTABLISHING RATES OF COMPENSATION FOR OFFICERS AND EMPLOYEES FOR THE FISCAL YEAR 2024**

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

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

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

**RESOLVED, that this act takes effect on January 1, 2024.**

**BY ROLL CALL VOTE: EIGHT AYES. ONE NAY – LEGISLATOR MONTGOMERY.  
MOTION CARRIES.**

**There being no further business, at 7:31 P.M., Chairman Jonke made a motion to adjourn; seconded by Legislators Addonizio 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  
PUTNAM COUNTY LEGISLATURE  
CALLED BY THE CLERK AT THE REQUEST OF THE CHAIRMAN  
FOR THE ADOPTION OF THE 2024 BUDGET  
TO BE HELD IN THE  
HISTORIC COURTHOUSE  
CARMEL, NEW YORK 10512**

**Monday                      October 30, 2023                      7:00 P.M.**

- 1. Pledge of Allegiance**
- 2. Legislative Prayer**
- 3. Roll Call**
- 4. Pre-filed Resolutions**

**BUDGET & FINANCE COMMITTEE  
(All Members)**

- 4a. Department of Health – Peers Influence Peers – Alcohol & Substance Abuse - Mental Health Services Other – Restore Funding - Increase from \$0 to \$36,000 Place in Subcontingency**
- 4b. Social Services Department Adm. – Correct Budget Lines - Move Funding from Contract Line to Payments To Recipients Line**
- 4c. Purchase Services Recipients – Correct Budget Lines - Move Funding from Contract Line to Payments To Recipients Line**
- 4d. Office for Senior Resources – Contracts – Restore Technology Classes - Increase from \$0 to \$6,000**
- 4e. Health Department – Increases to Revenue Lines Due State Aid Reimbursement of Fringe Expense Lines and Decreases to Expense Accounts that should be Eliminated from the 2024 Budget**

- 4f. Probation Department – Increase in Stop DWI Award - Partnership Initiative – Award Received was Higher than Budgeted - Increase from \$17,500 to \$24,000
- 4g. Bureau of Emergency Services – Gasoline – Remove Balance of \$270
- 4h. Board of Elections – Printing & Forms – Increase from \$100,000 to \$150,000 – Due to Possibility of Additional Election
- 4i. Personnel Department – Senior Personnel Assistant – Remove from Budget Due to Retirement
- 4j. Sheriff’s Department – Confidential Secretary - Restore Proposed Salary Increase \$3,000
- 4k. Sheriff’s Department – Civil Division - Restore Proposed Deputy Sheriff Sergeant \$115,000
- 4L. Coroners – Increase 2.75% for Cost of Living Adjustment (COLA)
- 4m. County Clerk – Increase 2.75% for Cost of Living Adjustment (COLA)
- 4n. Sheriff’s Department – Increase 2.75% for Cost of Living Adjustment (COLA)
- 4o. Health Department – Commissioner of Health – Proposed Reserve for Salary Adjustment of \$12,725 - Place in Subcontingency
- 4p. County Auditor – Salary Increase of \$5,000
- 4q. Adjust Chargebacks - Revenues and Expenses
- 4r. Legislature – Temporary – Cover Upcoming Maternity Leave
- 4s. Planning Department - \$250,000 Municipal Partnership Initiative & \$250,000 Community Assistance Program – Remove Both To Offset Changes and Reduce Tax Levy
- 5. Other Business
- 6. Offset Changes to Budget
- 7. Approval Budget Adoption
  - a) Approval of the 2024 Budget Resolutions
  - b) Resolution Adopting the Budget for the Fiscal Year 2024 Commencing January 1, 2024 making Appropriations for the Operation of the County Government and Establishing Rates of Compensation for Officers and Employees for the Fiscal Year 2024
- 8. Adjournment



# 4 (3)

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

**Wednesday                      November 8, 2023                      7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairman Jonke who requested Legislator Sayegh lead in the Pledge of Allegiance and Legislator Addonizio lead in the Legislative Prayer. Upon roll call, Legislators Montgomery, Gouldman, Addonizio, Nacerino, Ellner, Castellano, Sayegh and Chairman Jonke were present. Legislator Crowley was absent. Also present was Legislative Counsel Firriolo.

**PROCLAMATIONS**

Chairman Jonke requested that Legislator Ellner join him in presenting a proclamation to Ryan Belmont, Joseph Olivapotenza, Jack Robinson, Alex Rosace and Jose Jiminez Sola. Program Executive Director of Guardian Revival Megan Castellano and Co-Founder & Chief Executive Officer of Guardian Revival Alex Othmer presented the High School Juniors with a token of their appreciation for what they did to help a Veteran in need. Putnam County Director of Veterans Services Karl Rohde also thanked the High School Juniors.

**HONORING FIVE CARMEL HIGH SCHOOL JUNIORS  
HELPING A VETERAN IN NEED**

**WHEREAS**, On their morning commute to BOCES, Carmel High School Juniors Ryan Belmont, Joseph Olivapotenza, Jack Robinson, Alex Rosace, and Jose Jiminez Sola were traveling on Route 6 when they noticed an older man in distress by the roadway; and

**WHEREAS**, the students stopped to help the man, who they later learned was a Vietnam Veteran. Together they helped the man move to a safer location, called the police for assistance, and waited with him until an officer from the Carmel Police Department arrived; and

**WHEREAS**, the five students humbly returned to their school day, only casually notifying a teacher of the incident, expecting no accolades for their thoughtful actions. Veterans have given so much to protect our freedom, giving us the ability to enjoy our quality of life. It is heartwarming to see these five young men put the needs of this Vietnam Veteran first and do what they could to help; now therefore be it

**RESOLVED**, that the Putnam County Executive and the Putnam County Legislature do hereby recognize Ryan Belmont, Joseph Olivapotenza, Jack Robinson, Alex Rosace, and Jose Jiminez Sola for trusting their instincts to help someone in need. They are truly hometown heroes!

Chairman Jonke recognized Legislator Ellner who presented the “National Runaway Prevention Month” proclamation to Youth Bureau Executive Director Janeen Cunningham.

### NATIONAL RUNAWAY PREVENTION MONTH

**WHEREAS**, November has been designated as National Runaway Prevention Month to raise awareness of the issues facing runaway and homeless youth, and to educate the public about solutions and the role they can play in ending youth homelessness; and

**WHEREAS**, the prevalence of runaway and homelessness among youth is staggering, with studies suggesting that every year, 4.2 million people ages 13 to 25 endure some form of homelessness; and

**WHEREAS**, children and youth who run away are at increased danger for falling into high-risk situations, including human trafficking; and

**WHEREAS**, effective programs supporting runaway youth and assisting youth and their families in providing safe and stable homes, succeed because of partnerships created among families, youth-based advocacy organizations, community-based human service agencies, law enforcement, schools, faith-based organizations and businesses; now therefore be it

**RESOLVED**, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim November 2023 as National Runaway Prevention Month. We urge all citizens to support the effort to increase public awareness about, advocate on behalf of, and provide positive and safe alternatives to runaway and homeless youth and their families.

Chairman Jonke recognized Legislator Nacerino who presented the “Operation Green Light” proclamation to the Director of the Putnam County Veterans Agency Karl Rohde, and Co-Founder & Chief Executive Officer of Guardian Revival Alex Othmer.

### SUPPORTING OPERATION GREEN LIGHT

**WHEREAS**, the residents of Putnam County have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served their country and this community in the Armed Forces; and

**WHEREAS**, the contributions and sacrifices of the men and women that served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

**WHEREAS**, Putnam County seeks to honor these individuals who have paid the high price of freedom by placing themselves in harm’s way for the good of all; and

**WHEREAS**, Veterans continue to serve their community through local organizations, church groups, and civil service; and

**WHEREAS**, Putnam County appreciates the sacrifices our United State Military Personnel made while defending freedom and believes specific recognition be accorded them in appreciation of their service and to demonstrate the honor and support they have earned; now be it

**RESOLVED**, as we approach Veterans Day in 2023, the Putnam County Legislature and County Executive hereby proclaim that Putnam County recognizes Operation Green Light and encourages its citizens and businesses to honoring those whose immeasurable

sacrifice helped preserve our freedom by displaying a green light in a window of their place of business or residence.

Chairman Jonke recognized Legislator Sayegh who presented the “Small Business Recognition Month” proclamation to Bill Nulk – Putnam County Business Council, Nat Prentice – President Putnam County Business Council and Cold Spring Chamber of Commerce, Tim Nilson - Brewster Chamber of Commerce, Candice Sciarrillo - Brewster Chamber of Commerce and Putnam County Business Council, Allison Palais – Business Council of Westchester, Jennifer Maher – Putnam County Business Council, Henry Boyd – Carmel/Kent Chamber of Commerce, Kate Corsitto – Brewster Chamber of Commerce, Christine Picone – Mahopac Chamber of Commerce.

**SMALL BUSINESS RECOGNITION MONTH – NOVEMBER 2023**

**WHEREAS**, small business constitutes the single most important segment of our free enterprise system and our small businesspeople are the backbone of our economy; and

**WHEREAS**, a successful small business is evidence of the independence, initiative, and hard work of the owner/operator and this spirit has been, and will continue to play an important role in maintaining and improving the vitality of our community; and

**WHEREAS**, small businesspeople take a leading role in civic affairs to improve the quality of life in our communities; and

**WHEREAS**, with the assistance of the Putnam County Business Council and the local Chambers of Commerce, small businesspeople provide a variety of services, both business and social, to the community at large; and

**WHEREAS**, small businesses have and will continue to provide employment opportunities for our residents and contribute conveniences and services, both in-person and on-line, to our communities; and

**WHEREAS**, the November-December holiday season is important to the annual success of many of our small businesses; now therefore be it

**RESOLVED**, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim November 2023 as Small Business Recognition Month and urge all citizens to join them in recognizing the contributions small businesses make to county-wide development and Shop Small Business to support our local small businesses so that they can remain vital and flourish in Putnam County.

Chairman Jonke presented the “World Kindness Day” proclamation to Megan Castellano - Program Executive Director of Guardian Revival & Co-Chair of Putnam County Suicide Prevention Task Force, Pastor Jennifer Boyd – Trinity Lutheran Church, Marla Behler – Executive Director of the Putnam County Child Advocacy Center & Co-Chair of Putnam County Suicide Prevention Task Force.

**WORLD KINDNESS DAY – NOVEMBER 13, 2023**

**WHEREAS**, Since its inception by the World Kindness Movement in 1998, World Kindness Day has been recognized globally each year on November 13<sup>th</sup>. This observance promotes and encourages acts of kindness on an individual and community level with the intention of fostering a continuous culture of compassion and generosity; and

**WHEREAS, World Kindness Day highlights the positive impact intentional acts of kindness can have, especially when they are based upon the foundation of empathy, understanding, and cooperation; and**

**WHEREAS, there are a multitude of ways everyone can participate in World Kindness Day. These can include spreading positivity and inspiring others to be kind, volunteering at a local organization, donating to a charitable cause, performing a random act of kindness throughout your day, and being a positive role model for young children in your life to teach them the importance of being kind to others; now therefore be it**

**RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim November 13, 2023 as World Kindness Day and encourage all citizens to participate in their own way, making Putnam County an ever better place to live.**

**Item #4 - Acceptance of Minutes – Regular Meeting – September 5, 2023  
Regular Meeting – October 3, 2023  
B&F Meeting - Budget Presentation – October 5, 2023  
1<sup>st</sup> Public Hearing – 2024 Budget – October 5, 2023  
2<sup>nd</sup> Public Hearing – 2024 Budget – October 25, 2023**

**The minutes were accepted as submitted.**

**Item #5 - Correspondence  
a) County Auditor**

**There was no activity during this reporting period.**

**Item #6 - Pre-filed resolutions:**

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

**Item #6a - Approval/ Budgetary Amendment (23A060)/ Emergency Services/ FY2023 State Homeland Security Program (SHSP) Grant was next. Chairman Jonke recognized Legislator Castellano, Chairman of the Audit & Administration Committee. On behalf of the members of the Committee, Legislators Ellner and Gouldman, Legislator Castellano moved the following:**

**RESOLUTION #223**

**APPROVAL/ BUDGETARY AMENDMENT (23A060)/ EMERGENCY SERVICES/ FY2023 STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT**

**WHEREAS, at the April 17, 2023 Protective Services Committee meeting, Emergency Services Commissioner, Robert Lipton, informed the Committee of the FY2023 State Homeland Security Program (SHSP) grant opportunity; and**

**WHEREAS, on September 14, 2023, Putnam County was awarded \$234,731 under this FY2023 (SHSP) grant; and**

**WHEREAS, funding is provided by the U.S. Department of Homeland Security, Federal Emergency Agency (FEMA) and administered by the NYS Division of Homeland Security and Emergency Services (DHSES) on behalf of FEMA; and**

WHEREAS, per Federal guidelines, at least 35% (\$82,156) of the award must be directed towards law enforcement terrorism prevention activities; and  
 WHEREAS, there are no matching funds required and the performance period for this grant is September 1, 2023 through August 31, 2026; and  
 WHEREAS, the Commissioner of Emergency Services has requested a budgetary amendment (23A060) 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:**

10398901 54330 10210	Medical Supplies	20,000
10398901 52195 10210	Rescue Equipment	42,231
10398901 52695 10210	Rescue Equipment	90,344
10364501 54646 10210	Contracts	<u>82,156</u>
		<b>234,731</b>

**Increase Estimated Revenues:**

10398901 440891 10210	Federal Aid – FY23 SHSP	152,575
10364501 440891 10210	Federal Aid – FY23 SHSP	<u>82,156</u>
		<b>234,731</b>

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

**BY POLL VOTE: ALL AYES. LEGISLATOR CROWLEY WAS ABSENT. MOTION CARRIES.**

Item #6b - Approval/ Budgetary Amendment (23A063)/ Commissioner of Finance/ Taxes and Assessments on County Owned Property was next. On behalf of the members of the Audit & Administration Committee, Legislators Ellner and Gouldman, Legislator Castellano moved the following:

**RESOLUTION #224**

**APPROVAL/ BUDGETARY AMENDMENT (23A063)/ COMMISSIONER OF FINANCE/ TAXES AND ASSESSMENTS ON COUNTY OWNED PROPERTY**

WHEREAS, the Commissioner of Finance Michael Lewis has requested a budgetary amendment (23A063) to cover the shortfall in the 2023 Adopted Budget due to additional parcels acquired through foreclosure on the 2014 and 2015 Lien years that were not included during the projected 2023 budget process; 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 Revenues:**

10131000	Finance	
424011	Interest & Earnings	53,000

**Increase Appropriations:**

<b>10136400</b>	<b>Taxes &amp; Assessments on Cnty Owned Property</b>	
<b>54911</b>	<b>Tax and Assessment</b>	<b>53,000</b>

**2023 Fiscal Impact – 0 –**

**2024 Fiscal Impact – 0 –**

**BY POLL VOTE: ALL AYES. LEGISLATOR CROWLEY WAS ABSENT. MOTION CARRIES.**

**Item #6c - Approval/ Budgetary Amendment (23A064)/ Health Department/ Preschool Program Increased Costs was next. On behalf of the members of the Audit & Administration Committee, Legislators Ellner and Gouldman, Legislator Castellano moved the following:**

**RESOLUTION #225**

**APPROVAL/ BUDGETARY AMENDMENT (23A064)/ HEALTH DEPARTMENT/ PRESCHOOL PROGRAM INCREASED COSTS**

**WHEREAS, the New York State Education Department has increased the Special Educational Itinerant Teacher (SEIT) rate by \$3.00 per half hour; and**

**WHEREAS, many of our Center-Based programs' tuition rates were increased as well; and**

**WHEREAS, the number of children that attend one (1) of our Center-Based programs has increased due to various reasons, such as: post-covid, increase in population of Spanish speaking community, and limited space in our head start and community daycares; and**

**WHEREAS, the Interim Commissioner of Health has requested a budgetary amendment (23A064) to cover the unforeseen increased costs associated with the Preschool Program; 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:**

**Increase Appropriations:**

<b>10296000 54414</b>	<b>Preschool – Care at Private Institution</b>	<b>520,000</b>
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**Decrease Appropriations:**

<b>10199000 54980</b>	<b>General Contingencies</b>	<b>210,600</b>
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**Increase Estimated Revenues:**

<b>10296000 432773</b>	<b>Preschool – Ed &amp; Transportation 3-5</b>	<b>309,400</b>
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**2023 Fiscal Impact – 210,600**

**2024 Fiscal Impact – 0 –**

**BY POLL VOTE: ALL AYES. LEGISLATOR CROWLEY WAS ABSENT. MOTION CARRIES.**

**Item #6d - Approval/ Budgetary Amendment (23A065)/ Sheriff's Department/ Axon Body Cameras was next. On behalf of the members of the Audit & Administration Committee, Legislators Ellner and Gouldman, Legislator Castellano moved the following:**

**Legislator Montgomery explained that when we submitted the police policy to New York State we promised to put our policies on the County's website. She stated that we are not compliant with the policy we adopted since it is still not posted on the website.**

**RESOLUTION #226**

**APPROVAL/ BUDGETARY AMENDMENT (23A065)/ SHERIFF'S DEPARTMENT/ AXON BODY CAMERAS**

**WHEREAS, the Commissioner of Finance has requested a budgetary amendment (23A065) to properly account for the agreement to finance the cost of purchasing equipment through February 2026; and**

**WHEREAS, on the recommendation of the County's independent auditors PKF O'Connor Davies LLP, appropriations associated with this transaction are being moved to the Debt Service Fund; 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:**

<b>Increase Appropriations:</b>		
<b>10990100 59057</b>	<b>Transfer Out – Debt Service</b>	<b>183,171</b>
<b>Decrease Appropriations:</b>		
<b>10311000 52680</b>	<b>Other Equipment</b>	<b>183,171</b>

**DEBT SERVICE FUND:**

<b>Increase Appropriations:</b>		
<b>V9710000 56161</b>	<b>IPA – Axon Body Cameras – Principal</b>	<b>173,669</b>
<b>V9710000 57161</b>	<b>IPA - Axon Body Cameras – Interest</b>	<b><u>9,502</u></b>
		<b>183,171</b>
<b>Increase Estimated Revenues:</b>		
<b>V971000 428601</b>	<b>Transfer In – General Fund</b>	<b>183,171</b>
	<b>2023 Fiscal Impact – 0 –</b>	
	<b>2024 Fiscal Impact – 0 –</b>	

**BY POLL VOTE: ALL AYES. LEGISLATOR CROWLEY WAS ABSENT. MOTION CARRIES.**

**Item #6e - Approval/ Department of Public Works/ Use of Capital Facility Reserve/ (23CP17) (Countywide Furniture & Furnishings) On behalf of the members of the Audit & Administration Committee, Legislators Ellner and Gouldman, Legislator Castellano moved the following:**

**RESOLUTION #227**

**APPROVAL/ DEPARTMENT OF PUBLIC WORKS/ USE OF CAPITAL FACILITY RESERVE/ (23CP17) (Countywide Furniture & Furnishings)**

**WHEREAS, Commissioner of Public Works Thomas Feighery has proposed the use of \$100,000 from the Capital Facility Reserve to fund Project #23CP17 – Countywide Furniture & Furnishings; and**

**WHEREAS, many County Departments have aging furniture and furnishings that are in need of replacement; and**

**WHEREAS, during budget preparation, several budget lines related to furniture and furnishings were not funded; and**

**WHEREAS, the County Executive would like to fulfill the furniture and furnishings requests of these Departments in need as soon as possible through the Capital Facility Reserve; and**

**WHEREAS, there is currently a surplus in the Central Services Leasing/Rental account that can be used to wholly offset this CP funding, resulting in no fiscal impact; and**

**WHEREAS, the Director of Purchasing and the Commissioner of Finance has proposed the use of \$100,000 to fulfill this initiative set forth by the County Executive; and**

**WHEREAS, the Audit & Administration Committee has reviewed and approved this request; now therefore be it**

**RESOLVED, that the Putnam County Legislature approves and authorizes the expenditure of 100,000 from the Capital Facility Reserve fund budget line 55197000 53000 51509, which will be funded from the Central Services Vehicle Leasing/ Rental account per Budgetary Amendment (23A067), as follows:**

**23CP17 – Countywide Furniture & Furnishings**

**Project cost not to exceed \$100,000**

**BY POLL VOTE: ALL AYES. LEGISLATOR CROWLEY WAS ABSENT. MOTION CARRIES.**

**Item #6f - Approval/ Budgetary Amendment (23A067)/ Purchasing Department/ Purchasing of Furniture for County Departments was next. On behalf of the members of the Audit & Administration Committee, Legislators Ellner and Gouldman, Legislator Castellano moved the following:**

**RESOLUTION #228**

**APPROVAL/ BUDGETARY AMENDMENT (23A067)/ PURCHASING DEPARTMENT/ PURCHASING OF FURNITURE FOR COUNTY DEPARTMENTS**



**WHEREAS, during the 2024 budget preparation stages, several budget lines related to Furniture & Furnishings were not funded; and**

**WHEREAS, County Executive Byrne indicated that he would like to consider accommodating department requests sooner rather than later; and**

**WHEREAS, Purchasing Director Tully has identified a surplus in the Central Services – Vehicle Leasing/Rental account which could fund a Central Services Furniture account with no fiscal impact; and**

**WHEREAS, Commissioner of Finance Lewis has requested a budgetary amendment (23A067) to fund said account; 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:**

**Increase Appropriations:**

<b>10990100 59020</b>	<b>Transfer Out – Capital</b>	<b>100,000</b>
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**Decrease Appropriations:**

<b>10161000 54210</b>	<b>Vehicle Leasing/ Rental</b>	<b>100,000</b>
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**CAPITAL FUND:**

**Increase Appropriations:**

<b>55197000 532317 51509</b>	<b>23CP17 – Countywide Furniture And Fixtures</b>	<b>100,000</b>
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**Increase Estimated Revenues:**

<b>55197000 428601 51509</b>	<b>Transfer In – General Fund</b>	<b>100,000</b>
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**2023 Fiscal Impact – 0 –**

**2024 Fiscal Impact – 0 –**

**BY POLL VOTE: ALL AYES. LEGISLATOR CROWLEY WAS ABSENT. MOTION CARRIES.**

**Item #6g - Approval/ Fund Transfer (23T312) / Department of Public Works/ Temporary was next. On behalf of the members of the Audit & Administration Committee, Legislators Ellner and Gouldman, Legislator Castellano moved the following:**

**RESOLUTION #229**

**APPROVAL/ FUND TRANSFER (23T312) / DEPARTMENT OF PUBLIC WORKS/ TEMPORARY**

**WHEREAS, the Commissioner of Public Works has requested a fund transfer (23T312) for Temporary to cover Auto Mechanic Vacant position; 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:**

<b>Decrease:</b>		
<b>10513000 51000 (103)</b>	<b>Personnel Services</b>	<b>5,000</b>
	<b>Diesel Mechanic</b>	

<b>Increase:</b>		
<b>10513000 51094</b>	<b>Temporary</b>	<b>5,000</b>

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

**BY POLL VOTE: ALL AYES. LEGISLATOR CROWLEY WAS ABSENT. MOTION CARRIES.**

**Item #6h - Approval/ Fund Transfer (23T343)/ Health Department/ Health Department/ Preschool Itinerant Services was next. On behalf of the members of the Audit & Administration Committee, Legislators Ellner and Gouldman, Legislator Castellano moved the following:**

**RESOLUTION #230**

**APPROVAL/ FUND TRANSFER (23T343)/ HEALTH DEPARTMENT/ PRESCHOOL ITINERANT SERVICES**

**WHEREAS, the New York State Education Department has increased the Special Educational Itinerant Teacher (SEIT) rate by \$3.00 per half hour; and**

**WHEREAS, many of our Center-Based programs' tuition rates were increased as well; and**

**WHEREAS, the number of children that attend one (1) of our Center-Based programs has increased due to various reasons, such as: post-covid, increase in population of Spanish speaking community, and limited space in our head start and community daycares; and**

**WHEREAS, the Interim Commissioner of Health has requested a fund transfer (23T343) to cover the unforeseen increased costs associated with the Preschool Program; 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:**

<b>Decrease:</b>		
<b>10296000 54678</b>	<b>Preschool – Leased Transportation</b>	<b>170,000</b>

<b>Increase:</b>		
<b>10296000 54441</b>	<b>Preschool – Itinerant Serv.</b>	<b>170,000</b>

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

**BY POLL VOTE: ALL AYES. LEGISLATOR CROWLEY WAS ABSENT. MOTION CARRIES.**

**Item #6i – Approval/ Confirmation/ Appointment/ Commissioner of Planning, Development & Public Transportation was next. On behalf of the members of the Audit & Administration Committee, Legislators Ellner and Gouldman, Legislator Castellano moved the following:**

**Legislator Castellano explained that an interview process was conducted recently and there is an outstanding candidate to consider for approval. He stated that there were a lot of great candidates. He stated that he was proud to bring forward Barbara Barosa as the Commissioner of Planning, Development & Public Transportation for the County of Putnam.**

**Legislator Nacerino stated that Ms. Barosa has many years of experience in planning. She congratulated her on this appointment.**

**Legislator Montgomery thanked the County Executive for recognizing and moving forward this recommendation to appoint Ms. Barosa as the Commissioner of Planning. She believed this was one of the most important positions in our County. She explained that she has witnessed Ms. Barosa’s great work for many years since 2013 when she was involved in local government.**

**Legislator Sayegh stated that she was happy to have Ms. Barosa as the Commissioner of Planning. She stated that she has a wealth of knowledge for the County. She stated that she was happy to approve this appointment.**

**Chairman Jonke congratulated Ms. Barosa on this appointment. He stated that she has worked for the County for quite some time, and it was nice to have someone working in the County move into this position. He stated that she has worked very hard over the years securing grants for the County and working on the revitalization in the Village of Brewster.**

**RESOLUTION #231**

**APPROVAL/ CONFIRMATION/ APPOINTMENT/ COMMISSIONER OF PLANNING, DEVELOPMENT & PUBLIC TRANSPORTATION**

**WHEREAS, County Executive Kevin M. Byrne has appointed Barbara Barosa as Commissioner of Planning, Development & Public Transportation, pursuant to Article 5-A, Section 5-A.01 of the Putnam County Charter; and**

**WHEREAS, Barbara Barosa possesses the requisite knowledge, experience, and qualifications to serve as the Commissioner of Planning, Development & Public Transportation for the County of Putnam; and**

**RESOLVED, that the Legislature hereby confirms the appointment of Barbara Barosa as the Commissioner of Planning, Development & Public Transportation for the County of Putnam, pursuant to Article 5-A, Section 5-A.01 of the Putnam County Charter; and be it further**

**RESOLVED, that Barbara Barosa shall serve at the pleasure of the County Executive in accordance with the provisions of Section 5-A.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.

BY POLL VOTE: ALL AYES. LEGISLATOR CROWLEY WAS ABSENT. MOTION CARRIES.

Item #6j - Approval/ Semi-Annual Mortgage Tax Report/ April 1, 2023 through September 30, 2023 was next. On behalf of the members of the Audit & Administration Committee, Legislators Ellner and Gouldman, Legislator Castellano moved the following:

RESOLUTION #232

APPROVAL/SEMI-ANNUAL MORTGAGE TAX REPORT/ APRIL 1, 2023 THROUGH SEPTEMBER 30, 2023

WHEREAS, upon receipt of approval of the Semi-Annual Report showing the amounts to be credited to each district of the County of the money collected during the period April 1, 2023 through September 30, 2023 from the New York State Department of Taxation and Finance, the Putnam County Audit and Administration Committee reviewed and hereby forwards same to the Putnam County Legislature; now therefore be it

RESOLVED, that pursuant to Section 261 of the Tax Law, the Putnam County Legislature issues tax warrants for the payment to the respective districts of the amounts so credited and authorizes and directs the Commissioner of Finance to make a payment of said amounts to the respective district in accordance with the report as follows:

Town of Carmel	\$ 375,095.30
Town of Kent	191,155.25
Town of Patterson	151,591.54
Town of Philipstown	
Village of Cold Spring	12,439.39
Village of Nelsonville	3,510.63
Town Outside	149,445.94
Town of Putnam Valley	148,974.20
Town of Southeast	
Village of Brewster	7,001.09
Town Outside	<u>226,353.74</u>
Total	\$1,265,567.08

**BY POLL VOTE: ALL AYES. LEGISLATOR CROWLEY WAS ABSENT. MOTION CARRIES.**

**Item #6k - Approval/ Resolution of the Legislature of the County of Putnam, providing an exemption from sales and compensating use taxes for receipts from retail sales of, and consideration given or contracted to be given for, certain clothing and footwear, pursuant to the authority of Article 29 of the Tax Law of the State of New York was next. On behalf of the members of the Audit & Administration Committee, Legislators Ellner and Gouldman, Legislator Castellano moved the following:**

**Legislator Castellano explained that anyone purchasing clothing and footwear in Putnam County between March 1, 2024 through March 1, 2026 will receive a sales tax exemption. He stated that the future Legislature can review this and decide whether to extend it past March 1, 2026.**

**Legislator Gouldman explained that the sales tax relief pertained to the purchasing of clothing and footwear costing up to \$110.00. He was glad that the County Executive proposed this resolution and hoped that his colleagues would support it. He explained that this will deliver tax relief for Putnam County residents, in addition to the lowest property tax rate for Putnam County in the last 15 years since 2008. He stated that in these trying economic times, sustainable tax relief should be a priority for all of us.**

**Legislator Sayegh explained that there are currently 10 counties in the State of New York who are participating in this program. She explained that the benefit is received by an individual when purchasing these items, allowing them to keep the savings in their pocket. She mentioned some of the items which were eligible for the sales tax exemption.**

**Chairman Jonke thanked the County Executive for this initiative. He stated that Putnam County is about giving tax relief back to our residents. He explained about the reduction on gasoline tax, and the Legislature's vote during the budget process to reduce property taxes. He stated that this grants everyone tax relief, whether you own property or not, on the purchase of clothing costing up to \$110.00. He stated that we will see how this plays out for the next two (2) years and hopefully it will continue into the future.**

#### **RESOLUTION #233**

**APPROVAL/ RESOLUTION OF THE LEGISLATURE OF THE COUNTY OF PUTNAM, PROVIDING AN EXEMPTION FROM SALES AND COMPENSATING USE TAXES FOR RECEIPTS FROM RETAIL SALES OF, AND CONSIDERATION GIVEN OR CONTRACTED TO BE GIVEN FOR, CERTAIN CLOTHING AND FOOTWEAR, PURSUANT TO THE AUTHORITY OF ARTICLE 29 OF THE TAX LAW OF THE STATE OF NEW YORK**

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

**SECTION 1. Subdivision (a) of section six of Resolution No. 85, of 1977, as amended, is amended by adding a new paragraph (19) to read as follows:**

**(19). Clothing and footwear described in paragraph (30) of subdivision (a) of section 1115 of the New York Tax Law.**

**SECTION 2. This resolution shall take effect March 1, 2024, and shall expire and be deemed repealed on March 1, 2026, and shall apply in accordance with applicable transitional provisions of the New York Tax Law.**

**BY POLL VOTE: ALL AYES. LEGISLATOR CROWLEY WAS ABSENT. MOTION CARRIES.**

**Item #7 – Other Business**

**There was no other business submitted for the meeting.**

**Item #8 – Recognition of Public on Agenda Items**

**There was no one from the public wishing to speak.**

**Item #9 - Recognition of Legislators**

**Legislator Nacerino congratulated her colleagues Legislators Addonizio, Gouldman and Sayegh on their election victories.**

**Legislator Ellner wished the Carmel High School Rams good luck this week in their sectional playoff game against Arlington High School. He stated that with Veteran's Day approaching, it was nice to see all the flags honoring our Veterans.**

**Legislator Sayegh stated that she had the opportunity to present the proclamation to our Small Businesses and Chambers of Commerce in celebration of Small Business Saturday. She explained that Giving Tuesday is celebrated on the Tuesday after Black Friday sales, which is on November 28, 2023. She encouraged everyone to consider donating to a small not-for-profit on Giving Tuesday.**

**Legislator Montgomery congratulated all the newly elected leaders in Putnam County, and especially our newly re-elected Legislators Gouldman, Addonizio and Sayegh. She stated that she looked forward to working with them in the upcoming years. She explained that she looks at Election Day as a fresh start and she takes the prayers we say before our meetings to heart regarding impartiality and having an open mind. She explained that she will always support small businesses in her town such as her request to help monetarily with the garbage removal. She explained that in honor of Veteran's Day, she was excited to be working on a project with a national program called, "Songwriting with Soldiers." She stated that she will be bringing that to Putnam County in the near future.**

**Legislator Gouldman thanked everyone for their help on his campaign, and to the residents of Putnam Valley who supported him. He stated that he will continue to work hard for them. He believed that Putnam County was a great place to live and raise a family. He stated that he would continue to fight to keep it that way. He congratulated his fellow colleagues who were re-elected. He thanked the Veterans for their service to this great country that we live in. He congratulated the Putnam Valley High School Cheerleaders who won the State Championship last week.**

**Legislator Addonizio also congratulated her colleagues on their re-election. She stated**

**that it has been an honor and privilege to represent Putnam County. She stated that she was looking forward to the next three (3) years. She stated that there is a problem with food insecurity in Putnam County and she recognized that there were many residents in need. She stated that when COVID began, approximately three (3) years ago, she worked with a non-profit organization; Second Chance Food. She stated that to this day, she has a weekly food distribution for anyone in need in Putnam County. She explained that she has many individuals who help her, and she wished she could do more. She was proud of the initiatives that have been accomplished, and she looked forward to serving the community that she loves.**

**Chairman Jonke also congratulated the three (3) Legislators on their re-election.**

**There being no further business, at 7:51 P.M., Chairman Jonke made a motion to adjourn; seconded by Legislator Ellner. 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  
REGULAR MEETING  
OF THE  
PUTNAM COUNTY LEGISLATURE  
TO BE HELD IN THE  
HISTORIC COURTHOUSE  
CARMEL, NEW YORK 10512**

**Wednesday** \_\_\_\_\_ **November 8, 2023** \_\_\_\_\_ **7:00 P.M.**

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

**PROCLAMATIONS**

**Honoring Five Carmel High School Juniors  
Helping a Veteran in Need**

**National Runaway Prevention Month**

**Supporting Operation Green Light**

**Small Business Recognition Month**

**World Kindness Day**

- 4. Acceptance of Minutes – Regular Meeting – September 5, 2023**  
**Regular Meeting – October 3, 2023**  
**B&F Meeting - Budget Presentation – October 5, 2023**  
**1<sup>st</sup> Public Hearing – 2024 Budget – October 5, 2023**  
**2<sup>nd</sup> Public Hearing – 2024 Budget – October 25, 2023**



5. Correspondence
  - a) County Auditor

6. Pre-filed resolutions:

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

- 6a. Approval/ Budgetary Amendment (23A060)/ Emergency Services/ FY2023 State Homeland Security Program (SHSP) Grant
- 6b. Approval/ Budgetary Amendment (23A063)/ Commissioner of Finance/ Taxes and Assessments on County Owned Property
- 6c. Approval/ Budgetary Amendment (23A064)/ Health Department/ Preschool Program Increased Costs
- 6d. Approval/ Budgetary Amendment (23A065)/ Sheriff's Department/ Axon Body Cameras
- 6e. Approval/ Department of Public Works/ Use of Capital Facility Reserve/ (23CP17) (Countywide Furniture & Furnishings)
- 6f. Approval/ Budgetary Amendment (23A067)/ Purchasing Department/ Purchasing of Furniture for County Departments
- 6g. Approval/ Fund Transfer (23T312) / Department of Public Works/ Temporary
- 6h. Approval/ Fund Transfer (23T343)/ Health Department/ Health Department/ Preschool Itinerant Services
- 6i. Approval/ Confirmation/ Appointment/ Commissioner of Planning, Development & Public Transportation
- 6j. Approval/ Semi-Annual Mortgage Tax Report/ April 1, 2023 through September 30, 2023
- 6k. Approval/ Resolution of the Legislature of the County of Putnam, providing an exemption from sales and compensating use taxes for receipts from retail sales of, and consideration given or contracted to be given for, certain clothing and footwear, pursuant to the authority of Article 29 of the Tax Law of the State of New York
7. Other Business
8. Recognition of Public on Agenda Items
9. Recognition of Legislators
10. Adjournment

#5a

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

**Francine Romeo**  
*Deputy County Auditor*



**COUNTY AUDITOR**

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

**TO:** Putnam County Legislature

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

**DATE:** November 28, 2023

**RE:** Refund of Taxes

This is the report for November 28, 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/ BUDGETARY AMENDMENT (23A066)/ DEPARTMENT OF SOCIAL SERVICES/  
CHILD ADVOCACY CENTER**

**WHEREAS, the Commissioner of Social Services has requested a budgetary amendment (23A066) to amend the 2023 Social Services budget to include Other than Personal Costs funded in accordance with the contract renewal awarded to the Child Advocacy Center for the period of October 1, 2023 through September 30, 2024; and**

**WHEREAS, OCFS C029459 is a multi-year agreement awarded by the NYS Office of Children & Family Services (OCFS) for the period of 10/01/22 – 9/30/25; and**

**WHEREAS, the Health, Social, Educational & Environmental Committee and 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:**

<b>22070000</b>	<b>OEOP Child Advocacy Center</b>	
<b>436233</b>	<b>Child Adv. Center</b>	<b>9,430</b>

**Increase Appropriations:**

<b>22070000</b>	<b>OEOP Child Advocacy Center</b>	
<b>54410</b>	<b>Supplies/ Materials</b>	<b>500</b>
<b>54634</b>	<b>Telephone</b>	<b>204</b>
<b>54640</b>	<b>Education &amp; Training</b>	<b>5,326</b>
<b>54646</b>	<b>Contracts</b>	<b>2,000</b>
<b>54710</b>	<b>Maintenance &amp; Repairs</b>	<b>1,000</b>
<b>54675</b>	<b>Travel</b>	<b>400</b>
		<b>9,430</b>

**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 \_\_\_\_\_



cc:all  
Health  
A+A

Reso

MICHAEL LEWIS  
Commissioner Of Finance

SHEILA BARRETT  
First Deputy Commissioner of  
Finance

DEPARTMENT OF FINANCE

October 24, 2023

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

2023 OCT 25 PM 3:51  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code 5-1, D dated February 14, 2010, I am advising you of the following request to amend the 2023 Department of Social Services budget which has been submitted for approval.

Increase Estimated Revenues:

22070000 436233 OEOP Child Advocacy Center - Child Advocacy Center \$ 9,430.00

Increase Appropriations:

22070000	OEOP Child Advocacy Center	
54410	Supplies /Materials	500.00
54634	Telephone	204.00
54640	Education & Training	5,326.00
54646	Contracts	2,000.00
54710	Maintenance & Repairs	1,000.00
54675	Travel	400.00 ✓
		<u>\$ 9,430.00</u>

2023 Fiscal Impact -0-  
2024 Fiscal Impact -0-

This amendment to the 2023 Social Services budget will include Other than Personal Costs funded in accordance with the following contract renewal awarded to the Child Advocacy Center for the period October 1, 2023 through September 30, 2024.

OCFS C029459 is a multi-year agreement awarded by the NYS Office of Children & Family Services (OCFS) for the period 10/1/22 – 9/30/25. Supporting documents are attached.

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 **23A066**

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

KEVIN BYRNE  
County Executive

MICHAEL J. PIAZZA, Jr.  
Commissioner  
37A298@dfa.state.NY.US

SARA SERVADIO  
Deputy Commissioner  
Sara.Servadio@dfa.state.NY.US

GRACE M. BALCER  
Fiscal Manager  
37A279@dfa.state.NY.US



ELIZABETH BARCAVAGE  
Director of Eligibility  
Elizabeth.Barcavage@dfa.state.NY.US

FRANK MAROCCO, ESQ.  
Director of Children and  
Family Services  
Frank.Marocco@dfa.state.NY.US

FAYE THORPE, ESQ.  
Counsel for DSS  
Faye.Thorpe@dfa.state.NY.US

DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

**MEMORANDUM**

**TO:** Michael Lewis  
Commissioner of Finance

**FROM:** Grace Balcer  
Fiscal Manager  

**DATE:** 10/18/23

**RE:** 2023 DSS Budgetary Amendment

Your approval is requested to amend the 2023 DSS budget to include Other than Personal Costs funded in accordance with the following contract renewal awarded to the Child Advocacy Center for the period 10/1/23 – 9/30/24.

OCFS C029459, a multi-year agreement awarded by the NYS Office of Children & Family Svcs. (OCFS) 10/1/22 – 9/30/25 – (Supporting documentation attached).

Increase Appropriations:

22070000	OEOP Child Advocacy Center	
54410	Supplies/Materials	\$ 500
54634	Telephone	204
54640	Education/Training	5,326
54646	Contracts	2,000
54710	Maint./Repairs	1,000
54675	Travel	400
	Total Appropriations	\$9,430

(2)

Increase Estimated Revenues:

22070000	Child Advocacy Center	
436233	Child Advocacy Center	\$9,430
	Total Estimated Revenues:	\$9,430
	Fiscal Impact (23)	-0-
	Fiscal Impact (24)	-0-

Should you have any questions or require additional information, please do not hesitate to contact me.

## Balcer, Grace (DFA)

---

**From:** Clark, Kathryn (OCFS)  
**Sent:** Thursday, October 05, 2023 9:15 AM  
**To:** Behler, Marla (EXT-DFA5-A37); Balcer, Grace (DFA)  
**Subject:** C029459 - Putnam CAC - 2023-24 (Year 2) BOE/Claiming Docs  
**Attachments:** Contractual Consultant Breakdown.xlsx; Inventory Form Rv. 3-16-2023.xlsx; Quarterly-Annual Report MDT-CACs FY10.1.23-9.30.24.docx; C029459 - Putnam County Department of Social Services - Yr 2 - Rev 10.4.23 - KC.xlsx

Good Morning Marla & Grace,

Your MDT/CAC contract has been approved for the 2023-24 fiscal year.

Please see the following important information along with the attached. Let me know if there are any questions or concerns, or if there's anything else you I can assist you with.

40% Advances & Advance Recoup (33.3) - Q2, Q3, Q4  
Administrative Costs Cap: 10%

**Requirements:**

- Program Report, Breakdown of Expenses (BOE).
  - If Q4 claim, Final Report
- Contractual/Consultant Breakdown Form, if applicable.
  - All relevant agreements must be uploaded to contract documents.
- Inventory Form, if applicable.
  - Q1 (Oct - Dec) - Due Jan 30
  - Q2 (Jan - Mar) - Due Apr 30
  - Q3 (Apr - Jun) - Due Jul 30
  - Q4 (Jul - Sept) - Due Oct 30

Job aids are available to assist with claiming on the OCFS website:

<https://ocfs.ny.gov/main/contracts/cms/>

Thank you,

**Kathryn Clark**

Program Manager | Child & Family Safety Unit  
**New York State Office of Children & Family Services**  
Bureau of Protective Practices | Child Welfare & Community Services  
52 Washington Street, Room 337 North  
Rensselaer, NY 12144  
Phone (518) 402-1369 | Fax (518) 402-6824  
[Kathryn.Clark@ocfs.ny.gov](mailto:Kathryn.Clark@ocfs.ny.gov) | [ocfs.ny.gov](https://ocfs.ny.gov)

## Budget Spending Adjustment Justification Narrative

**Agency Name: Putnam County DSS/CAC**

**Contract #: C029459**

**Contract Term: 10/1/2022 – 9/30/2025**

**Contract Period: 10/1/23-9/30/2024**

**Request Period from: 10/1/2023-9/30/2024**

**Adjustment Number: 1**

### **JUSTIFICATION/REASON FOR REQUEST:**

Due to increased funding for year two and changes to program needs and claiming, we are requesting funding be reallocated as follows:

### **REQUESTED SPENDING ADJUSTMENT Revision + or -:**

#### **Personal Services:**

- Line Item: Program Staff:  $85,047 - 5000 = 80,047$
- Line Item: Fringe Benefits:  $39,402 + 5,488 = 44,890$

Adjustments are needed to accommodate an increase in hours for the office manager position (from 28 to 30 hours per week). This increase in hours will result in an increase for fringe benefits. The balance of salaries and fringe will be covered by alternate funding sources. Additionally, salaries are adjusted based on the approved 2024 county contract.

#### **Non-Personal Services:**

- Line Item: Consultants/Contractual:  $19,598 + 3,000 = 22,598$ 
  - \$17,039- Prosecutor: \$17,039
  - \$2,000 - Trainer for TF-CBT advance topics - Funds will be used to contract with trainer to provide TF-CBT training for clinicians to treat youth with problematic sexual behaviors. Details are described in our workplan.
  - \$999 – Copier lease
  - \$1,560- Storage Unit Rental
  - \$1,000 – Painting - Funds will be used to support work being done to improve the appearance of the back entranceway where clients now park and enter the CAC. Details are described in our workplan.
- Line item: Travel/Per Diem:  $800 + 900 = 1,700$ 
  - \$900 – Local Travel
  - \$800- Out of Area/State Travel

In accordance with OCFS claiming, funds will be allocated from training to now charge Out of Area/State Travel in accordance with the definition for program staff attending trainings and meetings throughout the year.

- Line item: Equipment:  $0 + 0 = 0$



## Budget Spending Adjustment Justification Narrative

- Line item: Supplies:  $1,753 + 1,368 = 3,121$ 
  - \$500 - Office supplies
  - \$2,300 - Program supplies Additional funds will be used to purchase outreach items and pinwheels for our Pinwheels for Prevention program in April.
  - \$321 - Printing/outreach- Funds will be used to print program brochures and other relevant material.
  
- Line item: Other Expenses:  $6,221 + 1,280 = 7,501$ 
  - \$950 - Dues and Membership
  - \$2000 - Technology/Communication Expenses
  - \$ 25- Postage/Shipping
  - \$4,526 Training and Staff Development

Additional funds will be used to cover the increase in internet service and office phones for program staff.

## Budget Spending Adjustment Form

Request Date	8/9/2023	Effective Date	
OCFS Contract #	CO29459		
Agency Name	Putnam County Department of Social Services		
Agency Contact	Marla Behler		
OCFS Program Contact	Kathryn Clark		

Adjustment Number	
Contract Term	10/1/2022-9/30/2025
Contract Period	10/1/2023-9/30/2024
Contact Phone	845-808-1400
Program Phone	

	Approved Budget Amount	Requested Spending Adjustment Revision + or -	Previously Approved Spending Adjustments	Cumulative Spending Adjustments	Revised Total Spending	Variation From Approved Budget (*)
<b>COST CATEGORIES</b>						
<b>A. Personal Services</b>						
1. Program Staff	85,047.00	(5,000.00)		(5,000.00)	80,047.00	-3.27%
2. Fringe Benefits	39,402.00	5,488.00		5,488.00	44,890.00	3.59%
<b>3. Sub-Total of lines (1 + 2)</b>	<b>124,449.00</b>	<b>488.00</b>	-	<b>488.00</b>	<b>124,937.00</b>	<b>3.59%</b>
<b>B. Non-Personal Services</b>						
4. Consultants/Contractual	19,598.00	3,000.00		3,000.00	22,598.00	1.96%
5. Travel/Per Diem	800.00	900.00		900.00	1,700.00	0.59%
6. Equipment	-	-		-	-	0.00%
7. Supplies	1,753.00	1,368.00		1,368.00	3,121.00	0.90%
8. Other expenses	6,221.00	1,280.00		1,280.00	7,501.00	0.84%
<b>9. Sub-Total (Sum of lines 4 to 9)</b>	<b>28,372.00</b>	<b>6,548.00</b>	-	<b>6,548.00</b>	<b>34,920.00</b>	<b>4.28%</b>
<b>C. Project Total (Lines 3 &amp; 9)</b>	<b>152,821.00</b>	<b>7,036.00</b>	-	<b>7,036.00</b>	<b>159,857.00</b>	<b>7.88%</b>
Administrative Expenses: Not to exceed 15% of budget funds if State funded.**				-	-	

**IMPORTANT**

- 1) All spending Adjustments must be submitted and approved **prior** to the effective date. For changes affecting operational adjustments please see paragraph 3 of the guidelines.
- 2) Written Justification must be attached for all proposed changes. Attach any supporting documentation with the justification.  
Justification must explain how the proposed change(s) will affect the project, including completion of services or the performance targets and milestones.
- 3) This form, justification and any additional supporting documentation must be submitted to your OCFS Program Manager for review prior to the requested effective date.
- 4) This Budget Spending adjustment **IS NOT** approved until reviewed and signed by your OCFS Program Manager and the OCFS Bureau of Contract Management.

\*A Budget Modification is a separate document and requires OSC approval once over-spending of any combination of budget categories exceeds a total of 10% of the contract value for contracts up to \$5 million (or 5% for those over \$5 million).

\*\*5) If you are federally funded please consult with your OCFS Program Manager to determine if you have a different cap for administrative expenses.

Vendor Signature	Date
OCFS Program Manager Signature	Date

OCFS Bureau of Contract Management	Date
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									\$0.00	\$0.00	\$0.00
									\$0.00	\$0.00	\$0.00
									\$0.00	\$0.00	\$0.00
									\$0.00	\$0.00	\$0.00
									\$0.00	\$0.00	\$0.00
									\$0.00	\$0.00	\$0.00
									\$0.00	\$0.00	\$0.00
<b>8 - Other Total</b>		<b>\$7,501.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,501.00</b>	<b>\$0.00</b>
<b>Non-Personnel Services Total</b>		<b>\$34,920.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$34,920.00</b>	<b>\$0.00</b>
<b>GRAND TOTAL</b>		<b>\$159,857.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$159,857.00</b>	<b>\$0.00</b>

**ADVANCE REPAYMENT**

Date

For State funded contracts this section is not applicable. The advance and the repayment will be in accordance with Attachment D of your contract.  
 For Federally funded contracts that received an advance this section must be completed. As required by your contract the advance must be repaid by the third quarter.

Repayment		\$0.00							\$0.00	\$0.00
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**MATCH**

Required Local Share/Match	0	\$0.00	Enter \$	Enter \$	Enter \$	Enter \$			\$0.00	\$0.00
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**Instructions:**

**Main expense report**

In Column A (budget categories), provide a brief description of each line expense. This must align with your approved budget.  
 In Column C (Annual Budget Amount), provide the budget amount for each line item. This must align with your approved budget for the period being claimed against and can only be modified when a Budget Modification Amendment is processed and approved. A spending adjustment does not legally alter the approved budget.  
 In Column D (Approved Spending Adj), Enter the amount from your most recently approved spending adjustment. Remember, a spending adjustment does not legally alter the approved budget. Spending adjustments are to account for budget overruns.  
 Columns E, F, G and H (Quarterly expenses): provide expenditures for each quarter to match amount of each quarterly claim submitted in CMS.  
 If the amount in the Remaining Balance column is negative you should have an APPROVED Spending Adjustment form or Budget Modification that addresses the overage.

**Advance Repayment**

In Column C, enter the amount of the original advance issued on the contract  
 In Columns E, F, G and H enter the amount of the advance that is being recouped against the claim.  
 Any advance not accounted for by the end of the claiming period will need to be repaid to OCFS. For Federal funded contracts the advance must be repaid by the third quarter.

**Match**

In column B enter the appropriate percent of Local Share/Match for the period being claimed.  
 In columns E, F, G, and H enter the amount of Local Share/Match for the period being claimed.  
 By the end of the claiming period Local Share/Match MUST be equal to or greater than the required amount. If it does not your final claim may be adjusted accordingly

WORKSHEET FOR OCFS GRANT RENEWAL  
 CONTRACT # C029459 10/1/23-9/30/24

		10/23-9/24	REQUESTED	2023
OTHER THAN PERS. SERVICES		GRANT	2024	
		<u>BUDGET</u>	<u>CTY BGT</u>	<u>BUDGET AMEND</u>
		annualized	annualized	Unspent funds in 2023 will be rolled over to 2024
54410	Program Supplies	2,300	1,800	500
54634	Telephone	2,000	1,796	204
54640	Ed/Training	4,526	0	4,526
54646	Contracts	2,000	0	2,000
54710	Maint/Repairs	1,000	0	1,000
54675	Travel local	900	500	400
54640	out-of-state	800		800
		13,526	4,096	9,430

10/17/23

#6b

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ BUDGETARY AMENDMENT (23A069)/ HEALTH DEPARTMENT/  
ADOLESCENT TOBACCO USE PREVENTION ACT (ATUPA) FINES**

**WHEREAS, the Interim Commissioner of Health has requested a budgetary amendment (23A069) to recognize the 50% of ATUPA fines that are collected to maintain and enhance tobacco cessation education; and**

**WHEREAS, the Commissioner of Health requests that any of these funds that are unspent by year-end be rolled over to 2024 to further assist with their efforts towards education and prevention regarding tobacco and vaping products; and**

**WHEREAS, the Health, Social, Educational & Environmental Committee and the Audit & Administration Committee has reviewed and approved said budgetary amendment; now therefore be it**

**RESOLVED, that the following budgetary amendment be made:**

**Increase Revenues:**

**12401000 416032                      ATUPA – Reserve                      9,362**

**Increase Expenses:**

**21401000 54410                      Health Education – Supplies/Materials                      1,400**

**21401000 54989                      Health Education – Miscellaneous                      7,962**

**9,362**

**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 \_\_\_\_\_

cc All Health A+A

Reso



MICHAEL LEWIS  
Commissioner Of Finance

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

November 8, 2023

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

2023 NOV - 8 PM 1:57  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2023 Health Department budget:

**Increase Revenues:**

**12401000 416032 ATUPA – Reserve \$9,362.00**

**Increase Expenses:**

**21401000 54410 Health Education – Supplies/Materials \$1,400.00**  
**21401000 54989 Health Education – Miscellaneous 7,962.00**  
**\$9,362.00**

2023 Fiscal Impact - 0  
2024 Fiscal Impact -0-

This amendment is required to recognize the 50% of Adolescent Tobacco Use Prevention Act (ATUPA) fines that are collected to maintain and enhance tobacco cessation education. The Health Department respectfully requests that any of these funds that are unspent by year-end be rolled over to 2024 to further assist with their efforts towards education and prevention regarding tobacco and vaping products.

AUTHORIZATION:

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

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

Date \_\_\_\_\_ Chairperson Audit/Designee: \$0 - \$10,000.00 **23A069**

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



**PUTNAM COUNTY DEPARTMENT OF HEALTH**

1 Geneva Road, Brewster, NY 10509 ■ 845-808-1390  
www.putnamcountyny.gov/health

A PHAB-ACCREDITED HEALTH DEPARTMENT

**Kevin M. Byrne**  
COUNTY EXECUTIVE

**Michael J. Nesheiwat, MD**  
INTERIM COMMISSIONER OF HEALTH

## MEMORANDUM

**TO:** Mike Lewis, Commissioner of Finance  
**FROM:** William A. Orr, Jr., Senior Fiscal Manager  
**DATE:** November 7<sup>th</sup>, 2023  
**RE:** Budgetary Amendment

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

<b>Increase Revenue Budget Line: 12401000-416032</b>	<b>\$9362.00</b>
ATUPA-Reserve	
<b>Increase Expense Line: 21401000-54410</b>	<b>\$ 1400.00</b>
Health Education-Non-Office Supplies	
<b>Increase Expense Line: 21401000-54989</b>	<b><u>\$7962.00</u></b>
Health Education-Miscellaneous	
<b>TOTAL</b>	<b>\$9362.00</b>

The Health Education Program is allotted up to 50% of ATUPA (Adolescent Tobacco Use Prevention Act) fine money that is collected, for use in maintaining and enhancing tobacco cessation education. Funds that are not spent in 2023 will be rolled over to 2024 to continue to enhance Health Education efforts towards education and prevention regarding tobacco and vaping products.



#6c

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ BUDGETARY AMENDMENT (23A071)/ SHERIFF/ DEPARTMENT OF SOCIAL SERVICES/ GRANT AWARD / IMPLEMENTATION OF POLICE & MENTAL HEALTH CO-RESPONSE TEAM/ MENTAL HEALTH CLINICIAN POSITION**

**WHEREAS, at the Health, Social, Educational & Environmental Committee meeting on May 9, 2023, and the Protective Services Committee meeting on May 17, 2023, Putnam County Sheriff McConville, Commissioner of Social Services Michael Piazza and Deputy Commissioner of Social Services Sara Servadio presented a Public Safety Partnership and Community Policing Grant opportunity; and**

**WHEREAS, said grant required no County matching funds; and**

**WHEREAS, on November 2, 2023 the County received a grant award in the amount of \$400,000 for the implementation of a Police and Mental Health Co-Response Team; and**

**WHEREAS, the Putnam County Sheriff and the Commissioner of Social Services have requested a budgetary amendment (23A071) to fund a full-time Mental Health Clinician to work proactively with police agencies throughout the County; and**

**WHEREAS, this grant, which is 100% federally funded (CFDA 16.710) and administered by the United States Department of Justice (USDOJ) – Office of Community Oriented Policing Services (COPS), runs from October 1, 2023, through September 30, 2025; and**

**WHEREAS, the full-time position will expire contingent upon a renewal of the grant past September 30, 2025; and**

**WHEREAS, the Personnel 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:**

**GENERAL FUND:**

**Increase Appropriations:**

**Sheriff - Communications**

<b>13311000 51093 10211</b>	<b>Overtime</b>	<b>15,000</b>
<b>13311000 52130 10211</b>	<b>Computer Equipment (under \$5K)</b>	<b>6,000</b>
<b>13311000 52680 10211</b>	<b>Other Equipment (over \$5K)</b>	<b>10,863</b>
<b>13311000 52680 10211</b>	<b>Other Equipment (over \$ \$5K)</b>	<b>11,404</b>

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 \_\_\_\_\_

<b>13311000 54210 10211</b>	<b>Vehicle Leasing/Rental</b>	<b>18,000</b>
<b>13311000 54640 10211</b>	<b>Education &amp; Training</b>	<b>11,500</b>

**Mental Health – Crisis Intervention**

<b>10431000 51000 10211 (10102)</b>	<b>Pers Serv – Mental Health Clinician</b>	<b>85,000</b>
<b>10431000 54640 10211</b>	<b>Education &amp; Training</b>	<b>11,500</b>
<b>10431000 58001 10211</b>	<b>State Retirement</b>	<b>8,160</b>
<b>10431000 58002 10211</b>	<b>Social Security</b>	<b>6,503</b>
<b>10431000 58004 10211</b>	<b>Workers Compensation</b>	<b>1,615</b>
<b>10431000 58008 10211</b>	<b>Health Insurance</b>	<b>28,583</b>

**Increase Estimated Revenues:**

<b>13311000 444900 10211</b>	<b>Federal Aid – CFDA 16.710</b>	<b>72,767</b>
<b>10431000 444900 10211</b>	<b>Federal Aid – CFDA 16.710</b>	<b>141,361</b>

**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  
Commissioner Of Finance



cc: all  
Pers  
AJA

SHEILA BARRETT  
Deputy Commissioner Of Finance

Reso

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance  
RE: Budgetary Amendment – 23A071  
DATE: November 9, 2023

2023 NOV -9 AM 11:23  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Sheriff and Deputy Commissioner of Mental Health, Social Services & Youth Bureau, the following budgetary amendment is necessary.

General Fund:

Increase Appropriations:

Sheriff - Communications

13311000 51093 10211	Overtime	\$	15,000
13311000 52130 10211	Computer Equipment (under \$5k)		6,000
13311000 52680 10211	Other Equipment (Over \$5k)		10,863
13311000 52680 10211	Other Equipment (Over \$5k)		11,404
13311000 54210 10211	Vehicle Leasing/Rental		18,000
13311000 54640 10211	Education & Training		11,500

Mental Health - Crisis Intervention

10431000 51000 10211 (10/102)	Personnel Services <i>Mental Health Clinician</i>	\$	85,000
10431000 54640 10211	Education & Training		11,500
10431000 58001 10211	State Retirement		8,160
10431000 58002 10211	Social Security		6,503
10431000 58004 10211	Workers Compensation		1,615
10431000 58008 10211	Health Insurance		28,583

Increase Estimated Revenues:

13311000 444900 10211	Federal Aid - CFDA 16.710	\$	72,767
10431000 444900 10211	Federal Aid - CFDA 16.710	\$	141,361

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

The County of Putnam has been awarded \$400,000 to establish and implement a Police and Mental Health Co-Response Team. These funds would be used to fund a full-time mental health clinician to work proactively with police agencies throughout the County. This grant, which is 100% federally funded (CFDA 16.710) and administered by the USDOJ – Office of Community Oriented Policing Services (COPS), runs from October 1, 2023 through September 30, 2025. Additionally, the Full-Time position will expire contingent upon a renewal of the grant past September 30, 2025.

Please forward it to the appropriate committee.

Approved

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Kevin M. Byrne -County Executive

**PUTNAM COUNTY SHERIFF'S OFFICE &  
 PUTNAM COUNTY DEPARTMENT OF MENTAL HEALTH, SOCIAL SERVICES, AND YOUTH BUREAU  
 POLICE & MENTAL HEALTH CO-RESPONSE TEAM**

**TWO-YEAR BUDGET**

A. Personnel:

<i>Name/Position</i>	<i>Computation</i>	<i>Cost</i>
<b>Mental Health Clinician</b>	\$85,000 x 100% FTE x 2 years	\$170,000.00

The Mental Health Clinician's duties shall include co-responding to routine and emergency calls for service involving individuals in emotional, behavioral, and psychiatric crisis concurrently with an assigned CIT trained Deputy Sheriff. The Mental Health Clinician will conduct clinical assessments, develop, and implement appropriate dispositions, and provide appropriate follow-up to ensure continuity of care. The clinician shall coordinate with community resources to facilitate and strengthen community-based intervention services in addition to performing outreach functions to vulnerable and underserved populations. The Mental Health Clinician will participate in risk assessments and provide follow-up services to individuals subject to Extreme Risk Protection Orders. The Mental Health Clinician will report directly to the Deputy Commissioner for Mental Health, Social Services, and Youth Bureau.

**TOTAL PERSONNEL COST:                   \$ 170,000.00**

B. Fringe Benefits:

<i>Name/Position</i>	<i>Computation</i>	<i>Cost</i>
<b>Mental Health Clinician</b>		
Employers FICA	\$85,000.00 x 7.65% x 2 years	\$13,005.00
Health Insurance	\$38,110.44 x 75% x 2 years	\$57,165.66
Workmen's Compensation	\$1615.00 x 2 years	\$3,230.00
Unemployment Compensation	Exempt -Self Insured	\$0.00
Life Insurance	\$85,000.00 x .007% x 2 years	\$11.90
NYS Retirement Tier 6	\$85,000.00 x 9.6% x 2 years	\$16,320.00

**TOTAL FRINGE BENEFITS:                   \$ 89,732.56**

**TOTAL PERSONNEL AND FRINGE BENEFITS COSTS:                   \$ 259,732.56**

Putnam County requests fringe benefits for the Mental Health Clinician position as itemized above subject to all applicable employment benefits entitled under Putnam Management Union contract.

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C. Travel:

<i>Location</i>	<i>Item</i>	<i>Computation</i>	<i>Cost</i>
Purpose of Travel: <b>National Co-Responder Conference</b>			
TBD	Airfare	\$2500 (avg.) x 2 people x 2 trips	\$10,000.00
TBD	Lodging	\$500 (avg.) x 5 days x 2 people x 2 trips	\$10,000.00
TBD	Other Expense	\$750.00 x 2 people x 2 trips	\$3,000.00

Purpose of Travel: **CIT International Conference**

TBD	Airfare	\$2500 (avg.) x 2 people x 2 trips	\$10,000.00
TBD	Lodging	\$500 (avg.) x 5 days x 2 people x 2 trips	\$10,000.00
TBD	Other Expense	\$750.00 x 2 people x 2 trips	\$3,000.00

**TOTAL TRAVEL COSTS: \$ 46,000.00**

The \$46,000 in travel costs has been allocated for the Mental Health Clinician and assigned CIT Deputy Sheriff to attend professional development opportunities at two nationally recognized training conferences. The locations of future conferences are unknown at the time of this writing and funding requests is based on estimates for airfare, lodging expenses, registration fees from past conference events. Education and Training request for travel will follow Putnam County's formal written policy.

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D. Equipment:

<i>Item</i>	<i>Computation</i>	<i>Cost</i>
<b>APX 8500 Mobile Radio</b>	\$10,863.00/equipment x 1	\$10,863.00
<b>APX 8000 Portable Radio</b>	\$11,404/equipment x 1	\$11,404.00
<b>Co-Response Vehicle</b>	\$18,000 per year x 2 years	\$36,000.00

**TOTAL EQUIPMENT COSTS: \$ 58,267.00**

The APX 8500 mobile radio and APX 8000 portable radio will be assigned to the Mental Health Clinician for use in the designated Co-Response Team vehicle. These radios are necessary to communicate with emergency services dispatchers, first responders, and interoperable radio systems throughout Putnam County on the County's P25 700/800MHz Trunking Radio System. The Co-Response Team vehicle will be an equity lease from Enterprise Fleet Management that will be used by the team to respond to emergency and routine calls for service in addition to performing community outreach functions. The vehicle will not be configured as a typical marked police unit but will include necessary "covert" emergency warning equipment to facilitate safety while on-scenes.

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E. Supplies:

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
<b>Mobile Computer &amp; Peripherals</b>	\$3,000.00 x 2 each	\$6,000.00
<b>TOTAL SUPPLIES COSTS:</b>		<b>\$ 6,000.00</b>

Mobile computing equipment and associated peripheral devices will be purchased with allocated funding in furtherance of the Co-Response Team's specific needs. Laptops and/or tablets are the preferred devices that have been identified based upon their ability to interface with the Sheriff's Office's Computer Aided Dispatch system for secure report writing as well as a reliable means to conduct video conferencing with individuals and community resources.

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F. Construction: Not applicable

TOTAL CONSTRUCTION COSTS: \$ 0.00

Include justification for construction costs.

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G. Consultants/Contracts: Not Applicable

SUBTOTAL: \$ 0.00

Consultant Expenses: Not Applicable

SUBTOTAL: \$ 0.00

Contracts: Not Applicable

SUBTOTAL: \$ 0.00

TOTAL CONTRACTS AND CONSULTANT COSTS: \$ 0.00

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H. Other Costs:

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
<b>Overtime for Sworn Deputy Sheriff</b>	\$15,000/ per year x 2 years	\$ 30,000.00
<b>TOTAL OTHER COSTS:</b>		<b>\$ 30,000.00</b>

It is projected that the Co-Response Team's wide-ranging assignments will incur overtime of the sworn Deputy Sheriff as defined by the Deputy Sheriff's Police Benevolent Association labor contract. All after-hours emergency callouts, shift holdovers, and scheduled events on regular days off will incur overtime

expense to the Putnam County Sheriff's Office. This allocation of funding will assist in alleviating this financial burden upon the agency.

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I. Indirect Costs: Not Applicable

**TOTAL INDIRECT COSTS: \$ 0.00**

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**BUDGET SUMMARY**

<i>Budget Category</i>	<i>Amount</i>
A. Personnel	\$170,000.00
B. Fringe Benefits	\$89,732.56
C. Travel	\$46,000.00
D. Equipment	\$58,267.00
E. Supplies	\$6,000.00
F. Construction	\$0.00
G. Consultants and Contracts	\$0.00
H. Other Costs	\$30,000.00
I. Indirect Costs	\$0.00
<b>TOTAL PROJECT COSTS</b>	<b>\$399,999.56</b>
<b>Non-Federal (Match) Amount</b>	<b>\$0.00</b>
<b>Federal Share Requested</b>	<b>\$400,000.00</b>



KEVIN BYRNE  
County Executive

MICHAEL J. PIAZZA, Jr.  
Commissioner

SARA SERVADIO  
Deputy Commissioner



*Personnel*


*11/14*

*Discussion/Approval CC: All*

**DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU**

DATE: November 8, 2023

TO: Paul E. Jonke, Chair  
Personnel Committee

FROM: Sara Servadio, Deputy Commissioner of Mental Health, Social Services & Youth Bureau 

CC: Kevin Byrne, County Executive

RE: FY23 Implementing Crisis Intervention Teams – Community Policing Development Solicitation Grant, developing position for mental health worker.

With the Grant award, the Departments of Mental Health, Social Services and Youth Bureau will need to develop a new position and hire a mental health outreach worker. Please allow the Department to present the job specification to the Personnel Committee on November 14, 2023. This Grant has no matching funds and would allow for a co-response from the Sheriff's Office and the Department of Mental Health, Social Services and Youth Bureau.

Thank you for your time and consideration.

Attachments: FY23 Awards Package, Mental Health Outreach Worker – Law Enforcement job description.

2023 NOV - 8 AM 10:36  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

## MENTAL HEALTH OUTREACH WORKER – LAW ENFORCEMENT

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important mental health position responsible for providing mental health expertise to address complex social issues encountered during police interventions. This role involves working closely with officers, to de-escalate situations, provide crisis intervention, and connect individuals to appropriate social services. The incumbent plays a crucial role in enhancing community safety and well-being. Work is performed under the Supervision of the Commissioner of Social Services and Mental Health and the Director of Mental Health. Performs related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

Accompany a Sheriff's Office Deputy on patrol for rapid response to calls for service;  
Work in collaboration with the Sheriff's Office to ensure that individuals with behavioral health needs are appropriately diverted from the criminal justice system and referred for appropriate behavioral health services;  
Provide rapid crisis intervention and assessment to individuals who have come to the attention of the police or mental health department;  
Compile and submit monthly reports/statistics as identified;  
Attend all scheduled meetings with MH/DSS, Police and other agencies as required;  
Attend identified trainings;  
Provide any appropriate community outreach as needed;  
Attend scheduled meetings of all stakeholders and community providers;  
Serve as primary liaison to law enforcement;  
Provide behavioral health assessments to individuals and families in crisis who encounter the police;  
Provide initial crisis intervention services to individuals in need, along with crisis case management as follow up from initial intervention, when appropriate;  
Provide leadership in development of co-response model and represent the program in a prepared and professional manner at community events, task forces, and public speaking engagements;  
Provide information and referral services to individuals and families;  
Maintain necessary documentation, data entry, and records in accordance with program requirements;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of NYS laws relevant to individuals experiencing mental health crises;  
Thorough knowledge of trauma informed responses to mental health crisis; Thorough knowledge of assessment and intervention skills Thorough knowledge of professional principles and code of ethics; Good knowledge of mental health issues, substance abuse, domestic violence, and community resources; Good knowledge of trauma informed responses

to mental health crisis; ability to communicate effectively verbally and in writing; ability to perform risk assessment and evaluation; ability to remain calm in high-stress situations; ability to maintain confidentiality; ability to work effectively with diverse populations; excellent assessment and intervention skills, strong interpersonal skills; Empathy; patience; good judgment; tact

**MINIMUM QUALIFICATIONS:**

Two (2) years' experience working with law enforcement and:

- A. Master's Degree or higher in psychology, human development, social work, mental health, or closely related field and three (3) years' experience in crisis intervention, forensic mental health, jail diversion, case management, or homeless outreach; OR
- B. Bachelor's Degree in psychology, human development, social work, mental health, or closely related field and five (5) years' experience in crisis intervention, forensic mental health, jail diversion, case management, or homeless outreach; or
- C. Associate degree in psychology, human development, social work, mental health, or closely related field and seven (7) years' experience in crisis intervention, forensic mental health, jail diversion, case management, or homeless outreach

**EDUCATION NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENTS:**

- 1. Possession of a valid unrestricted appropriate level driver's license and acceptable driving record is required at time of appointment and must be maintained throughout employment.
- 2. Ability to work flexible hours, including evenings and weekends, to respond to emergency situations.

to mental health crisis; ability to communicate effectively verbally and in writing; ability to perform risk assessment and evaluation; ability to remain calm in high-stress situations; ability to maintain confidentiality; ability to work effectively with diverse populations; excellent assessment and intervention skills, strong interpersonal skills; Empathy; patience; good judgment; tact

**MINIMUM QUALIFICATIONS:**

Two (2) years' experience working with law enforcement and:

- A. Master's Degree or higher in psychology, human development, social work, mental health, or closely related field and three (3) years' experience in crisis intervention, forensic mental health, jail diversion, case management, or homeless outreach; OR
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**SPECIAL REQUIREMENTS:**

- 1. Possession of a valid unrestricted appropriate level driver's license and acceptable driving record is required at time of appointment and must be maintained throughout employment.
- 2. Ability to work flexible hours, including evenings and weekends, to respond to emergency situations.



## Department of Justice (DOJ)

Office of Community Oriented Policing Services (COPS  
Office)

Washington, D.C. 20531

<b>Name and Address of Recipient:</b>	PUTNAM, COUNTY OF 3 COUNTY CTR	
<b>City, State and Zip:</b>	CARMEL, NY 10512	
<b>Recipient UEI:</b>	RNKJAGJKCVL8	
<b>Project Title:</b> FY23 County Of Putnam , NY CIT Grant	<b>Award Number:</b> 15JCOPS-23-GG-01767-PPSE	
<b>Solicitation Title:</b> FY23 Implementing Crisis Intervention Teams- Community Policing Development Solicitation		
<b>Federal Award Amount:</b> \$400,000.00	<b>Federal Award Date:</b> 11/2/23	
<b>Awarding Agency:</b>	Office of Community Oriented Policing Services	
<b>Funding Instrument Type:</b>	Grant	
<b>Opportunity Category:</b> D		
<b>Assistance Listing:</b> 16.710 - Public Safety Partnership and Community Policing Grants		
<b>Project Period Start Date:</b> 10/1/23	<b>Project Period End Date:</b> 9/30/25	
<b>Budget Period Start Date:</b> 10/1/23	<b>Budget Period End Date:</b> 9/30/25	
<b>Project Description:</b>  This Couty of Putnam, NY proposes a collaborative partnership with the Putnam County Department of Mental Health, Social Services, and Youth Bureau to intervne in the lives of people experiencing crisis. Fund would be used to officially establish and implement a Police and Mental Health Co-Response Team. They conducted internal needs analysis and have identified the need for a full-time mental health clinician to work proactively with police agencies throughout Putnam County. Federal funding is necessary to create this personnel position and pilot the implementation of the Co-Response Team before local legislative action can provide continued funding.		

## Award Letter

November 2, 2023

Dear Kevin McConville,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Community Oriented Policing Services (the COPS Office) has approved the application submitted by PUTNAM, COUNTY OF for an award under the funding opportunity entitled 2023 FY23 Implementing Crisis Intervention Teams- Community Policing Development Solicitation. The approved award amount is \$400,000.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by the COPS Office, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

HUGH CLEMENTS  
COPS Director  
**Office for Civil Rights Notice for All Recipients**

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, require recipients of federal financial assistance to give assurances that they will comply with those laws. Taken together, these civil rights laws prohibit recipients of federal financial assistance from discriminating in services and employment because of race, color, national origin, religion, disability, sex, and, for grants authorized under the Violence Against Women Act, sexual orientation and gender identity. Recipients are also prohibited from discriminating in services because of age. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with DOJ awards, see <https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm>.

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria.

These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a nondiscriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEO requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5).

The OCR is available to help you and your organization meet the civil rights requirements that are associated with DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to contact the OCR at [askOCR@ojp.usdoj.gov](mailto:askOCR@ojp.usdoj.gov).

### Award Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

### Recipient Information

#### Recipient Name

PUTNAM, COUNTY OF

#### UEI

RNKJAGJKCVL8

#### ORI Number

#### Street 1

3 COUNTY CTR

#### Street 2

#### City

CARMEL

#### State/U.S. Territory

New York

#### Zip/Postal Code

10512

#### Country

United States

#### County/Parish

#### Province

### Award Details

#### Federal Award Date

11/2/23

#### Award Type

Initial

#### Award Number

15JCOPS-23-GG-01767-PPSE

#### Supplement Number

00

#### Federal Award Amount

\$400,000.00

#### Funding Instrument Type

Grant

**Assistance Listing  
Number**

16.710

**Assistance Listings Program Title**

Public Safety Partnership and Community Policing Grants

**Statutory Authority**

The Public Safety Partnership and Community Policing Act of 1994, 34 U.S.C. § 10381 et seq

[ ]

*I have read and understand the information presented in this section of the Federal Award Instrument.*

**Project Information**

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

**Solicitation Title**

2023 FY23 Implementing Crisis Intervention Teams-  
Community Policing Development Solicitation

**Awarding Agency**

COPS

**Application Number**

GRANT13871709

**Grant Manager Name**

NICOLE PRUSS

**Phone Number**

[202-616-0096](tel:202-616-0096)

**E-mail Address**

Nicole.Pruss2@usdoj.gov

**Project Title**

FY23 County Of Putnam , NY CIT Grant

**Performance Period Start**

**Date**

10/01/2023

**Performance Period End Date**

09/30/2025

**Budget Period Start Date**

10/01/2023

**Budget Period End Date**

09/30/2025

**Project Description**

This County of Putnam, NY proposes a collaborative partnership with the Putnam County Department of Mental Health, Social Services, and Youth Bureau to intervene in the lives of people experiencing crisis. Fund would be used to officially establish and implement a Police and Mental Health Co-Response Team. They conducted internal needs analysis and have identified the need for a full-time mental health clinician to work proactively with police agencies throughout Putnam County. Federal funding is necessary to create this personnel position and pilot the implementation of the Co-Response Team before local legislative action can provide continued funding.



[]

*I have read and understand the information presented in this section of the Federal Award Instrument.*

## Financial Information

**This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.**

A financial analysis of budgeted costs has been completed. All costs listed in the approved budget below were programmatically approved based on the final proposed detailed budget and budget narratives submitted by your agency to the COPS Office. Any adjustments or edits to the proposed budget are explained below.

Budget Clearance Date: 8/21/23 11:07 AM

### Comments

No items

Budget Category	Proposed Change Budget		Approved Budget	Percentages
Sworn Officer Positions:	\$0	\$0	\$0	
Civilian or Non-Sworn Personnel:	\$259,733	\$0	\$259,733	
Travel:	\$46,000	\$0	\$46,000	
Equipment:	\$58,267	\$0	\$58,267	
Supplies:	\$6,000	\$0	\$6,000	
SubAwards:	\$0	\$0	\$0	
Procurement Contracts:	\$0	\$0	\$0	
Other Costs:	\$30,000	\$0	\$30,000	
Total Direct Costs:	\$400,000	\$0	\$400,000	
Indirect Costs:	\$0	\$0	\$0	
Total Project Costs:	\$400,000	\$0	\$400,000	
Federal Funds:	\$400,000	\$0	\$400,000	100.00%
Match Amount:	\$0	\$0	\$0	0.00%
Program Income:	\$0	\$0	\$0	0.00%

## **Budget Category**

Sworn Officer

Civilian Personnel

Travel

Equipment

Supplies

SubAwards

Procurement Contracts

Other Costs

Indirect Costs

[ ]

*I have read and understand the information presented in this section of the Federal Award Instrument.*

## **Other Award Documents**

[ ]

*I have read and understand the information presented in this section of the Federal Award Instrument.*

No other award documents have been added.

## **Award Conditions**

**This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.**

1

Reporting Subawards and Executive Compensation

The recipient agrees to comply with the following requirements of 2 C.F.R. Part 170, Appendix A to Part 170 – Award Term:

- I. Reporting Subawards and Executive Compensation
  - a. Reporting of first-tier subawards.

Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. The non-Federal entity or Federal agency must report each obligating action described in paragraph a.1. of this award term to <http://www.fsr.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsr.gov> specify.

b. Reporting total compensation of recipient executives for non-Federal entities.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000 as defined in 2 CFR 170.320;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards), and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and,

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <https://www.sam.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier non-Federal entity subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards) and,

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1.

of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions.

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Federal Agency means a Federal agency as defined at 5 U.S.C. 551(1) and further clarified by 5 U.S.C. 552(f).

2. Non-Federal entity means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization; and,

iv. A domestic or foreign for-profit organization

3. Executive means officers, managing partners, or any other employees in management positions.

4. Subaward:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.331).

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

5. Subrecipient means a non-Federal entity or Federal agency that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

6. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)).

2

Restrictions on Internal Confidentiality Agreements: No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts the lawful reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. Consolidated Appropriations Act, 2023, Public Law 117-328, Division E, Title VII, Section 742.

Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and COPS Office authority to terminate award): The recipient and subrecipient agree to comply with the requirements in 2 C.F.R. § 175.15(b) – Award Term:

I. Trafficking in persons.

a. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—

- i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
- ii. Procure a commercial sex act during the period of time that the award is in effect; or
- iii. Use forced labor in the performance of the award or subawards under the award.

2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —

- i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
- ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—

A. Associated with performance under this award; or

B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by DOJ at 2 C.F.R. Part 2867.

b. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

- 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
- 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—

i. Associated with performance under this award; or

ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by DOJ at 2 C.F.R. Part 2867.

c. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.

2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:

i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended 22 U.S.C. 7104(g), and

ii. Is in addition to all other remedies for noncompliance that are available to us under this award.

3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. Definitions. For purposes of this award term:

1. “Employee” means either:

i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or

ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. “Private entity”:

i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

ii. Includes:

A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).

B. A for-profit organization.

4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

Duplicative Funding: The recipient understands and agrees to notify the COPS Office if it receives, from any other source, funding for the same item or service also funded under this award.

## 5

Termination: Recipient understands and agrees that the COPS Office may terminate funding, in whole or in part, for the following reasons:

- (1) When the recipient fails to comply with the terms and conditions of a Federal award.
  - (2) When an award no longer effectuates the program goals or agency priorities, to the extent such termination is authorized by law.
  - (3) When the recipient agrees to the termination and termination conditions.
  - (4) When the recipient provides the COPS Office written notification requesting termination including the reasons, effective date, and the portion of the award to be terminated. The COPS Office may terminate the entire award if the remaining portion will not accomplish the purposes of the award.
  - (5) Pursuant to any other termination provisions included in the award.
2. C.F.R. § 200.340.

## 6

Award Owner's Manual: The recipient agrees to comply with the terms and conditions in the applicable 2023 COPS Office Program Award Owner's Manual; DOJ Grants Financial Guide; COPS Office statute (34 U.S.C. § 10381, et seq.) as applicable; Students, Teachers, and Officers Preventing (STOP) School Violence Act of 2018 (34 U.S.C. § 10551, et seq.) as applicable; the requirements of 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101; 48 C.F.R. Part 31 (FAR Part 31) as applicable (Contract Cost Principles and Procedures); the Cooperative Agreement as applicable; representations made in the application; and all other applicable program requirements, laws, orders, regulations, or circulars.

Failure to comply with one or more award requirements may result in remedial action including, but not limited to, withholding award funds, disallowing costs, suspending, or terminating the award, or other legal action as appropriate.

Should any provision of an award condition be deemed invalid or unenforceable by its terms, that provision will be applied to give it the maximum effect permitted by law. Should the provision be deemed invalid or unenforceable in its entirety, such provision will be severed from this award.

## 7

Authorized Representative Responsibility: The recipient understands that, in accepting this award, the Authorized Representatives declare and certify, among other things, that they possess the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accept (or adopt) all material requirements throughout the period of performance under this award. The recipient further understands, and agrees, that it will not assign anyone to the role of Authorized Representative during the period of performance under the award without first ensuring that the individual has the requisite legal authority.

## 8

Award Monitoring Activities: Federal law requires that recipients receiving federal funding from the COPS Office must be monitored to ensure compliance with their award conditions and other applicable statutes and regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Award monitoring activities conducted by the COPS Office include site visits, enhanced office-based grant reviews, alleged noncompliance reviews, financial and programmatic reporting, and audit resolution. As a COPS Office award recipient, you agree to cooperate with and respond to any requests for information pertaining to your award. This includes all financial records, such as general accounting ledgers and all supporting documents. All information pertinent to the implementation of the award is subject to agency review throughout the life of the award, during the close-out process and for three-years after the submission of the final expenditure report. 34 U.S.C. § 10385(a) and 2 C.F.R. §§ 200.334 and 200.337.

## 9

Contract Provision: All contracts made by the award recipients under the federal award must contain the provisions

required under 2 C.F.R. Part 200, Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. Please see appendices in the Award Owner’s Manual for a full text of the contract provisions.

## 10

Assurances and Certifications: The recipient acknowledges its agreement to comply with the Assurances and Certifications forms that were signed as part of its application.

## 11

Conflict of Interest: Recipients and subrecipients must disclose in writing to the COPS Office or pass-through entity, as applicable, any potential conflict of interest affecting the awarded federal funding in 2 C.F.R. § 200.112.

## 12

Debarment and Suspension: The recipient agrees not to award federal funds under this program to any party which is debarred or suspended from participation in federal assistance programs. 2 C.F.R. Part 180 (Government-wide Nonprocurement Debarment and Suspension) and 2 C.F.R. Part 2867 (DOJ Nonprocurement Debarment and Suspension).

## 13

Employment Eligibility: The recipient agrees to complete and keep on file, as appropriate, the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States. Immigration Reform and Control Act of 1986 (IRCA), Public Law 99-603.

## 14

Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information: Recipients and subrecipients agree not to discharge, demote, or otherwise discriminate against an employee as reprisal for the employee disclosing information that he or she reasonably believes is evidence of gross mismanagement of a federal contract or award, a gross waste of federal funds, an abuse of authority relating to a federal contract or award, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or award. Recipients and subrecipients also agree to provide to their employees in writing (in the predominant native language of the workforce) of the rights and remedies provided in 41 U.S.C. § 4712. Please see appendices in the Award Owner’s Manual for a full text of the statute.

## 15

Equal Employment Opportunity Plan (EEOP): All recipients of funding from the COPS Office must comply with the federal regulations pertaining to the development and implementation of an Equal Employment Opportunity Plan. 28 C.F.R. Part 42 subpart E.

## 16

False Statements: False statements or claims made in connection with COPS Office awards may result in fines, imprisonment, debarment from participating in federal awards or contracts, and/or any other remedy available by law. 31 U.S.C. § 3729-3733.

## 17

Federal Civil Rights: The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition—

- the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency

Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;

c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and

d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

## 18

**Mandatory Disclosure:** Recipients and subrecipients must timely disclose in writing to the Federal awarding agency or pass-through entity, as applicable, all federal criminal law violations involving fraud, bribery, or gratuity that may potentially affect the awarded federal funding. Recipients that receive an award over \$500,000 must also report certain civil, criminal, or administrative proceedings in SAM and are required to comply with the Term and Condition for Recipient Integrity and Performance Matters as set out in 2 C.F.R. Part 200, Appendix XII to Part 200. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in 2 C.F.R. § 200.339. 2 C.F.R. § 200.113.

## 19

**Reports/Performance Goals:** To assist the COPS Office in monitoring and tracking the performance of your award, your agency will be responsible for submitting semi-annual programmatic performance reports that describe project activities during the reporting period and quarterly Federal Financial Reports using Standard Form 425 (SF-425). 2 C.F.R. §§ 200.328 - 200.329. The performance report is used to track your agency's progress toward implementing community policing strategies and to collect data to gauge the effectiveness of increasing your agency's community policing capacity through COPS Office funding. The Federal Financial Report is used to track the expenditures of the recipient's award funds on a cumulative basis throughout the life of the award.

## 20

**Recipient Integrity and Performance Matters:** For awards over \$500,000, the recipient agrees to comply with the following requirements of 2 C.F.R. Part 200, Appendix XII to Part 200 – Award Term and Condition for Recipient Integrity and Performance Matters:

A. Reporting of Matters Related to Recipient Integrity and Performance

1. General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

2. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- b. Reached its final disposition during the most recent five-year period; and
- c. Is one of the following:



- (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
- (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
- (3) An administrative proceeding, as defined in paragraph 5. of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
- (4) Any other criminal, civil, or administrative proceeding if:
  - (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;
  - (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
  - (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

### 3. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

### 4. Reporting Frequency

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

### 5. Definitions

For purposes of this award term and condition:

a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—

- (1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and
- (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

## 21

System for Award Management (SAM) and Universal Identifier Requirements: The recipient agrees to comply with the following requirements of 2 C.F.R. Part 25, Appendix A to Part 25 – Award Term:

### I. System for Award Management and Universal Identifier Requirements

#### A. Requirement for System for Award Management

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain current information in the SAM. This includes information on your immediate and highest level owner and subsidiaries, as well as on all of your predecessors that have been awarded a Federal contract or Federal financial assistance within the last three years, if applicable, until you submit the final financial report required under this Federal award or receive the

final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another Federal award term.

#### B. Requirement for Unique Entity Identifier

If you are authorized to make subawards under this Federal award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you until the entity has provided its Unique Entity Identifier to you.
2. May not make a subaward to an entity unless the entity has provided its Unique Entity Identifier to you. Subrecipients are not required to obtain an active SAM registration, but must obtain a Unique Entity Identifier.

#### C. Definitions

For purposes of this term:

1. System for Award Management (SAM) means the Federal repository into which a recipient must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM internet site (currently at <https://www.sam.gov>).
2. Unique Entity Identifier means the identifier assigned by SAM to uniquely identify business entities.
3. Entity includes non-Federal entities as defined at 2 CFR 200.1 and also includes all of the following, for purposes of this part:
  - a. A foreign organization;
  - b. A foreign public entity;
  - c. A domestic for-profit organization; and
  - d. A Federal agency.
4. Subaward has the meaning given in 2 CFR 200.1.
5. Subrecipient has the meaning given in 2 CFR 200.1.

## 22

**Additional High-Risk Recipient Requirements:** The recipient agrees to comply with any additional requirements that may be imposed during the award performance period if the awarding agency determines that the recipient is a high-risk recipient. 2 C.F.R. § 200.208.

## 23

**Allowable Costs:** The funding under this award is for the payment of approved costs for program-specific purposes. The allowable costs approved for your agency's award are limited to those listed in your agency's award package. In accordance with 2 C.F.R. § 200.400(g), the recipient must forgo any profit or management fee. Your agency may not use award funds for any costs not identified as allowable in the award package.

## 24

**Computer Network Requirement:** The recipient understands and agrees that no award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. Nothing in this requirement limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities. Consolidated Appropriations Act, 2023, Public Law 117-328, Division B, Title V, Section 527.

## 25

**Domestic preferences for procurements:** Recipient agrees that it, and its subrecipients, to the greatest extent practicable, will provide a preference for the purchase, acquisition, or use of goods, products, and materials produced

in, and services offered in, the United States. 2 C.F.R. § 200.322 and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers, January 25, 2021.

## 26

Extensions: Recipients may request an extension of the award period to receive additional time to implement their award program. Such extensions do not provide additional funding. Only those recipients that can provide a reasonable justification for delays will be granted no-cost extensions. Extension requests must be received prior to the end date of the award. 2 C.F.R. §§ 200.308(e)(2) and 200.309.

## 27

Copyright: If applicable, the recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award in accordance with 2 C.F.R. § 200.315(b). The COPS Office reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use the work, in whole or in part (including create derivative works), for Federal Government purposes, and to authorize others to do so. The COPS Office also reserves the right, at its discretion, not to publish deliverables and other materials developed under this award as a U.S. Department of Justice resource.

Products and deliverables developed with award funds and published as a U.S. Department of Justice resource will contain the following copyright notice:

"This resource was developed under a federal award and may be subject to copyright. The U.S. Department of Justice reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the work for Federal Government purposes and to authorize others to do so. This resource may be freely distributed and used for noncommercial and educational purposes only."

## 28

Evaluations: The COPS Office may conduct monitoring or sponsor national evaluations of its award programs. The recipient agrees to cooperate with the monitors and evaluators. 34 U.S.C. § 10385(b).

## 29

Human Subjects Research: The recipient agrees to comply with the provisions of the U.S. Department of Justice's common rule regarding Protection of Human Subjects, 28 C.F.R. Part 46, prior to the expenditure of Federal funds to perform such activities, if applicable. The recipient also agrees to comply with 28 C.F.R. Part 22 regarding the safeguarding of individually identifiable information collected from research participants.

## 30

Requirement to report actual or imminent breach of personally identifiable information (PII).

The recipient (and any subrecipient at any tier) must have written procedures in place to respond in the event of an actual or imminent breach (as defined in OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of personally identifiable information (PII) (as defined in 2 C.F.R. 200.1) within the scope of a COPS Office grant-funded program or activity, or 2) uses or operates a Federal information system (as defined in OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to the recipient's COPS Office Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

## 31

Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment: Recipient agrees that it, and its subrecipients, will not use award funds to extend, renew, or enter into any contract to procure or obtain any covered telecommunication and video surveillance services or equipment as described in 2 CFR §200.216. Covered services and equipment include telecommunications or video surveillance services or equipment produced or provided by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities); Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities); or an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity

owned or controlled by, or otherwise connected to, the government of China. The use of award funds on covered telecommunications or video surveillance services or equipment are unallowable.

2. C.F.R. § § 200.216 & 471. See also Section 889 of the John S. McCain National Defense Authorization Act of Fiscal Year 2019, Public Law 115-232.

## 32

**Modifications:** Award modifications are evaluated on a case-by-case basis in accordance with 2 C.F.R. § 200.308(f). For federal awards in excess of \$250,000, any modification request involving the reallocation of funding between budget categories that exceed or are expected to exceed 10 percent (10%) of the total approved budget requires prior written approval by the COPS Office. Regardless of the federal award amount or budget modification percentage, any reallocation of funding is limited to approved budget categories. In addition, any budget modification that changes the scope of the project requires prior written approval by the COPS Office.

## 33

**The Paperwork Reduction Act Clearance and Privacy Act Review:** Recipient agrees, if required, to submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget (OMB) for clearance under the Paperwork Reduction Act (PRA). Before submission to OMB, all information collections that request personally identifiable information must be reviewed by the COPS Office to ensure compliance with the Privacy Act. The Privacy Act compliance review and the PRA clearance process may take several months to complete. 44 U.S.C. §§ 3501-3520 and 5 U.S.C. § 552a.

## 34

**Public Release Information:** The recipient agrees to submit one copy of all reports and proposed publications resulting from this award ninety (90) days prior to public release. Any publications (written, curricula, visual, sound, or websites) or computer programs, whether or not published at government expense, shall contain the following statement:

"This project was supported, in whole or in part, by federal award number [YYYY-XX-XXXX] awarded to [Entity] by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) or contributor(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific individuals, agencies, companies, products, or services should not be considered an endorsement by the author(s), contributor(s), or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues.

The Internet references cited in this publication were valid as of the date of publication. Given that URLs and websites are in constant flux, neither the author(s) nor the COPS Office can vouch for their current validity."

## 35

**Sole Source Justification:** Recipients who have been awarded funding for the procurement of an item (or group of items) or service in excess of \$250,000 and who plan to seek approval for use of a noncompetitive procurement process must provide a written sole source justification to the COPS Office for approval prior to obligating, expending, or drawing down award funds for that item or service. 2 C.F.R. § 200.325(b)(2).

## 36

**Supplementing, not Supplanting:** State, local, and tribal government recipients must use award funds to supplement, and not supplant, state, local, or Bureau of Indian Affairs (BIA) funds that are already committed or otherwise would have been committed for award purposes (hiring, training, purchases, and/or activities) during the award period. In other words, state, local, and tribal government recipients may not use COPS Office funds to supplant (replace) state, local, or BIA funds that would have been dedicated to the COPS Office-funded item(s) in the absence of the COPS Office award. 34 U.S.C. § 10384(a).

## 37

**Travel Costs:** Travel costs for transportation, lodging and subsistence, and related items are allowable with prior approval from the COPS Office. Payment for allowable travel costs will be in accordance with 2 C.F.R. § 200.475.

## 38

Training Guiding Principles: Any training or training materials developed or delivered with award funding provided by the Office of Community Oriented Policing Services is to adhere to the following guiding principles –

1. Trainings must comply with applicable law.

In developing and conducting training under the award, recipients (and any subrecipients) shall not violate the Constitution or any federal law, including any law prohibiting discrimination.

2. The content of trainings and training materials must be accurate, appropriately tailored, and focused.

The content of training programs must be accurate, useful to those being trained, and well matched to the program's stated objectives. Training materials used or distributed at trainings must be accurate, relevant, and consistent with these guiding principles.

3. Trainers must be well-qualified in the subject area and skilled in presenting it.

Trainers must possess the subject-matter knowledge and the subject-specific training experience necessary to meet the objectives of the training. In selecting or retaining a trainer, recipients (or subrecipients) should consider such factors as the trainer's resume and written materials, interviews with the trainer, observation of other trainings conducted by the trainer, feedback from other entities with which the trainer has worked, training participant feedback and evaluations, and the general reputation of the trainer.

4. Trainers must demonstrate the highest standards of professionalism.

Trainers must comport themselves with professionalism. While trainings will necessarily entail varying teaching styles, techniques, and degrees of formality, as appropriate to the particular training goal, professionalism demands that trainers instruct in the manner that best communicates the subject matter while conveying respect for all.

[ ]

*I have read and understand the information presented in this section of the Federal Award Instrument.*

## **Award Acceptance**

### **Declaration and Certification to the U.S. Department of Justice as to Acceptance**

By checking the declaration and certification box below, I--

A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.

B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.

C. Accept this award on behalf of the applicant.

D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

## **Agency Approval**

**Title of Approving Official**  
COPS Director

**Name of Approving Official**  
HUGH CLEMENTS

**Signed Date And Time**  
9/11/23 2:01 PM

**Authorized Representative**

#6d 5

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ CONFIRMATION/ APPOINTMENT/ COMMISSIONER OF SOCIAL SERVICES,  
MENTAL HEALTH & YOUTH BUREAU**

**WHEREAS, County Executive Kevin M. Byrne has appointed Sara Servadio as Commissioner of Social Services, Mental Health & Youth Bureau, effective November 10, 2023, pursuant to Sections 10.01 and 10.08 of the Putnam County Charter as well as Article III, Title 7-B §116 of the New York State Social Services Law; and**

**WHEREAS, the Commissioner of Social Services, Mental Health & Youth Bureau is a term appointed position of 5 years; and**

**WHEREAS, the current term time frame began on April 1, 2019, and expires on April 1, 2024; and**

**WHEREAS, Ms. Servadio is being appointed to serve the remainder of the current term's time frame, after which, she would be eligible for a full five-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 Sara Servadio as Commissioner of Social Services, Mental Health & Youth Bureau for Putnam County pursuant to Sections 10.01 and 10.08 of the Putnam County Charter as well as Article III, Title 7-B §116 of the New York State Social Services Law; and be it further**

**RESOLVED, that Sara Servadio 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 Personnel

PUTNAM COUNTY EXECUTIVE  
KEVIN M. BYRNE

**Date:** November 1, 2023  
**To:** Ms. Diane Schonfeld  
Clerk, Putnam County Legislature  
**From:** County Executive Kevin Byrne  
**Subject:** Appointment and Personnel Updates

It is my privilege to appoint Ms. Sara Servadio as Commissioner of the Department Social Services, Mental Health and Youth Bureau, effective November 10, 2023, and in accordance with §10.01 of the Putnam County Charter shall be named Commissioner following a majority confirmation by the County Legislature. I recommend her salary be \$153,740 for the remainder of 2023 and \$157,968 effective January 1, 2024, inclusive of a 2.75% cost-of-living adjustment in the 2024 Putnam County budget. This proposed salary structure remains within the budgeted amount for the position in both the 2023 adopted budget, and 2024 adopted budget.

Per New York State requirements, Ms. Servadio will fill the remainder of Commissioner Piazza’s five-year term that expires April 1, 2024. Under § 116 Social Services Law, the Commissioner will then be appointed to a term of five years.

Ms. Servadio has over twenty years of experience in the social services and mental health field and has served in the position of Deputy Commissioner of Social Services, Mental Health and Youth Bureau since February 2022. This decision comes after a thorough vetting and interview process conducted by our interview committee consisting of a diverse group of professionals. I respectfully ask that the appointment of Ms. Servadio be placed on the agenda for the next appropriate Legislative Committee meeting with the intention that the position be voted on during the full Legislative meeting scheduled afterwards. Attached is Ms. Servadio’s resume and application for your review.

Thank you for your detailed attention.

Respectfully submitted,

Kevin M. Byrne  
Putnam County Executive

NOV. 1  
2023 OCT 31 PM 2:11  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Attachments

cc: Paul Eldridge, Personnel Director  
Michael Lewis, Commissioner of Finance



cc: all  
Pers.

Whereas, County Executive Kevin M. Byrne has appointed Sara Servadio as Commissioner of Social Services, Mental Health & Youth Bureau, effective November 10, 2023, pursuant to Sections 10.01 and 10.08 of the Putnam County Charter as well as Article III, Title 7-B §116 of the New York State Social Services Law; and

Whereas, the Commissioner of Social Services, Mental Health & Youth Bureau is a term appointed position of 5 years; and

Whereas the current term time frame began on April 1, 2019, and expires on April 1, 2024; and

Whereas Ms. Servadio is being appointed to serve the remainder of the current term's time frame, after which, she would be eligible for a full five-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 Sara Servadio as Commissioner of Social Services, Mental Health & Youth Bureau for Putnam County pursuant to Sections 10.01 and 10.08 of the Putnam County Charter as well as Article III, Title 7-B §116 of the New York State Social Services Law; and be it further

Resolved that Sara Servadio 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.

2023 NOV - 8 AM 10:30  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Copy

September 11, 2023

Paul Eldridge, Personnel Director  
110 Old Route 6, Bldg. 3  
Carmel, New York 10512

Dear Mr. Eldridge,

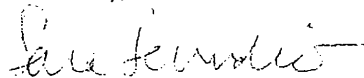
As a Putnam County resident and loyal employee under the leadership of County Executive Kevin Byrne, I am excited to formally apply for the position of Commissioner of Mental Health, Social Services and Youth Bureau.

Throughout my career, I have had the opportunity, under the guidance of talented leadership with mentors including Commissioner Michael Piazza, to refine my leadership skills and develop strong relationships with community partners. I am confident that the skills I have gained as his Deputy, as well as my passion for the work being done here, make me an ideal fit.

In my role as Deputy Commissioner, I understand the importance of the vital services offered through Mental Health, Social Services and the Youth Bureau, and the critical role our department plays in contracting, monitoring, and delivering services to the residents of Putnam County. I understand the significance of promoting wellness and recovery while ensuring public safety and remaining fiscally responsible.

I look forward to working with the County Executive and as a part of his leadership team to ensure the provision of the best possible services to the people of Putnam County.

Sincerely,



Sara Servadio



## Office of Temporary and Disability Assistance

**KATHY HOCHUL**  
Governor

**DANIEL W. TIETZ**  
Acting Commissioner

**BARBARA C. GUINN**  
Executive Deputy Commissioner

January 24, 2022

Michael Piazza, Jr.  
Commissioner  
Putnam County Department of Social Services  
and Mental Health  
110 Old Route 6  
Carmel, NY 10512

Dear Commissioner Piazza:

Thank you for providing the resume of Sara Servadio for the position of Deputy Commissioner of the Putnam County Department of Social Services and Mental Health.

Sara Servadio meets the minimum qualifications for Deputy Commissioner as established for Putnam County and approved pursuant to 18 NYCRR 680.1, and I am pleased to approve this appointment effective February 8, 2022.

If you have any questions, please contact Colleen Brooks at (518) 474-9630.

Sincerely,

Daniel W. Tietz  
Acting Commissioner

cc: Sheila Poole  
Barbara C. Guinn

#6e

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ FINANCIAL DISCLOSURE LIST FOR THE YEAR 2024 FILING  
RECOMMENDED BY THE PUTNAM COUNTY PERSONNEL OFFICER PURSUANT TO  
CODE SECTION 55-7**

**WHEREAS, Section 55-7 of the Code of Putnam County requires that the Legislature annually by resolution determine which officers and employees of Putnam County are required to comply with the disclosure requirements of Chapter 55 of the County's Code; and**

**WHEREAS, pursuant to Section 55-7 of the Putnam County Code, the County Personnel Officer has submitted his recommendations for officers and employees subject to the County's Financial Disclosure Reporting requirements indicating which officers and employees must file the Policy Form and which officers and employees must file the Advisory Form; and**

**WHEREAS, the Putnam County Legislature has reviewed and recommends the adoption of said recommendation of the Personnel Officer; now therefore be it**

**RESOLVED, that the Putnam County Legislature hereby determines that those officers and employees of Putnam County delineated on the annexed list recommended by the Putnam County Officer of Personnel are required to comply with the disclosure requirements contained in Chapter 55 of the Code of Putnam County by filing the designated disclosure form as contained in the recommendation.**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

Financial Disclosures Required for 2024  
 Calendar Year 2023 Informaton

*cc: all  
 Pers*

Department or Agency	Title	A or P
Agriculture & Farmland Protection Board	All Members	P
Board of Elections	Commissioner	P
Board of Elections	Deputy Commissioner	P
Board of Electrical Examiners	All Members	P
Board of Ethics	All Members	P
Board of Health	All Members	P
Bureau of Emergency Services	Commissioner of Emergency Services	P
Bureau of Emergency Services	Deputy Commissioner of Emergency Services	P
Bureau of Emergency Services	Director of Emergency Medical Services	P
Community Services Board	All Members	A
Consumer Affairs/Weights & Measures/Trades & Licens.	Director	P
County Clerk	Assistant Records Management Officer	P
County Clerk	County Clerk	P
County Clerk	Deputy County Clerk	P
County Clerk	First Deputy County Clerk	P
County Clerk - Motor Vehicle Division	Deputy County Clerk	P
County Coroner	Coordinator of Coroners	P
County Coroner	Coroner	P
County Executive's Office	County Executive	P
County Executive's Office	Deputy County Executive	P
County Executive's Office	Chief of Staff	P
County Executive's Office	Director of Compliance & Intergovernmental Relations	P
County Historian's Office	County Historian	P
County Legislature	Audit Manager	P
County Legislature	Chair, County Legislature	P
County Legislature	Clerk to the Legislature	P
County Legislature	County Auditor	P
County Legislature	Deputy Clerk to the Legislature	P
County Legislature	Deputy County Auditor	P
County Legislature	Legislator	P
Department of Public Works	Commissioner of DPW	P
Department of Public Works	Deputy Commissioner of DPW	P
Department of Public Works	Fiscal Manager	P
Department of Public Works	Park Superintendent	P
Department of Public Works	Supervisor, Maintenance & Construction	P
Department of Public Works	Supervisor, Planning & Design	P
District Attorney's Office	Assistant District Attorney	P
District Attorney's Office	Chief Assistant District Attorney	P
District Attorney's Office	District Attorney	P
District Attorney's Office	First Assistant District Attorney	P
Emergency Services Safety Advisory Board	All Members	A
East of Hudson Watershed Conservation Board	All Members/Directors & Staff	P
Finance Department	Commissioner of Finance	P
Finance Department	Deputy Commissioner of Finance	P
Finance Department	First Deputy Commissioner of Finance	P
Health Department	Commissioner of Health	P
Health Department	Director of Environmental Health Services	P
Health Department	Senior Fiscal Manager	P

LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

2023 NOV - 8 PM 4:39

Financial Disclosures Required for 2024  
Calendar Year 2023 Informaton

Department or Agency	Title	A or P
Home Improvement Board	All Members	P
IT/GIS	Director of IT/GIS	P
Law Department	County Attorney	P
Law Department	Deputy County Attorney	P
Law Department	First Deputy County Attorney	P
Law Department	Risk Manager	P
Law Department	Senior Deputy County Attorney	P
Mental Health	Commissioner of Mental Health	P
Mental Health	Deputy Commissioner of Mental Health	P
Office for Persons with Disabilities	Coord., Office for People with Disabilities	P
Office for Senior Resources	Director, Office for Senior Resources	P
Office for Senior Resources	Deputy Director, Office for Senior Resources	P
Office for Tourism	Director	P
Personnel Department	Personnel Officer	P
Personnel Department	Deputy Personnel Officer	P
Personnel Department	Principal Personnel Specialist	P
Personnel Department	Senior Personnel Specialist	P
Planning & Development	Commissioner of Plan., Devel. & Public Transp.	P
Planning & Development	Deputy Commissioner of Plan., Devel. & Public Tr.	P
Planning & Development	Director of Transportation	P
Plumbing Board	All Members	P
Probation Department	Probation Director	P
Purchasing & Central Services	Director of Purchasing & Central Services	P
Purchasing & Central Services	Asset Manager	P
Putnam County Industrial Development Agency	All Members	P
Real Property Tax Services	Director, Real Property Tax Services	P
Region 3 Fish & Wildlife Management Board	Member, Putnam County Representative	A
Region 3 Forest Practice Board	Member, Putnam County Representative	A
Sheriff's Department	Civil Division Captain	P
Sheriff's Department	Criminal Investigations Captain	P
Sheriff's Department	Operations Captain	P
Sheriff's Department	Corrections Captain	P
Sheriff's Department	Corrections Lieutenant	P
Sheriff's Department	Road Patrol Captain	P
Sheriff's Department	Sheriff	P
Sheriff's Department	Undersheriff	P
Social Services Department	Commissioner of Social Services	P
Social Services Department	Coordinator, Child Advocacy Center	P
Social Services Department	Coordinator, Child Support Enforcement Unit	P
Social Services Department	Coordinator, IT & Staff Development	P
Social Services Department	Coordinator, Medicaid/Long Term Care	P
Social Services Department	Deputy Commissioner of Social Services	P
Social Services Department	Director of Children & Family Services	P
Social Services Department	Director of Eligibility	P
Social Services Department	Fiscal Manager	P
Social Services Department	Social Services Attorney	P
Soil & Water Conservation District Board	All Members	P
Traffic Safety Board	All Members	A

Financial Disclosures Required for 2024  
Calendar Year 2023 Informaton

<b>Department or Agency</b>	<b>Title</b>	<b>A or P</b>
Transportation Advisory Council	All Members	A
Veterans' Memorial Park Advisory Board	All Members	A
Youth Board	All Members	A
Youth Bureau	Youth Director	P
Youth Bureau	Deputy Youth Director	P

Note: A=Advisory P=Policy

#6f

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ NEW PUTNAM COUNTY DRUG AND ALCOHOL POLICY**

**WHEREAS, the Marihuana Regulation & Taxation Act (MRTA) was signed into law on March 31, 2021, legalizing adult-use cannabis in New York State;**

**WHEREAS, the MRTA amended Section 201-D of the New York Labor Law including cannabis as a legal consumable product; and**

**WHEREAS, employers are prohibited from discriminating against employees based on the employee's use of cannabis outside of the workplace, outside of work hours, and without use of the employer's equipment or property; and**

**WHEREAS, employers may prohibit use if required by law, if an employer will be in violation of Federal law, if a Federal contract will be lost, or if an employee is exhibiting articulable symptoms of impairment and it is affecting employee performance or safety; and**

**WHEREAS, outside of those limited exceptions, employers may not prohibit cannabis outside of the workplace, just as they cannot prohibit the use of alcohol or tobacco; and**

**WHEREAS, the Putnam County Drug and Alcohol Policy as currently written does not consider this legislative change; now therefore be it**

**RESOLVED, that a new policy must be adopted; and be it further**

**RESOLVED, that the new policy does not exceed the allowances under the Labor Law; and be it further**

**RESOLVED, that this policy follows all Federal and State laws regarding the use of cannabis by, and testing of cannabis in our employees; and be it further**

**RESOLVED, that this policy strictly prohibits the use or possession of cannabis by all employees during the workday; and be it further**

**RESOLVED, that this policy strictly prohibits all employees from being under the influence of cannabis products throughout the workday; and be it further**

**RESOLVED, that the Putnam County Legislature adopt the new Putnam County Drug and Alcohol Policy in the form attached hereto.**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_



PAUL ELDRIDGE  
Personnel Officer



cc: all  
Pers. Reso

ADRIENE IASONI  
Deputy Personnel  
Officer

**MEMORANDUM**

November 9, 2023

**TO:** Diane Schonfeld, Legislative Clerk  
**FROM:** Paul Eldridge, Personnel Officer  
**SUBJECT:** Employee Policy Update


2023 NOV - 9 PM 2:42  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

The Personnel Department is seeking approval for an update to the Employee Drug and Alcohol Policy.

The Marijuana Regulation and Taxation Act was passed in April 2021 legalizing the use of marijuana in the state of New York. As part of this change, New York State Labor Law 201-D was altered allowing employees to legally use cannabis outside of their working hours, akin to smoking tobacco or drinking alcohol. As such, employers may not make adverse hiring decisions regarding the use of marijuana. The attached policy addresses the impact of this change on our employee drug testing policy.

This policy has been thoroughly vetted by the Putnam County Law department. Patricia Rau, Senior Personnel Specialist, 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 Drug and Alcohol Policy, including an annotated copy identifying changes  
New York State Department of Labor document regarding these changes

**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](http://www.putnamcountyny.com/personneldept)

**WHEREAS**, the Marihuana Regulation & Taxation Act (MRTA) was signed into law on March 31, 2021, legalizing adult-use cannabis in New York State;

**WHEREAS**, the MRTA amended Section 201-D of the New York Labor Law including cannabis as a legal consumable product; and

**WHEREAS**, employers are prohibited from discriminating against employees based on the employee's use of cannabis outside of the workplace, outside of work hours, and without use of the employer's equipment or property; and

**WHEREAS**, employers may prohibit use if required by law, if an employer will be in violation of Federal law, if a Federal contract will be lost, or if an employee is exhibiting articulable symptoms of impairment and it is affecting employee performance or safety; and

**WHEREAS**, outside of those limited exceptions, employers may not prohibit cannabis outside of the workplace, just as they cannot prohibit the use of alcohol or tobacco; and

**WHEREAS**, the Putnam County Drug and Alcohol Policy as currently written does not consider this legislative change; now therefore be it

**RESOLVED**, that a new policy must be adopted; and

**RESOLVED**, that the new policy does not exceed the allowances under the Labor Law; and

**RESOLVED**, that this policy follows all Federal and State laws regarding the use of cannabis by, and testing of cannabis in our employees; and

**RESOLVED**, that this policy strictly prohibits the use or possession of cannabis by all employees during the workday; and

**RESOLVED**, that this policy strictly prohibits all employees from being under the influence of cannabis products throughout the workday; and

**RESOLVED**, that the Putnam County Legislature adopt the new Putnam County Drug and Alcohol Policy in the form attached hereto.



## PUTNAM COUNTY DRUG AND ALCOHOL POLICY

In compliance with the Drug-Free Workplace Act of 1988, Putnam County has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of Putnam County employees and to the security of the County's equipment and facilities.

The County will not tolerate any drug or alcohol use which could affect an employee's job performance. The citizens of Putnam County have a right to expect that County employees will carry out their duties in a safe and reliable manner, free from the effects of alcohol or drugs.

For these reasons, Putnam County is committed to the elimination of drug and alcohol use and abuse in the workplace. It is the intent of the County, however, to encourage and assist such employees in treatment and rehabilitation whenever appropriate.

This policy and stated procedures replace, except where contrary to contractual obligations, any and all earlier procedures based on or expanding upon the Drug-Free Workplace Policy of its predecessor policies.

The policy and procedures apply to all active County employees in all government departments and to the staff of the Board of Legislators. The County reserves the right to modify the policy and procedures in whole or in part in accordance with the law and contractual procedures. All employees with bargaining agreements should refer to the language in their bargaining agreement in the event of language discrepancies.

The policy and procedures shall be the responsibility of the Personnel Department. Any questions should be directed to 845-808-1650.

The Personnel Officer shall be responsible for policy interpretation, administration, and enforcement.

### I. DEFINITIONS

- A. Adulterated specimen – A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.
- B. Commercial Driver's License (CDL) – A driver's license required to operate large, heavy, or placarded hazardous material vehicles in the United States. Specific County positions may require an employee to hold a CDL for the purposes of employment. All CDL drivers must conform with federal regulations regarding the use of alcohol, drugs, and controlled substances.

- C. Controlled Substance – Any substance which has been deemed illegal under the New York State Penal Law <sup>1</sup> (for example cocaine, valium, anabolic steroids). This term does NOT include the use of prescribed or legal substances which have been legally obtained and are being used for the purposes for which they were prescribed.
- D. County property – Includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Putnam County or any site on which the county is conducting business.
- E. Dilute urine sample – A urine specimen with creatinine and specific gravity values that are lower than expected for human urine, typically reported when values are lower than 20mg/dL.
- F. Dilute positive – A urine sample with a creatinine of less than 20mg/dL with detectable levels of the controlled substances which are subject to testing. This shall be treated as a positive drug screen.
- G. Dilute negative – A urine sample with a creatinine of less than 20mg/dL with no detectable levels of the controlled substances which are subject to testing. A dilute negative test will not automatically be considered a negative test.
- H. Drug Paraphernalia – Any items which are used for the administering, transferring, manufacturing, testing, secreting, or storing of a controlled substance and/or an illegally used drug
- I. Illegally Used Drugs – Any prescribed drug which is legally obtainable but has not been legally obtained or is not being used for prescribed purposes, all “designer drugs” not listed in the Controlled Substances Act, and any other over-the-counter or non-drug substance being used in a manner that is not intended.
- J. Legally Obtained Drugs – Any drug which has been obtained in a manner which is legal under the laws of New York State, including prescription, over-the-counter and recreational drugs<sup>2</sup>.
- K. Marijuana – A legally obtained recreational drug under New York State Law. ALL employees that fall under federal regulation, such as CDL drivers, Deputy Sheriffs, Corrections Officers, and Probation Officers MUST follow federal law and therefore are not permitted to use or possess marijuana as specified in federal statues, laws, and regulations.

---

<sup>1</sup> See Title M, Article 220 of the New York State Penal Law or in Scheduled I-IV as defined by Section 802(6) of Title 21 of the United States Code (21 USC 802(6))

<sup>2</sup> In April 2021 New York State legalized marijuana. At the time of the creation of this policy, marijuana remains illegal under federal law. See US Code Title 21 Controlled Substances Act, Section 812 Schedules of Controlled Substances

- L. Medical Review Officer (MRO) – A licensed physician who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.
- M. Refuse to cooperate – To obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.
- N. Under the influence of alcohol – An alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
- O. Under the influence of drugs – A confirmed positive test result for prohibited drug use per this policy. Also included, the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

## II. PROHIBITED CONDUCT

The following employee conduct is prohibited:

- A. The smoking or vaping of any tobacco, marijuana, or any other legal substance on any County property, within a County vehicle, or within thirty (30) feet of any entrance to any County property
- B. Employee arrival on County premise under the effects of, or the use on county owned property or while conducting county business or during business hours, of any legally obtained drug or alcohol, including marijuana, where such use adversely affects the employee's job performance<sup>3</sup> including those legally prescribed by a physician and used in accordance with that prescription.
- C. The use, distribution, dispensation, or sale of alcohol on County property, while conducting County business, in a County vehicle, in a vehicle being used for County purposes, or during business hours. An exception shall exist if it has been authorized at a County function by the County Executive, Deputy County Executive, or any Commissioner/Department Head of a County Department.

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<sup>3</sup> Where physician-directed use of drugs adversely affects performance, it is in the best general interest of the employee, co-workers, and the County that sick leave be used.

- D. The use, distribution, dispensation, sale or transfer of marijuana on County property, while conducting County business, in a County vehicle, in a vehicle being used for County purposes, or during business hours.
- E. The use, possession, manufacturing, distribution, dispensation, or sale of a controlled substance, illegally-used drug, or drug paraphernalia on County property, while conducting County business, in a County vehicle, in a vehicle being used for County purposes, or during business hours.
- F. The use of marijuana by employees subject to federal law/regulation including Commercial Drivers License Holders, Deputy Sheriffs, Correction Officers, and Probation Officers
- G. Employee arrival on County premises under the effects of controlled substance or illegally used drug, to the point where such use adversely affects the employee's job performance.
- H. Storage in a desk, locker, automobile or any other repository on County Property of any illegally used drug, controlled substance, or marijuana.
- I. Storage of alcohol in a desk, locker, or any other repository within your workspace or building on County Property.
- J. The possession of any illegally used drug, marijuana, or alcohol while conducting County business, while on County property, in the scope of employment, and/or any other circumstances related to their County employment.
- K. Switching or adulterating urine samples.
- L. Refusing consent to alcohol or drug testing pursuant to the terms of this Policy.
- M. Failing to notify Putnam County, within five days of a conviction under a criminal drug statute for a violation occurring on or off County premises while conducting County business.

### **III. TESTING AND PROCEDURES**

Drug testing is conducted, as allowable under the New York State law, for the following types of drugs: Amphetamines, Cocaine, Opiates & Phencyclidine unless otherwise noted. Individual test reports will be maintained by the Personnel Department for a minimum of five years.

#### **A. Pre-employment**

Applicants being considered for hire must submit to a drug test before beginning work or receiving an offer of employment. Pre-employment test results must be ***negative*** for an applicant to move forward.

In the event of a dilute negative with creatinine levels between 5 and 20 mg/dl, the applicant shall be offered a secondary drug screening. Prior to the second screening, the applicant shall have the opportunity to provide medical documentation explaining the dilute test results.

In the event of a dilute specimen with creatinine levels below 5mg/dl, Partners in Safety shall advise as to next actions.

All applicants for positions subject to Federal Regulations including CDL drivers, Deputy Sheriffs, Correction Officers, and Probation Officers shall be tested for marijuana in addition to the above listed controlled substances. A positive marijuana test for this group of applicants shall have the same bearing as a positive test for any of the other substances.

Any applicant with a drug test result of positive, dilute positive or who has refused testing shall be disqualified from the hiring process for a period of one year. In the event the position which has been applied for is a safety-sensitive position there is a blanket disqualification.

**B. Reasonable suspicion**

All employees are subject to testing based on (but not limited to) articulable symptoms of impairment by two supervisors or County officials<sup>4</sup>. Documentation of the employees conduct via the “Reasonable Cause/Reasonable suspicion testing form” shall be prepared and signed by the witnesses within 24 hours.

Examples of acceptable grounds for reasonable suspicion testing are as follows:

Observations for Employee’s Physical Condition

1. Slurred speech
2. Confusion/disorientation
3. Odor of alcohol on breath or person
4. Odor of marijuana on breath or person
5. Unsteady gait or lack of balance
6. Glassy eyes
7. Rapid/continuous eye movement or inability to focus
8. Drowsiness
9. Inattentiveness
10. Apparent intoxicated manner (without the odor of alcohol or marijuana)
11. Physical injury to self or others
12. Tremors or bodily shaking
13. Poor coordination
14. Runny nose or sores around nostrils
15. Very large or small pupils
16. Slow or inappropriate reactions

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<sup>4</sup> Preferably that have received training in the identification of behavior indicative of use of a controlled substance

### Observations of Employee's Behavior

1. Inability to respond to questions or to respond correctly
2. Complaints of racing or irregular heartbeat
3. Marked irritability
4. Aggressiveness (attempts at physical contact)
5. Inappropriate laughter, crying, etc.
6. Sleeping on the job
7. Fainting or repeated loss of consciousness
8. Improper job performance and or violation of work rules
9. Other behavioral manifestations

### Observations of General Job Performance

1. Excessive unauthorized absences in last 12 months
2. Excessive authorized absences in last 12 months
3. Excessive use of sick leave in last 12 months
4. Frequent Monday/Friday absence or other pattern
5. Frequent unexplained disappearance
6. Excessive "extension" of breaks or lunch
7. Frequent leaving work early
8. Ignores established procedures

An employee, who is believed to be impaired, will be sent home, to a testing facility, or to a medical facility by taxi or other safe transportation alternative. If necessary, in the employer's discretion, the employee will be accompanied by a supervisor or other employee. Under no circumstance will an impaired employee be allowed to drive.

Drug testing based articulable symptoms of impairment shall include the testing for marijuana for all County employees.

### **C. Random Testing**

Employees may be subject to random testing as dictated by their collective bargaining agreement.

Employees may be subject to random testing related to the use of cannabis:

1. when the County is required to take action pursuant to a state or federal statute, regulation, ordinance, or other state or federal government mandate; or
2. when the County is required to take action to prevent the loss of a federal contract or federal funding; or
3. in furtherance of preventing violation of federal law by the County



#### **D. Post-accident**

Putnam County strictly prohibits the use of alcohol, controlled substances, marijuana, and illegally used drugs while operating a county motor vehicle or operating a motor vehicle while on County business. Employees are subject to testing in the event there is an accident. Testing includes urinalysis as well as breath testing and includes testing for marijuana upon the observation of articulable symptoms of impairment. The alcohol test should be performed within 2 hours of the accident. If not tested within 2 hours, the driver may be tested for alcohol up to 8 hours following the accident. The drug test will be performed within 32 hours of the accident. Employees who refuse or test positive shall be in violation of this policy and subject to discipline.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab to transport the employee home.

#### **E. Consequences of post-employment drug testing**

Employees who violate this policy by refusing or testing positive shall have a mandatory evaluation by a substance abuse professional (SAP). The SAP will then make a treatment recommendation. If the SAP determines the treatment was successful, the SAP will send a report of compliance to your employer. Your employer (or a future employer) can then order a return-to-duty test, which must be negative.

If the SAP determines that you didn't cooperate with the treatment plan, or that you didn't participate appropriately, the SAP will send a report of non-compliance to your employer, and you will have to continue with the program. If you return to work, you will be subject to follow-up testing.

Employees who test positive or refuse a second time shall be subject to disciplinary action up to and including termination.

Employees should refer to their collective bargaining agreements for further information.

#### **F. Collection and testing procedures**

Drug testing is done by means of urine collection and analysis. The specimen will be collected by trained personnel in accordance with the federal drug testing regulations. The specimen is divided into 2 separate containers (the primary sample and the split sample) and sealed in a tamper-evident container and shipped to a SAMHSA-certified lab for testing. Laboratory test results are reported to the medical review officer (MRO). Before reporting a positive test to the employer, the MRO will attempt to contact the employee to discuss the results. If the MRO is unable to contact the employee directly, the MRO will contact the employer's Drug Program Administrator who will contact the employee. In the event the employee indicated there is a medical reason for the test result, The MRO may speak with the prescribing doctor. If no legitimate explanation for the positive test is found,

the MRO will report the test as positive. If there is a valid explanation showing the presence of a medication which the employee has used in accordance with a valid prescription, the test will be considered a negative test. In the event of a positive drug test, the employee has the right to request that the split sample be sent to a different certified lab for testing. This request must be made within 72 hours of the time the employee was informed of the results by the MRO. The cost of the split performed will be performed at the employee's expense.

#### G. Tips to avoid diluted test results

Consuming large amounts of water/liquids can cause drug test results to be diluted. This can cause unclear results and could result in the retesting of employees. A dilute negative test will not automatically be considered a negative test. This is because the large water quantities in the urine sample can obscure results.

To avoid retesting or possible disciplinary action, employees and applicants can follow the below tips when they are taking known or scheduled drug tests:

- Don't drink excessive water (more than one full glass of water) or any liquids at least two hours before sample collection, and reduce intake for six-eight hours before test
- Avoid caffeinated beverages such as coffee, tea, soda, or energy drinks, and other diuretics (including supplements)

#### IV. COMMERCIAL DRIVER'S LICENSE HOLDERS

Under 49 CFR Part 40, the Federal Highway Administration of the United States Department of Transportation requires certain drivers to undergo specific drug and alcohol testing. The drivers who must be tested under these guidelines are those required to hold a Commercial Drivers License (CDL).

This includes any driver who drives a motor vehicle-

- With a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight of more than 10,000 pounds;
- With a gross vehicle weight rating of 26,001 or more pounds:
  - Designed to transport 16 or more passengers; or
  - Of any size that is used to transport hazardous material which require the vehicle to be placarded under the hazardous: materials regulations.

These CDL guidelines shall apply to all Putnam County employees holding a CDL for the purposes of employment. This shall be ***in addition to all guidelines previously described in this policy.*** Where a discrepancy exists, CDL drivers are to follow the guidelines specific to those operating with a CDL. All CDL drivers must conform with federal regulations regarding the use of alcohol, drugs, and controlled substances. If a substance has become legal under New York State law but remains illegal under federal law, such as marijuana, CDL drivers are not permitted to use that substance.

A. **Special Definitions**

Safety-Sensitive Function – means any of the following:

1. All time spent waiting to be dispatched at the County’s transportation office, facility, or other property, unless the driver has been relieved from duty by the employer.
2. All time spent inspecting, servicing or conditioning equipment.
3. All time spent at the driving controls of a commercial motor vehicle.
4. All time, other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper berth).
5. All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle or in giving or receiving receipts for shipments loaded or unloaded.
6. All time spent performing the driver requirements associated with an accident.
7. All time repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.

B. **Prohibited Conduct**

A driver shall not:

1. Use any substance deemed illegal under federal law, even if that substance is legal under New York Law, such as marijuana.
2. Report for duty within four hours of consuming alcohol.
3. Use alcohol while on duty, including meal breaks.
4. Be on duty or operate a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment.
5. Use alcohol for eight hours following an accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
6. Use controlled substances, except when pursuant to the instructions of a physician who has advised the driver that such use will not adversely affect the driver’s ability to safely operate a commercial motor vehicle.

7. Report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substance.

### C. Testing

The federal motor carrier safety regulations are very specific regarding when a driver must submit for a drug and an alcohol test as well as what substances must be tested for. This testing may be above and beyond that testing of non CDL driving employees. Additionally, these regulations follow federal law and not state law for the purposes of defining controlled substances. Pre-employment and follow up testing may be conducted at any point *prior* to the first safety-sensitive function.

Reasonable suspicion testing should occur immediately in the case of suspected drug use and as soon as possible in the case of suspected alcohol use. The supervisor who observed the underlying behavior shall not perform the breath test.

All other tests may occur during working hours either immediately before or after the performance of a safety sensitive function.

The following tests are ***in addition to or broaden the scope of the*** employment testing described above in Section III.

1. Random Testing

Throughout the year, drivers are subject to unannounced testing on a random basis. The number of covered employees randomly selected for testing during the calendar year shall be equal to a minimum annual percentage rate of 50 % of the total number of covered employees subject to drug testing, and an annual percentage rate for random alcohol testing shall be 10 % of covered employees. Since drivers are chosen at random throughout the year, each individual driver may not be tested or may be tested once, twice or more in a given year.

2. Follow-Up Testing

If a driver who violates this policy is allowed to return to duty, a test will be conducted prior to the performance of a safety-sensitive function. In addition, the driver will be subject to unannounced follow-up testing. The frequency of such tests will be prescribed by a substance abuse professional and will consist of a minimum of 6 tests in the first 12 months following the driver's return to duty.

3. Post-Accident

The employer will test for alcohol and drugs as soon as possible after an accident, if the driver receives a citation under State or local law for a moving traffic violation arising from the accident or if there is a fatality. The alcohol test should be performed within 2 hours of the accident. If not tested within 2 hours, the driver may be tested for

alcohol up to 8 hours following the accident. The drug test will be performed within 32 hours of the accident.

4. Return-to-duty testing

This is required after a violation of drug and alcohol rules. A test must be taken and come back negative before an employee can return to duty following SAP recommended treatment. These employees may also be subject to unannounced testing at least 6 times in the first 12 months. These tests must be conducted under direct observation.

D. Testing Procedures

Drug testing is done by means of urine collection and analysis. The specimen will be collected by trained personnel in accordance with DOT regulations. The specimen is divided into 2 separate containers (a split sample) and sealed in a tamper-evident container and shipped to a NIDA-certified lab for testing. Laboratory test results are reported to the medical review officer (MRO). Each specimen receives a screening test and, if that test is positive, a confirmation test.

Before reporting a positive test to the employer, the MRO will attempt to contact the driver to discuss the results. If the MRO is unable to contact the driver directly, the MRO will contact the employer's Drug Program Administrator who will contact the driver. In the event the driver indicates there is a medical reason for the test result, The MRO may speak with the prescribing doctor. If no legitimate explanation for the positive test is found, the MRO will report the test as positive. If there is a valid explanation for the positive test other than illegal drug use, the MRO will report the test as a negative. A test showing the presence of a medication which the employee has used in accordance with a valid prescription will be considered a negative test, unless the employee drove in violation of the physician's orders prohibiting driving. Medical Marijuana prescriptions under New York State's CARE act shall NOT remedy a positive test for marijuana. Any driver covered by this section shall be considered in violation of the Putnam County drug and alcohol policy if tested positive for marijuana despite possession of a medical marijuana prescription.

In the event of a positive drug test, the employee has the right to request that the split sample be sent to a different certified lab for testing. The costs for the split sample tests shall be shared equally between the County and the employee. This request must be made within 72 hours of the time the driver was informed of the results by the MRO.

Certified breath alcohol technicians will perform these tests using evidential breath testing devices. If the shows a result less than 0.02, the test is considered negative. If the alcohol concentration is 0.02 or greater, a confirmation test must be conducted. The confirmation test will be performed fifteen minutes after the initial test and the results of this test determine what actions will be taken.

E. Testing refusal

Refusal to take a test goes beyond simply not providing a breath or urine sample. It may be determined that an employee has refused a drug or alcohol test when they:

1. fail to appear at, or take too long to appear at, the drug or alcohol testing site.
2. fail to provide a breath or urine specimen for collection.
3. leave the drug or alcohol collection site before the testing process is complete.
4. do not permit direct observation of the collection of the specimen when it has been ordered.
5. provide an insufficient amount of urine or breath without a valid medical reason as determined by the MRO.
6. do not take a second test as ordered by the employer and permitted by the DOT.
7. do not go to or does not permit to occur, a medical examination by the MRO as directed.
8. fail to cooperate with *any part* of the urine or breath collection process.
9. fail, during an observed collection, to follow the instructions to raise/lower clothing and turn around in order to allow the observer to check for a prosthetic device.
10. possess or wear a prosthetic or other device that could be used to interfere with the collection process.
11. they admit, during the collection process, that they have tampered with their specimen.
12. adulterate or substitute their specimen and it is confirmed by the lab and the MRO determines there is no medical reason for the result.
13. they admit, during a medical review, that they have tampered with their specimen.
14. fail to sign the certification statement at step 2 of the alcohol testing form.

F. **Consequences of testing**

Drivers who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substances are subject to disciplinary action and penalties

pursuant to County policy and collective bargaining agreements, as well as other sanctions provided for in state and/or federal law.

In addition to any consequences previously outlined in this policy, employees face the following:

1. Employees who test positive/dilute positive or refusal to test are required to be evaluated by a substance abuse professional (SAP) and complete any requirements for rehabilitation as set by the County and the SAP.
2. Employees subject to SAP procedures must complete the return to duty process prior to performing safety-sensitive duties.
3. When a test refusal event is reported to the employers designated contact person, the employee must immediately be removed from safety-sensitive duties.
4. When a verified positive/dilute positive test result initial report is received by Putnam County, the employee shall immediately be removed from performing safety sensitive functions.
5. When a test result is verified in an initial report as adulterated or substituted, it shall be considered a positive test. In the event this occurs, the employee shall immediately be removed from performing safety sensitive functions.
6. When a test result is returned as dilute negative, employees will be subject to a second test. Based upon MRO directive, this test may be required to be performed under direct observation. All other retests shall be conducted unobserved.
7. When an alcohol test result is 0.04 or higher, the employee shall immediately be removed from performing safety sensitive functions.
8. When an alcohol test result is between 0.02 and 0.039, the employee shall be temporarily be removed from performing safety sensitive functions.
9. A driver who, after providing an adequate breath specimen, has a confirmatory test which registers between 0.02 and 0.04, at a minimum, must be suspended without pay until his/her next regularly scheduled duty period, but for no less than 24 hours and may be subject to additional disciplinary action by the County, up to and including discharge.
10. A driver who tests positive for drugs, or after providing an adequate breath specimen, has a confirmatory test which registers 0.04 or greater will, at a minimum, be suspended without pay until his/her next regularly scheduled duty period, but for no less than 24 hours, and will be subject to additional disciplinary action by the County, up to and including discharge. In order to be

eligible to return to duty after a positive drug test or an alcohol level of 0.04 or higher, a driver must complete the course of rehabilitation prescribed by the substance abuse professional and undergo a return-to-duty test with a negative result. After returning to work, the driver must continue in an after-care program and be subject to follow-up testing, in accordance with the recommendation of the SAP and consistent with the regulations.

**G. Return To Duty Process**

1. The employee in violation of the DOT regulations for drug or alcohol testing is removed immediately from safety sensitive duty.
2. The employer is required to provide a list of DOT qualified Substance Abuse Professionals (SAPs). A SAP list may be provided by a dedicated service agent.
3. The SAP performs a face to face clinical evaluation of the employee and makes recommendations for treatment and/or education, providing documentation to the Designated Employee Representative (DER).
4. The employee complies with the treatment(s) and/or education recommended by the SAP. The SAP then conducts a follow-up evaluation and determines the employee's eligibility to return to safety sensitive duty providing documentation to the DER.
5. Once the DER receives the SAP's documentation indicating the employee is eligible to return to safety sensitive duty, the employee must test negative on a Drug/Alcohol Screening before returning to duty at the employer's discretion.
6. The employee is subject to unannounced follow-up testing and a period of 1 to 5 years according to a plan determined by the SAP and provided to the DER.
7. The SAP then recommends follow-up testing, aftercare treatment, and/or support group participation.

**V. CONFIDENTIALITY**

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be confidential to the extent required by law and maintained in secure files. Such records and information may be disclosed among department heads and supervisors on a need-to-know basis, and when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

**VI. INSPECTIONS**

Putnam County reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband; affected employees may have union representation involved in this process.



All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

## **VII. EFFECTS OF ALCOHOL AND DRUGS ON HEALTH, WORK, AND PERSONAL LIFE**

Impaired employees endanger themselves, fellow workers, and other innocent citizens. Employees with drugs or alcohol in their systems are less productive and more likely to injure themselves or other persons in an accident. Alcohol and drug abusing employees increase the costs related to lost productivity, absenteeism, accidents, theft, and treatment programs. Also, medical costs are higher and are passed on to the employer in the form of higher insurance rates. Alcohol and drug abuse costs both the employer and the employee. Alcohol remains the number one abused drug in this country. Alcohol consumption causes many changes in behavior and even low doses can impair the judgement and coordination required for driving. Moderate to high doses cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. If combined with other depressant drugs, much lower doses of alcohol will produce the effects just described. Long-term consumption of large quantities of alcohol can lead to permanent damage to the brain and the liver.

Alcohol and substance abuse is a complex problem-calling for specialized supervision and care: Don't cover-up for a person who you think has a substance problem. Don't make excuses for them or do their work for them. The problem is not going to go away. Don't enable the person to continue the alcohol or drug abuse.

Some of the most noticeable signs of drug abuse are drowsiness, respiratory depression, constricted pupils, nausea, slurred speech, excitement, loss of appetite, poor perception of time and distance, relaxed inhibitions, disoriented behavior, watery eyes, runny nose, chills and sweats, convulsions, apathy, depression, and the use of drug paraphernalia. Some of the signs and symptoms of alcohol misuse are the odor of alcohol, slurred speech, staggering, tremors, vomiting, cramps, delirium, loss of appetite, using arms for balance, leaning against walls and doorways, swaying while maintaining balance, and confusion.

## **VIII. GETTING HELP**

Substance or alcohol abuse is an illness, not a character flaw. If you think you might have a problem, get help before it is too late. Leave the treatment and counseling of persons with an abuse problem to the professionals. The DOT in the regulations require that the person with a problem be evaluated by a professional.

Employees Assistance Program (EAP)  
Monday-through-Friday: 914 995-6070

SAMHSA's National Helpline  
1-800-662-HELP (4357)

The Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline is a free, confidential, 24/7, 365-day-a-year treatment referral and information service (English/Spanish) for individuals and families facing mental health disorders and substance addictions. They can refer you to therapists, counselors, treatment programs, and support groups in your area.

Drinking Drivers Program  
Monday through Friday: 845 808 1641 EXT. 46018

Partners in Safety  
845-341-0515

**Reasonable Cause/Reasonable Suspicion Testing Form**

Employee's Name: _____ ID/SSN: _____	
Department: _____	Job Title: _____
Location of Incident/Observation: _____ Date: _____	
Time: _____ Other Witness(es): _____	
Trained Supervisor Name: _____	Signature: _____
Concurring Supervisor Name: _____	Signature: _____

**Observations**

Check all that apply, include descriptions of any changes in behavior and list any unusual behavior not included below

**Observations of Employee's Physical Condition**

<input type="checkbox"/> Slurred Speech <input type="checkbox"/> Confusion/disorientation <input type="checkbox"/> Odor of alcohol <input type="checkbox"/> Odor of marijuana <input type="checkbox"/> Unsteady gait/unbalanced <input type="checkbox"/> Glassy eyes	<input type="checkbox"/> Inability to focus eyes <input type="checkbox"/> Physical injury to self or others <input type="checkbox"/> Tremors/bodily shaking <input type="checkbox"/> Poor coordination <input type="checkbox"/> Rapid/continuous eye movement	<input type="checkbox"/> Runny nose <input type="checkbox"/> Very large or Small pupils <input type="checkbox"/> Slow/inappropriate reactions <input type="checkbox"/> Drowsiness <input type="checkbox"/> Inattentiveness
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Descriptive Notes: \_\_\_\_\_  
 \_\_\_\_\_

**Observations of Employee's Behavior**

<input type="checkbox"/> Inability to respond to questions <input type="checkbox"/> Complaint of racing heart <input type="checkbox"/> Marked irritability	<input type="checkbox"/> Aggressiveness <input type="checkbox"/> Inappropriate laughing, cry etc <input type="checkbox"/> Sleeping on the job	<input type="checkbox"/> Fainting/loss of consciousness <input type="checkbox"/> Improper job performance <input type="checkbox"/> Violation of work rules
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Descriptive Notes: \_\_\_\_\_  
 \_\_\_\_\_

**Observations of General Job Performance**

<input type="checkbox"/> Excessive unauthorized absences in last 12 months <input type="checkbox"/> Excessive authorized absences in last 12 months <input type="checkbox"/> Excessive use of sick leave, last 12 months	<input type="checkbox"/> Frequent Monday/Friday absence or pattern absence <input type="checkbox"/> Frequent unexplained disappearance <input type="checkbox"/> Excessive "extension" of breaks or lunch	<input type="checkbox"/> Frequent leaving work early <input type="checkbox"/> Ignores established procedures
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Descriptive Notes: \_\_\_\_\_  
 \_\_\_\_\_

**For use by Personnel Department**

Date recv'd in personnel _____	Date test ordered: _____
Date of test: _____	TEST RESULTS: _____
Date results recv'd: _____	Date results sent to department: _____
Name: _____	Signature: _____

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## DRUG AND ALCOHOL POLICY UPDATE

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### Changes:

1. Formatting- We previously had multiple different policies floating out there. Creating one policy that addresses all employees helps avoid confusion for the employees and their supervisors.
2. Addressing dilute specimens at pre-employment. After we had a few candidates with diluted specimens, we wanted to be sure to have a formal policy on how to proceed. (Highlighted in yellow)
3. Marihuana Regulation & Taxation Act. Changes to testing policy to accommodate the changes to the Labor Law from the MRTA. (Highlighted in green)
4. Added a list of symptoms Supervisors/Department heads can look for as the basis of reasonable suspicion testing. The plan is to create a short training for supervisors and department heads to learn how to identify these symptoms. This would be done in conjunction with PCSO and/or DAO. This includes a reporting form to assist in proper documentation. (Highlighted in blue)



## PUTNAM COUNTY DRUG AND ALCOHOL POLICY

In compliance with the Drug-Free Workplace Act of 1988, Putnam County has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of Putnam County employees and to the security of the County's equipment and facilities.

The County will not tolerate any drug or alcohol use which could affect an employee's job performance. The citizens of Putnam County have a right to expect that County employees will carry out their duties in a safe and reliable manner, free from the effects of alcohol or drugs.

For these reasons, Putnam County is committed to the elimination of drug and alcohol use and abuse in the workplace. It is the intent of the County, however, to encourage and assist such employees in treatment and rehabilitation whenever appropriate.

This policy and stated procedures replace, except where contrary to contractual obligations, any and all earlier procedures based on or expanding upon the Drug-Free Workplace Policy of its predecessor policies.

The policy and procedures apply to all active County employees in all government departments and to the staff of the Board of Legislators. The County reserves the right to modify the policy and procedures in whole or in part in accordance with the law and contractual procedures. All employees with bargaining agreements should refer to the language in their bargaining agreement in the event of language discrepancies.

The policy and procedures shall be the responsibility of the Personnel Department. Any questions should be directed to 845-808-1650.

The Personnel Officer shall be responsible for policy interpretation, administration, and enforcement.

### I. DEFINITIONS

- A. Adulterated specimen – A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.
- B. Commercial Driver's License (CDL) – A driver's license required to operate large, heavy, or placarded hazardous material vehicles in the United States. Specific County positions may require an employee to hold a CDL for the purposes of employment. All CDL drivers must conform with federal regulations regarding the use of alcohol, drugs, and controlled substances.

- C. Controlled Substance – Any substance which has been deemed illegal under the New York State Penal Law <sup>1</sup> (for example cocaine, valium, anabolic steroids). This term does NOT include the use of prescribed or legal substances which have been legally obtained and are being used for the purposes for which they were prescribed.
- D. County property – Includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Putnam County or any site on which the county is conducting business.
- E. Dilute urine sample – A urine specimen with creatinine and specific gravity values that are lower than expected for human urine, typically reported when values are lower than 20mg/dL.
- F. Dilute positive – A urine sample with a creatinine of less than 20mg/dL with detectable levels of the controlled substances which are subject to testing. This shall be treated as a positive drug screen.
- G. Dilute negative – A urine sample with a creatinine of less than 20mg/dL with no detectable levels of the controlled substances which are subject to testing. A dilute negative test will not automatically be considered a negative test.
- H. Drug Paraphernalia – Any items which are used for the administering, transferring, manufacturing, testing, secreting, or storing of a controlled substance and/or an illegally used drug
- I. Illegally Used Drugs – Any prescribed drug which is legally obtainable but has not been legally obtained or is not being used for prescribed purposes, all “designer drugs” not listed in the Controlled Substances Act, and any other over-the-counter or non-drug substance being used in a manner that is not intended.
- J. Legally Obtained Drugs – Any drug which has been obtained in a manner which is legal under the laws of New York State, including prescription, over-the-counter and recreational drugs<sup>2</sup>.
- K. ██████████ – A legally obtained recreational drug under New York State Law. ALL employees that fall under federal regulation, such as CDL drivers, Deputy Sheriffs, Corrections Officers, and Probation Officers MUST follow federal law and therefore are not permitted to use or possess marijuana as specified in federal statutes, laws, and regulations.

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<sup>1</sup> See Title M, Article 220 of the New York State Penal Law or in Scheduled I-IV as defined by Section 802(6) of Title 21 of the United States Code (21 USC 802(6))

<sup>2</sup> In April 2021 New York State legalized marijuana. At the time of the creation of this policy, marijuana remains illegal under federal law. See US Code Title 21 Controlled Substances Act, Section 812 Schedules of Controlled Substances

- L. Medical Review Officer (MRO) – A licensed physician who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.
- M. Refuse to cooperate – To obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.
- N. Under the influence of alcohol – An alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
- O. Under the influence of drugs – A confirmed positive test result for prohibited drug use per this policy. Also included, the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

## II. PROHIBITED CONDUCT

The following employee conduct is prohibited:

- A. The smoking or vaping of any tobacco, [REDACTED], or any other legal substance on any County property, within a County vehicle, or within thirty (30) feet of any entrance to any County property
- B. Employee arrival on County premise under the effects of, or the use on county owned property or while conducting county business or during business hours, of any legally obtained drug or alcohol, including marijuana, where such use adversely affects the employee's job performance<sup>3</sup> including those legally prescribed by a physician and used in accordance with that prescription.
- C. The use, distribution, dispensation, or sale of alcohol on County property, while conducting County business, in a County vehicle, in a vehicle being used for County purposes, or during business hours. An exception shall exist if it has been authorized at a County function by the County Executive, Deputy County Executive, or any Commissioner/Department Head of a County Department.

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<sup>3</sup> Where physician-directed use of drugs adversely affects performance, it is in the best general interest of the employee, co-workers, and the County that sick leave be used.

- D. **The use, distribution, dispensation, sale or transfer of marijuana** on County property, while conducting County business, in a County vehicle, in a vehicle being used for County purposes, or during business hours.
- E. The use, possession, manufacturing, distribution, dispensation, or sale of a controlled substance, illegally-used drug, or drug paraphernalia on County property, while conducting County business, in a County vehicle, in a vehicle being used for County purposes, or during business hours.
- F. **The use of marijuana by employees subject to federal law/regulation including Commercial Drivers License Holders, Deputy Sheriffs, Correction Officers, and Probation Officers**
- G. Employee arrival on County premises under the effects of controlled substance or illegally used drug, to the point where such use adversely affects the employee's job performance.
- H. **Storage in a desk, locker, automobile or any other repository** on County Property of any illegally used drug, controlled substance, **or marijuana.**
- I. Storage of alcohol in a desk, locker, or any other repository within your workspace or building on County Property.
- J. **The possession of any illegally used drug, marijuana, or alcohol while conducting County business, while on County property, in the scope of employment, and/or any other circumstances related to their County employment.**
- K. Switching or adulterating urine samples.
- L. Refusing consent to alcohol or drug testing pursuant to the terms of this Policy.
- M. Failing to notify Putnam County, within five days of a conviction under a criminal drug statute for a violation occurring on or off County premises while conducting County business.

### III. TESTING AND PROCEDURES

Drug testing is conducted, as allowable under the New York State law, for the following types of drugs: Amphetamines, Cocaine, Opiates & Phencyclidine unless otherwise noted. Individual test reports will be maintained by the Personnel Department for a minimum of five years.

#### A. Pre-employment

Applicants being considered for hire must submit to a drug test before beginning work or receiving an offer of employment. Pre-employment test results must be ***negative*** for an applicant to move forward.



In the event of a dilute negative with creatinine levels between 5 and 20 mg/dl, the applicant shall be offered a secondary drug screening. Prior to the second screening, the applicant shall have the opportunity to provide medical documentation explaining the dilute test results.

In the event of a dilute specimen with creatinine levels below 5mg/dl, Partners in Safety shall advise as to next actions.

All applicants for positions subject to Federal Regulations including CDL drivers, Deputy Sheriffs, Correction Officers, and Probation Officers shall be tested for marijuana in addition to the above listed controlled substances. A positive marijuana test for this group of applicants shall have the same bearing as a positive test for any of the other substances.

Any applicant with a drug test result of positive, dilute positive or who has refused testing shall be disqualified from the hiring process for a period of one year. In the event the position which has been applied for is a safety-sensitive position there is a blanket disqualification.

#### **B. Reasonable suspicion**

All employees are subject to testing based on (but not limited to) articulable symptoms of impairment by two supervisors or County officials<sup>4</sup>. Documentation of the employees conduct via the "Reasonable Cause/Reasonable suspicion testing form" shall be prepared and signed by the witnesses within 24 hours.

Examples of acceptable grounds for reasonable suspicion testing are as follows:

##### **Observations for Employee's Physical Condition**

1. Slurred speech
2. Confusion/disorientation
3. Odor of alcohol on breath or person
4. Odor of marijuana on breath or person
5. Unsteady gait or lack of balance
6. Glassy eyes
7. Rapid/continuous eye movement or inability to focus
8. Drowsiness
9. Inattentiveness
10. Apparent intoxicated manner (without the odor of alcohol or marijuana)
11. Physical injury to self or others
12. Tremors or bodily shaking
13. Poor coordination
14. Runny nose or sores around nostrils
15. Very large or small pupils
16. Slow or inappropriate reactions

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<sup>4</sup> Preferably that have received training in the identification of behavior indicative of use of a controlled substance

#### Observations of Employee's Behavior

1. Inability to respond to questions or to respond correctly
2. Complaints of racing or irregular heartbeat
3. Marked irritability
4. Aggressiveness (attempts at physical contact)
5. Inappropriate laughter, crying, etc.
6. Sleeping on the job
7. Fainting or repeated loss of consciousness
8. Improper job performance and or violation of work rules
9. Other behavioral manifestations

#### Observations of General Job Performance

1. Excessive unauthorized absences in last 12 months
2. Excessive authorized absences in last 12 months
3. Excessive use of sick leave in last 12 months
4. Frequent Monday/Friday absence or other pattern
5. Frequent unexplained disappearance
6. Excessive "extension" of breaks or lunch
7. Frequent leaving work early
8. Ignores established procedures

An employee, who is believed to be impaired, will be sent home, to a testing facility, or to a medical facility by taxi or other safe transportation alternative. If necessary, in the employer's discretion, the employee will be accompanied by a supervisor or other employee. Under no circumstance will an impaired employee be allowed to drive.

Drug testing based articulable symptoms of impairment shall include the testing for marijuana for all County employees.

#### **C. Random Testing**

Employees may be subject to random testing as dictated by their collective bargaining agreement.

Employees may be subject to random testing related to the use of cannabis:

1. when the County is required to take action pursuant to a state or federal statute, regulation, ordinance, or other state or federal government mandate; or
2. when the County is required to take action to prevent the loss of a federal contract or federal funding; or
3. in furtherance of preventing violation of federal law by the County

#### **D. Post-accident**

Putnam County strictly prohibits the use of alcohol, controlled substances, marijuana, and illegally used drugs while operating a county motor vehicle or operating a motor vehicle while on County business. Employees are subject to testing in the event there is an accident. Testing includes urinalysis as well as breath testing and includes testing for marijuana upon the observation of articulable symptoms of impairment. The alcohol test should be performed within 2 hours of the accident. If not tested within 2 hours, the driver may be tested for alcohol up to 8 hours following the accident. The drug test will be performed within 32 hours of the accident. Employees who refuse or test positive shall be in violation of this policy and subject to discipline.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab to transport the employee home.

#### **E. Consequences of post-employment drug testing**

Employees who violate this policy by refusing or testing positive shall have a mandatory evaluation by a substance abuse professional (SAP). The SAP will then make a treatment recommendation. If the SAP determines the treatment was successful, the SAP will send a report of compliance to your employer. Your employer (or a future employer) can then order a return-to-duty test, which must be negative.

If the SAP determines that you didn't cooperate with the treatment plan, or that you didn't participate appropriately, the SAP will send a report of non-compliance to your employer, and you will have to continue with the program. If you return to work, you will be subject to follow-up testing.

Employees who test positive or refuse a second time shall be subject to disciplinary action up to and including termination.

Employees should refer to their collective bargaining agreements for further information.

#### **F. Collection and testing procedures**

Drug testing is done by means of urine collection and analysis. The specimen will be collected by trained personnel in accordance with the federal drug testing regulations. The specimen is divided into 2 separate containers (the primary sample and the split sample) and sealed in a tamper-evident container and shipped to a SAMHSA-certified lab for testing. Laboratory test results are reported to the medical review officer (MRO). Before reporting a positive test to the employer, the MRO will attempt to contact the employee to discuss the results. If the MRO is unable to contact the employee directly, the MRO will contact the employer's Drug Program Administrator who will contact the employee. In the event the employee indicated there is a medical reason for the test result, The MRO may speak with the prescribing doctor. If no legitimate explanation for the positive test is found,

the MRO will report the test as positive. If there is a valid explanation showing the presence of a medication which the employee has used in accordance with a valid prescription, the test will be considered a negative test. In the event of a positive drug test, the employee has the right to request that the split sample be sent to a different certified lab for testing. This request must be made within 72 hours of the time the employee was informed of the results by the MRO. The cost of the split performed will be performed at the employee's expense.

#### G. Tips to avoid diluted test results

Consuming large amounts of water/liquids can cause drug test results to be diluted. This can cause unclear results and could result in the retesting of employees. A dilute negative test will not automatically be considered a negative test. This is because the large water quantities in the urine sample can obscure results.

To avoid retesting or possible disciplinary action, employees and applicants can follow the below tips when they are taking known or scheduled drug tests:

- Don't drink excessive water (more than one full glass of water) or any liquids at least two hours before sample collection, and reduce intake for six-eight hours before test
- Avoid caffeinated beverages such as coffee, tea, soda, or energy drinks, and other diuretics (including supplements)

#### IV. COMMERCIAL DRIVER'S LICENSE HOLDERS

Under 49 CFR Part 40, the Federal Highway Administration of the United States Department of Transportation requires certain drivers to undergo specific drug and alcohol testing. The drivers who must be tested under these guidelines are those required to hold a Commercial Drivers License (CDL).

This includes any driver who drives a motor vehicle-

- With a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight of more than 10,000 pounds;
- With a gross vehicle weight rating of 26,001 or more pounds:
  - Designed to transport 16 or more passengers; or
  - Of any size that is used to transport hazardous material which require the vehicle to be placarded under the hazardous: materials regulations.

These CDL guidelines shall apply to all Putnam County employees holding a CDL for the purposes of employment. This shall be ***in addition to all guidelines previously described in this policy.*** Where a discrepancy exists, CDL drivers are to follow the guidelines specific to those operating with a CDL. All CDL drivers must conform with federal regulations regarding the use of alcohol, drugs, and controlled substances. **If a substance has become legal under New York State law but remains illegal under federal law, such as marijuana, CDL drivers are not permitted to use that substance.**

**A. Special Definitions**

Safety-Sensitive Function – means any of the following:

1. All time spent waiting to be dispatched at the County’s transportation office, facility, or other property, unless the driver has been relieved from duty by the employer.
2. All time spent inspecting, servicing or conditioning equipment.
3. All time spent at the driving controls of a commercial motor vehicle.
4. All time, other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper berth).
5. All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle or in giving or receiving receipts for shipments loaded or unloaded.
6. All time spent performing the driver requirements associated with an accident.
7. All time repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.

**B. Prohibited Conduct**

A driver shall not:

1. Use any substance deemed illegal under federal law, even if that substance is legal under New York Law, such as marijuana.
2. Report for duty within four hours of consuming alcohol.
3. Use alcohol while on duty, including meal breaks.
4. Be on duty or operate a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment.
5. Use alcohol for eight hours following an accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
6. Use controlled substances, except when pursuant to the instructions of a physician who has advised the driver that such use will not adversely affect the driver’s ability to safely operate a commercial motor vehicle.

7. Report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substance.

### C. Testing

The federal motor carrier safety regulations are very specific regarding when a driver must submit for a drug and an alcohol test as well as what substances must be tested for. This testing may be above and beyond that testing of non CDL driving employees. Additionally, these regulations follow federal law and not state law for the purposes of defining controlled substances. Pre-employment and follow up testing may be conducted at any point *prior* to the first safety-sensitive function.

Reasonable suspicion testing should occur immediately in the case of suspected drug use and as soon as possible in the case of suspected alcohol use. The supervisor who observed the underlying behavior shall not perform the breath test.

All other tests may occur during working hours either immediately before or after the performance of a safety sensitive function.

The following tests are *in addition to or broaden the scope of the* employment testing described above in Section III.

#### 1. Random Testing

Throughout the year, drivers are subject to unannounced testing on a random basis. The number of covered employees randomly selected for testing during the calendar year shall be equal to a minimum annual percentage rate of 50 % of the total number of covered employees subject to drug testing, and an annual percentage rate for random alcohol testing shall be 10 % of covered employees. Since drivers are chosen at random throughout the year, each individual driver may not be tested or may be tested once, twice or more in a given year.

#### 2. Follow-Up Testing

If a driver who violates this policy is allowed to return to duty, a test will be conducted prior to the performance of a safety-sensitive function. In addition, the driver will be subject to unannounced follow-up testing. The frequency of such tests will be prescribed by a substance abuse professional and will consist of a minimum of 6 tests in the first 12 months following the driver's return to duty.

#### 3. Post-Accident

The employer will test for alcohol and drugs as soon as possible after an accident, if the driver receives a citation under State or local law for a moving traffic violation arising from the accident or if there is a fatality. The alcohol test should be performed within 2 hours of the accident. If not tested within 2 hours, the driver may be tested for

alcohol up to 8 hours following the accident. The drug test will be performed within 32 hours of the accident.

4. Return-to-duty testing

This is required after a violation of drug and alcohol rules. A test must be taken and come back negative before an employee can return to duty following SAP recommended treatment. These employees may also be subject to unannounced testing at least 6 times in the first 12 months. These tests must be conducted under direct observation.

D. Testing Procedures

Drug testing is done by means of urine collection and analysis. The specimen will be collected by trained personnel in accordance with DOT regulations. The specimen is divided into 2 separate containers (a split sample) and sealed in a tamper-evident container and shipped to a NIDA-certified lab for testing. Laboratory test results are reported to the medical review officer (MRO). Each specimen receives a screening test and, if that test is positive, a confirmation test.

Before reporting a positive test to the employer, the MRO will attempt to contact the driver to discuss the results. If the MRO is unable to contact the driver directly, the MRO will contact the employer's Drug Program Administrator who will contact the driver. In the event the driver indicates there is a medical reason for the test result, The MRO may speak with the prescribing doctor. If no legitimate explanation for the positive test is found, the MRO will report the test as positive. If there is a valid explanation for the positive test other than illegal drug use, the MRO will report the test as a negative. A test showing the presence of a medication which the employee has used in accordance with a valid prescription will be considered a negative test, unless the employee drove in violation of the physician's orders prohibiting driving. Medical Marijuana prescriptions under New York State's CARE act shall NOT remedy a positive test for marijuana. Any driver covered by this section shall be considered in violation of the Putnam County drug and alcohol policy if tested positive for marijuana despite possession of a medical marijuana prescription.

In the event of a positive drug test, the employee has the right to request that the split sample be sent to a different certified lab for testing. The costs for the split sample tests shall be shared equally between the County and the employee. This request must be made within 72 hours of the time the driver was informed of the results by the MRO.

Certified breath alcohol technicians will perform these tests using evidential breath testing devices. If the shows a result less than 0.02, the test is considered negative. If the alcohol concentration is 0.02 or greater, a confirmation test must be conducted. The confirmation test will be performed fifteen minutes after the initial test and the results of this test determine what actions will be taken.

E. Testing refusal

Refusal to take a test goes beyond simply not providing a breath or urine sample. It may be determined that an employee has refused a drug or alcohol test when they:

1. fail to appear at, or take too long to appear at, the drug or alcohol testing site.
2. fail to provide a breath or urine specimen for collection.
3. leave the drug or alcohol collection site before the testing process is complete.
4. do not permit direct observation of the collection of the specimen when it has been ordered.
5. provide an insufficient amount of urine or breath without a valid medical reason as determined by the MRO.
6. do not take a second test as ordered by the employer and permitted by the DOT.
7. do not go to or does not permit to occur, a medical examination by the MRO as directed.
8. fail to cooperate with *any part* of the urine or breath collection process.
9. fail, during an observed collection, to follow the instructions to raise/lower clothing and turn around in order to allow the observer to check for a prosthetic device.
10. possess or wear a prosthetic or other device that could be used to interfere with the collection process.
11. they admit, during the collection process, that they have tampered with their specimen.
12. adulterate or substitute their specimen and it is confirmed by the lab and the MRO determines there is no medical reason for the result.
13. they admit, during a medical review, that they have tampered with their specimen.
14. fail to sign the certification statement at step 2 of the alcohol testing form.

F. **Consequences of testing**

Drivers who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substances are subject to disciplinary action and penalties



pursuant to County policy and collective bargaining agreements, as well as other sanctions provided for in state and/or federal law.

In addition to any consequences previously outlined in this policy, employees face the following:

1. Employees who test positive/dilute positive or refusal to test are required to be evaluated by a substance abuse professional (SAP) and complete any requirements for rehabilitation as set by the County and the SAP.
2. Employees subject to SAP procedures must complete the return to duty process prior to performing safety-sensitive duties.
3. When a test refusal event is reported to the employers designated contact person, the employee must immediately be removed from safety-sensitive duties.
4. When a verified positive/dilute positive test result initial report is received by Putnam County, the employee shall immediately be removed from performing safety sensitive functions.
5. When a test result is verified in an initial report as adulterated or substituted, it shall be considered a positive test. In the event this occurs, the employee shall immediately be removed from performing safety sensitive functions.
6. When a test result is returned as dilute negative, employees will be subject to a second test. Based upon MRO directive, this test may be required to be performed under direct observation. All other retests shall be conducted unobserved.
7. When an alcohol test result is 0.04 or higher, the employee shall immediately be removed from performing safety sensitive functions.
8. When an alcohol test result is between 0.02 and 0.039, the employee shall be temporarily be removed from performing safety sensitive functions.
9. A driver who, after providing an adequate breath specimen, has a confirmatory test which registers between 0.02 and 0.04, at a minimum, must be suspended without pay until his/her next regularly scheduled duty period, but for no less than 24 hours and may be subject to additional disciplinary action by the County, up to and including discharge.
10. A driver who tests positive for drugs, or after providing an adequate breath specimen, has a confirmatory test which registers 0.04 or greater will, at a minimum, be suspended without pay until his/her next regularly scheduled duty period, but for no less than 24 hours, and will be subject to additional disciplinary action by the County, up to and including discharge. In order to be

eligible to return to duty after a positive drug test or an alcohol level of 0.04 or higher, a driver must complete the course of rehabilitation prescribed by the substance abuse professional and undergo a return-to-duty test with a negative result. After returning to work, the driver must continue in an after-care program and be subject to follow-up testing, in accordance with the recommendation of the SAP and consistent with the regulations.

**G. Return To Duty Process**

1. The employee in violation of the DOT regulations for drug or alcohol testing is removed immediately from safety sensitive duty.
2. The employer is required to provide a list of DOT qualified Substance Abuse Professionals (SAPs). A SAP list may be provided by a dedicated service agent.
3. The SAP performs a face to face clinical evaluation of the employee and makes recommendations for treatment and/or education, providing documentation to the Designated Employee Representative (DER).
4. The employee complies with the treatment(s) and/or education recommended by the SAP. The SAP then conducts a follow-up evaluation and determines the employee's eligibility to return to safety sensitive duty providing documentation to the DER.
5. Once the DER receives the SAP's documentation indicating the employee is eligible to return to safety sensitive duty, the employee must test negative on a Drug/Alcohol Screening before returning to duty at the employer's discretion.
6. The employee is subject to unannounced follow-up testing and a period of 1 to 5 years according to a plan determined by the SAP and provided to the DER.
7. The SAP then recommends follow-up testing, aftercare treatment, and/or support group participation.

**V. CONFIDENTIALITY**

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be confidential to the extent required by law and maintained in secure files. Such records and information may be disclosed among department heads and supervisors on a need-to-know basis, and when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

**VI. INSPECTIONS**

Putnam County reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband; affected employees may have union representation involved in this process.

All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

## **VII. EFFECTS OF ALCOHOL AND DRUGS ON HEALTH, WORK, AND PERSONAL LIFE**

Impaired employees endanger themselves, fellow workers, and other innocent citizens. Employees with drugs or alcohol in their systems are less productive and more likely to injure themselves or other persons in an accident. Alcohol and drug abusing employees increase the costs related to lost productivity, absenteeism, accidents, theft, and treatment programs. Also, medical costs are higher and are passed on to the employer in the form of higher insurance rates. Alcohol and drug abuse costs both the employer and the employee. Alcohol remains the number one abused drug in this country. Alcohol consumption causes many changes in behavior and even low doses can impair the judgement and coordination required for driving. Moderate to high doses cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. If combined with other depressant drugs, much lower doses of alcohol will produce the effects just described. Long-term consumption of large quantities of alcohol can lead to permanent damage to the brain and the liver.

Alcohol and substance abuse is a complex problem-calling for specialized supervision and care: Don't cover-up for a person who you think has a substance problem. Don't make excuses for them or do their work for them. The problem is not going to go away. Don't enable the person to continue the alcohol or drug abuse.

Some of the most noticeable signs of drug abuse are drowsiness, respiratory depression, constricted pupils, nausea, slurred speech, excitement, loss of appetite, poor perception of time and distance, relaxed inhibitions, disoriented behavior, watery eyes, runny nose, chills and sweats, convulsions, apathy, depression, and the use of drug paraphernalia. Some of the signs and symptoms of alcohol misuse are the odor of alcohol, slurred speech, staggering, tremors, vomiting, cramps, delirium, loss of appetite, using arms for balance, leaning against walls and doorways, swaying while maintaining balance, and confusion.

## **VIII. GETTING HELP**

Substance or alcohol abuse is an illness, not a character flaw. If you think you might have a problem, get help before it is too late. Leave the treatment and counseling of persons with an abuse problem to the professionals. The DOT in the regulations require that the person with a problem be evaluated by a professional.

Employees Assistance Program (EAP)  
Monday-through-Friday: 914 995-6070

SAMHSA's National Helpline  
1-800-662-HELP (4357)

The Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline is a free, confidential, 24/7, 365-day-a-year treatment referral and information service (English/Spanish) for individuals and families facing mental health disorders and substance addictions. They can refer you to therapists, counselors, treatment programs, and support groups in your area.

Drinking Drivers Program

Monday through Friday: 845 808 1641 EXT. 46018

Partners in Safety

845-341-0515

**Reasonable Cause/Reasonable Suspicion Testing Form**

Employee's Name: _____	ID/SSN: _____
Department: _____	Job Title: _____
Location of Incident/Observation: _____	Date: _____
Time: _____ Other Witness(es): _____	
Trained Supervisor Name: _____	Signature: _____
Concurring Supervisor Name: _____	Signature: _____

**Observations**

Check all that apply, include descriptions of any changes in behavior and list any unusual behavior not included below

**Observations of Employee's Physical Condition**

<input type="checkbox"/> Slurred Speech <input type="checkbox"/> Confusion/disorientation <input type="checkbox"/> Odor of alcohol <input type="checkbox"/> Odor of marijuana <input type="checkbox"/> Unsteady gait/unbalanced <input type="checkbox"/> Glassy eyes	<input type="checkbox"/> Inability to focus eyes <input type="checkbox"/> Physical injury to self or others <input type="checkbox"/> Tremors/bodily shaking <input type="checkbox"/> Poor coordination <input type="checkbox"/> Rapid/continuous eye movement	<input type="checkbox"/> Runny nose <input type="checkbox"/> Very large or Small pupils <input type="checkbox"/> Slow/inappropriate reactions <input type="checkbox"/> Drowsiness <input type="checkbox"/> Inattentiveness
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Descriptive Notes: \_\_\_\_\_

**Observations of Employee's Behavior**

<input type="checkbox"/> Inability to respond to questions <input type="checkbox"/> Complaint of racing heart <input type="checkbox"/> Marked irritability	<input type="checkbox"/> Aggressiveness <input type="checkbox"/> Inappropriate laughing, cry etc <input type="checkbox"/> Sleeping on the job	<input type="checkbox"/> Fainting/loss of consciousness <input type="checkbox"/> Improper job performance <input type="checkbox"/> Violation of work rules
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Descriptive Notes: \_\_\_\_\_

**Observations of General Job Performance**

<input type="checkbox"/> Excessive unauthorized absences in last 12 months <input type="checkbox"/> Excessive authorized absences in last 12 months <input type="checkbox"/> Excessive use of sick leave, last 12 months	<input type="checkbox"/> Frequent Monday/Friday absence or pattern absence <input type="checkbox"/> Frequent unexplained disappearance <input type="checkbox"/> Excessive "extension" of breaks or lunch	<input type="checkbox"/> Frequent leaving work early <input type="checkbox"/> Ignores established procedures
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Descriptive Notes: \_\_\_\_\_

**For use by Personnel Department**

Date recv'd in personnel _____	Date test ordered: _____
Date of test: _____	TEST RESULTS: _____
Date results recv'd: _____	Date results sent to department: _____
Name: _____	Signature: _____

WE ARE YOUR DOL



Department  
of Labor

# ADULT USE CANNABIS AND THE WORKPLACE

## New York Labor Law 201-D

This document is intended to address some of the most common situations or questions in the workplace related to adult-use cannabis and the Marijuana Regulation and Taxation Act ("MRTA"). This document does not address the medical use of cannabis. For further assistance with New York Labor Law and the MRTA, please visit New York State's Office of Cannabis Management's website at [cannabis.ny.gov](http://cannabis.ny.gov) or consult with an appropriate professional.

### DISCRIMINATION PROHIBITED

The MRTA amended Section 201-D of the New York Labor Law to clarify that cannabis used in accordance with New York State law is a legal consumable product. As such, employers are prohibited from discriminating against employees based on the employee's use of cannabis outside of the workplace, outside of work hours, and without use of the employer's equipment or property.

### PERMITTED EMPLOYER ACTIONS

The MRTA amended New York Labor Law Section 201-D by adding a new subsection 4-a, which provides that employers MAY take employment action or prohibit employee conduct where:

- An employer is/was required to take such action by state or federal statute, regulation, or ordinance, or other state or federal governmental mandate
- The employer would be in violation of federal law
- The employer would lose a federal contract or federal funding
- The employee, while working, manifests specific articulable symptoms of cannabis impairment that decrease or lessen the employee's performance of the employee's tasks or duties
- The employee, while working, manifests specific articulable symptoms of cannabis impairment that interfere with the employer's obligation to provide a safe and healthy workplace as required by state and federal workplace safety laws

### FREQUENTLY ASKED QUESTIONS:

#### HUMAN RESOURCES ISSUES / ACTION AGAINST EMPLOYEES

##### Is illegal cannabis use protected?

Only the legal use of cannabis by adults over the age of 21 under New York State law is protected. The illegal use, sale, or transportation of cannabis is not protected by Section 201-D of the Labor Law. For more information on what is now considered legal use, please visit New York State's Office of Cannabis Management's website at [cannabis.ny.gov](http://cannabis.ny.gov) or consult with an appropriate professional.

##### Can an employer take action against an employee for using cannabis on the job?

An employer is not prohibited from taking employment action against an employee if the employee is impaired by cannabis while working (including where the employer has not adopted an explicit policy prohibiting use), meaning the employee manifests specific articulable symptoms of impairment that:

- Decrease or lessen the performance of their duties or tasks
- Interfere with an employer's obligation to provide a safe and healthy workplace, free from recognized hazards, as required by state and federal occupational safety and health laws

##### What are articulable symptoms of impairment?

There is no dispositive and complete list of symptoms of impairment. Rather, articulable symptoms of impairment are objectively observable indications that the employee's performance of the duties of the position of their position are decreased or lessened. Employers are cautioned that such articulable symptoms may also be an indication that an employee has a disability protected

by federal and state law (e.g., the NYS Human Rights Law), even if such disability or condition is unknown to the employer. Employers should consult with appropriate professionals regarding applicable local, state, and federal laws that prohibit disability discrimination.

For example, the operation of heavy machinery in an unsafe and reckless manner may be considered an articulable symptom of impairment.

#### **What cannot be cited by an employer as articulable symptoms of impairment?**

Observable signs of use that do not indicate impairment on their own cannot be cited as an articulable symptom of impairment. Only symptoms that provide objectively observable indications that the employee's performance of the essential duties or tasks of their position are decreased or lessened may be cited. However, employers are not prohibited from disciplinary action against employees who are using cannabis during work hours or using employer property.

#### **Can employers use drug testing as a basis for an articulable symptom of impairment?**

No, a test for cannabis usage cannot serve as a basis for an employer's conclusion that an employee was impaired by the use of cannabis, since such tests do not currently demonstrate impairment. (For more information, see section Drug Testing below).

#### **Can I fire an employee for having a noticeable odor of cannabis?**

The smell of cannabis, on its own, is not evidence of articulable symptoms of impairment under Labor Law Section 201-D.

#### **Do I have to fire an employee for using cannabis on the job or for cannabis impairment on the job?**

No, employers are permitted to take action under such circumstances but are not required to do so.

#### **Do I have to discipline, report, or fire an employee under age 21 who uses cannabis on the job?**

No, there is no legal requirement to do so in the Labor Law.

#### **Are employers required to hire an employee back who was previously terminated for now legal cannabis use or a related expunged crime?**

No, the law does not require employers to rehire former employees who were terminated due to cannabis use prior to the legalization of cannabis.

#### **What if my employee works remotely in another state that uses different laws?**

The MRTA and New York Labor Law Section 201-D only apply to employees employed within the State of New York.

#### **Can a person use cannabis if they are on leave?**

For purposes of the labor law, employers cannot prohibit the use of cannabis while employees are on leave unless the employer is permitted to do so pursuant to the provisions of New York Labor Law Section 201-D(4-a).

## **USE AT WORK OR DURING WORK HOURS**

#### **Can employers prohibit use of cannabis during meal or break periods?**

Yes, employers may prohibit cannabis during "work hours," which for these purposes means all time, including paid and unpaid breaks and meal periods, that the employee is suffered, permitted or expected to be engaged in work, and all time the employee is actually engaged in work.

#### **Such periods of time are still considered "work hours" if the employee leaves the worksite.**

#### **Can employers prohibit use of cannabis during periods in which an employee is on-call?**

Yes, employers may prohibit cannabis during "work hours," which includes time that the employee is on-call or "expected to be engaged in work."

#### **Can employers prohibit cannabis possession at work?**

Yes, employers may prohibit employees from bringing cannabis onto the employer's property, including leased and rented space, company vehicles, and areas used by employees within such property (e.g., lockers, desks, etc.).

#### **For remote employees, can employers prohibit use in the "worksite"?**

The Department of Labor does not consider an employee's private residence being used for remote work a "worksite" within the meaning of Labor Law Section 201-D. However, an employer may take action if an employee is exhibiting articulable symptoms of impairment during work hours as described above and may institute a general policy prohibiting use during working hours.

#### **Can employers prohibit use when the employee uses a company vehicle?**

Yes, employers are permitted to prohibit use in company vehicles or on the employer's property, even after regular business hours or work shifts.

## WORKPLACE POLICIES

Can employers prohibit the use of cannabis outside of the workplace?

No, unless the employer is permitted to do so pursuant to the provisions of Labor Law Section 201-D(4-a).

Can employers require that employees promise or agree not to use cannabis as a condition of employment?

No, employers are not permitted to require employees to waive their rights under Section 201-D of the Labor Law as a condition of hire or continued employment.

Are existing policies prohibiting use permitted?

No, unless an exception applies. Employers are encouraged to update or amend such policies to reflect changes to New York State law.

## APPLICABILITY

Are both public and private employees covered by the MRTA and New York Labor Law Section 201-D?

Yes, they apply to all public (state and local government) and private employers in New York State, regardless of size, industry, or occupation.

Which employees aren't covered by the MRTA and New York Labor Law Section 201-D?

The MRTA and New York Labor Law Section 201-D do not apply to individuals who are not employees (e.g., students who are not employees, independent contractors, individuals working out of familial obligation, volunteers) or provide any consumer protections. Employees under the age of 21 are also not covered, as cannabis use by individuals under the age of 21 is prohibited by New York Law and not subject to the present protections.

Do the MRTA and New York Labor Law Section 201-D depend on immigration or citizenship status?

No, the MRTA and New York Labor Law Section 201-D apply to all employees regardless of immigration or citizenship status.

Do the MRTA and New York Labor Law Section 201-D apply to students?

Yes, the MRTA and New York Labor Law Section 201-D apply to all employees, regardless of their educational status. However, students who are not "employees" are not covered by this law.

## DRUG TESTING OF EMPLOYEES

Can an employer test for cannabis?

No, unless the employer is permitted to do so pursuant to the provisions of Labor Law Section 201-D(4-a) or other applicable laws.

Can an employer drug test an employee if federal law allows for drug testing?

No, an employer cannot test an employee for cannabis merely because it is allowed or not prohibited under federal law. (See e.g., USDOL TEIN 15-90 explaining that neither the Drug Free Workplace Act of 1988 nor the rules adopted thereunder authorizes drug testing of employees.) However, an employer can drug test an employee if federal or state law requires drug testing or makes it a mandatory requirement of the position. (See e.g., mandatory drug testing for drivers of commercial motor vehicles in accordance with 49 CFR Part 382; see also e.g., NY Vehicle and Traffic Law Section 507-a which requires mandatory drug testing for for-hire vehicle motor carriers in accordance with 49 CFR 382.)

<sup>1</sup> *The federal government, as an employer, is not covered by this law.*



#69

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ BUDGETARY AMENDMENT (23A068)/ FINANCE/ PUTNAM GOLF COURSE**

**WHEREAS, the Commissioner of Finance has requested a budgetary amendment (23A068) to provide for operational funding through the end of the year based on the increase activity at the Putnam Golf Course in 2023; 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 Appropriations:**

<b>10085000 54646</b>	<b>Contracts – PGC</b>	<b>200,000</b>
<b>10085000 54646 10149</b>	<b>Contracts – Homestyle</b>	<b>200,000</b>

**Increase Estimated Revenues:**

<b>10085000 420031</b>	<b>Putnam Golf Course – Income</b>	<b>200,000</b>
<b>10085000 420031 10149</b>	<b>Putnam Golf Course – Homestyle</b>	<b>200,000</b>

**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  
Commissioner Of Finance



cc:all  
Phys  
A+A

Reso

SHEILA BARRETT  
First Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance  
RE: Budgetary Amendment – 23A068  
DATE: November 8, 2023

2023 NOV - 8 PM 1:49  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Increase Appropriations:**

10085000 54646	Contracts - PGC	\$200,000
10085000 54646 10149	Contracts - Homestyle	\$200,000

**Increase Estimated Revenues:**

10085000 420031	Putnam Golf Course – Income	\$200,000
10085000 420031 10149	Putnam Golf Course – Homestyle	\$200,000

Fiscal Impact - 2022 - \$ 0  
Fiscal Impact - 2023 - \$ 0

This Resolution is required to provide for operational funding through the end of the year based on the increased activity at the golf course in 2023.

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive

#6h

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ BUDGETARY AMENDMENT (23A070)/ DEPARTMENT OF PUBLIC WORKS/  
STATE OF EMERGENCY STORM DAMAGE 7/9/23**

**WHEREAS, per Resolution #160 of 2023, \$1 million was allocated to cover initial costs associated with emergency measures to repair and reopen various County Roads that endured flood damage from the storm event which occurred throughout Putnam County on July 9, 2023; and**

**WHEREAS, repair projects located on North Lake Blvd. in Mahopac, Harmony Hill Road in Patterson, and Oscawana Lake Road in Putnam Valley have been inspected by FEMA representatives and were deemed eligible for full reimbursement; and**

**WHEREAS, as emergency repairs are still in progress, and the initial allocation of \$1 million is running out, the Commissioner of DPW has requested an additional \$500,000 to continue the necessary repair work; 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:**

**GENERAL FUND:**

**Increase Appropriations:**

**10990100 59020 52309      Transfer Out – Capital      500,000**

**Increase Estimated Revenues:**

**10131000 424011      Interest & Earnings      500,000**

**CAPITAL FUND:**

**Increase Appropriations:**

**55197000 53000 52309      State of Emergency Damage 7/9/23      500,000**

**Increase Estimated Revenues:**

**55197000 428601 52309      Transfer In – General      500,000**

**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  
Commissioner Of Finance



ccAll  
Phys  
A+A

ResD

SHEILA BARRETT  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance  
RE: **Budgetary Amendment – 23A070**  
DATE: November 8, 2023

A handwritten signature in black ink, appearing to be "M", enclosed in a circular scribble.

2023 NOV - 8 PM 3:38  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Administrative Director of the Putnam County Department of Public Works (DPW), the following budgetary amendment is necessary.

**General Fund:**

**Increase Appropriations:**

10990100 59020 52309      Transfer Out - Capital      \$    500,000

**Increase Estimated Revenues:**

10131000 424011      Interest and Earnings      \$    500,000

**Capital Fund:**

**Increase Appropriations:**

55197000 53000 52309      State of Emergency Damage 7.9.23      \$    500,000

**Increase Estimated Revenues:**

55197000 428601 52309      Transfer In - General      \$    500,000

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

As stated in the attached memorandum, the additional funding of \$500,000 is deemed necessary to continue the efforts of responding to the flood damage to various County roads from the storm event throughout the Hudson Valley that commenced on Sunday, July 9, 2023. Such conditions have threatened the public safety of the citizens of Putnam County. DPW has implemented emergency measures to repair and reopen various County Roads to ensure the safety of vehicular traffic. Engineers (internal and external), the Bureau of Emergency Services, and other county departments have been working collaboratively by conducting a full damage assessment. As mentioned in the previous resolution #2023- 160, DPW was going to report back to the Committee on the progress and additional funding that would be necessary to keep the efforts moving.

Please forward to the appropriate committee.

Approved

---

Kevin M. Byrne -County Executive

Joseph Bellucci  
Acting Deputy  
Commissioner

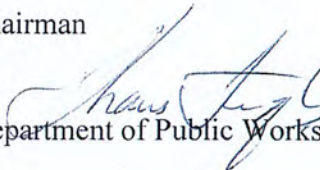


Thomas Feighery  
Commissioner

DEPARTMENT OF PUBLIC WORKS

842 Fair Street  
Carmel, New York 10512  
Phone: 845-878-6331 Fax: 845-808-1908

To: William Gouldman  
Physical Chair, Putnam County Legislature  
  
Paul E. Jonke, Chairman

From: Thomas Feighery   
Commissioner Department of Public Works

Date: November 8, 2023

Re: Supplemental FEMA Funding Request

Due to the storm events on 7/9/23 and the associated flood damage throughout the Hudson Valley, The Putnam County DPW had implemented emergency measures to repair and re-open various County Roads to ensure the safety of vehicular traffic. As these repairs are still in progress and the initial allocation of \$1,000,000 is running out, the DPW respectfully requests an additional \$500,000 to fund road repair projects located on North Lake Blvd. in Mahopac, Harmony Hill Rd. in Patterson and Oscawana Lake Rd. in Putnam Valley. These locations have already been inspected by FEMA representatives and were deemed eligible for full reimbursement. Within the initial request for funding, this Department had anticipated the repair costs would exceed the original \$1,000,000 and, as such, would request a Budgetary Amendment to continue with the necessary repair work.

cc: Joseph Bellucci  
Deputy Commissioner

#6i

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ FUND TRANSFER (23T363)/ DEPARTMENT OF PUBLIC WORKS/ MACHINE MAINTENANCE**

**WHEREAS, the Commissioner of the Department of Public Works has requested a fund transfer (23T363) for load bank tests needed on generators in 2023; and  
WHEREAS, the Physical 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:**

<b>Decrease:</b>		
<b>10511100 54646</b>	<b>Facilities Contracts</b>	<b>26,148</b>
<b>Increase:</b>		
<b>10511100 54510</b>	<b>Facilities Machine Maintenance</b>	<b>26,148</b>
<b>2023 Fiscal Impact – 0 –</b>		
<b>2024 Fiscal Impact – 0 –</b>		

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

cc:all  
Phys  
A+A

Reso

COUNTY OF PUTNAM  
FUND TRANSFER REQUEST

TO: Commissioner of Finance  
FROM: Thomas Feighery, Commissioner  
DEPT: Dept. of Public Works  
DATE: October 26, 2023

2023 OCT 27 PM 3:25  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM	TO	AMOUNT	PURPOSE
ACCOUNT#/NAME 10511100 54646 Facilities Contracts	ACCOUNT #/NAME 10511100 54510 Facilities Machine Maint	\$26,148.00	for load bank tests needed on generators in 2023

SIGNATURES NOT NEEDED - THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

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

\_\_\_\_\_  
Department Head Signature/Designee      Date

AUTHORIZATION. : (Electronic signatures)

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

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

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

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

23T363



**PURCHASE REQUISITION FORM  
COUNTY OF PUTNAM**

Purchase Order # \_\_\_\_\_  
 Requisition \_\_\_\_\_  
 Date \_\_\_\_\_

All requests for the purchase of equipment and supplies must be forwarded on this form. If you already have a price quotation and/or descriptive literature in your possession, please attach them.

Suggested Vendor(s)

1. Gentech LTD 2. \_\_\_\_\_ 3. \_\_\_\_\_  
3017 US Route 9W \_\_\_\_\_  
New Windsor, NY 12553 \_\_\_\_\_

CHARGE ACCT. NO.		
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Contract # P \_\_\_\_\_ GP \_\_\_\_\_ Shipping Terms: FOB \_\_\_\_\_ Discount Terms \_\_\_\_\_ % \_\_\_\_\_ Days \_\_\_\_\_

ITEM #	Description (Including Model No., Color, Size, etc.) <small>( Double space between items. If more space is needed, attach additional sheet on plain bond.)</small>	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<del>Preventive Maintenance - Various County Facilities 5111-4510</del>				<del>\$21,005.00</del>
	<del>Preventive Maintenance - New Courthouse 1162-4510</del>				<del>\$1350.00</del>
	<del>Preventive Maintenance - Putnam National Golf Club 10085000-54646</del>				<del>\$970.00</del>
	<del>Preventive Maintenance - Putnam National WWTP 10085000-54632</del>				<del>\$585.00</del>
	<del>Preventive Maintenance - Tilly Foster Bldg 8 10084000-54510-10137</del>				<del>\$805.00</del>
	<del>Load Bank Testing - Various County Facilities 5111-4510</del>				<del>\$28,075.00</del>
	<del>Load Bank Testing - New Courthouse 1162-4510</del>				<del>\$1475.00</del>
	<del>Load Bank Testing - Putnam National Golf Club 10085000-54646</del>				<del>\$1250.00</del>
	<del>Load Bank Testing - Putnam National WWTP 10085000-54632</del>				<del>\$890.00</del>
	<del>Load Bank Testing - Tilly Foster Bldg 8 10084000-54510-10137</del>				<del>\$890.00</del>
	<small>( If more space is needed, attach additional sheet on plain bond.)</small>				<div style="font-size: 2em; font-weight: bold;">32,580.-</div> <div style="font-size: 3em; font-weight: bold;">23T363</div>

DATE NEEDED \_\_\_\_\_

ORDER TOTAL

CONT'D

DEPARTMENT \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

#6)

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ DEPARTMENT OF PUBLIC WORKS/ USE OF CAPITAL FACILITY RESERVE/  
AMEND (19CP09) (Roof Replacements at Three County Facilities)**

**WHEREAS, by Resolution #123 of 2019, the Putnam County Legislature approved the use of the Capital Facility Reserve fund for Project #19CP09 – Roof Replacements – Cornerstone Park, Salt Shed at Carmel location & Salt Shed at Patterson location, at a cost not to exceed \$99,000; and**

**WHEREAS, by Resolution #118 of 2021, the Putnam County Legislature approved an amendment to Project #19CP09, adding an additional \$20,000 to provide ongoing maintenance to County facility roofs; and**

**WHEREAS, by Resolution #108 of 2022, the Putnam County Legislature approved an amendment to Project #19CP09, adding an additional \$45,000 towards the roof replacement of the Schweiger Hall building at Camp Wilbur Herrlich; and**

**WHEREAS, the Commissioner of DPW has proposed an additional amount of \$75,000 for repairs at Building 2 at the Donald B. Smith Campus and the Koehler Senior Center; and**

**WHEREAS, the Physical Services Committee has reviewed and approved this request; now therefore be it**

**RESOLVED, that the Putnam County Legislature approved and authorized the expenditure of \$75,000 from the County Facility Reserve fund budget line 55197000 53000 51509 as follows:**

**19CP09 – Roof Replacements**

- \$ 99,000 – Approved by Resolution #123 of 2019**
- 20,000 – Approved by Resolution #118 of 2021**
- 45,000 – Add'l Funding – Schweiger Hall Bldg Roof at Camp Herrlich**
- 75,000 – Bldg 2 Donald B. Smith Campus & Koehler Senior Center**
- \$239,000 – Project cost not to be exceeded**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

CC: All  
Approved  
Phys. 11/16

Joseph Bellucci  
Deputy Commissioner



Thomas Feighery  
Commissioner

DEPARTMENT OF  
PUBLIC WORKS  
842 Fair Street  
Carmel, New York 10512  
Phone: 845-878-6331 Fax: 845-808-1908

**MEMORANDUM**

TO: Diane Schonfeld, Clerk, County Legislature

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

CC: Thomas Feighery, Commissioner  
Joseph Bellucci, Deputy Commissioner  
Michael Lewis, Commissioner of Finance

DATE: November 8, 2023

RE: Physical Services Committee – Amend 19CP09 – Roof Repair and Replacement Program

2023 NOV - 8 PM 4: 26  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Please approve the necessary resolution to amend and authorize adding \$75,000 to 19CP09.

In June 2019, 19CP09 was approved by the Full Legislature authorizing the funding for the replacement of roofs in disrepair at three County facilities and in June 2021 and June 2022 additional funding and a broadening of scope to the maintenance of all County roofs were authorized by the Full Legislature.

We are respectfully requesting your authorization of the funds necessary to undertake repairs for both Building 2 at the Donald B Smith Campus and the Koehler Senior Center. This requested funding will also allow the continuation of this roof repair program on an as needed basis throughout our County facilities to keep roofs and related components in a state of good repair.

Thank you for the consideration.

# 6K

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ DEPARTMENT OF PUBLIC WORKS/ USE OF CAPITAL FACILITY RESERVE/  
AMEND (20CP04) (Concrete Sidewalk & Stair Safety Repair Program)**

**WHEREAS, by Resolution #120 of 2020, the Putnam County Legislature approved the use of the Capital Facility Reserve fund for Project #20CP04 – Concrete Sidewalk & Stair Safety Repair Program for County facilities at a cost not to exceed \$50,000; and**

**WHEREAS, most recently a successful and substantial repair was made to the sidewalks and stairs at the Bureau of Emergency Services; and**

**WHEREAS, the Commissioner of DPW has proposed an additional amount of \$100,000 for the continuation of this safety program on an as needed basis throughout our County facility locations to keep them safe and in a state of good repair; and**

**WHEREAS, funds are needed to undertake repairs between and along Buildings 1 and 2 at the Donald B. Smith Campus; and**

**WHEREAS, the Physical Services Committee has reviewed and approved this request; now therefore be it**

**RESOLVED, that the Putnam County Legislature approved and authorized the expenditure of \$100,000 from the County Facility Reserve fund budget line 55197000 53000 51509 as follows:**

**20CP04 – Concrete Sidewalk & Stair Safety Repair Program**

- \$ 50,000 – Approved by Resolution #120 of 2020**
- 100,000 - Donald B. Smith Campus Buildings 1 & 2**
- \$150,000 – Project cost not to be exceeded**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

Approval CC: A11

Phup 11/16

Joseph Bellucci  
Deputy Commissioner



Thomas Feighery  
Commissioner

DEPARTMENT OF  
PUBLIC WORKS

842 Fair Street  
Carmel, New York 10512  
Phone: 845-878-6331 Fax: 845-808-1908

MEMORANDUM

TO: Diane Schonfeld, Clerk, County Legislature

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

CC: Thomas Feighery, Commissioner  
Joseph Bellucci, Deputy Commissioner  
Michael Lewis, Commissioner of Finance

DATE: November 8, 2023

RE: Physical Services Committee – Amend 20CP04 – Sidewalk and Stair Safety Repair Program

2023 NOV - 8 PM 4: 26  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Please approve the necessary resolution to amend and authorize adding \$100,000 to 20CP04.

20CP04 was authorized by the Full Legislature in July 2020 to fund specific and programmatic repairs and replacements to sidewalks and stairs throughout our County facility locations.

Most recently, a successful and substantial repair was made to the sidewalks and stairs at the Bureau of Emergency Services under this program. We are respectfully requesting your authorization of the funds necessary to undertake repairs between and along Buildings 1 and 2 at the Donald B Smith Campus. This requested funding will also allow the continuation of this safety program on an as needed basis throughout our County facility locations to keep them safe and in a state of good repair.

Thank you for the consideration.

#62

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ DEPARTMENT OF PUBLIC WORKS/ USE OF CAPITAL FACILITY RESERVE/  
AMEND (22CP01) (Flooring Repair & Replacement at Various County Facilities)**

**WHEREAS, by Resolution #109 of 2022, the Putnam County Legislature approved the use of the Capital Facility Reserve fund for Project #22CP01 – Flooring Repair & Replacement at Various County Facilities of \$100,000, to fund specific and programmatic replacement of aging, worn, and damaged flooring in County facilities; and**

**WHEREAS, by Resolution #261 of 2022, the Putnam County Legislature approved an amendment to Project #22CP01, adding an additional \$75,000 to continue the program; and**

**WHEREAS, by Resolution #100 of 2023, the Putnam County Legislature approved an amendment to Project #22CP01, adding an additional \$80,000 to continue the program; and**

**WHEREAS, the Commissioner of DPW has proposed an additional amount of \$100,000 for the continuation of this flooring program on an as needed basis throughout our County facilities to keep them safe and in a state of good repair; and**

**WHEREAS, funds are needed to complete floor repair/replacement at the Department of Social Services and the Probation Department; and**

**WHEREAS, the Physical Services Committee has reviewed and approved this request; now therefore be it**

**RESOLVED, that the Putnam County Legislature approved and authorized the expenditure of \$100,000 from the County Facility Reserve fund budget line 55197000 53000 51509 as follows:**

**22CP01 – Flooring Repair & Replacement at Various County Facilities**

- \$120,000 – Approved by Resolution #109 of 2022
- 75,000 - Approved by Resolution #261 of 2022
- 80,000 - Approved by Resolution #100 of 2023
- 100,000 – Additional Funding for DSS & Probation Departments
- \$375,000 – Total Project cost not to be exceeded**

Legislator Addonizio \_\_\_\_\_  
 Legislator Castellano \_\_\_\_\_  
 Legislator Crowley \_\_\_\_\_  
 Legislator Ellner \_\_\_\_\_  
 Legislator Gouldman \_\_\_\_\_  
 Legislator Montgomery \_\_\_\_\_  
 Legislator Nacerino \_\_\_\_\_  
 Legislator Sayegh \_\_\_\_\_  
 Chairman Jonke \_\_\_\_\_

*approval CC: All  
Phy 11/16*

Joseph Bellucci  
Deputy Commissioner



Thomas Feighery  
Commissioner

DEPARTMENT OF  
PUBLIC WORKS  
842 Fair Street  
Carmel, New York 10512  
Phone: 845-878-6331 Fax: 845-808-1908

**MEMORANDUM**

TO: Diane Schonfeld, Clerk, County Legislature

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

CC: Thomas Feighery, Commissioner  
Joseph Bellucci, Deputy Commissioner  
Michael Lewis, Commissioner of Finance

DATE: November 8, 2023

RE: Physical Services Committee – Amend 22CP01 – Flooring Repair & Replacement at Various County Facilities

2023 NOV - 8 PM 4: 26  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Please approve the necessary resolution to amend and authorize adding \$100,000 to 22CP01.

22CP01 was authorized by the Full Legislature in June 2022 to fund specific and programmatic replacements of aging, worn and damaged flooring in County facilities and additional funding was authorized by the Full Legislature in December 2022 and May 2023 to continue the program.

We are respectfully requesting your authorization of the funds necessary to complete floor repair/replacements at the Department of Social Services and the Probation Department. This funding will also allow the continuation of this flooring program on an as needed basis throughout our County facilities to keep them safe and in a state of good repair.

Thank you for the consideration.

#6m

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ SEQRA/ NEGATIVE DECLARATION/ DPW FAIR STREET MAINTENANCE FACILITY/ TOWN OF PATTERSON**

**WHEREAS, the Putnam County Legislature is considering the approval of a Putnam County project referred to as the "DPW Fair Street Maintenance Facility" (the "Project"); and**

**WHEREAS, the purpose of the Project is to replace the existing DPW maintenance structure at the 841 Fair Street DPW Maintenance Facility with a pre-engineered metal 200' x 45' structure (roughly 9,000 ft) that will serve as the hub for road maintenance and snow operations. It will house the plow truck fleet, Brine Operations, other equipment storage, an office (for admin, scheduling, dispatch and salt tracking) and a bunk room for overnight road maintenance. Additionally, the County plans to construct a new salt storage building on the western side of the property. This building will be a 60' x 128' hi-arch gambrel roof structure; and**

**WHEREAS, the new Highway Maintenance Building will be shifted slightly north compared to the existing building. There is minimal site work and or grading required. The existing site is impervious pavement. Therefore, there will be no increase in impervious surfaces as a result of this project. A retaining wall system will be constructed to create the building pad and the loading dock for the Salt Storage.; and**

**WHEREAS, the proposed action is subject to review under the State Environmental Quality Review Act and the Regulations promulgated thereunder ("SEQRA 6 NYCRR Part 617"); and**

**WHEREAS, on October 3, 2023, as part of Resolution #23- 189, the County Legislature issued an Unlisted Action determination for the above referenced Project, and declared its intent to serve as Lead Agency with respect to SEQRA; and**

**WHEREAS, a short Environmental Assessment form (EAF) was prepared for the Project; and**

**WHEREAS, the EAF and associated documentation was circulated to all involved and interested agencies for the requisite 30 days with a Notice of the Putnam County Legislature's Intent to Serve as Lead Agency and no objections were received thereto; and**

**WHEREAS, the Putnam County Legislature, acting as Lead Agency, conducted a coordinated environmental review in accordance with 6 NYCRR Part 617.6; and**

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, based upon a careful review of the action as a whole, of the EAF and the criteria set forth in 6 NYCRR Part 617.7(c), it has been determined that the proposed project will not result in any potential significant adverse environmental impacts; now therefore be it**

**RESOLVED, the Putnam County Legislature, as Lead Agency, determines that the proposed project will not have any potential significant adverse impacts and a Draft Environmental Impact Statement will not be prepared; and be it further**

**Resolved, that in accordance with 6 NYCRR Part 617, the Putnam County Legislature, as Lead Agency, hereby accepts and adopts the Negative Declaration prepared in connection with the DPW Fair Street Maintenance Facility project, a copy of which is annexed hereto and made a part hereof as Schedule "A", and be it 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



**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, Commissioner *BB*  
Department of Planning, Development and Public Transportation

DATE: November 9, 2023

RE: SEQR Negative Declaration Resolution for the DPW Fair Street  
Maintenance Facility

The Legislature adopted Resolution #23-189 in which the County Legislature declared their Intent to Serve as Lead Agency for the proposed DPW Fair Street Maintenance Facility project and initiated the SEQR environmental review. Attached for your consideration is the SEQR Negative Declaration for the project and supporting Resolution.

The EAF and supporting resolution were circulated to all involved and interested agencies as required on October 13, 2023. The County must provide a minimum of 30 days for public review of the SEQR documents and plans before a Negative Declaration can be issued. The 30-day period will conclude on November 13, 2023 but since this project is time sensitive, I have forwarded the documents prior to the conclusion of said comment period for your consideration. If any objections are received between today and Monday, updated documents for your consideration will be provided.

Further, I have attached the response letter received from NYCDEP, stating that they had no objection to the County acting as Lead Agency but did request additional information of which the DPW has since provided.

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

Thank you in advance for your consideration.

2023 NOV - 9 PM 12:42  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

**APPROVAL/ SEQRA/ NEGATIVE DECLARATION/ DPW FAIR STREET MAINTENANCE FACILITY/ TOWN OF PATTERSON**

**WHEREAS, the Putnam County Legislature is considering the approval of a Putnam County project referred to as the “DPW Fair Street Maintenance Facility” (the “Project”); and**

**WHEREAS, the purpose of the Project is to replace the existing DPW maintenance structure at the 841 Fair Street DPW Maintenance Facility with a pre-engineered metal 200' x 45' structure (roughly 9,000 ft) that will serve as the hub for road maintenance and snow operations. It will house the plow truck fleet, Brine Operations, other equipment storage, an office (for admin, scheduling, dispatch and salt tracking) and a bunk room for overnight road maintenance. Additionally, the County plans to construct a new salt storage building on the western side of the property. This building will be a 60' x 128' hi-arch gambrel roof structure; and**

**WHEREAS, the new Highway Maintenance Building will be shifted slightly north compared to the existing building. There is minimal site work and or grading required. The existing site is impervious pavement. Therefore, there will be no increase in impervious surfaces as a result of this project. A retaining wall system will be constructed to create the building pad and the loading dock for the Salt Storage.; and**

**WHEREAS, the proposed action is subject to review under the State Environmental Quality Review Act and the Regulations promulgated thereunder (“SEQRA 6 NYCRR Part 617”); and**

**WHEREAS, on October 3, 2023, as part of Resolution #23- 189, the County Legislature issued an Unlisted Action determination for the above referenced Project, and declared its intent to serve as Lead Agency with respect to SEQRA; and**

**WHEREAS, a short Environmental Assessment form (EAF) was prepared for the Project; and**

**WHEREAS, the EAF and associated documentation was circulated to all involved and interested agencies for the requisite 30 days with a Notice of the Putnam County Legislature’s Intent to Serve as Lead Agency and no objections were received thereto; and**

**WHEREAS, the Putnam County Legislature, acting as Lead Agency, conducted a coordinated environmental review in accordance with 6 NYCRR Part 617.6; and**

**WHEREAS, based upon a careful review of the action as a whole, of the EAF and the criteria set forth in 6 NYCRR Part 617.7(c), it has been determined that the proposed project will not result in any potential significant adverse environmental impacts; now therefore be it**

**RESOLVED, the Putnam County Legislature, as Lead Agency, determines that the proposed project will not have any potential significant adverse impacts and a Draft Environmental Impact Statement will not be prepared; and be it further**

**Resolved, that in accordance with 6 NYCRR Part 617, the Putnam County Legislature, as Lead Agency, hereby accepts and adopts the Negative Declaration prepared in connection with the DPW Fair Street Maintenance Facility project, a copy of which is annexed hereto and made a part hereof as Schedule "A", and be it further**

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

**State Environmental Quality Review  
NEGATIVE DECLARATION  
Notice of Determination of Non-Significance**

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Putnam County Legislature, acting as Lead Agency, has determined that the proposed action described below will not have a significant environmental impact and a Draft Environmental Impact Statement will not be prepared.

**Name of Action:** Putnam County DPW Maintenance Facility at 841 Fair Street

**SEQRA Status:**         Type I  
                               Unlisted Action

**Conditioned Negative Declaration:**     Yes  
   No

**Coordinated Review:**                         Yes  
   No

**Description of Action:** The Putnam County Legislature is considering the approval of the proposal to replace the existing DPW maintenance structure at the 841 Fair Street DPW Maintenance Facility with a pre-engineered metal 200' by 45' structure (roughly 9,000 square feet) that will serve as the hub for road maintenance and snow operations. It will house the plow truck fleet, brine operations, other equipment storage, an office (for administration, scheduling, dispatch and salt tracking) and a bunk room for overnight road maintenance. The new building will be located slightly north of the previous structure's footprint. There is minimal site work required to prep the site. The long sides of the building will be the north/south faces. Water for the bathrooms and brine operations will be supplied by the existing drilled well. Sewage will be collected in a holding tank. The tank will be on a regular pumping schedule. Electrical service upgrades are being coordinated with NYSEG. Additionally, the County plans to construct a new salt storage building on the western side of the property. This building will be a 60' x 128' hi-arch gambrel roof structure.

**Location:** The proposed project is located in the Town of Patterson, County of Putnam, New York.

**Reasons Supporting This Determination:** The Putnam County Legislature has compared the proposed action with the Criteria for Determining Significance in 6 NYCRR 617.7 (c), and found that:

- 1.) The proposed action will not result in a substantial adverse change in the existing air quality, traffic or noise levels, or subsurface water quality or quantity, or a substantial increase in solid waste production.

*Best practices will be utilized to reduce the likelihood of runoff from the site. The proposed project is not expected to result in any adverse air quality, noise or traffic impacts, or to result in any changes to the site's subsurface water quality or quantity or result in any solid waste production.*

- 2.) The proposed action will not result in the removal; or destruction of large quantities of vegetation or fauna; substantial interference with the movement of any resident or migratory fish or wildlife species; impact a significant habitat area; result in substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such species; and will not result in other significant adverse impacts to natural resources.

*The proposed project, as an existing DPW maintenance yard, does not require any vegetation removal and therefore is not expected to result in any significant adverse impacts to natural resources.*

- 3.) The proposed action will not result in the impairment of the environmental characteristics of a Critical Environmental Area as designated pursuant to 6NYCRR Part 617.14(g).

*The proposed action is not expected to occur near any Critical Environmental Areas; therefore, no impacts will occur.*

- 4.) The proposed action will not result in a material conflict with the Town's officially approved or adopted plans or goals.

*The proposed action is compliant with the Town of Patterson's Comprehensive Plan and zoning requirements.*

- 5.) The proposed project will not result in the impairment of the character or quality of important historical, archaeological, architectural, aesthetic resources, or the existing character of the community or neighborhood.

*The proposed project is not expected to result in adverse archeological or historic impacts.*

- 6.) The proposed action will not result in a major change in the use of either the quantity or type of energy.

*The proposed project, once constructed, will not require any energy usage.*

- 7.) The proposed project will not create a hazard to human health.

*The proposed project will not result in any adverse impacts to human health.*

- 8.) The proposed action will not create a substantial change in the use, or intensity of use, of land including agricultural, open space or recreational resources, or in its capacity to support existing uses.

*The proposed project will not create any substantial changes in land use at the site.*

- 9.) The proposed action will not encourage or attract a large number of people to a place or place for more than a few days, compared to the number of people who would come to such place absent the action.

*The proposed project will not result in any large gatherings at the site.*

- 10.) The proposed action will not create a material demand for other actions that would result in one of the above consequences.

*The proposed project will not result in any additional material demand.*

- 11.) The proposed action will not result in changes in two or more elements of the environment, no one of which has a significant impact on the environment, but when considered together result in a substantial adverse impact on the environment.

*The proposed project will not result in any adverse impacts to the environment.*

- 12.) When analyzed with two or more related action, the proposed action will not have a significant impact on the environment and when considered cumulatively, will not meet one or more of the criteria under 6 NYCRR 617.7(c).

*The proposed project will not result in any adverse cumulative impacts to the environment.*

- 13.) The Putnam County Legislature has considered reasonably related long-term, short-term, direct and indirect cumulative impacts, including simultaneous or subsequent actions.

*The proposed project will not result in any long-term, short-term, direct or indirect cumulative impacts.*

**This notice is being filed with:**

New York State Department of Environmental Conservation  
Attention: Regional Director  
21 South Putt Corners  
New Paltz, NY 12561

New York City Department of Environmental Protection, SEQR Review Unit  
465 Columbus Avenue  
Valhalla, NY 10595

Town of Patterson  
Attention: Supervisor  
1142 Route 311  
Patterson, NY 12563

Putnam County Department of Planning, Development & Transportation  
2 Route 164  
Patterson, NY 12563

Putnam County Department of Highways & Facilities  
842 Fair Street  
Carmel, NY 10512



Joseph Bellucci  
Deputy Commissioner



Thomas Feighery  
Commissioner

DEPARTMENT OF PUBLIC WORKS  
842 Fair Street  
Carmel, New York 10512  
Phone: 845-878-6331 Fax: 845-808-1908

November 9, 2023

Cynthia Garcia, Supervisor  
SEQRA Coordination Section  
NYC Environmental Protection  
465 Columbus Avenue  
Valhalla, NY 10595

**RE: Notice of Intent to be Lead Agency  
DPW Maintenance Facility  
841 Fair Street  
Town of Patterson; Putnam County  
Tax Map #: 23.-1-5  
DEP Log #: 2003-EB-0199-SQ.1**

Dear Ms. Garcia:

In response to your letter dated November 8, 2023, please see below:

- 1) The holding tank will serve the building. The plumbing will only be utilized during snow removal operations. This is when crew will be on-site to fuel, load salt/brine and the overnight crew will rest.

Outlined in *italics* are the regulations from 18-35 of the Watershed Regulations:

- (1) *The owner of such a holding tank must have and maintain an agreement with a professional hauler for disposal of waste at a facility that is permitted to accept septage, as defined in 6 NYCRR Part 364.*

The County will add this holding tank to its current hauler maintenance schedule.

- (2) *Such holding tanks must have a capacity equal to at least twice the volume of waste to be generated between anticipated removal dates, with a minimum capacity of 1,000 gallons.*

The anticipated waster generation will be 200 gallons per day. The tank will be at least the minimum volume of 1,000 gallons. Again, there will not be daily use of this facility, and it will not be open to the Public.

The term office is used loosely in this situation. The office will consist of a desk and computer used to salt and brine inventory monitoring. There will be bunk room for 2 employees. The bunks are only used as needed when overnight snow removal is required. This facility will not be occupied on a daily basis, which is why a Holding Tank system is appropriate.

- (3) *Such holding tanks must have a high-level alarm positioned to allow storage of at least three days' volume of waste after activation.*

The tank will be equipped with an alarm that will meet the activation threshold.

- (4) *If such holding tanks will be used in the winter, the tanks must be protected from freezing.*

The proposed tank will be underground with enough cover for freezing protection.

- 2) The term office is used loosely in this situation. The office will consist of a desk and computer used to salt and brine inventory monitoring. There will be bunk room for 2 employees. The bunks are only used as needed when overnight snow removal is required. This facility will not be occupied on a daily basis, which is why a Holding Tank system is appropriate.
- 3) Attached are some preliminary details on the salt storage shed. Based on the dimensions, the structure can hold around 4,000 cubic yards of salt.
- 4) The loading dock will be part of the salt operations. The final Site Plan will implement control measures for preventing seepage and runoff from entering the watercourse to meet Section 18-45. The actual handling & loading will be outside of the NYCDEP limiting distance to the watercourse.

Sincerely,

*Brian Hildenbrand*

**Brian Hildenbrand, P.E.**  
Supervisor of Planning & Design



November 8, 2023

Barbara Barosa, AICP, Interim Commissioner  
Putnam County Department of Planning, Development & Public Transportation  
841 Fair Street  
Carmel, NY 10512

Rohit T. Aggarwala  
Commissioner

Paul V. Rush, P.E.  
Deputy Commissioner

465 Columbus Avenue  
Valhalla, NY 10595

Tel. (845) 340-7800  
Fax (845) 334-7175  
prush@dep.nyc.gov

Re: **Notice of Intent to be Lead Agency**  
**DPW Maintenance Facility**  
**841 Fair Street**  
**Town of Patterson; Putnam County**  
**Tax Map #: 23.-1-5**  
**DEP Log #: 2003-EB-0199-SQ.1**

Dear Ms. Barosa and Members of the Putnam County Legislature:

The New York City Department of Environmental Protection (DEP) has reviewed the Putnam County Legislature (Legislature) Notice of Intent to act as Lead Agency and short Environmental Assessment Form (EAF) for the above-referenced project. DEP does not object to the Legislature acting as Lead Agency for the Coordinated Review of the proposed action pursuant to the New York State Environmental Quality Review Act (SEQRA).

The project site is located in the East Branch Reservoir drainage basin of the New York City's Water Supply. As East Branch Reservoir is phosphorous restricted, water quality impacts to the receiving reservoirs from pollutant-laden runoff must be avoided or mitigated.

The proposed action entails the replacement of the current DPW maintenance facility with a pre-engineered 200ft x 45ft metal structure. In addition, a new 60' X 128' salt storage building is proposed on the western side of the property as well as a retaining wall.

DEP's status as an involved agency stems from its review of section 18-35 Human Excreta, Holding Tanks, and Portable Toilets and section 18-45 (d)(2) Snow Disposal and Storage and Use of Winter Highway Maintenance Materials of the *Rules and Regulations for the Protection from Contamination, Degradation, and Pollution of the New York City Water Supply and Its Sources* (Watershed Regulations).

Based upon review of the circulated documents, DEP respectfully submits the following comments for the Board's consideration:

1. Provide additional information for the holding tank to demonstrate it meets requirements per Section 18-35 of the Watershed Regulations.
2. Provide additional detail regarding the anticipated occupancy of the office and bunk room, including the number of employees that will occupy the spaces and whether the office will be utilized on a seasonal or year-round basis. In accordance with Section D.11 of the NYS Design Standards for Intermediate Sized Wastewater Treatment Systems, holding tanks are generally not allowed for year-round usage on a permanent basis.

3. Please provide clarification on the intended salt storage quantity and the construction details of the salt shed.
4. Provide confirmation about whether the truck loading area will be part of the salt operation as Section 18-45(d)(2) of the Watershed Regulations would require additional controls to prevent seepage and runoff from entering the nearby watercourse.

Thank you for the opportunity to provide comments. You may reach the undersigned at [cgarcia@dep.nyc.gov](mailto:cgarcia@dep.nyc.gov) or (914) 749-5302 with any questions or if you care to discuss the matter further.

Sincerely,

*Cynthia Garcia*

Cynthia Garcia, Supervisor  
SEQRA Coordination Section

X: J. Petronella, NYSDEC Region 3  
J. Paravati, PCHD

#6n

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**SUPPORT/ APPROVE CONTINUING THE PUTNAM COUNTY PARKING AND TRANSFER PROGRAM AND THE INTERCITY BUS/MASS TRANSPORTATION JOINT SERVICE AGREEMENT TO OPERATE THE CROTON FALLS COMMUTER SHUTTLE AND PARK & RIDE FACILITIES**

**WHEREAS, the County of Putnam and the New York State Department of Transportation entered into a Federal Aid Municipal Service Contract for the Putnam County Parking and Transfer Program encompassed by New York State Contract No. C017679 dated October 2, 2002, together with Supplemental Agreement Nos. 1, 2, 3 and 4 dated October 1, 2004, January 1, 2007, November 13, 2009, June 22, 2018 respectively, which have all now expired; and**

**WHEREAS, the County of Putnam and the New York State Department of Transportation entered into an Intercity Bus/Mass Transportation Joint Service Agreement in connection with the Putnam County Parking and Transfer Program, formerly Project ID Number 8822.84.12A, and Putnam County Croton Falls Commuter Shuttle, formerly Project ID Number 8822.44.12H, collectively Comptroller's Contract No. D035345 and Supplemental Agreement Nos. 1 through 5 dated August 10, 2016, November 24, 2017, June 22, 2018, February 4, 2020 and January 1, 2022 respectively, which have all now expired; and**

**WHEREAS, the County of Putnam and the New York State Department of Transportation entered into Supplemental Agreement No.1 to the Intercity Bus/Mass Transportation Joint Service Agreement No. C040127, formerly Project ID Number 8823.88, dated July 6, 2021, and subsequently Contract No. C040392, formerly Project ID Number 8824.13, dated January 1, 2022, which has now expired; and**

**WHEREAS, the County of Putnam and the New York State Department of Transportation continue their combined efforts to improve and enhance transportation services in Putnam County, such services provided by and through the Putnam Area Rapid Transit (PART) system, and includes, without limitation, expanding and/or making connections to the regional transit services network, as set forth in the Intercity Bus/Mass Transportation Joint Service Agreement No. C040392 Supplemental Agreement No. 1, collectively Project ID Number 8824.13, attached hereto as Schedule "A"; and**

**WHEREAS, the County of Putnam transportation system's continued operation of the Croton Falls Commuter Shuttle between Mahopac and Croton Falls will continue to improve, enhance, and expand transportation services in Putnam County in support of the aforesaid collaborative efforts between the County of Putnam and the New York State Department of Transportation; and**

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, the Putnam County Legislature, together with the County Executive, recommends and approves the continuation of the Putnam County Parking and Transfer Program and Putnam County transportation system to operate the Croton Falls Commuter Shuttle, as aforesaid; now, therefore, be it**

**RESOLVED, that the County of Putnam be and is hereby authorized to enter into the Intercity Bus/Mass Transportation Joint Service Agreement No. C040392 Supplemental Agreement No. 1, attached hereto as Schedule "A," with the New York State Department of Transportation for the maintenance of the Park and Ride Lots in Putnam County and payment for passenger transfers between PART and other commuter transportation systems, as well as for the operation of the Croton Falls Commuter Shuttle, collectively Project ID Number 8824.13; and be it further**

**RESOLVED, that payments made to the County of Putnam under the Intercity Bus/Mass Transportation Joint Service Agreement No. C040392 Supplemental Agreement No. 1 between the County of Putnam and the New York State Department of Transportation for the Putnam County Parking and Transfer Program shall not, except as otherwise may hereafter be agreed to between Putnam County and New York State, exceed \$66,000 in monthly reimbursements (Federal: \$52,800; State: \$13,200; County: \$0) for the period of January 1, 2023 through December 31, 2024 with a total contract amount of \$574,000; and be it further**

**RESOLVED, that payments made to the County of Putnam under the Intercity Bus/Mass Transportation Joint Service Agreement No. C040392 Supplemental No. 1 between Putnam County and New York State for the operation of of the Park & Ride facilities for the period January 1, 2023 through December 31, 2024 or such period as otherwise may be agreed to between Putnam County and New York State, are not to exceed \$104,000 (Federal \$83,200; State \$20,800, County \$0); and be it further**

**RESOLVED, that the Putnam County Legislature authorizes the County Executive, or his/her duly appointed designee, to take such actions and execute such documents as may be necessary and appropriate to effectuate the intents and purposes set forth above.**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_



*cc: all  
Phys*

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

[www.putnamcountyny.com](http://www.putnamcountyny.com)

**Barbara Barosa, AICP  
Commissioner**

**841 Fair Street  
Carmel, NY 10512**

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

**MEMORANDUM**

**TO:** William Gouldman  
Chair, Physical Services Committee

**CC:** Paul Jonke  
Chair, Putnam County Legislature

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

**DATE:** November 9, 2023

**RE:** Supplemental Agreement Contract for Putnam Moves Croton Falls Shuttle and Park & Ride facilities

---

Attached please find for your consideration Supplemental Agreement No. 1 for Putnam County's Contract with New York State Department of Transportation (NYSDOT) and a supporting Resolution. This contract is the funding mechanism for the County to operate the PART Croton Falls commuter shuttle as well as maintain our Park and Ride facilities.

It is respectfully requested that this matter be placed on the Physical Services Committee Meeting agenda scheduled on November 16, 2023. Thank you.

cc: Kevin M. Byrne, County Executive  
Compton Spain, County Attorney  
Vincent Tamagna, Transportation Manager

2023 NOV -9 PM 12:50  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

**SUPPORT/APPROVE CONTINUING THE PUTNAM COUNTY PARKING AND TRANSFER PROGRAM AND THE INTERCITY BUS/MASS TRANSPORTATION JOINT SERVICE AGREEMENT TO OPERATE THE CROTON FALLS COMMUTER SHUTTLE AND PARK & RIDE FACILITIES**

**WHEREAS**, the County of Putnam and the New York State Department of Transportation entered into a Federal Aid Municipal Service Contract for the Putnam County Parking and Transfer Program encompassed by New York State Contract No. C017679 dated October 2, 2002, together with Supplemental Agreement Nos. 1, 2, 3 and 4 dated October 1, 2004, January 1, 2007, November 13, 2009, June 22, 2018 respectively, which have all now expired; and

**WHEREAS**, the County of Putnam and the New York State Department of Transportation entered into an Intercity Bus/Mass Transportation Joint Service Agreement in connection with the Putnam County Parking and Transfer Program, formerly Project ID Number 8822.84.12A, and Putnam County Croton Falls Commuter Shuttle, formerly Project ID Number 8822.44.12H, collectively Comptroller's Contract No. D035345 and Supplemental Agreement Nos. 1 through 5 dated August 10, 2016, November 24, 2017, June 22, 2018, February 4, 2020 and January 1, 2022 respectively, which have all now expired; and

**WHEREAS**, the County of Putnam and the New York State Department of Transportation entered into Supplemental Agreement No.1 to the Intercity Bus/Mass Transportation Joint Service Agreement No. C040127, formerly Project ID Number 8823.88, dated July 6, 2021, and subsequently Contract No. C040392, formerly Project ID Number 8824.13, dated January 1, 2022, which has now expired; and

**WHEREAS**, the County of Putnam and the New York State Department of Transportation continue their combined efforts to improve and enhance transportation services in Putnam County, such services provided by and through the Putnam Area Rapid Transit (PART) system, and includes, without limitation, expanding and/or making connections to the regional transit services network, as set forth in the Intercity Bus/Mass Transportation Joint Service Agreement No. C040392 Supplemental Agreement No. 1, collectively Project ID Number 8824.13, attached hereto as Schedule "A"; and

**WHEREAS**, the County of Putnam transportation system's continued operation of the Croton Falls Commuter Shuttle between Mahopac and Croton Falls will continue to improve, enhance, and expand transportation services in Putnam County in support of the aforesaid collaborative efforts between the County of Putnam and the New York State Department of Transportation; and

**WHEREAS**, the Putnam County Legislature, together with the County Executive, recommends and approves the continuation of the Putnam County Parking and Transfer Program and Putnam County transportation system to operate the Croton Falls Commuter Shuttle, as aforesaid; now, therefore, be it

**RESOLVED**, that the County of Putnam be and is hereby authorized to enter into the Intercity Bus/Mass Transportation Joint Service Agreement No. C040392 Supplemental Agreement No. 1, attached hereto as Schedule "A," with the New York State Department of Transportation for the maintenance of the Park and Ride Lots in Putnam County and payment for passenger transfers between PART and other commuter transportation systems, as well as for the operation of the Croton Falls Commuter Shuttle, collectively Project ID Number 8824.13; and be it further

**RESOLVED**, that payments made to the County of Putnam under the Intercity Bus/Mass Transportation Joint Service Agreement No. C040392 Supplemental Agreement No. 1 between the County of Putnam and the New York State Department of Transportation for the Putnam County Parking and Transfer Program shall not, except as otherwise may hereafter be agreed to between Putnam County and New York State, exceed \$66,000 in monthly reimbursements (Federal: \$52,800; State: \$13,200; County:



\$0) for the period of January 1, 2023 through December 31, 2024 with a total contract amount of \$574,000; and be it further

**RESOLVED**, that payments made to the County of Putnam under the Intercity Bus/Mass Transportation Joint Service Agreement No. C040392 Supplemental No. 1 between Putnam County and New York State for the operation of of the Park & Ride facilities for the period January 1, 2023 through December 31, 2024 or such period as otherwise may be agreed to between Putnam County and New York State, are not to exceed \$104,000 (Federal \$83,200; State \$20,800, County \$0) and be it further

**RESOLVED**, that the Putnam County Legislature authorizes the County Executive, or his/her duly appointed designee, to take such actions and execute such documents as may be necessary and appropriate to effectuate the intents and purposes set forth above.

Sponsor: **Putnam County, NY**  
PIN: **8824.13** BIN: \_\_\_\_\_  
Comptroller's Contract No. **C040392**  
Supplemental Agreement No. **1**  
Date Prepared: **9/26/23** By: **JR**  
Initials

Press F1 for instructions in the blank fields:

**SUPPLEMENTAL AGREEMENT No. 1 to C040392** (Comptroller's Contract No.)

This Supplemental Agreement is by and between:

the New York State Department of Transportation ("NYSDOT"), having its principal office at 50 Wolf Road, Albany, NY 12232, on behalf of New York State ("State")  
and

**Putnam County** (the Sponsor)  
Acting by and through the **County Executive, Kevin M. Byrne**  
with its office at **40 Gleneida Avenue, 3<sup>rd</sup> Floor, Carmel, NY 10512.**

This amends the existing Agreement between the parties in the following respects only:

Amends a previously adopted Schedule A by (check as applicable):

- amending a project description
- amending the contract end date
- amending the scheduled funding by:
  - adding additional funding (check and enter the # phase(s) as applicable):
    - adding phase \_\_\_\_\_ which covers eligible costs incurred on/after   /  /
    - adding phase \_\_\_\_\_ which covers eligible costs incurred on/after   /  /
  - increasing funding for a project phase(s)
  - adding a pin extension
  - change from Non-Marchiselli to Marchiselli
  - deleting/reducing funding for a project phase(s)
  - other (\_\_\_\_\_)

Amends a previously adopted Schedule "B" (Phases, Sub-phase/Tasks, and Allocation of Responsibility)

Amends a previously adopted Agreement by replacing the Appendix A dated October 2019 with the Appendix A dated June 2023.

Amends a previously adopted Agreement by adding:

- Appendix B M/WBE/SDVOB.
- Retention Exhibit.
- Other: \_\_\_\_\_

Amends the text of the Agreement as follows (insert text below):

Sponsor: Putnam County, NY

PIN: 8824.13 BIN: \_\_\_\_\_

Comptroller's Contract No. C040392

Supplemental Agreement No. 1

Date Prepared: 9/26/23 By: JR

Initials

Press F1 for instructions in the blank fields:

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their duly authorized officials as of the date first above written.

SPONSOR:

SPONSOR ATTORNEY:

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

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

STATE OF NEW YORK

)ss.:

COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me personally came \_\_\_\_\_ to me known, who, being by me duly sworn did depose and say that he/she resides at \_\_\_\_\_; that he/she is the \_\_\_\_\_ of the Municipal/Sponsor Corporation described in and which executed the above instrument; (except New York City) that it was executed by order of the \_\_\_\_\_ of said Municipal/Sponsor Corporation pursuant to a resolution which was duly adopted on \_\_\_\_\_ and which a certified copy is attached and made a part hereof; and that he/she signed his/her name thereto by like order.

\_\_\_\_\_  
Notary Public

**APPROVED FOR NYSDOT:**

**APPROVED AS TO FORM:  
STATE OF NEW YORK ATTORNEY GENERAL**

BY: \_\_\_\_\_

\_\_\_\_\_  
For Commissioner of Transportation

Agency Certification: In addition to the acceptance of this contract I also certify that original copies of this signature page will be attached to all other exact copies of this contract.

By: \_\_\_\_\_  
Assistant Attorney General

Date: \_\_\_\_\_

**COMPTROLLER'S APPROVAL:**

By: \_\_\_\_\_  
For the New York State Comptroller  
Pursuant to State Finance Law '112

**SCHEDULE A – Description of Project Phase, Funding and Deposit Requirements  
 NYSDOT/ State-Local Agreement - Schedule A for PIN 8824.13**

<b>OSC Contract #:</b> <u>C040392</u>	<b>Contract Start Date:</b> <u>1/1/2022</u> (mm/dd/yyyy)	<b>Contract End Date:</b> <u>12/31/2024</u> (mm/dd/yyyy) <input checked="" type="checkbox"/> Check, if date changed from the last Schedule A
<b>Purpose:</b>	<input type="checkbox"/> Original Standard Agreement	<input checked="" type="checkbox"/> Supplemental Schedule A No. 1
<b>Agreement Type:</b>	<input checked="" type="checkbox"/> Locally Administered Municipality/Sponsor (Contract Payee): Putnam County	
	Other Municipality/Sponsor (if applicable):	
<input type="checkbox"/> State Administered	List participating Municipality(ies) and the % of cost share for each and indicate by checkbox which Municipality this Schedule A applies.	
	<input type="checkbox"/> Municipality:	% of Cost share
	<input type="checkbox"/> Municipality:	% of Cost share
	<input type="checkbox"/> Municipality:	% of Cost share
<b>Authorized Project Phase(s) to which this Schedule applies:</b>	<input type="checkbox"/> PE/Design	<input type="checkbox"/> ROW Incidentals
	<input type="checkbox"/> ROW Acquisition	<input type="checkbox"/> Construction/CI/CS
<b>Work Type:</b> OTHER (See Footnotes)	<b>County</b> (If different from Municipality): Putnam	
<i>(Check, if Project Description has changed from last Schedule A):</i> <input type="checkbox"/>		
<b>Project Description:</b> A mobility program that includes bus service and park & ride facilities in Putnam County		
<b>Marchiselli Eligible</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

**A. Summary of Participating Costs FOR ALL PHASES** For each PIN Fiscal Share below, show current costs on the rows indicated as "Current." Show the old costs from the previous Schedule A on the row indicated as "Old." All totals will calculate automatically.

PIN Fiscal Share	"Current" or "Old" entry indicator	Funding Source (Percentage)	TOTAL Costs	FEDERAL Funds	STATE Funds	LOCAL Funds	LOCAL DEPOSIT AMOUNT (Required only if State Administered)
8824.13.421	Current	(80%)	\$1,125,000.00	\$900,000.00	\$225,000.00	\$0.00	\$0.00
	Old	(80%)	\$375,000.00	\$300,000.00	\$75,000.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL CURRENT COSTS:</b>			\$1,125,000.00	\$900,000.00	\$225,000.00	\$ 0.00	\$ 0.00



Schedule B-SA1  
 Tasks and Allocation of Responsibilities  
 Putnam Moves Shuttle Network  
 Project Duration: January 1, 2023 through December 31, 2024

Contractor: Putnam County, NY  
 Project Name: Putnam Moves Shuttle Network  
 PROJECT ID Number (PIN): 8824.13  
 OSC Contract Number: C040392

CONTRACTOR RESPONSIBILITIES	METHOD & BASIS FOR COMPENSATION	AMOUNT*										
<p><b>Task 1 Core Bus Operations</b>            The County will operate an intercity/inter-municipal comprehensive bus service within Putnam County, NY, which will include connections to destinations in surrounding areas outside the County. The service will meet the goals and objectives of the County and the NYSDOT and be consistent with recommendations of the County's Transportation Task Force and other stakeholders to the extent feasible.</p> <p>The precise routes and schedules of the service will be mutually agreed upon between the County and NYSDOT and be publicly available and distributed in appropriate formats (e.g., paper and electronic) and written languages.</p> <p>The service and vehicles shall be in compliance with and operated/maintained in accordance with the Transportation and Vehicle &amp; Traffic Laws of the State of New York, applicable Federal motor vehicle safety standards, applicable safety rules, and regulations governing motor carriers of passengers. In addition, the County shall maintain optimized operations using innovative and cost effective service techniques to best serve the customers including but not limited to using appropriately sized vehicles commensurate with ridership demand, which will be fully climate controlled and offer a generally accepted comfortable ride.</p>	<p>Payment of the unfunded operating deficit by NYSDOT to the Contractor will be made on a reimbursement basis monthly or quarterly and not to exceed \$574,000 with the operating deficit as total operating cost minus farebox revenues, STOA and the required local match as shown below. Compensation Summary:            January 1, 2023 through December 31, 2024</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Predicted Total Operating Cost:</td> <td style="text-align: right; padding: 2px;">\$660,000</td> </tr> <tr> <td style="padding: 2px;">Less Predicted Farebox:</td> <td style="text-align: right; padding: 2px;">-\$26,000</td> </tr> <tr> <td style="padding: 2px;">Less Predicted STOA:</td> <td style="text-align: right; padding: 2px;">-\$54,000</td> </tr> <tr> <td style="padding: 2px;">Less Predicted Local Match:</td> <td style="text-align: right; padding: 2px;">-\$6,000</td> </tr> <tr> <td style="padding: 2px;">Predicted Operating Deficit:</td> <td style="text-align: right; padding: 2px;">\$574,000</td> </tr> </table> <p>In support of any payment requests submitted for this task, the County will report expenses and revenues, as well as its required contribution of a local match to STOA, which is estimated to be at least \$ 3,000.</p> <p>Any modification to services, operations, or fares requires mutual agreement between the County and the NYSDOT and shall not be unreasonably denied. Modifications that result in cost savings will reduce the cost to the State in an amount equal to or greater than the total cost reduction or may be reinvested in other work tasks upon mutual agreement. Any increase in services will be permitted and may be included in the calculation of total operating costs, which may determine the state reimbursement to the Contractor contingent on available funding and the service expansion having prior NYSDOT approval.</p>	Predicted Total Operating Cost:	\$660,000	Less Predicted Farebox:	-\$26,000	Less Predicted STOA:	-\$54,000	Less Predicted Local Match:	-\$6,000	Predicted Operating Deficit:	\$574,000	<p>\$574,000</p>
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Schedule B-SAI  
 Tasks and Allocation of Responsibilities  
 Putnam Moves Shuttle Network  
 Project Duration: January 1, 2023 through December 31, 2024

Contractor: Putnam County, NY  
 Project Name: Putnam Moves Shuttle Network  
 PROJECT ID Number (PIN): 8824.13  
 OSC Contract Number: C040392

CONTRACTOR RESPONSIBILITIES	METHOD & BASIS FOR COMPENSATION	AMOUNT*
<p><b>Task 2 Marketing and Promotion</b>            The County and/or service operator will promote the bus service using all appropriate opportunities (e.g., radio, TV, websites/online, social media, and print advertising); leveraging 'earned' media opportunities, attendance at employer 'transportation days' and conferences; dissemination of literature on-board buses as well as other venues. The marketing plan and strategy shall be mutually agreed upon and any information that lists, cites, or references NYSDOT or the State of New York in any way, <u>requires</u> prior NYSDOT approval and coordination.</p>	<p>Reimbursement from the State will be made monthly or quarterly from a Payment Request Form or State Voucher and will include supported documentation of receipts and other forms of documentation for all expenses paid.</p>	\$66,000
<p><b>Task 3 Disposition of Farebox &amp; Revenue</b>            The County/operator shall be deemed a trustee and agent with respect to the receipt of all Operating revenues (e.g., 'Farebox' including but not limited to: cash fare, multi-trip, monthly, MTA Metro-North Railroad's Uniticket and any other forms of revenue such as advertising) raised from the operation of this bus service as specified under this contract. As such, the County/operator, will collect, receive, hold and administer revenue, notably the farebox as well as set fare structure in accordance to FTA requirements. As an incentive to increase ridership, the Contractor shall keep 100% of the farebox revenue above the predicted amount indicated in Task 1. All fare prices/costs and strategies shall be in concurrence with NYSDOT. Where actual revenues go to the County, in the case of Agency sponsored discounts, (e.g., Social Services, or MTA Metro-North Railroad Uniticket) the County will provide an accounting of the revenue the County or Agency sponsor received and is attributable to each run of passenger service. Operating revenues will be segregated and reported by key components of the service.</p>	<p>Any cost of this task is fundamentally included in the Task 1 amount.</p>	\$0
<p><b>Task 4 Connecting Services</b>            To encourage passenger travel throughout the regional transit system, the County will provide discounted or free transfer fares to the extent possible to any passenger connecting from the Putnam County operated system (e.g., "PART, "Putnam Moves", etc.) to either the Westchester County operated system ("The Bee Line"), or the Housatonic Area Regional Transit ("HART") system, etc. The County will also reasonably cooperate or directly participate with or in other programs and services (e.g., Guaranteed Ride Program) to facilitate travelers' transit needs.</p>	<p>Any cost of this task is fundamentally included in the Task 1 amount.</p>	\$6,000

Schedule B-SA1  
 Tasks and Allocation of Responsibilities  
 Putnam Moves Shuttle Network  
 Project Duration: January 1, 2023 through December 31, 2024

Contractor: Putnam County, NY  
 Project Name: Putnam Moves Shuttle Network  
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 OSC Contract Number: C040392

CONTRACTOR RESPONSIBILITIES	METHOD & BASIS FOR COMPENSATION	AMOUNT*
<p><b>Task 5 Performance Monitoring</b>            The County will take all practical and necessary measures to ensure that the service is operated in a professional, customer friendly manner. This will require regular and unannounced random field inspections followed by any and all warranted corrective measures including County imposed penalties. Inspections will include: on-time performance; vehicle cleanliness; vehicle signs; driver courtesy; safe operation of vehicle; parking availability and efficiency of vehicle operation at park and ride lots; cleanliness; safety; maintenance of bus terminals; coordination of connections with other buses and modes of transportation; handling of passenger complaints and suggestions; communications directly to the public or through mass media; sale of all fare instruments, among other routine and non-routine aspects of operating and overseeing a regional bus service.</p>	<p>Any cost of this task is fundamentally included in the Task 1 amount.</p>	\$0
<p><b>Task 6 Reporting</b>            The County will provide ridership reports on a quarterly basis on or before the 15<sup>th</sup> day of the subsequent quarter, in a format mutually agreeable to NYSDOT. The reports will detail ridership per trip/run, ridership per day, summarize the average ridership on a daily and monthly basis, and include monthly and yearly trend comparison.</p> <p>Service interruptions including but not limited to severe lateness, missed and non-completed trips are to be reported timely in accordance with a mutually agreeable communication plan, which will include protocols to notify impacted agencies and the traveling public.</p> <p>In addition to quarterly ridership reports, with each payment request, the County will submit financial and operational reports including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Operating costs, (due annually)</li> <li>• Passenger and other operating revenue received,</li> <li>• Other operating subsidies received,</li> <li>• Number of vehicle trips per day,</li> <li>• Vehicle hours / miles traveled (revenue &amp; deadhead),</li> <li>• Missed trips, non-completed trips, and lateness,</li> <li>• Vehicle / Passenger Accident &amp; Incident Reports</li> <li>• Operational problems and issues inconsistent with intended delivery of services</li> <li>• Annual reports will accompany the final payment application.</li> </ul> <p>The Contractor, throughout the contract period, will meet all reasonable requests to meet with the State and operator and to provide summary reports, at least one of which will be an annual report, to be submitted no later than 45 days after the contract term.</p>	<p>Any cost of this task is fundamentally included in the Task 1 amount.</p>	\$0



Schedule B-SA1  
 Tasks and Allocation of Responsibilities  
 Putnam Moves Shuttle Network  
 Project Duration: January 1, 2023 through December 31, 2024

Contractor: Putnam County, NY  
 Project Name: Putnam Moves Shuttle Network  
 PROJECT ID Number (PIN): 8824.13  
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CONTRACTOR RESPONSIBILITIES	METHOD & BASIS FOR COMPENSATION	AMOUNT*
<p><b>Task 7. Provision of Park &amp; Ride facilities</b></p> <p>In direct collaboration with NYSDOT, the County will continue to develop, provide, and operate park and ride facilities primarily to serve and promote bus services operations. The facilities shall be open and available to the traveling public traveling public 24 hours per day, 365 days per year (operational exceptions may apply), and operated on a 'first-come, first-served' basis with no preference given to place of residence or intended mode of travel.</p> <p>The park &amp; ride facilities can be located on property owned and operated by the County, local municipality, private entity or any combination thereof but must be contractually dedicated to the intended use which will include <u>all</u> provisions for safe, efficient, and attractive operations. The facility and its use must comply with all applicable laws, ordinances, and regulations as well as all NYSDOT parameters and fully accessible and in compliance with the American with Disabilities Act. The lot location, characteristics, and features are subject to the approval of NYSDOT.</p> <p>This work task shall include all activities necessary to ensure that the park &amp; ride lots and appurtenances are maintained in a state of good repair and that the facilities are proper, safe, and adequately serve the needs of the traveling public. These activities may include but are not necessarily limited to the following: All reasonable pavement maintenance activities (e.g., timely removal of snow, ice, as well as other hazardous and objectionable materials, minor surface/pothole repairs, minor paving, seal coating, pavement striping/markings or curb repairs), law and operation enforcement, maintenance of drainage ways and structures, sign maintenance, garbage collection, lighting, landscaping, minor fence, and removal of abandoned or otherwise unwelcome vehicles or debris.</p>	<p>Reimbursement from the State will be made monthly or quarterly from a Payment Request Form or State Voucher and will include supported documentation of receipts and other forms of documentation for all expenses paid.</p>	<p>\$104,000</p>
<b>TOTAL:</b>		<b>\$750,000</b>

\*Amounts may be redistributed between tasks upon mutual agreement of the Contractor and NYSDOT.

**APPENDIX A**

**STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS**

**PLEASE RETAIN THIS DOCUMENT  
FOR FUTURE REFERENCE.**

**TABLE OF CONTENTS**

	Page
1. Executory Clause	3
2. Non-Assignment Clause	3
3. Comptroller's Approval	3
4. Workers' Compensation Benefits	3
5. Non-Discrimination Requirements	3
6. Wage and Hours Provisions	3-4
7. Non-Collusive Bidding Certification	4
8. International Boycott Prohibition	4
9. Set-Off Rights	4
10. Records	4
11. Identifying Information and Privacy Notification	4
12. Equal Employment Opportunities For Minorities and Women	5
13. Conflicting Terms	5
14. Governing Law	5
15. Late Payment	5
16. No Arbitration	5
17. Service of Process	5
18. Prohibition on Purchase of Tropical Hardwoods	5-6
19. MacBride Fair Employment Principles	6
20. Omnibus Procurement Act of 1992	6
21. Reciprocity and Sanctions Provisions	6
22. Compliance with Breach Notification and Data Security Laws	6
23. Compliance with Consultant Disclosure Law	6-7
24. Procurement Lobbying	7
25. Certification of Registration to Collect Sales and Compensating Use Tax by Certain State Contractors, Affiliates and Subcontractors	7
26. Iran Divestment Act	7
27. Admissibility of Contract	7

**STANDARD CLAUSES FOR NYS CONTRACTS**

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licensor, licensee, lessor, lessee or any other party):

**1. EXECUTORY CLAUSE.** In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

**2. NON-ASSIGNMENT CLAUSE.** In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller's approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

**3. COMPTROLLER'S APPROVAL.** In accordance with Section 112 of the State Finance Law, if this contract exceeds \$50,000 (or \$75,000 for State University of New York or City University of New York contracts for goods, services, construction and printing, and \$150,000 for State University Health Care Facilities) or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$25,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services, either for itself or its customer agencies by the Office of General Services Business Services Center, is required when such contracts exceed \$85,000. Comptroller's approval of contracts established as centralized contracts through the Office of General Services is required when such contracts exceed \$125,000, and when a purchase order or other procurement transaction issued under such centralized contract exceeds \$200,000.

**4. WORKERS' COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

**5. NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment, nor subject any individual to harassment, because of age, race, creed, color, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status or because the individual has opposed any practices forbidden under the Human Rights Law or has filed a complaint, testified, or assisted in any proceeding under the Human Rights Law. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

**6. WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in

accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

**7. NON-COLLUSIVE BIDDING CERTIFICATION.** In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

**8. INTERNATIONAL BOYCOTT PROHIBITION.** In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).

**9. SET-OFF RIGHTS.** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

**10. RECORDS.** The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records

must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

**11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.**

(a) Identification Number(s). Every invoice or New York State Claim for Payment submitted to a New York State agency by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

**12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.**

In accordance with Section 312 of the Executive Law and 5 NYCRR Part 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "(a), (b) and (c)" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not

apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this clause. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

**13. CONFLICTING TERMS.** In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

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

**15. LATE PAYMENT.** Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

**16. NO ARBITRATION.** Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

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

**18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.** The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this

law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in § 165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

**19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES (APPLICABLE ONLY IN NON-FEDERAL AID NEW YORK STATE CONTRACTS).** In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

**20. OMNIBUS PROCUREMENT ACT OF 1992 (APPLICABLE ONLY IN NON-FEDERAL AID NEW YORK STATE CONTRACTS).** It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

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

NYS Department of Economic Development  
Division for Small Business and Technology Development  
625 Broadway  
Albany, New York 12245  
Telephone: 518-292-5100

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

NYS Department of Economic Development  
Division of Minority and Women's Business Development  
633 Third Avenue 33rd Floor  
New York, NY 10017  
646-846-7364  
email: [mwbebusinessdev@esd.ny.gov](mailto:mwbebusinessdev@esd.ny.gov)  
<https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

The Omnibus Procurement Act of 1992 (Chapter 844 of the Laws of 1992, codified in State Finance Law § 139-i and Public

Authorities Law § 2879(3)(n)-(p)) requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority- and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

**21. RECIPROCITY AND SANCTIONS PROVISIONS.** Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively, codified in State Finance Law § 165(6) and Public Authorities Law § 2879(5)) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 2023, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

**22. COMPLIANCE WITH BREACH NOTIFICATION AND DATA SECURITY LAWS.** Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law §§ 899-aa and 899-bb and State Technology Law § 208).

**23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW.** If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4)(g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual

employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

**24. PROCUREMENT LOBBYING.** To the extent this agreement is a “procurement contract” as defined by State Finance Law §§ 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law §§ 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

**25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.**

To the extent this agreement is a contract as defined by Tax Law § 5-a, if the contractor fails to make the certification required by Tax Law § 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law § 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

**26. IRAN DIVESTMENT ACT.** By entering into this Agreement, Contractor certifies in accordance with State Finance Law § 165-a that it is not on the “Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012” (“Prohibited Entities List”) posted at: <https://ogs.ny.gov/iran-divestment-act-2012>

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions,

seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

**27. ADMISSIBILITY OF REPRODUCTION OF CONTRACT.** Notwithstanding the best evidence rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of this contract, in the form approved by the State Comptroller, if such approval was required, regardless of whether the original of said contract is in existence.



# 60

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/CONVEYANCE OF A CERTAIN COUNTY PROPERTY TO THE TOWN OF KENT  
PURSUANT TO CHAPTER 31 OF THE PUTNAM COUNTY CODE**

**WHEREAS, by tax deed the County of Putnam acquired title to certain parcels located in the Town of Kent designated as Tax Map nos. 22.-2-28 and 22.-2-29 (the "Parcels"); and**

**WHEREAS, the Town of Kent (the "Town"), through the Kent Highway Superintendent, has requested that the County convey the Parcels to the Town so that the Town may use said Parcels to expand operations at the contiguous Kent Highway facility; and**

**WHEREAS, Putnam County Code § 31-8 permits such a conveyance when it is for a public use and in the best interests of the County; and**

**WHEREAS, the Putnam County Legislature has determined that conveying the Parcels to the Town for Kent Highway Department purposes will constitute a public use and be in the best interests of the County; now therefore be it**

**RESOLVED, that the Parcels, designated as Tax Map nos. 22.-2-28 and 22.-2-29, be conveyed to the Town of Kent to be used for a public use; and be it further**

**RESOLVED, that the County Executive is authorized to sign a quitclaim deed to the Parcels conveying them to the Town of Kent after approval of the County Attorney, Commissioner of Finance and Director of Real Property Tax Services; and be it further**

**RESOLVED, that said quitclaim deed shall reserve to the County an interest, whereby the subject parcels shall revert to the County in the event that they are used for other than a public purpose and benefit; and be it further**

**RESOLVED, that the County Attorney is hereby authorized to take whatever action is necessary in order to effectuate this Resolution; and be it 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 \_\_\_\_\_

# 6P

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ACCPETANCE OF OFFER TO PURCHASE A CERTAIN COUNTY PROPERTY BY THE CONTIGUOUS OWNERS PURSUANT TO CHAPTER 31 OF THE PUTNAM COUNTY CODE/ TOWN OF KENT / TAX MAP #33.42-2-54**

**WHEREAS, the County is the current owner of the property listed in the attached Schedule "A", and designated as Tax Map No. 33.42-2-54 in the Town of Kent (hereinafter the "Property"); and**

**WHEREAS, the Property was acquired by tax foreclosure proceedings pursuant to Article 11 of the New York State Real Property Tax Law; and**

**WHEREAS, the Property is substandard and improvements under existing zoning regulations and physical conditions would be impractical; and**

**WHEREAS, the Property has previously been offered for sale at public auction and failed to sell; and**

**WHEREAS, the Property is not needed for use by the County or another municipality; and**

**WHEREAS, Jason J. Kinash and Jacqueline Kinash (hereinafter "Contiguous Owners"), has offered to purchase the Property for the sum of five hundred dollars (\$500.00), said offer is attached as Schedule "B"; and**

**WHEREAS, the Commissioner of Finance, the Director of Real Property Tax Services, and the County Attorney have reviewed said offer and believe it to be an offer for fair value and in the best interests of the County; and**

**WHEREAS, the Commissioner of Finance, the Director of Real Property Tax Services, and the County Attorney recommend that the Property should be sold to the Contiguous Owners pursuant to Section 31-8(B)(2)(d) of the Putnam County Code in exchange for the sum of five hundred dollars (\$500.00); and**

**WHEREAS, the Putnam County Legislature has further determined that it would be most beneficial to sell and transfer the Property to the Contiguous Owners pursuant to Section 31-8(B)(2)(d) of the Putnam County Code rather than at a public auction; and**

**WHEREAS, the Putnam County Legislature has determined that any such sale should be conditioned upon the Contiguous Owners' agreement that the Property should be merged with their contiguous parcel; now therefore be it**

**RESOLVED, that the Property identified in the attached Schedule "A" is substandard and improvements under existing zoning regulations and physical conditions would be impractical, and the Property is not needed for use by the County or another municipality; and be it further**

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 \_\_\_\_\_

**RESOLVED**, that pursuant to the authority vested in the Putnam County Legislature in Section 31-8(B)(2)(d) of the Putnam County Code, it is the determination of the Putnam County Legislature that it would be most beneficial for the Property to be sold to the Contiguous Owners, Jason J. Kinash and Jacqueline Kinash, for the sum of five hundred dollars (\$500.00), such sum being for fair market value; and be it further

**RESOLVED**, that the Commissioner of Finance in cooperation with the Director of Real Property Tax Services and the County Attorney is authorized to accept the offer of the Contiguous Owners to purchase the Property for the sum of five hundred dollars (\$500.00); and be it further

**RESOLVED**, that the Commissioner of Finance shall notify the Contiguous Owners, in writing, of the County of Putnam's acceptance of the offer to purchase the Property for five hundred dollars (\$500.00), conditioned upon the merger of the contiguous parcels; and be it further

**RESOLVED**, that upon the receipt of the purchase money the County Attorney is authorized to convey the Property to the Contiguous Owners in an "as is" condition by quitclaim deed, which shall provide that it will be automatically merged with Town of Kent Tax Map No.: 33.42-2-49; and be it further

**RESOLVED**, that the County Attorney is authorized to take whatever legal action is necessary to effectuate the sale of the Property between the County of Putnam and the Contiguous Owners in the manner approved herein; and be it further

**RESOLVED**, that the Putnam County Executive shall be authorized to execute said quitclaim deed; and be it further

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

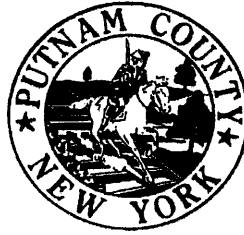
Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

cc. all  
Phys

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

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

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



**CONRAD J. PASQUALE**  
*Sr. Deputy County Attorney*

**CONOR McKIERNAN**  
*Sr. Deputy County Attorney*

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

**DEPARTMENT OF LAW**

MEMORANDUM:

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

**FROM:** Conor McKiernan  
Sr. Deputy County Attorney

**DATE:** November 9, 2023

**RE:** Approval of Property Sales to Contiguous Owners

2023 NOV -9 PM 12:37  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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Enclosed for the Legislature's consideration, please find three resolutions approving the sale of tax foreclosed parcels to contiguous property owners.

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

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

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

## RESOLUTION

### APPROVAL/ACCPTANCE OF OFFER TO PURCHASE A CERTAIN COUNTY PROPERTY BY THE CONTIGUOUS OWNERS PURSUANT TO CHAPTER 31 OF THE PUTNAM COUNTY CODE

WHEREAS, the County is the current owner of the property listed in the attached Schedule "A", and designated as Tax Map No. 33.42-2-54 in the Town of Kent (hereinafter the "Property"); and

WHEREAS, the Property was acquired by tax foreclosure proceedings pursuant to Article 11 of the New York State Real Property Tax Law; and

WHEREAS, the Property is substandard and improvements under existing zoning regulations and physical conditions would be impractical; and

WHEREAS, the Property has previously been offered for sale at public auction and failed to sell; and

WHEREAS, the Property is not needed for use by the County or another municipality; and

WHEREAS, Jason J. Kinash and Jacqueline Kinash (hereinafter "Contiguous Owners"), has offered to purchase the Property for the sum of five hundred dollars (\$500.00), said offer is attached as Schedule "B"; and

WHEREAS, the Commissioner of Finance, the Director of Real Property Tax Services, and the County Attorney have reviewed said offer and believe it to be an offer for fair value and in the best interests of the County; and

WHEREAS, the Commissioner of Finance, the Director of Real Property Tax Services, and the County Attorney recommend that the Property should be sold to the Contiguous Owners pursuant to Section 31-8(B)(2)(d) of the Putnam County Code in exchange for the sum of five hundred dollars (\$500.00); and

WHEREAS, the Putnam County Legislature has further determined that it would be most beneficial to sell and transfer the Property to the Contiguous Owners pursuant to Section 31-8(B)(2)(d) of the Putnam County Code rather than at a public auction; and

WHEREAS, the Putnam County Legislature has determined that any such sale should be conditioned upon the Contiguous Owners' agreement that the Property should be merged with their contiguous parcel; now therefore be it

RESOLVED, that the Property identified in the attached Schedule "A" is substandard and improvements under existing zoning regulations and physical conditions would be impractical, and the Property is not needed for use by the County or another municipality; and be it further

RESOLVED, that pursuant to the authority vested in the Putnam County Legislature in Section 31-8(B)(2)(d) of the Putnam County Code, it is the determination of the Putnam County Legislature that it would be most beneficial for the Property to be sold to the Contiguous Owners, Jason J. Kinash and Jacqueline Kinash, for the sum of five hundred dollars (\$500.00), such sum being for fair market value; and be it further

RESOLVED, that the Commissioner of Finance in cooperation with the Director of Real Property Tax Services and the County Attorney is authorized to accept the offer of the Contiguous Owners to purchase the Property for the sum of five hundred dollars (\$500.00); and be it further

RESOLVED, that the Commissioner of Finance shall notify the Contiguous Owners, in writing, of the County of Putnam's acceptance of the offer to purchase the Property for five hundred dollars (\$500.00), conditioned upon the merger of the contiguous parcels; and be it further

RESOLVED, that upon the receipt of the purchase money the County Attorney is authorized to convey the Property to the Contiguous Owners in an "as is" condition by quitclaim deed, which shall provide that it will be automatically merged with Town of Kent Tax Map No.: 33.42-2-49; and be it further

RESOLVED, that the County Attorney is authorized to take whatever legal action is necessary to effectuate the sale of the Property between the County of Putnam and the Contiguous Owners in the manner approved herein; and be it further

RESOLVED, that the Putnam County Executive shall be authorized to execute said quitclaim deed; and be it further

RESOLVED, that this Resolution shall take effect immediately.

## **Schedule "A"**



Property Description Report  
 For: Glenbrook Rd,  
 Municipality of Kent, Town  
 of

No Photo Available

<b>Total Acreage/Size:</b>	120 x 100	<b>Status:</b>	Active
<b>Land Assessment:</b>	2023 - Tentative \$20,300 2022 - \$20,300	<b>Roll Section:</b>	Taxable
<b>Full Market Value:</b>	2023 - Tentative \$29,506 2022 - \$24,253	<b>Swis:</b>	372200
<b>Equalization Rate:</b>	2023 - Tentative 68.80% 2022 - 83.70%	<b>Tax Map ID #:</b>	33.42-2-54
<b>Deed Book:</b>	2088	<b>Property Class:</b>	311 - Res vac land
<b>Grid East:</b>	722772	<b>Site:</b>	RES 1
		<b>In Ag. District:</b>	No
		<b>Site Property Class:</b>	311 - Res vac land
		<b>Zoning Code:</b>	R10 - Res. 10,000 Min
		<b>Neighborhood Code:</b>	00400
		<b>School District:</b>	Carmel
		<b>Total Assessment:</b>	2023 - Tentative \$20,300 2022 - \$20,300
		<b>Property Desc:</b>	07900000010140000000 000600000100000000000 79-1-14
		<b>Deed Page:</b>	446
		<b>Grid North:</b>	957425

Area

<b>Living Area:</b>	0 sq. ft.	<b>First Story Area:</b>	0 sq. ft.
<b>Second Story Area:</b>	0 sq. ft.	<b>Half Story Area:</b>	0 sq. ft.
<b>Additional Story Area:</b>	0 sq. ft.	<b>3/4 Story Area:</b>	0 sq. ft.
<b>Finished Basement:</b>	0 sq. ft.	<b>Number of Stories:</b>	0
<b>Finished Rec Room</b>	0 sq. ft.	<b>Finished Area Over Garage</b>	0 sq. ft.

Structure

<b>Building Style:</b>	0	<b>Bathrooms (Full - Half):</b>	0 - 0
<b>Bedrooms:</b>	0	<b>Kitchens:</b>	0
<b>Fireplaces:</b>	0	<b>Basement Type:</b>	0
<b>Porch Type:</b>	0	<b>Porch Area:</b>	0.00
<b>Basement Garage Cap:</b>	0	<b>Attached Garage Cap:</b>	0.00 sq. ft.
<b>Overall Condition:</b>	0	<b>Overall Grade:</b>	
<b>Year Built:</b>			



### Owners

County of Putnam  
 40 Gleneida Ave  
 Carmel NY 10512

### Sales

Sale Date	Price	Property Class	Sale Type	Prior Owner	Value Usable	Arms Length	Addl. Parcels	Deed Book and Page
8/28/2018	\$0	311 - Res vac land	Land & Building	Plotke, John	No	No	Yes	2088/446

### Utilities

<b>Sewer Type:</b>	None	<b>Water Supply:</b>	None
<b>Utilities:</b>	Electric	<b>Heat Type:</b>	0
<b>Fuel Type:</b>	0	<b>Central Air:</b>	No

### Improvements

Structure	Size	Grade	Condition	Year
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### Land Types

Type	Size
Undeveloped	120 x 100

### Special Districts for 2023 (Tentative)

Description	Units	Percent	Type	Value
FD006-Lk carmel fire prot	0	0%		0
PK001-Park #1	0	0%		0
RG001-Sanitation#1	0	0%		0

### Special Districts for 2022

Description	Units	Percent	Type	Value
FD006-Lk carmel fire prot	0	0%		0
PK001-Park #1	0	0%		0
RG001-Sanitation#1	0	0%		0

### Exemptions

Year	Description	Amount	Exempt %	Start Yr	End Yr	V Flag	H Code	Own %
2023	LIEN-C	(Tentative)\$20,300	0	2019				0
2022	LIEN-C	\$20,300	0	2019				0

# Taxes

Year	Description	Amount
2017	County	\$948.33

**\* Taxes reflect exemptions, but may not include recent changes in assessment.**

## **Schedule "B"**

Jason & Jacqueline Kinash  
71 Cottage Rd  
Carmel, NY 10512  
(845)494-4252  
[Magicalmouse1315@aol.com](mailto:Magicalmouse1315@aol.com)

Wednesday, April 5, 2023

William Carlin  
Commissioner of Finance  
40 Gleneida Avenue, Room 202  
Carmel, NY 10512

To Whom It May Concern:

I hope this letter reaches you well, today I spoke with Lisa Johnson bout the information herein. Currently I own the property at 71 Cottage Rd Carmel NY 10512, listed as tax id number 33.42-2-49 the adjacent property listed as tax id 33.42-2-54 appears vacant. I would like to either merge these properties or purchase to keep green it is the only lot with trees in our neighborhood, it is an eye sore from my house and I would like to clean it up. I can offer \$500 for the vacant property, matching the starting bid of the last auction.

Please reply with any questions or comments you have about this information.

Sincerely,



Jason Kinash

PUTNAM COUNTY  
FINANCE DEPT.  
2023 APR 11 PM 12:07

# 69

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ACCEPTANCE OF OFFER TO PURCHASE A CERTAIN COUNTY PROPERTY BY THE CONTIGUOUS OWNER PURSUANT TO CHAPTER 31 OF THE PUTNAM COUNTY CODE / TOWN OF KENT/ TAX MAP #33.80-1-9**

**WHEREAS, the County is the current owner of the property listed in the attached Schedule "A", and designated as Tax Map No. 33.80-1-9 in the Town of Kent (hereinafter the "Property"); and**

**WHEREAS, the Property was acquired by tax foreclosure proceedings pursuant to Article 11 of the New York State Real Property Tax Law; and**

**WHEREAS, the Property is substandard and improvements under existing zoning regulations and physical conditions would be impractical; and**

**WHEREAS, the Property has previously been offered for sale at public auction and failed to sell; and**

**WHEREAS, the Property is not needed for use by the County or another municipality; and**

**WHEREAS, Sarah Ann Gadonniex (hereinafter "Contiguous Owner"), has offered to purchase the Property for the sum of one thousand three hundred dollars (\$1,300.00), said offer is attached as Schedule "B"; and**

**WHEREAS, the Commissioner of Finance, the Director of Real Property Tax Services, and the County Attorney have reviewed said offer and believe it to be an offer for fair value and in the best interests of the County; and**

**WHEREAS, the Commissioner of Finance, the Director of Real Property Tax Services, and the County Attorney recommend that the Property should be sold to the Contiguous Owner pursuant to Section 31-8(B)(2)(d) of the Putnam County Code in exchange for the sum of one thousand three hundred dollars (\$1,300.00); and**

**WHEREAS, the Putnam County Legislature has further determined that it would be most beneficial to sell and transfer the Property to the Contiguous Owner pursuant to Section 31-8(B)(2)(d) of the Putnam County Code rather than at a public auction; and**

**WHEREAS, the Putnam County Legislature has determined that any such sale should be conditioned upon the Contiguous Owner's agreement that the Property should be merged with her contiguous parcel; and**

**WHEREAS, the Contiguous Owner's offer provides that the Property will be merged with her parcel; now therefore be it**

**RESOLVED, that the Property identified in the attached Schedule "A" is substandard and improvements under existing zoning regulations and physical conditions would be impractical, and the Property is not needed for use by the County or another municipality; and be it further**

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 \_\_\_\_\_

**RESOLVED**, that pursuant to the authority vested in the Putnam County Legislature in Section 31-8(B)(2)(d) of the Putnam County Code, it is the determination of the Putnam County Legislature that it would be most beneficial for the Property to be sold to the Contiguous Owner, Sarah Ann Gadonniex, for the sum of one thousand three hundred dollars (\$1,300.00), such sum being for fair market value; and be it further

**RESOLVED**, that the Commissioner of Finance in cooperation with the Director of Real Property Tax Services and the County Attorney is authorized to accept the Contiguous Owner's offer to purchase the Property for the sum of one thousand three hundred dollars (\$1,300.00); and be it further

**RESOLVED**, that the Commissioner of Finance shall notify the contiguous property owner, in writing, of the County of Putnam's acceptance of the offer to purchase the Property for one thousand three hundred dollars (\$1,300.00), and to thereafter merge the Property with the contiguous parcel; and be it further

**RESOLVED**, that upon the receipt of such purchase money, the County Attorney is authorized to convey the Property to the Contiguous Owner in an "as is" condition by quitclaim deed, which shall provide that it will be automatically merged with Town of Kent Tax Map No.: 33.80-1-8; and be it further

**RESOLVED**, that the County Attorney is authorized to take whatever legal action is necessary to effectuate the sale of the Property between the County of Putnam and the Contiguous Owner in the manner approved herein; and be it further

**RESOLVED**, that the Putnam County Executive shall be authorized to execute said quitclaim deed; and be it 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

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

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

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



**CONRAD J. PASQUALE**  
*Sr. Deputy County Attorney*

**CONOR McKIERNAN**  
*Sr. Deputy County Attorney*

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

**DEPARTMENT OF LAW**

MEMORANDUM:

TO: Diane Schonfeld  
Clerk, Putnam County Legislature

FROM: Conor McKiernan  
Sr. Deputy County Attorney

DATE: November 9, 2023

RE: Approval of Property Sales to Contiguous Owners

2023 NOV - 9 PM 12: 37  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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Enclosed for the Legislature's consideration, please find three resolutions approving the sale of tax foreclosed parcels to contiguous property owners.

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

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

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

## RESOLUTION

### APPROVAL/ACCEPTANCE OF OFFER TO PURCHASE A CERTAIN COUNTY PROPERTY BY THE CONTIGUOUS OWNER PURSUANT TO CHAPTER 31 OF THE PUTNAM COUNTY CODE

WHEREAS, the County is the current owner of the property listed in the attached Schedule "A", and designated as Tax Map No. 33.80-1-9 in the Town of Kent (hereinafter the "Property"); and

WHEREAS, the Property was acquired by tax foreclosure proceedings pursuant to Article 11 of the New York State Real Property Tax Law; and

WHEREAS, the Property is substandard and improvements under existing zoning regulations and physical conditions would be impractical; and

WHEREAS, the Property has previously been offered for sale at public auction and failed to sell; and

WHEREAS, the Property is not needed for use by the County or another municipality; and

WHEREAS, Sarah Ann Gadoniex (hereinafter "Contiguous Owner"), has offered to purchase the Property for the sum of one thousand three hundred dollars (\$1,300.00), said offer is attached as Schedule "B"; and

WHEREAS, the Commissioner of Finance, the Director of Real Property Tax Services, and the County Attorney have reviewed said offer and believe it to be an offer for fair value and in the best interests of the County; and

WHEREAS, the Commissioner of Finance, the Director of Real Property Tax Services, and the County Attorney recommend that the Property should be sold to the Contiguous Owner pursuant to Section 31-8(B)(2)(d) of the Putnam County Code in exchange for the sum of one thousand three hundred dollars (\$1,300.00); and

WHEREAS, the Putnam County Legislature has further determined that it would be most beneficial to sell and transfer the Property to the Contiguous Owner pursuant to Section 31-8(B)(2)(d) of the Putnam County Code rather than at a public auction; and

WHEREAS, the Putnam County Legislature has determined that any such sale should be conditioned upon the Contiguous Owner's agreement that the Property should be merged with her contiguous parcel; and

WHEREAS, the Contiguous Owner's offer provides that the Property will be merged with her parcel; now therefore be it



RESOLVED, that the Property identified in the attached Schedule "A" is substandard and improvements under existing zoning regulations and physical conditions would be impractical, and the Property is not needed for use by the County or another municipality; and be it further

RESOLVED, that pursuant to the authority vested in the Putnam County Legislature in Section 31-8(B)(2)(d) of the Putnam County Code, it is the determination of the Putnam County Legislature that it would be most beneficial for the Property to be sold to the Contiguous Owner, Sarah Ann Gadonniex, for the sum of one thousand three hundred dollars (\$1,300.00), such sum being for fair market value; and be it further

RESOLVED, that the Commissioner of Finance in cooperation with the Director of Real Property Tax Services and the County Attorney is authorized to accept the Contiguous Owner's offer to purchase the Property for the sum of one thousand three hundred dollars (\$1,300.00); and be it further

RESOLVED, that the Commissioner of Finance shall notify the contiguous property owner, in writing, of the County of Putnam's acceptance of the offer to purchase the Property for one thousand three hundred dollars (\$1,300.00), and to thereafter merge the Property with the contiguous parcel; and be it further

RESOLVED, that upon the receipt of such purchase money, the County Attorney is authorized to convey the Property to the Contiguous Owner in an "as is" condition by quitclaim deed, which shall provide that it will be automatically merged with Town of Kent Tax Map No.: 33.80-1-8; and be it further

RESOLVED, that the County Attorney is authorized to take whatever legal action is necessary to effectuate the sale of the Property between the County of Putnam and the Contiguous Owner in the manner approved herein; and be it further

RESOLVED, that the Putnam County Executive shall be authorized to execute said quitclaim deed; and be it further

RESOLVED, that this Resolution shall take effect immediately.

## **Schedule "A"**



Property Description Report  
 For: Hillside Rd,  
 Municipality of Kent, Town  
 of

No Photo Available

<p><b>Total Acreage/Size:</b> 102 x 97</p> <p><b>Land Assessment:</b> 2023 - Tentative \$18,000 2022 - \$18,000</p> <p><b>Full Market Value:</b> 2023 - Tentative \$26,163 2022 - \$21,505</p> <p><b>Equalization Rate:</b> 2023 - Tentative 68.80% 2022 - 83.70%</p> <p><b>Deed Book:</b> 2147</p> <p><b>Grid East:</b> 719824</p>	<p><b>Status:</b> Active</p> <p><b>Roll Section:</b> Taxable</p> <p><b>Swis:</b> 372200</p> <p><b>Tax Map ID #:</b> 33.80-1-9</p> <p><b>Property Class:</b> 311 - Res vac land</p> <p><b>Site:</b> RES 1</p> <p><b>In Ag. District:</b> No</p> <p><b>Site Property Class:</b> 311 - Res vac land</p> <p><b>Zoning Code:</b> R10 - Res. 10,000 Min</p> <p><b>Neighborhood Code:</b> 00400</p> <p><b>School District:</b> Carmel</p> <p><b>Total Assessment:</b> 2023 - Tentative \$18,000 2022 - \$18,000</p>	<p><b>Property Desc:</b> 10400000010080000000 0010200000970000000000 104-1-8</p> <p><b>Deed Page:</b> 264</p> <p><b>Grid North:</b> 952830</p>
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Area

<p><b>Living Area:</b> 0 sq. ft.</p> <p><b>Second Story Area:</b> 0 sq. ft.</p> <p><b>Additional Story Area:</b> 0 sq. ft.</p> <p><b>Finished Basement:</b> 0 sq. ft.</p> <p><b>Finished Rec Room:</b> 0 sq. ft.</p>	<p><b>First Story Area:</b> 0 sq. ft.</p> <p><b>Half Story Area:</b> 0 sq. ft.</p> <p><b>3/4 Story Area:</b> 0 sq. ft.</p> <p><b>Number of Stories:</b> 0</p> <p><b>Finished Area Over Garage:</b> 0 sq. ft.</p>
--	--

Structure

<p><b>Building Style:</b> 0</p> <p><b>Bedrooms:</b> 0</p> <p><b>Fireplaces:</b> 0</p> <p><b>Porch Type:</b> 0</p> <p><b>Basement Garage Cap:</b> 0</p> <p><b>Overall Condition:</b> 0</p> <p><b>Year Built:</b></p>	<p><b>Bathrooms (Full - Half):</b> 0 - 0</p> <p><b>Kitchens:</b> 0</p> <p><b>Basement Type:</b> 0</p> <p><b>Porch Area:</b> 0.00</p> <p><b>Attached Garage Cap:</b> 0.00 sq. ft.</p> <p><b>Overall Grade:</b></p>
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**Owners**

County of Putnam  
 40 Gleneida Ave  
 Carmel NY 10512

**Sales**

Sale Date	Price	Property Class	Sale Type	Prior Owner	Value Usable	Arms Length	Addl. Parcels	Deed Book and Page
2/5/2020	\$0	311 - Res vac land	Land Only	County of Putnam	No	No	Yes	2147/264

**Utilities**

<b>Sewer Type:</b>	None	<b>Water Supply:</b>	None
<b>Utilities:</b>	Electric	<b>Heat Type:</b>	0
<b>Fuel Type:</b>	0	<b>Central Air:</b>	No

**Improvements**

Structure	Size	Grade	Condition	Year
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**Land Types**

Type	Size
Undeveloped	102 x 97

**Special Districts for 2023 (Tentative)**

Description	Units	Percent	Type	Value
FD006-Lk carmel fire prot	0	0%		0
PK001-Park #1	0	0%		0
RG001-Sanitation#1	0	0%		0

**Special Districts for 2022**

Description	Units	Percent	Type	Value
FD006-Lk carmel fire prot	0	0%		0
PK001-Park #1	0	0%		0
RG001-Sanitation#1	0	0%		0

**Exemptions**

Year	Description	Amount	Exempt %	Start Yr	End Yr	V Flag	H Code	Own %
2023	LIEN-C	(Tentative)\$18,000	0	2020				0
2022	LIEN-C	\$18,000	0	2020				0

# Taxes

Year	Description	Amount
2017	County	\$840.87

**\* Taxes reflect exemptions, but may not include recent changes in assessment.**

## **Schedule "B"**

Ann Gadonniex  
162 NW Lawton Rd  
Port St Lucie, FL  
(772) 336-0967  
[irvann34@gmail.com](mailto:irvann34@gmail.com)  
May, 2, 2023

Commissioner of Finance  
40 Gleneida Ave.  
Carmel NY 10512

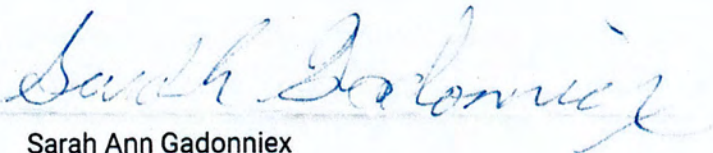
Dear Sir or Madam,

I am the owner of property tax id 33.80-1-8 and would like to purchase the adjacent property 33.80-1-9, which I understand is owned by Putnam County. I agree to merge both parcels when the deed is filed.

My offer is \$1300.

Please let me know your decision, and thanks for your consideration. The second owner on file is my husband, Irving D Gadonniex, now deceased. I enclose his death certificate in case it is needed.

Best regards,



Sarah Ann Gadonniex

# 66

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ACCEPTANCE OF OFFER TO PURCHASE A CERTAIN COUNTY PROPERTY BY THE CONTIGUOUS OWNERS PURSUANT TO CHAPTER 31 OF THE PUTNAM COUNTY CODE**

**WHEREAS, the County is the current owner of the property listed in the attached Schedule "A", and designated as Tax Map No. 22.74-1-88 in the Town of Kent (hereinafter the "Property"); and**

**WHEREAS, the Property was acquired by tax foreclosure proceedings pursuant to Article 11 of the New York State Real Property Tax Law; and**

**WHEREAS, the Property is substandard and improvements under existing zoning regulations and physical conditions would be impractical; and**

**WHEREAS, the Property has previously been offered for sale at public auction and failed to sell; and**

**WHEREAS, the Property is not needed for use by the County or another municipality; and**

**WHEREAS, Michael Bondra and Angela Bondra (hereinafter "Contiguous Owners"), have offered to purchase the Property for the sum of five hundred dollars (\$500.00), said offer is attached as Schedule "B"; and**

**WHEREAS, the Commissioner of Finance, the Director of Real Property Tax Services, and the County Attorney have reviewed said offer and believe it to be an offer for fair value and in the best interests of the County; and**

**WHEREAS, the Commissioner of Finance, the Director of Real Property Tax Services, and the County Attorney recommend that the Property should be sold to the Contiguous Owners pursuant to Section 31-8(B)(2)(d) of the Putnam County Code in exchange for the sum of five hundred dollars (\$500.00); and**

**WHEREAS, the Putnam County Legislature has further determined that it would be most beneficial to sell and transfer the Property to the Contiguous Owners pursuant to Section 31-8(B)(2)(d) of the Putnam County Code rather than at a public auction; and**

**WHEREAS, the Putnam County Legislature has determined that any such sale should be conditioned upon the Contiguous Owners' agreement that the Property should be merged with their contiguous parcel; now therefore be it**

**RESOLVED, that the Property identified in the attached Schedule "A" is substandard and improvements under existing zoning regulations and physical conditions would be impractical, and the Property is not needed for use by the County or another municipality; and be it further**

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 \_\_\_\_\_

**RESOLVED**, that pursuant to the authority vested in the Putnam County Legislature in Section 31-8(B)(2)(d) of the Putnam County Code, it is the determination of the Putnam County Legislature that it would be most beneficial for the Property to be sold to the Contiguous Owners, Michael Bondra and Angela Bondra, for the sum of five hundred dollars (\$500.00), such sum being for fair market value; and be it further

**RESOLVED**, that the Commissioner of Finance in cooperation with the Director of Real Property Tax Services and the County Attorney is authorized to accept the offer of the Contiguous Owners to purchase the Property for the sum of five hundred dollars (\$500.00); and be it further

**RESOLVED**, that the Commissioner of Finance shall notify the Contiguous Owners, in writing, of the County of Putnam's acceptance of the offer to purchase the Property for five hundred dollars (\$500.00), conditioned upon the merger of the contiguous parcels; and be it further

**RESOLVED**, that upon the receipt of the purchase money the County Attorney is authorized to convey the Property to the Contiguous Owners in an "as is" condition by quitclaim deed, which shall provide that it will be automatically merged with Town of Kent Tax Map No.: 22.74-1-87; and be it further

**RESOLVED**, that the County Attorney is authorized to take whatever legal action is necessary to effectuate the sale of the Property between the County of Putnam and the Contiguous Owners in the manner approved herein; and be it further

**RESOLVED**, that the Putnam County Executive shall be authorized to execute said quitclaim deed; and be it further

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

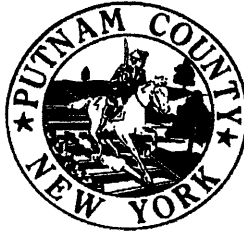
Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

cc: all  
Phys

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

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

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



**CONRAD J. PASQUALE**  
*Sr. Deputy County Attorney*

**CONOR McKIERNAN**  
*Sr. Deputy County Attorney*

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

**DEPARTMENT OF LAW**

MEMORANDUM:

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

**FROM:** Conor McKiernan  
Sr. Deputy County Attorney

**DATE:** November 9, 2023

**RE:** Approval of Property Sales to Contiguous Owners

2023 NOV -9 PM 12:37  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Enclosed for the Legislature's consideration, please find three resolutions approving the sale of tax foreclosed parcels to contiguous property owners.

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

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

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

## RESOLUTION

### APPROVAL/ACCEPTANCE OF OFFER TO PURCHASE A CERTAIN COUNTY PROPERTY BY THE CONTIGUOUS OWNERS PURSUANT TO CHAPTER 31 OF THE PUTNAM COUNTY CODE

WHEREAS, the County is the current owner of the property listed in the attached Schedule "A", and designated as Tax Map No. 22.74-1-88 in the Town of Kent (hereinafter the "Property"); and

WHEREAS, the Property was acquired by tax foreclosure proceedings pursuant to Article 11 of the New York State Real Property Tax Law; and

WHEREAS, the Property is substandard and improvements under existing zoning regulations and physical conditions would be impractical; and

WHEREAS, the Property has previously been offered for sale at public auction and failed to sell; and

WHEREAS, the Property is not needed for use by the County or another municipality; and

WHEREAS, Michael Bondra and Angela Bondra (hereinafter "Contiguous Owners"), have offered to purchase the Property for the sum of five hundred dollars (\$500.00), said offer is attached as Schedule "B"; and

WHEREAS, the Commissioner of Finance, the Director of Real Property Tax Services, and the County Attorney have reviewed said offer and believe it to be an offer for fair value and in the best interests of the County; and

WHEREAS, the Commissioner of Finance, the Director of Real Property Tax Services, and the County Attorney recommend that the Property should be sold to the Contiguous Owners pursuant to Section 31-8(B)(2)(d) of the Putnam County Code in exchange for the sum of five hundred dollars (\$500.00); and

WHEREAS, the Putnam County Legislature has further determined that it would be most beneficial to sell and transfer the Property to the Contiguous Owners pursuant to Section 31-8(B)(2)(d) of the Putnam County Code rather than at a public auction; and

WHEREAS, the Putnam County Legislature has determined that any such sale should be conditioned upon the Contiguous Owners' agreement that the Property should be merged with their contiguous parcel; now therefore be it

RESOLVED, that the Property identified in the attached Schedule "A" is substandard and improvements under existing zoning regulations and physical conditions would be impractical, and the Property is not needed for use by the County or another municipality; and be it further

RESOLVED, that pursuant to the authority vested in the Putnam County Legislature in Section 31-8(B)(2)(d) of the Putnam County Code, it is the determination of the Putnam County Legislature that it would be most beneficial for the Property to be sold to the Contiguous Owners, Michael Bondra and Angela Bondra, for the sum of five hundred dollars (\$500.00), such sum being for fair market value; and be it further

RESOLVED, that the Commissioner of Finance in cooperation with the Director of Real Property Tax Services and the County Attorney is authorized to accept the offer of the Contiguous Owners to purchase the Property for the sum of five hundred dollars (\$500.00); and be it further

RESOLVED, that the Commissioner of Finance shall notify the Contiguous Owners, in writing, of the County of Putnam's acceptance of the offer to purchase the Property for five hundred dollars (\$500.00), conditioned upon the merger of the contiguous parcels; and be it further

RESOLVED, that upon the receipt of the purchase money the County Attorney is authorized to convey the Property to the Contiguous Owners in an "as is" condition by quitclaim deed, which shall provide that it will be automatically merged with Town of Kent Tax Map No.: 22.74-1-87; and be it further

RESOLVED, that the County Attorney is authorized to take whatever legal action is necessary to effectuate the sale of the Property between the County of Putnam and the Contiguous Owners in the manner approved herein; and be it further

RESOLVED, that the Putnam County Executive shall be authorized to execute said quitclaim deed; and be it further

RESOLVED, that this Resolution shall take effect immediately.

## **Schedule "A"**



# Property Description Report For: Sussex Rd, Municipality of Kent, Town of

No Photo Available

<b>Total Acreage/Size:</b>	100 x 100	<b>Status:</b>	Active
<b>Land Assessment:</b>	2023 - Tentative \$20,000 2022 - \$20,000	<b>Roll Section:</b>	Taxable
<b>Full Market Value:</b>	2023 - Tentative \$29,070 2022 - \$23,895	<b>Swis:</b>	372200
<b>Equalization Rate:</b>	2023 - Tentative 68.80% 2022 - 83.70%	<b>Tax Map ID #:</b>	22.74-1-88
<b>Deed Book:</b>	2147	<b>Property Class:</b>	311 - Res vac land
<b>Grid East:</b>	722034	<b>Site:</b>	RES 1
		<b>In Ag. District:</b>	No
		<b>Site Property Class:</b>	311 - Res vac land
		<b>Zoning Code:</b>	R10 - Res. 10,000 Min
		<b>Neighborhood Code:</b>	00400
		<b>School District:</b>	Carmel
		<b>Total Assessment:</b>	2023 - Tentative \$20,000 2022 - \$20,000
		<b>Property Desc:</b>	06200000010120000000 000600000100000000000 62-1-12
		<b>Deed Page:</b>	264
		<b>Grid North:</b>	961500

## Area

<b>Living Area:</b>	0 sq. ft.	<b>First Story Area:</b>	0 sq. ft.
<b>Second Story Area:</b>	0 sq. ft.	<b>Half Story Area:</b>	0 sq. ft.
<b>Additional Story Area:</b>	0 sq. ft.	<b>3/4 Story Area:</b>	0 sq. ft.
<b>Finished Basement:</b>	0 sq. ft.	<b>Number of Stories:</b>	0
<b>Finished Rec Room</b>	0 sq. ft.	<b>Finished Area Over Garage</b>	0 sq. ft.

## Structure

<b>Building Style:</b>	0	<b>Bathrooms (Full - Half):</b>	0 - 0
<b>Bedrooms:</b>	0	<b>Kitchens:</b>	0
<b>Fireplaces:</b>	0	<b>Basement Type:</b>	0
<b>Porch Type:</b>	0	<b>Porch Area:</b>	0.00
<b>Basement Garage Cap:</b>	0	<b>Attached Garage Cap:</b>	0.00 sq. ft.
<b>Overall Condition:</b>	0	<b>Overall Grade:</b>	
<b>Year Built:</b>			

### Owners

County of Putnam  
 40 Gleneida Ave  
 Carmel NY 10512

### Sales

Sale Date	Price	Property Class	Sale Type	Prior Owner	Value Usable	Arms Length	Add. Parcels	Deed Book and Page
2/5/2020	\$0	311 - Res vac land	Land Only	County of Putnam	No	No	Yes	2147/264

### Utilities

<b>Sewer Type:</b>	None	<b>Water Supply:</b>	None
<b>Utilities:</b>	Electric	<b>Heat Type:</b>	0
<b>Fuel Type:</b>	0	<b>Central Air:</b>	No

### Improvements

Structure	Size	Grade	Condition	Year
-----------	------	-------	-----------	------

### Land Types

Type	Size
Undeveloped	100 x 100

### Special Districts for 2023 (Tentative)

Description	Units	Percent	Type	Value
FD006-Lk carmel fire prot	0	0%		0
PK001-Park #1	0	0%		0
RG001-Sanitation#1	0	0%		0

### Special Districts for 2022

Description	Units	Percent	Type	Value
FD006-Lk carmel fire prot	0	0%		0
PK001-Park #1	0	0%		0
RG001-Sanitation#1	0	0%		0

### Exemptions

Year	Description	Amount	Exempt %	Start Yr	End Yr	V Flag	H Code	Own %
2023	LIEN-C	(Tentative)\$20,000	0	2020				0
2022	LIEN-C	\$20,000	0	2020				0

## Taxes

Year	Description	Amount
2017	County	\$934.30

**\* Taxes reflect exemptions, but may not include recent changes in assessment.**



## **Schedule "B"**

**From:** [Angela Deleo](#)  
**To:** [Conor McKiernan](#)  
**Subject:** Re: Purchase Vacant lot  
**Date:** Wednesday, May 31, 2023 12:45:22 PM

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You don't often get email from [angied23@outlook.com](mailto:angied23@outlook.com). [Learn why this is important](#)

**PUTNAM COUNTY NOTICE**

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

Good afternoon,

My name is Angela Bondra, my husband and I own 22 Sussex Road. We are interested in buying the lot next to us for \$500. If you can provide us with any and all information regarding this that would be great. Please feel free to contact me anytime on the number provided below.

Tax/Map ID: **22.74-1-88**

Thank you, Angela  
(917) [REDACTED]

Sent from my iPhone

#65

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ RE-APPOINTMENTS/ PUTNAM COUNTY PLUMBING & MECHANICAL TRADES BOARD**

**RESOLVED, that the following be re-appointed to the Putnam County Plumbing & Mechanical Trades Board pursuant to Section 190-6(D) of the Putnam County Code:**

**Russell Bleakley, Town of Carmel, as (D(2)) Master Plumber, for a three (3) year term, said term to expire December 31, 2026.**

**Robert Sleight, Town of Carmel, as (D(7)) LP Gas Representative, for a three (3) year term, said term to expire December 31, 2026.**

**And be it further**

**RESOLVED, that these re-appointments comply with any 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 \_\_\_\_\_

Michael Budzinski, PE  
Director/Consumer Affairs  
Extension 46111

*cc: all  
Rules*

*Reso*

Ellen Sorrento, Secretary  
Consumer Affairs  
Extension 46026



PUTNAM COUNTY CONSUMER AFFAIRS  
Weights & Measures/Trades Licensing & Registration  
(845) 808-1617

**MEMORANDUM**

**TO:** Diane Schonfeld, Clerk  
Legislature

**FROM:** Ellen Sorrento, Secretary  
Plumbing and Mechanical Trades Board

**DATE:** October 11, 2023

**RE:** Re-Appointment of Board Members

2023 OCT 11 PM 4:12  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

The following recommendations have been made by the Plumbing and Mechanical Trades Board at the September 14, 2023 meeting:

Russell Bleakley – Plumber – Three (3) year term expiring 12/31/2026  
By Poll Vote – all ayes. Carried

Robert Sleight – LP Gas Installer – Three (3) year term expiring 12/31/2026  
By Poll Vote – all ayes. Carried

Please be advised that Richard Fossati has chosen not to seek a new term. The Board is actively recruiting for this open position.



*Tanks Sold or Rented  
L.P. Sales & Service*

**PUTNAM PROPANE** *Gas*

P. O. BOX 1691 • CARMEL, NY 10512

**(845) 225-6565**

*The People's Choice – Make It Yours!*

I Robert Sleight enjoy and do accept renomination to be the LP Gas Master on the Putnam County Board.

Robert Sleight  
October 11, 2023



RECEIVED OCT 10 2023

**Russell B. Bleakley**  
**Plumbing & Heating, Inc.**  
441 Route 202  
Somers, NY 10589  
[www.bleakleyplumbing.com](http://www.bleakleyplumbing.com)  
Master Plumber Lic#  
Putnam#20 / West#399 / Dec#10673

Somers 914-276-3756  
Mahopac 845-628-5924  
Mt Kisco 914-666-RUSS(7877)  
Text Ofc line 914-598-3070  
Email- [info@bleakleyplumbing.com](mailto:info@bleakleyplumbing.com)  
*Licensed - Bonded - Insured*

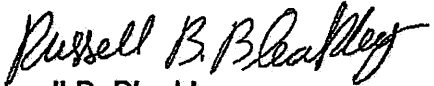
October 5, 2023

To Whom It May Concern:

I would like to continue serving the community and remain on the Plumbing Board. I have been A member for several years and enjoy being a contributor.

Thank you very much.

Regards,

  
Russell B. Bleakley

# 6t

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
 Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
 Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ RE-APPOINTMENTS/ ELECTRICAL EXAMINERS BOARD**

**RESOLVED, that the following be re-appointed to the Putnam County Board of Electrical Examiners:**

**Ronald Massaro, Town of Philipstown, as Low Voltage/Limited Communications Technician, for a three (3) year term, said term to expire December 31, 2026.**

**John Morrison, Town of Kent, as PC Code Section 145-6(D1) Master Electrician Representative, for a three (3) year term, said term to expire December 31, 2026.**

**Ronald Williams, Town of Carmel, as PC Code Section 145-6(D1) Master Electrician Representative, for a three (3) year term, said term to expire December 31, 2026.**

**And be it further**

**RESOLVED, that these appointments comply with any 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 \_\_\_\_\_

Michael Budzinski, P.E.  
Director

William Rossiter  
Chairman

Andrew Pidala  
Vice Chairman



*cc: all  
Rules  
Add'l - November*

Robert Counihan  
Carlos Dacira  
Charles Gorges  
Ronald Massaro  
John Morrison  
Carmine Ricci  
Randy Taggart  
Ronald Williams

**PUTNAM COUNTY ELECTRICAL BOARD**  
Department of Consumer Affairs  
Weights & Measures  
Trades Licensing & Registration

Athena Arvan, Conf. Secretary  
(845) 808-1617, x 46025

**MEMORANDUM**

2023 NOV 15 AM 3:31  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

DATE: November 14, 2023  
TO: Diane Schonfeld  
Clerk – Putnam County Legislature  
FROM: Athena Arvan  
Confidential Secretary, Electrical Board  
RE: Re-appointments to Electrical Board

The following nomination for re-appointments to the Putnam County Electrical Board was made at the October 17, 2023 Electrical Board meeting.

Mr. Ronald Massaro – Re-appointment as Low Voltage Technician  
Term: 3 years – 2024 through 2026  
Vote: ALL AYES – Carried Unanimously

We are asking that the Rules Committee place this item on their next meeting agenda.

Letter of intent to follow.

Thank you for your consideration.

cc: Michael Budzinski - Director  
Consumer Affairs, Weights & Measurers



Michael Budzinski, P.E.  
Director

William Rossiter  
Chairman

Andrew Pidala  
Vice Chairman



*cc: all  
Rules*

Robert Counihan  
Carlos Dacira  
Charles Gorges  
Ronald Massaro  
John Morrison  
Carmine Ricci  
Randy Taggart  
Ronald Williams

PUTNAM COUNTY ELECTRICAL BOARD  
Department of Consumer Affairs  
Weights & Measures  
Trades Licensing & Registration

Athena Arvan, Conf. Secretary  
(845) 808-1617, x 46025

MEMORANDUM

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

DATE: October 27, 2023  
TO: Diane Schonfeld  
Clerk → Putnam County Legislature  
FROM: Athena Arvan  
Confidential Secretary, Electrical Board  
RE: Re-appointments to Electrical Board

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The following nominations for re-appointments to the Putnam County Electrical Board were made at the October 17, 2023 Electrical Board meeting.

Mr. John Morrison – Re-appointment as Master Electrician  
Term: 3 years – 2024 through 2026  
Vote: ALL AYES – Carried Unanimously

Mr. Ronald Williams – Re-appointment as Master Electrician  
Term: 3 years – 2024 through 2026  
Vote: ALL AYES – Carried Unanimously

We are asking that the Rules Committee place this item on their next meeting agenda.

Attached please find letter of intent from Mr. Morrison and resume from Mr. Williams.

Thank you for your consideration.

cc: Michael Budzinski - Director  
Consumer Affairs, Weights & Measurers

#64

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
 Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
 Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ APPOINTMENT/ PUTNAM COUNTY HOME IMPROVEMENT BOARD**

**RESOLVED, that the following be appointed to the Putnam County Home Improvement Board:**

**Steven Beers, Town of Carmel, as a Tradesman, to fill the unexpired term of Steven Korin to expire December 31, 2023, for a two (2) year term to expire December 31, 2025.**

**And be it further**

**RESOLVED, that this appointment comply with any 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 \_\_\_\_\_

Michael Budzinski, P.E.  
Director

Charles Hull  
Chairman

Christopher Lyons  
Vice Chairman



*cc: all  
Rules*

Peter Domin  
Christopher Cusanelli  
Paul Harnish  
Lawrence Koffer  
John Morrison  
Michael Porcelli

**PUTNAM COUNTY HOME IMPROVEMENT BOARD**  
Department of Consumer Affairs  
Weights & Measures  
Trades Licensing & Registration

Linda DiBella, Secretary  
Home Improvement Board  
(845) 808-1617 x46024

**MEMORANDUM**

DATE: October 25, 2023  
TO: Hon. Toni Addonizio  
Putnam County Legislature  
FROM: Linda DiBella  
Secretary, Home Improvement Board  
RE: Recommendation to Appoint Steven Beers to the  
Home Improvement Board

2023 OCT 25 AM 11:21  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

The Putnam County Home Improvement Board makes a recommendation to the legislature requesting the appointment of Steven Beers to fill a vacant position pursuant to Section 135-6 of the Putnam County Code.

The Board met on Wednesday, October 11, 2023. The six (6) members present voted unanimously to recommend Steven Beers to fill the vacated position of Steven Korin whose term was from January 1, 2022 through December 31, 2023.

We are asking that the Rules Committee place this item on the agenda for the November 16, 2023 meeting.

Attached please find Steven Beers' letter of intent as well as his resume.

Thank you for your consideration.

CC: Michael Budzinski  
Consumer Affairs, Weights & Measurers

Diane Schonfeld  
Legislative Clerk

Donald B. Smith County Government Campus  
110 Old Route Six ✽ Building No. Three ✽ Carmel, New York 10512

#6v

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
 Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
 Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ RE-APPOINTMENTS/ PUTNAM COUNTY HOME IMPROVEMENT BOARD**

**RESOLVED, that the following be re-appointed to the Putnam County Home Improvement Board:**

**Christopher Cusanelli, Town of Southeast, as an Engineer, for a two (2) year term to expire December 31, 2025.**

**Paul Harnish, Town of Carmel, as a Contractor for a two (2) year term, said term to expire December 31, 2025.**

**Charles Hull, Town of Carmel, as a Citizen Representative, for a two (2) year term, said term to expire December 31, 2025.**

**Christopher Lyons, Town of Southeast, as a Tradesman, for a two (2) year term, said term to expire December 31, 2025.**

**And be it further**

**RESOLVED, that these appointments comply with any 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 \_\_\_\_\_

Michael Budzinski, P.E.  
Director, Consumer  
Affairs

Charles Hull  
Chairman

Christopher Lyons  
Vice Chairman



*cc: all  
Rules*

Christopher Cusanelli  
Peter Domin  
Paul Harnish  
Lawrence Koffer  
John Morrison  
Michael Porcelli  
Linda DiBella, Secretary  
Home Improvement Board

PUTNAM COUNTY HOME IMPROVEMENT BOARD  
Department of Consumer Affairs  
Weights & Measures  
Trades Licensing & Registration

**MEMORANDUM**

DATE: October 24, 2023  
TO: Toni Addonizio, Chair  
Rules Committee  
FROM: Athena Arvan (sitting in for Linda DiBella  
Secretary, Home Improvement Board)  
RE: Recommendation to Re-Appoint Charles Hull, Christopher Lyons,  
Christopher Cusanelli, Paul Harnish

2023 OCT 25 AM 11:21  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

The Putnam County Home Improvement Board makes a recommendation to the Legislature requesting the re-appointment of Charles Hull, Christopher Lyons, Christopher Cusanelli, Paul Harnish pursuant to Section 135-6 of the Putnam County Code.

The Board met on Wednesday, October 11, 2023. There were six members present and vote was unanimous to recommend these board members to fill the two -year term beginning January 1, 2024, to December 31, 2025.

Attached please find their letter of intent and/or their resume.

Thank you for your consideration.

CC: Michael Budzinski, P.E.  
Director, Consumer Affairs

Diane Schonfeld  
Legislative Clerk

**#6w**

**Approval / Litigation Settlement  
Haughey v. County of Putnam**

# 67

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
 Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
 Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL / REQUEST TO GOVERNOR HOCHUL TO SIGN A250A/S01466,  
 AUTHORIZING PAYMENTS TO NONPARTICIPATING OR NONPREFERRED PROVIDERS  
 OF AMBULANCE SERVICES LICENSED UNDER ARTICLE 30 OF THE PUBLIC HEALTH  
 LAW**

**WHEREAS, the County of Putnam recognizes that the constant and quick availability of ambulance response is something that all of our citizens have grown accustomed to, and it is essential to the survivability of all New Yorkers when there is a medical crisis; and**

**WHEREAS, in New York State, ambulance companies are mandated responders. As such, most ambulance providers have no knowledge of the patient's ability to pay, or if or by whom they are insured, when a medical emergency or accidental event occurs. Ambulance service is one of the few medical services where payment is not expected at the time of service; and**

**WHEREAS, fair and direct reimbursement for those services is paramount to the financial stability and continued availability of ambulances to respond; and**

**WHEREAS, current law permits insurance companies to pay for ambulance service charges direct to the patient until and unless the ambulance company becomes a preferred provider of that specific insurance company; and**

**WHEREAS, it is not practical to expect ambulance services to have a preferred provider relationship with every insurance company, and it is the responsibility of the ambulance service to try to recoup payment for service from that patient; and**

**WHEREAS, all types of EMS providers routinely are not paid by the patient for ambulance services even though the patient receives payment from the insurance company. Especially as the financial crisis we are currently facing deepens, more and more patients are pocketing these funds; and**

**WHEREAS, the insurance company is not obligated to advise the ambulance company that they in fact paid the ambulance transport bill direct to the patient. This disconnect of information leads to confusion and furthers the lack of proper payment issue; and**

**WHEREAS, in June 2023, the New York State Legislature passed bills A250A and S01466, which are designed to assure that responding ambulance services will receive direct payment for all ambulance service transports upon submission of an invoice to the insurance company without the need for the responding ambulance company to be a preferred provider; now therefore be it**

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 \_\_\_\_\_

**RESOLVED, that the Putnam County Legislature and the Putnam County Executive respectfully call upon Governor Hochul to sign A250A/S01466 to help our invaluable ambulance services receive the fair and direct reimbursement for their services from insurance companies to which they are entitled without having to become a preferred provider; and be it further**

**RESOLVED, that copies of this resolution be sent to Governor Hochul and to Putnam County's representatives in the New York State Senate and Assembly.**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_



**S01466 Summary:**

BILL NO S01466  
SAME AS SAME AS  
SPONSOR BRESLIN  
COSPNSR ADDABBO, BROUK, COONEY, GALLIVAN, GRIFFO, HELMING, MANNION, MAY, O'MARA, RIVERA, SANDERS, SEPULVEDA, SKOUFIS, WALCZYK, WEBB  
MLTSPNSR  
Amd 3224-a, 3216, 3221 & 4303, Ins L

Authorizes payments to nonparticipating or nonpreferred providers of ambulance services licensed under article 30 of the public health law.

**S01466 Text:**

**STATE OF NEW YORK**

1466

2023-2024 Regular Sessions

**IN SENATE**

January 12, 2023

Introduced by Sens. BRESLIN, ADDABBO, COONEY, GALLIVAN, HELMING, MANNION, RIVERA, SANDERS, SEPULVEDA, SKOUFIS -- read twice and ordered printed, and when printed to be committed to the Committee on Insurance

AN ACT to amend the insurance law, in relation to payments to prehospital emergency medical services providers

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

1 Section 1. Section 3224-a of the insurance law is amended by adding a  
2 new subsection (1) to read as follows:  
3 (1) Payments to nonparticipating or nonpreferred providers of ambulance services licensed under article thirty of the public health law.  
4 (1) Whenever an insurer or an organization, or corporation licensed or  
5 certified pursuant to article forty-three or forty-seven of this chapter  
6 or article forty-four of the public health law provides that any health  
7 care claims submitted under contracts or agreements issued or entered  
8 into pursuant to this article or article forty-two, forty-three or  
9 forty-seven of this chapter and article forty-four of the public health  
10 law are payable to a participating or preferred provider of ambulance  
11 services for services rendered, the insurer, organization, or corpo-  
12 ration licensed or certified pursuant to article forty-three or forty-  
13 seven of this chapter or article forty-four of the public health law  
14 shall be required to pay such benefits either directly to any similarly  
15 licensed nonparticipating or nonpreferred provider at the usual and  
16 customary charge, which shall not be excessive or unreasonable, when the  
17 provider has rendered such services, has on file a duly executed assign-  
18 ment of benefits, and has caused notice of such assignment to be given  
19

17 shall be required, and the insurer shall file such assignment on file  
20 to the insurer, organization, or corporation licensed or certified  
21 pursuant to article forty-three or forty-seven of this chapter or arti-  
22 cle forty-four of the public health law or jointly to such nonpartic-  
23 ipating or nonpreferred provider and to the insured, subscriber, or

EXPLANATION--Matter in *italics* (underscored) is new; matter in brackets  
[-] is old law to be omitted.

LBD05298-01-3

S. 1466

2

1 other covered person; provided, however, that in either case the insur-  
2 er, organization, or corporation licensed or certified pursuant to arti-  
3 cle forty-three or forty-seven of this chapter or article forty-four of  
4 the public health law shall be required to send such benefit payments  
5 directly to the provider who has the assignment on file. When payment is  
6 made directly to a provider of ambulance services as authorized by this  
7 section, the insurer, organization, or corporation licensed or certified  
8 pursuant to article forty-three or forty-seven of this chapter or arti-  
9 cle forty-four of the public health law shall give written notice of  
10 such payment to the insured, subscriber, or other covered person.

11 (2) An insurer shall provide reimbursement for those services  
12 prescribed by this section at rates negotiated between the insurer and  
13 the provider of such services. In the absence of agreed upon rates, an  
14 insurer shall pay for such services at the usual and customary charge,  
15 which shall not be excessive or unreasonable.

16 (3) Nothing contained in this section shall be deemed to prohibit the  
17 payment of different levels of benefits or from having differences in  
18 coinsurance percentages applicable to benefit levels for services  
19 provided by participating or preferred providers and nonparticipating or  
20 nonpreferred providers.

21 The provisions of this section shall not apply to policies that do not  
22 include coverage for ambulance services.

23 § 2. Subparagraphs (C) and (D) of paragraph 24 of subsection (i) of  
24 section 3216 of the insurance law, as added by chapter 506 of the laws  
25 of 2001, are amended to read as follows:

26 (C) An insurer shall provide reimbursement for those services  
27 prescribed by this section at rates negotiated between the insurer and  
28 the provider of such services. In the absence of agreed upon rates, an  
29 insurer shall pay for such services at the usual and customary charge,  
30 which shall not be excessive or unreasonable. The insurer shall send  
31 such payments directly to the provider of such ambulance services, if  
32 the ambulance service has on file an executed assignment of benefits  
33 form with the claim.

34 (D) The provisions of this paragraph shall have no application to  
35 transfers of patients between hospitals or health care facilities by an  
36 ambulance service as described in subparagraph (A) of this paragraph  
37 unless such services are covered under the policy.

38 § 3. Subparagraphs (C) and (D) of paragraph 15 of subsection (l) of  
39 section 3221 of the insurance law, as added by chapter 506 of the laws  
40 of 2001, are amended to read as follows:

41 (C) An insurer shall provide reimbursement for those services  
42 prescribed by this section at rates negotiated between the insurer and  
43 the provider of such services. In the absence of agreed upon rates, an  
44 insurer shall pay for such services at the usual and customary charge,  
45 which shall not be excessive or unreasonable. The insurer shall send  
46 such payments directly to the provider of such ambulance services, if  
47 the ambulance service has on file an executed assignment of benefits  
48 form with the claim.

49 (D) The provisions of this paragraph shall have no application to  
50 transfers of patients between hospitals or health care facilities by an  
51 ambulance service as described in subparagraph (A) of this paragraph  
52 unless such services are covered under the policy.

53 § 4. Paragraphs 3 and 4 of subsection (aa) of section 4303 of the  
54 insurance law, as added by chapter 506 of the laws of 2001, are amended  
55 to read as follows:

S. 1466

3

1 (3) An insurer shall provide reimbursement for those services  
2 prescribed by this section at rates negotiated between the insurer and  
3 the provider of such services. In the absence of agreed upon rates, an  
4 insurer shall pay for such services at the usual and customary charge,  
5 which shall not be excessive or unreasonable. The insurer shall send  
6 such payments directly to the provider of such ambulance services, if  
7 the ambulance service has on file an executed assignment of benefits  
8 form with the claim.

9 (4) The provisions of this subsection shall have no application to  
10 transfers of patients between hospitals or health care facilities by an  
11 ambulance service as described in paragraph one of this subsection  
12 unless such services are covered under the policy.  
13 § 5. This act shall take effect January 1, 2025 and shall apply to  
14 health care claims submitted for payment after such date.

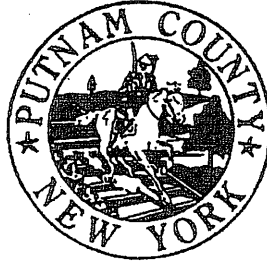
THE PUTNAM COUNTY LEGISLATURE

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

**MEMORANDUM**

**DATE:** October 31, 2023

**TO:** Toni Addonizio  
Chairwoman, Rules, Enactments, & Intergovernmental Relations Committee

**FROM:** Nancy Montgomery  
Legislator, District #1

**RE:** Resolution in Support of NYS Senate Bill S01466/ Assembly Bill A250A

Respectfully, I request the attached draft resolution be included on the November 16, 2023 Rules, Enactments, & Intergovernmental Relations Committee for approval. The resolution requests Governor Hochul's support of Senate Bill S01466 and Assembly Bill A250A, which pertain to helping volunteer ambulance organizations with their billing. Attached to the resolution is the New York State Senate Bill S01466. I believe these bills will go a long way in assisting these volunteer organizations.

Thank you for your attention to this request.

Attachment

# 64

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ BUDGETARY AMENDMENT (23A073)/ HEALTH/ ADOLESCENT TOBACCO USE PREVENTION ACT (ATUPA)/ STATE AID GRANT TOBACCO AWARENESS**

**WHEREAS, the Interim Commissioner of Health has requested a budgetary amendment (23A073) to optimize the 2023-24 ATUPA – Tobacco Enforcement Grant for CY2023; and**

**WHEREAS, this amendment reflects additional expenses for increased compliance checks on the sale of vaping and tobacco products to minors and a hearing judge for any violations resulting from them; 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:**

<b>Increase Revenues:</b>		
<b>12023000 434015</b>	<b>State Aid Grant Tobacco Awareness</b>	<b>3,138</b>
<b>Increase Expenses:</b>		
<b>12023000 51093</b>	<b>St Aid Grant Tobacco Awareness – OT</b>	<b>1,800</b>
<b>12023000 54646</b>	<b>St Aid Grant Tobacco Awareness – Contracts</b>	<b>1,200</b>
<b>12023000 58002</b>	<b>St Aid Grant Tobacco Awareness – Soc Sec</b>	<b><u>138</u></b>
		<b>3,138</b>

**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 \_\_\_\_\_





**PUTNAM COUNTY DEPARTMENT OF HEALTH**  
 1 Geneva Road, Brewster, NY 10509 ■ 845-808-1390  
 www.putnamcountyny.gov/health  
 A PHAB-ACCREDITED HEALTH DEPARTMENT

**Kevin M. Byrne**  
 COUNTY EXECUTIVE

**Michael J. Nesheiwat, MD**  
 INTERIM COMMISSIONER OF HEALTH

**MEMORANDUM**

**TO:** Michael Lewis, Commissioner of Finance  
**FROM:** William A. Orr, Jr., Senior Fiscal Manager *WAO*  
**DATE:** November 14, 2023  
**RE:** **Budgetary Amendment**

Please review and approve the Budgetary Amendment as regards to the ATUPA Grant Award, and upon approval, please forward to the Legislative Committee.

<b>Increase Revenue:</b> 12023000-434015		
ATUPA Grant		<u>\$3,138</u>
	<b>Total Revenue</b>	<b><u>\$3,138</u></b>
 <b>Increase Expense:</b> 12023000-51093		
ATUPA Grant-Overtime		\$1,800
 <b>Increase Expense:</b> 12023000-54646		
ATUPA Grant-Contract Hearing Judge		\$1,200
 <b>Increase Expense:</b> 12023000-58002		
ATUPA Grant-FICA		<u>\$ 138</u>
	<b>Total Expense</b>	<b><u>\$3,138</u></b>
	<b>Fiscal Impact</b>	<b><u>\$0.00</u></b>

Budgetary Amendment reflects additional expenses for Hearing Judge due to increase in violations related to vaping products sold to underage customers and increase in overtime due to increase in compliance checks related to vaping products being sold to underage customers. ATUPA-Tobacco Enforcement Grant will reimburse above expense 100%.

WAO: mb

# 62

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
 Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
 Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ BUDGETARY AMENDMENT (23A076)/ SOCIAL SERVICES/ OPIOID SETTLEMENT TRUST MONIES / RFP 06-2023**

**WHEREAS, the Commissioner of Social Services has requested a budgetary amendment (23A076) to utilize up to \$719,364 of the Opioid Settlement Trust Monies pursuant to RFP-06-2023 to fund the agency’s evidence-based programs and strategies for preventing opioid misuse, opioid overdose, and connecting those to care and harm reduction services to abate the opioid epidemic in Putnam County; and**

**WHEREAS, this budgetary amendment would allow for an award to each provider and the award would not exceed the respective amount; and**

**WHEREAS, the award of the RFP is contingent upon Legislative approval of this budgetary amendment and proposers have not yet been notified; and**

**WHEREAS, once approved, and award notification will be issued and contractual terms and conditions, within the requirements of the RFP, will be negotiated separately with each proposer; and**

**WHEREAS, 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:**

<b>10431000 54646 10212</b>	<b>MH LGU – Contracts</b>	<b>245,000</b>
<b>10431000 54646 10213</b>	<b>MH LGU – Contracts</b>	<b>208,990</b>
<b>10431000 54646 10214</b>	<b>MH LGU – Contracts</b>	<b>80,594</b>
<b>10431000 54646 10215</b>	<b>MH LGU – Contracts</b>	<b>49,900</b>
<b>10431000 54646 10216</b>	<b>MH LGU – Contracts</b>	<b>134,880</b>

**Increase Estimated Revenues:**

<b>10431000 427350 10212</b>	<b>MH LGU – Opioid Sttlemt</b>	<b>245,000</b>
<b>10431000 427350 10213</b>	<b>MH LGU – Opioid Sttlemt</b>	<b>208,990</b>
<b>10431000 427350 10214</b>	<b>MH LGU – Opioid Sttlemt</b>	<b>80,594</b>
<b>10431000 427350 10215</b>	<b>MH LGU – Opioid Sttlemt</b>	<b>49,900</b>
<b>10431000 427350 10216</b>	<b>MH LGU – Opioid Sttlemt</b>	<b>134,880</b>

**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 \_\_\_\_\_



cc: all  
AAA OK Amy

MICHAEL J. LEWIS  
Commissioner Of Finance



SHEILA BARRETT  
First Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

2023 NOV 20 PM 12:01  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance  
RE: Budgetary Amendment – 23A076  
DATE: November 16, 2023

At the request of the Commissioner of Social Services and Mental Health, the following budgetary amendment is required:

Increase Appropriations:

10431000 54646 10212	MH LGU - Contracts	\$ 245,000
10431000 54646 10213	MH LGU - Contracts	208,990
10431000 54646 10214	MH LGU - Contracts	80,594
10431000 54646 10215	MH LGU - Contracts	49,900
10431000 54646 10216	MH LGU - Contracts -	134,880

Increase Estimated Revenues:

10431000 427350 10212	MH LGU - Opioid Settlement Monies -	\$ 245,000
10431000 427350 10213	MH LGU - Opioid Settlement Monies	208,990
10431000 427350 10214	MH LGU - Opioid Settlement Monies -	80,594
10431000 427350 10215	MH LGU - Opioid Settlement Monies	49,900
10431000 427350 10216	MH LGU - Opioid Settlement Monies	134,880

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

The Commissioner of Social Services and Mental Health is respectfully requesting that the Committee utilize up to \$719,364 of the Opioid Settlement Trust Monies pursuant to RFP-06-2023 to fund the agency's evidence-based programs and strategies for preventing opioid misuse, opioid overdose and connecting those to care and harm reduction services to abate the opioid epidemic in Putnam County. The amounts proposed in this Budgetary Amendment would allow for an award to each provider whereas the award would not exceed the respective amount. The award of the RFP is contingent upon Legislative approval of this Budgetary amendment. Proposers have not yet been notified. Once approved, an award notification will be issued and contractual terms and conditions, within the requirements of RFP, will be negotiated separately with each proposer.

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive

#6aa

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ BUDGETARY AMENDMENT (23A077)/ PLANNING/ NEW YORK METROPOLITAN TRANSPORTATION COUNCIL (NYMTC) DISTRIBUTION OF NY/CT CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT (CRRSAA) AND NY/CT AMERICAN RESCUE PLAN ACT (ARPA)/ FEDERAL TRANSIT FUNDING FOR FISCAL YEAR FFY 2023**

WHEREAS, the Commissioner of Planning has requested a budgetary amendment (23A077) for the distribution of NY & CT CRRSAA and NY & CT ARPA per resolution #530 and #531 from NYMTC regarding federal transit funding for federal fiscal year FFY 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:

**CAPITAL FUND:**

**Increase Appropriations:**

55997000 53000 52103	Capital Expenditures – NY/CT CRRSAA	854,699
55997000 53000 52103	Capital Expenditures – NY/CT ARPA	1,287,092

**Increase Estimated Revenues:**

55997000 445894 52103	Federal Aid – NY/CT CRRSAA	854,699
22997000 449898 52103	Federal Aid – NY/CT ARPA	1,287,092

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  
Commissioner Of Finance



SHEILA BARRETT  
Deputy Commissioner Of Finance

cc: all  
A+A

Reso

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance  
RE: **Budgetary Amendment – 23A077**  
DATE: November 17, 2023

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2023 NOV 20 PM 1:25

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

**Capital Fund:**

**Increase Appropriations:**

55997000 53000 52103	Capital Expenditures - NY/CT CRRSAA	\$ 854,699
55997000 53000 52103	Capital Expenditures - NY/CT ARPA	\$ 1,287,092

**Increase Estimated Revenues:**

55997000 445894 52103	Federal Aid - NY/CT CRRSAA	\$ 854,699
55997000 449898 52103	Federal Aid - NY/CT ARPA	\$ 1,287,092

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

The above budgetary amendment represents the distribution of NY & CT CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act and NY & CT ARPA (American Rescue Plan Act) per resolution #530 and 531 from New York Metropolitan Transportation Council (NYMTC) regarding federal transit funding for federal fiscal year FFY 2023. Please see attached for further detail.

Please forward it to the appropriate committee.

Approved

---

Kevin M. Byrne -County Executive

## **Michele Alfano-Sharkey**

---

**From:** Barbara Barosa  
**Sent:** Friday, November 17, 2023 4:41 PM  
**To:** Michele Alfano-Sharkey  
**Cc:** Michael Lewis  
**Subject:** Budgetary Amendments - Extenuating circumstances

Good afternoon Michele,

Commissioner Lewis is in the process of forwarding several budgetary amendments for our Department. I kindly request that these items be placed on the upcoming November 27, 20243 Audit Committee meeting due to extenuating circumstances. The funding awards for several FTA grants has recently been received. We would like to initiate work in early December utilizing this funding, including the purchase of much needed transit vehicles as well as the purchase and installation of automatic passenger counters (APC) system on our County bus fleet.

Thank you in advance for your assistance with this matter.

Best,  
Barbara

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

PROGRAM, FINANCE AND ADMINISTRATION COMMITTEE (PFAC)

RESOLUTION #530

DISTRIBUTION OF FEDERAL TRANSIT FUNDING FROM THE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT (CRRSAA) AND THE AMERICAN RESCUE PLAN ACT (ARPA)

WHEREAS, the New York Metropolitan Transportation Council (NYMTC) is a regional council of governments which is the metropolitan planning organization (MPO) for New York City, suburban Long Island, and the lower Hudson Valley; and

WHEREAS, federal transit funding is allocated to urbanized areas (UZAs) throughout the country; and

WHEREAS, NYMTC's planning area contains a large portion of UZA 63217 and small portions of UZAs 10162 and 22096; and

WHEREAS, these UZAs also encompass areas in the states of New Jersey and Connecticut; and

WHEREAS, the states of New York, New Jersey, and Connecticut have agreed to sub-allocate dedicated COVID-19 emergency relief funds appropriated by Congress through CRRSAA and ARPA to the areas of these UZAs within their boundaries; and

WHEREAS, NYMTC desires to make these suballocated funds available to the designated recipients of federal transit funding in its planning area in a timely manner consistent with the requirements of federal authorizing legislation; and

WHEREAS, the Federal Transit Administration (FTA) will make the full amount of these suballocated funds available for obligation; and

WHEREAS, the designated recipients of federal transit funds in NYMTC's planning area agree to the distribution of these suballocated funds based on a percentage of the 2018 Total Operating Expenses as reported to the National Transit Database, as outlined in the attached table; and

WHEREAS, this distribution conforms to the methodology used by Congress to apportion these dedicated COVID-19 emergency relief funds to the area; and

WHEREAS, the Metropolitan Transportation Authority (MTA) and the New York City Department of Transportation (NYCDOT), who are both designated recipients, will agree at a later date on the portion of these fund sources distributed to NYCDOT that will be transferred to the MTA with the understanding that these funds or equivalent funds will be used for the MTA Bus program as per MTA's agreement with New York City to operate bus service in areas previously served by private bus companies under expired franchise agreements; and

WHEREAS, the MTA and NYCDOT have agreed to continue discussions on the amount to be transferred and, once an agreement has been reached between the two parties, to notify the FTA by letter or email of the agreed upon amount will be transferred to the MTA; and

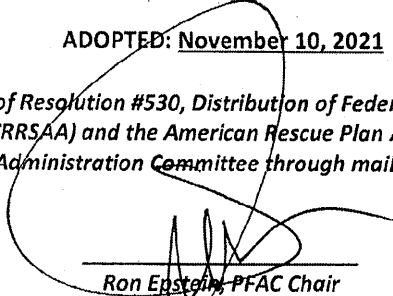
WHEREAS, this pending agreement should not impede the ability of the other designated recipients within the NYMTC planning area to apply for their funds.

NOW, THEREFORE, BE IT RESOLVED that PFAC agrees to distribute the suballocations of the CRRSAA and ARPA funds as specified in the attachment to this resolution.

This resolution shall take effect the tenth day of November two thousand and twenty-one.

ADOPTED: November 10, 2021

"I hereby certify that the above is a true copy of Resolution #530, Distribution of Federal Transit Funding From the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and the American Rescue Plan Act (ARPA) and was adopted unanimously by the voting members of the Program, Finance and Administration Committee through mail ballot."

  
Ron Epstein, PFAC Chair

Attachment #1 - Resolution #530

Designated Recipient	2018 Total Operating Expenses (TOE)	Share of 2018 TOE	Total CRRSAA/ARPA Funding Amount	Percent of 2018 TOE	CRRSAA Funding Amount	ARPA Funding Amount
Allocation to New York State			\$10,847,078,823			
<b>MTA</b>						
MNR	\$1,265,170,126	10.051%	\$1,090,259,825	86.17%	\$435,155,795	\$655,104,030
MTA Bus	\$736,516,216	5.851%	\$634,692,540	86.17%	\$253,325,061	\$381,367,479
LIRR	\$1,482,474,624	11.778%	\$1,277,521,885	86.17%	\$509,897,768	\$767,624,117
NYCT	\$8,414,871,496	66.852%	\$7,251,511,979	86.17%	\$2,894,298,576	\$4,357,213,403
SIRTOA	\$59,532,166	0.473%	\$51,301,819	86.17%	\$20,476,113	\$30,825,706
NYC	\$230,011,017	1.827%	\$198,211,897	86.17%	\$79,112,386	\$119,099,512
<b>Nassau</b>						
NICE	\$126,543,692	1.005%	\$109,048,973	86.17%	\$43,524,756	\$65,524,218
Long Beach	\$2,569,888	0.020%	\$2,214,600	86.17%	\$883,914	\$1,330,686
<b>Suffolk</b>						
SCT	\$79,296,583	0.630%	\$68,333,797	86.17%	\$27,274,093	\$41,059,704
Huntington	\$5,234,379	0.042%	\$4,510,724	86.17%	\$1,800,367	\$2,710,357
<b>Westchester</b>						
Westchester	\$154,083,720	1.224%	\$132,781,581	86.17%	\$52,997,160	\$79,784,421
<b>Rockland</b>						
Rockland	\$28,486,900	0.226%	\$24,548,574	86.17%	\$9,798,081	\$14,750,493
<b>Putnam</b>						
Putnam	\$2,484,049	0.020%	\$2,140,628	86.17%	\$854,390	\$1,286,238
<b>Totals</b>						
	\$12,587,274,856	100.000%	\$10,847,078,823	86.17%	\$4,329,398,459	\$6,517,680,363



PROGRAM, FINANCE AND ADMINISTRATION COMMITTEE (PFAC)

RESOLUTION #531

ADDENDUM TO THE DISTRIBUTION OF FEDERAL TRANSIT FUNDING FROM THE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT (CRRSAA) AND THE AMERICAN RESCUE PLAN ACT (ARPA)

WHEREAS, the New York Metropolitan Transportation Council (NYMTC) is a regional council of governments which is the metropolitan planning organization (MPO) for New York City, suburban Long Island, and the lower Hudson Valley; and

WHEREAS, federal transit funding is allocated to urbanized areas (UZAs) throughout the country; and

WHEREAS, NYMTC's planning area includes a small portion of UZA 10162 (Bridgeport-Stamford, CT-NY); and

WHEREAS, the states of New York and Connecticut have agreed to sub-allocate dedicated COVID-19 emergency relief funds appropriated by Congress through CRRSAA and ARPA to the areas of this UZA within their boundaries; and

WHEREAS, as an addendum to the funds suballocated earlier for UZA 63217 (New York-Newark NY-NJ-CT), NYMTC desires to make these suballocated funds available to the designated recipients of federal transit funding in its planning area in a timely manner consistent with the requirements of federal authorizing legislation; and

WHEREAS, the Federal Transit Administration (FTA) will make the full amount of these suballocated funds available for obligation; and

WHEREAS, the designated recipients of federal transit funds in NYMTC's planning area agree to the distribution of these suballocated funds based on a percentage of the 2018 Total Operating Expenses as reported to the National Transit Database, as outlined in the attached table; and

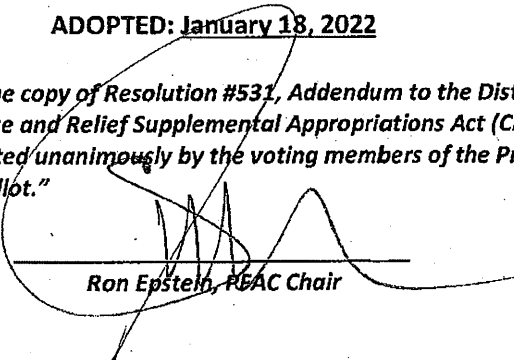
WHEREAS, this distribution conforms to the methodology used by Congress to apportion these dedicated COVID-19 emergency relief funds to the area.

NOW, THEREFORE, BE IT RESOLVED that PFAC agrees to distribute the additional suballocations of the CRRSAA and ARPA funds as specified in the attachment to this resolution.

This resolution shall take effect the eighteenth day of January two thousand and twenty-two.

ADOPTED: January 18, 2022

*"I hereby certify that the above is a true copy of Resolution #531, Addendum to the Distribution of Federal Transit Funding from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and the American Rescue Plan Act (ARPA) and was adopted unanimously by the voting members of the Program, Finance and Administration Committee via mail ballot."*

  
Ron Epstein, PFAC Chair

## Attachment #1 - Resolution #531

<u>Designated Recipient</u>	<u>2018 Total Operating Expenses (TOE)</u>	<u>Share of 2018 TOE</u>	<u>CRRSAA/ARPA Funding Amount</u>	<u>Percent of 2018 TOE</u>	<u>CRRSAA</u>	<u>ARPA</u>
<b>Allocation to New York State</b>						
MTA			\$5,895,069		\$1,566,148	\$4,328,921
MNR	\$1,265,170,126	10.051%	\$592,524	0.05%	\$157,416	\$435,108
MTA Bus	\$736,516,216	5.851%	\$344,937	0.05%	\$91,640	\$253,297
LIRR	\$1,482,474,624	11.778%	\$694,296	0.05%	\$184,454	\$509,842
NYCT	\$8,414,871,496	66.852%	\$3,940,984	0.05%	\$1,047,005	\$2,893,979
SIRTOA	\$59,532,166	0.473%	\$27,881	0.05%	\$7,407	\$20,474
NYC	\$230,011,017	1.827%	\$107,722	0.05%	\$28,619	\$79,104
<b>Nassau</b>						
NICE	\$126,543,692	1.005%	\$59,265	0.05%	\$15,745	\$43,520
Long Beach	\$2,569,888	0.020%	\$1,204	0.05%	\$320	\$884
<b>Suffolk</b>						
SCT	\$79,296,583	0.630%	\$37,137	0.05%	\$9,866	\$27,271
Huntington	\$5,234,379	0.042%	\$2,451	0.05%	\$651	\$1,800
<b>Westchester</b>						
Westchester	\$154,083,720	1.224%	\$72,163	0.05%	\$19,172	\$52,991
Rockland	\$28,486,900	0.226%	\$13,341	0.05%	\$3,544	\$9,797
Putnam	\$2,484,049	0.020%	\$1,163	0.05%	\$309	\$854
<b>Total</b>	<b>\$12,587,274,856</b>	<b>100.000%</b>	<b>\$5,895,069</b>	<b>0.05%</b>	<b>\$1,566,148</b>	<b>\$4,328,921</b>

#666

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ BUDGETARY AMENDMENT (23A078)/ COUNTY ATTORNEY/ LEGAL SERVICES AND JUDGEMENTS & CLAIMS/ LITIGATION SETTLEMENT HAUGHEY VS. COUNTY OF PUTNAM**

**WHEREAS, the Putnam County Attorney has requested a budgetary amendment (23A078) to cover anticipated legal services through the end of the year; and**

**WHEREAS, funding is also required for the litigation settlement of Haughey vs. County of Putnam that was presented to the Rules Committee on November 16, 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 Appropriations:**

<b>10142000 54125</b>	<b>Legal Services</b>	<b>100,000</b>
<b>10193000 54933</b>	<b>Judgement &amp; Claims</b>	<b>100,000</b>

**Increase Estimated Revenues:**

<b>10131000 424011</b>	<b>Interest &amp; Earnings</b>	<b>200,000</b>
------------------------	--------------------------------	----------------

**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  
Commissioner of Finance



cc: all  
A+A

SHEILA BARRETT  
First Deputy Commissioner of Finance

Reso

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance  
RE: **Budgetary Transfer – 23A078**  
DATE: November 17, 2023

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2023 NOV 20 AM 11:01

At the request of the County Attorney, the following budgetary transfer is required.

**Increase Appropriations:**

10142000 54125	Legal Services	\$ 100,000
10193000 54933	Judgements & Claims	\$ 100,000

**Increase Estimated Revenues:**

10131000 424011	Interest and Earnings	\$ 200,000
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Fiscal Impact - 2023 - \$ 0  
Fiscal Impact - 2024 - \$ 0

This Resolution is required to cover anticipated legal services through the end of the year. In addition, funding is required for the settlement of Haughey vs. County of Putnam that was presented before the Rules Committee on November 16, 2023.

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive

#600

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ BUDGETARY AMENDMENT (23A080)/ PLANNING / TRANSIT AUTOMATIC PASSENGER COUNTER (APC) PROJECT**

**WHEREAS, the Planning Department has been actively pursuing the purchase and installation of Automatic Passenger Counters for all Transit Vehicles that would allow the County to count and track passengers for reporting purposes; and**

**WHEREAS, the approximate cost for purchase and installation is \$140,000 for this Automatic Passenger Counter (APC) Project; and**

**WHEREAS, there is currently \$89,314 designated for this project in funding line 51711; and**

**WHEREAS, in addition, \$7,395 will be utilized from funding source TC-13-PUT; and**

**WHEREAS, the Commissioner of Planning is requesting that the balance of \$43,291 needed to proceed with said project be utilized from the NY/CT ARPA allocation of \$1,287,092 approved in Resolution # \_\_\_\_\_ of 2023; and**

**WHEREAS, the Commissioner of Planning has requested a budgetary amendment (23A080) to cover the purchase and installation of the (APC) project; 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:**

**CAPITAL FUND:**

**Decrease Appropriations:**

**55997000 53000 52103      Capital Expenditures – NY/CT ARPA      43,291**

**Increase Appropriations:**

**55997000 53000 51711      Capital Expenditures  
Automatic Passenger Counters      50,686**

**Decrease Estimated Revenues:**

**55997000 449898 52103      Federal Aid – NY/CT ARPA      43,291**

**Increase Estimated Revenues:**

**55997000 445970 51711      Federal Aid – Section 5307      43,291  
55997000 435970 51711      State Aid – Section 5307      7,395**

**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  
Commissioner of Finance



cc:all  
A+A

Reso

SHEILA BARRETT  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance  
RE: **Budgetary Amendment – 23A080**  
DATE: November 20, 2023

2023 NOV 20 PM 1:25  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Capital Fund:**

**Increase (Decrease) Appropriations:**

55997000 53000 52103	Capital Expenditures - NY/CT ARPA	\$ (43,291)
55997000 53000 51711	Capital Expenditures <i>Automatic Passenger Counters</i>	\$ 50,686

**Increase (Decrease) Estimated Revenues:**

55997000 449898 52103	Federal Aid - NY/CT ARPA	\$ (43,291)
55997000 445970 51711	Federal Aid - Section 5307	\$ 43,291
55997000 435970 51711	State Aid - Section 5307	\$ 7,395

Fiscal Impact - 2023 - \$ 0

Fiscal Impact - 2024 - \$ 0

This budgetary amendment above will use part of the NY/CT ARPA allocation of \$1,287,092 (23A077) in the amount of **\$43,291**. In addition, **\$7,395** will be used from Funding Source **TC-13-PUT** to purchase and install Automatic Passenger Counter (APC) on transit vehicles. There's currently **\$89,314** in total in project (51711). All these funding sources add up to the approximate cost of **\$140,000** for purchase and installation.

Please forward it to the appropriate committee.

Approved

---

Kevin M. Byrne -County Executive

## **Michele Alfano-Sharkey**

---

**From:** Barbara Barosa  
**Sent:** Friday, November 17, 2023 4:41 PM  
**To:** Michele Alfano-Sharkey  
**Cc:** Michael Lewis  
**Subject:** Budgetary Amendments - Extenuating circumstances

Good afternoon Michele,

Commissioner Lewis is in the process of forwarding several budgetary amendments for our Department. I kindly request that these items be placed on the upcoming November 27, 2023 Audit Committee meeting due to extenuating circumstances. The funding awards for several FTA grants has recently been received. We would like to initiate work in early December utilizing this funding, including the purchase of much needed transit vehicles as well as the purchase and installation of automatic passenger counters (APC) system on our County bus fleet.

Thank you in advance for your assistance with this matter.

Best,  
Barbara

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





**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 Joseph Castellano  
Chairman, Audit & Administration Committee

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

DATE: November 20, 2023

RE: Budgetary Amendment for Transit APC Project

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The Department of Planning, Development & Public Transportation has been actively pursuing the purchase and installation of automatic passengers counters on all of our transit vehicles that would allow us to count and track passengers for reporting purposes. We would like to issue a purchase orders for the Automatic Passenger Counter (APC) installation project but we require a budgetary amendment first to supplement our existing funding line 51711 with ARP-NY funding and a 2013 state grant for APC purchase. The vendors are ready to proceed and with costs rising, we would like to lock in the current pricing.

Therefore, I kindly request that the budgetary amendment be added to the Audit Subcommittee agenda on November 27, 2023 for consideration so that we can proceed with these projects in a timely manner.

Thank you in advance for your consideration.

CC: Michael Lewis, Commissioner of Finance  
Michele Alfano-Sharkey, County Auditor  
Vincent Tamagna, Director of Transportation

#6dd

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ BUDGETARY AMENDMENT (23A081)/ PLANNING/ FEDERAL TRANSIT ADMINISTRATION GRANT AWARD**

**WHEREAS, Putnam County is in receipt of a U.S. Department of Transportation, Federal Transit Administration (FTA) Grant award in the amount of \$1,602,090.00; and WHEREAS, funds will be used for the Maybrook Bikeway II Phase A, Rolling Stock purchases of Two (2) Hybrid Bus Trolleys, a Transit Bus, Four (4) Passenger Vans, and Project Administration; and**

**WHEREAS, Section 5307 funds will be used for the Maybrook Bikeway II Phase A, One (1) Hybrid Trolley Bus, Two (2) Passenger Vans, and Project Administration, and**

**WHEREAS, Congestion Mitigation & Air Quality Improvement (CMAQ) program funds will be used for Rolling Stock Purchase of One (1) Hybrid Trolley Bus, and Two (2) Passenger Vans; and**

**WHEREAS, Section 5339 funds will be used for the purchase of One (1) Transit Bus; and**

**WHEREAS, the Commissioner of Planning has requested a budgetary amendment (23A081) to account for said grant award; 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:**

**CAPITAL FUND:**

**Increase Appropriations:**

<b>55997000 53000 50309</b>	<b>Maybrook Bikeway II Phase A - PIN 8756.84</b>	<b>750,000</b>
<b>55997000 53000 51711</b>	<b>Transit Buses</b>	<b>752,090</b>

**Decrease Appropriations:**

<b>55997000 53000 52006</b>	<b>Transit – Sect 5307 FFY 2020</b>	<b>343,159</b>
<b>55997000 53000 52103</b>	<b>Transit – Sect 5307 FFY 2021</b>	<b>857,260</b>

**Increase Estimated Revenues:**

<b>55997000 445970 50309</b>	<b>Federal Aid – Maybrook II Phase A – PIN 8756.84</b>	<b>600,000</b>
<b>55997000 435970 50309</b>	<b>State Aid – Maybrook II Phase A – PIN 8756.84</b>	<b>75,000</b>
<b>55997000 428601 50309</b>	<b>Local Share – Transfer from General Fund</b>	<b>75,000</b>

- 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 \_\_\_\_\_

<b>55997000 445970 51711</b>	<b>Federal Aid – Transit Buses</b>	<b>601,672</b>
<b>55997000 435970 51711</b>	<b>State Aid - Transit Buses</b>	<b>75,209</b>
<b>55997000 428601 51711</b>	<b>Local Share – Transfer from General Fund</b>	<b>75,209</b>

**Decrease Estimated Revenues:**

<b>55997000 445970 52006</b>	<b>Federal Aid – Section 5307 FFY 2020</b>	<b>274,527</b>
<b>55997000 435970 52006</b>	<b>State Aid – Section 5307 FFY 2020</b>	<b>34,316</b>
<b>57997000 428601 52006</b>	<b>Local Share – Transfer from General Fund</b>	<b>34,316</b>
<b>55997000 445970 52103</b>	<b>Federal Aid – Section 5307 FFY 2021</b>	<b>685,808</b>
<b>55997000 435970 52103</b>	<b>State Aid – Section 5307 FFY 2021</b>	<b>85,726</b>
<b>55997000 428601 52103</b>	<b>Local Share – Transfer from General Fund</b>	<b>85,726</b>

**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  
Commissioner of Finance



cc: all  
A+A

SHEILA BARRETT  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance  
RE: **Budgetary Amendment – 23A081**  
DATE: November 20, 2023

2023 NOV 20 PM 2:35  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Capital Fund:**

**Increase (Decrease) Appropriations:**

55997000 53000 50309	Maybrook II - Phase A - PIN 8756.84	\$ 750,000
55997000 53000 51711	Transit Buses	\$ 752,090
55997000 53000 52006	Transit - Sect 5307 FFY 2020	(343,159)
55997000 53000 52103	Transit - Sect 5307 FFY 2021	(857,260)
		<hr/>
		\$ 301,671 ✓

**Increase (Decrease) Estimated Revenues:**

55997000 445970 50309	Federal Aid - Maybrook II - Phase A - PIN 8756.84	600,000
55997000 435970 50309	State Aid - Maybrook II - Phase A - PIN 8756.84	75,000
55997000 428601 50309	Local Share - Transfer from General	75,000
55997000 445970 51711	Federal Aid - Transit Buses	601,672
55997000 435970 51711	State Aid - Transit Buses	75,209
55997000 428601 51711	Local Share - Transfer from General	75,209
55997000 445970 52006	Federal Aid - Section 5307 FFY 2020	(274,527)
55997000 435970 52006	State Aid - Section 5307 FFY 2020	(34,316)
57997000 428601 52006	Local Share - Transfer from General	(34,316)
55997000 445970 52103	Federal Aid - Section 5307 FFY 2021	(685,808)
55997000 435970 52103	State Aid - Section 5307 FFY 2021	(85,726)
55997000 428601 52103	Local Share - Transfer from General	(85,726)
		<hr/>
		\$ 301,671 ✓

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

Funds will be used for the Maybrook Bikeway II Phase A, rolling stock purchases of 2 hybrid bus trolleys, a transit bus, 4 passenger vans and Project Administration. Section 5307 funds will be used for the Maybrook Bikeway II Phase A, 1 hybrid trolley bus, 2 passenger vans and project administration. CMAQ funds will be used for rolling stock purchase of 1 hybrid trolley bus and 2 passenger vans; and Section 5339 funds will be used for purchase of 1 transit bus. Please refer to grant award attached.

Please forward it to the appropriate committee.

Approved

---

Kevin M. Byrne -County Executive

**Michele Alfano-Sharkey**

---

**From:** Barbara Barosa  
**Sent:** Friday, November 17, 2023 4:41 PM  
**To:** Michele Alfano-Sharkey  
**Cc:** Michael Lewis  
**Subject:** Budgetary Amendments - Extenuating circumstances

Good afternoon Michele,

Commissioner Lewis is in the process of forwarding several budgetary amendments for our Department. I kindly request that these items be placed on the upcoming November 27, 2024 Audit Committee meeting due to extenuating circumstances. The funding awards for several FTA grants has recently been received. We would like to initiate work in early December utilizing this funding, including the purchase of much needed transit vehicles as well as the purchase and installation of automatic passenger counters (APC) system on our County bus fleet.

Thank you in advance for your assistance with this matter.

Best,  
Barbara

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

## **Award Information**

Federal Award Identification Number: NY-2023-063-00

Award Name: Putnam County Maybrook Bikeway II Phase A, Rolling Stock Purchases & Project Administration - FFY 2020 & 2021 Section 5307/Section 5339/CMAQ (Lapsing Funds)/ FFY 2020 Section 5339 (Lapsing Funds)

Award Start Date: 8/23/2023

Original Award End Date: 3/1/2025

Current Award End Date: 3/1/2025

Award Executive Summary: Putnam County seeks \$1,281,672 in Federal funding. The total project cost with local share is \$1,602,090. The breakdown is as follows:

\$202,537 - FY 2020 Section 5307 NY  
\$676,493- FY 2021 Section 5307 NY  
\$34,585 - FY 2020 5339 NY (Putnam) - lapsing  
\$27,299 - FY 2020 5339 CT (Danbury) - ND - lapsing  
\$10,106 - FY 2020 5339 CT (Danbury) - SUZA - lapsing  
\$9,315 - FY 2021 5339 CT (Danbury) - SUZA  
\$321,337 CMAQ - lapsing

Sub-allocation resolutions, split letters and CMAQ transfer letter are attached to this grant application.

Funds will be used for the Maybrook Bikeway II Phase A, rolling stock purchases of 2 hybrid bus trolleys, a transit bus, 4 passenger vans and Project Administration. Section 5307 funds will be used for the Maybrook Bikeway II Phase A, 1 hybrid trolley bus, 2 passenger vans and project administration; CMAQ funds used for rolling stock purchase of 1 hybrid trolley bus and 2 passenger vans; and Section 5339 for 1 transit bus.

Due to the combined funds and reservation purposes, the projects listed in this grant application will be under P1, P2, P3, P4, P5, P6, P7 and P8.

0.75% Safety Requirement: Putnam's budget for 5307 funds is \$879,030 in this award. FTA requires at least 0.75% of award funds or \$65,927 be spent on safety related projects. Putnam is satisfying this requirement based upon the projects listed within this application that will keep the facility and vehicles in a safe/secure state of good repair.

1% Security Requirement: Putnam receives funds from the New York, NY and Danbury, CT UZAs. Putnam certifies that it will expend 1% of the apportionment on security as required based upon the projects listed within this application that will keep the facility

UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION

GRANT AGREEMENT  
(FTA G-30)

On the date the authorized U.S. Department of Transportation, Federal Transit Administration (FTA) official signs this Grant Agreement, FTA has obligated and awarded federal assistance as provided below. Upon execution of this Grant Agreement by the Recipient named below, the Recipient affirms this FTA Award, enters into this Grant Agreement with FTA, and binds its compliance with the terms of this Grant Agreement.

The following documents are incorporated by reference and made part of this Grant Agreement:

- (1) "Federal Transit Administration Master Agreement," FTA MA(30), <http://www.transit.dot.gov>,
- (2) The Certifications and Assurances applicable to the FTA Award that the Recipient has selected and provided to FTA, and
- (3) Any Award notification containing special conditions or requirements, if issued.

WHEN THE TERM "FTA AWARD" OR "AWARD" IS USED, EITHER IN THIS GRANT AGREEMENT OR THE APPLICABLE MASTER AGREEMENT, "AWARD" ALSO INCLUDES ALL TERMS AND CONDITIONS SET FORTH IN THIS GRANT AGREEMENT.

FTA OR THE FEDERAL GOVERNMENT MAY WITHDRAW ITS OBLIGATION TO PROVIDE FEDERAL ASSISTANCE IF THE RECIPIENT DOES NOT EXECUTE THIS GRANT AGREEMENT WITHIN 90 DAYS FOLLOWING FTA's AWARD DATE SET FORTH HEREIN.

**FTA AWARD**

Federal Transit Administration (FTA) hereby awards a Federal Grant as follows:

**Recipient Information**

Recipient Name: PUTNAM COUNTY

Recipient ID: 1795

UEI: GLN9KUJQKBB8

DUNS: 072709553



and vehicles in a safe/secure state of good repair. Putnam utilizes local funds from bond proceeds.

In addition to FTA's Buy America requirements under 49 U.S.C. 5323(j) and 49 CFR Part 661, which require that the steel, iron, and manufactured goods used in an FTA-funded project are produced in the United States, the Build America, Buy America Act (BABA) (Public Law 117-58, div. G 70914(a)) now requires that construction materials used in infrastructure projects are also produced in the United States. Refer to terms and conditions in FTA's Master Agreement, Section 15. The BABA requirements for construction materials applies to this grant, in addition to the Buy America requirements, except to the extent a waiver of either requirements may apply.

Research and Development: This award does not include research and development activities.

Indirect Costs: This award does not include an indirect cost rate.

Suballocation Funds: Recipient organization is the Designated Recipient and can apply for and receive these apportioned funds.

Pre-Award Authority: This award is using Pre-Award Authority.

### **Award Budget**

Total Award Budget: \$1,602,090.00

Amount of Federal Assistance Obligated for This FTA Action (in U.S. Dollars): \$1,281,672.00

Amount of Non-Federal Funds Committed to This FTA Action (in U.S. Dollars): \$320,418.00

Total FTA Amount Awarded and Obligated (in U.S. Dollars): \$1,281,672.00

Total Non-Federal Funds Committed to the Overall Award (in U.S. Dollars): \$320,418.00

### **Award Budget Control Totals**

(The Budget includes the individual Project Budgets (Scopes and Activity Line Items) or as attached)

<b>Funding Source</b>	<b>Section of Statute</b>	<b>CFDA Number</b>	<b>Amount</b>
-----------------------	---------------------------	--------------------	---------------

5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$879,030
FHWA Transfer to 5307 Urbanized Area Formula Grants	5307-3	20507	\$321,337
5339 – Buses and Bus Facilities Formula	5339-1	20526	\$81,305
Local			\$160,210
Local/In-Kind			\$0
State			\$160,208
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$1,602,090</b>

(The Transportation Development Credits are not added to the amount of the Total Award Budget.)

**U.S. Department of Labor Certification of Public Transportation Employee Protective Arrangements:**

DOL Decision: DOL Concur - Certified  
DOL Review Date: 8/22/2023  
DOL Certification Date: 8/22/2023

**Special Conditions**

There are no special conditions.

**FINDINGS AND DETERMINATIONS**

By signing this Award on behalf of FTA, I am making all the determinations and findings required by federal law and regulations before this Award may be made.

**FTA AWARD OF THE GRANT AGREEMENT**

Awarded By:  
Donald Burns  
Supervisory Transportation Program Specialist  
FEDERAL TRANSIT ADMINISTRATION  
U.S. DEPARTMENT OF TRANSPORTATION

Contact Info: donald.burns@dot.gov  
Award Date: 8/23/2023

### EXECUTION OF THE GRANT AGREEMENT

Upon full execution of this Grant Agreement by the Recipient, the Effective Date will be the date FTA or the Federal Government awarded Federal assistance for this Grant Agreement.

By executing this Grant Agreement, the Recipient intends to enter into a legally binding agreement in which the Recipient:

- (1) Affirms this FTA Award,
- (2) Adopts and ratifies all of the following information it has submitted to FTA:
  - (a) Statements,
  - (b) Representations,
  - (c) Warranties,
  - (d) Covenants, and
  - (e) Materials,
- (3) Consents to comply with the requirements of this FTA Award, and
- (4) Agrees to all terms and conditions set forth in this Grant Agreement.

Executed By:  
*Kevin Byrne*  
*Putnam County Executive*  
*PUTNAM COUNTY*  
*8/23/2023*

#6ee

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ BUDGETARY AMENDMENT (23A082)/ PLANNING/ FEDERAL TRANSIT ADMINISTRATION GRANT AWARD**

**WHEREAS, Putnam County is in receipt of a U.S. Department of Transportation, Federal Transit Administration (FTA) Grant award in the amount of \$750,000.00; and**

**WHEREAS, funds will be used for the Maybrook Bikeway II Phase A and Project Administration; and**

**WHEREAS, \$650,000 will be used to supplement funding for an ongoing project; and**

**WHEREAS, the Commissioner of Planning has requested a budgetary amendment (23A082) to account for said grant award; 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:**

**CAPITAL FUND:**

**Increase Appropriations:**

**55997000 53000 50309      Maybrook II Phase A – PIN 8756.84      650,000**

**Decrease Appropriations:**

**55997000 53000 52006      Transit – Sect 5307 FFY 2020      650,000**

**Increase Estimated Revenues:**

**55997000 445970 50309      Fed Aid – Maybrook II Phase A - PIN 8756.84      520,000**

**55997000 435970 50309      State Aid – Maybrook II Phase A - PIN 8756.84      65,000**

**55997000 428601 50309      Local Share – Transfer from General      65,000**

**Decrease Estimated Revenues:**

**55997000 445970 52006      Federal Aid – Section 5307 FFY 2020      520,000**

**55997000 435970 52006      State Aid – Section 5307 FFY 2020      65,000**

**57997000 428601 52006      Local Share – Transfer from General      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 \_\_\_\_\_

MICHAEL J. LEWIS  
Commissioner of Finance



cc:all  
A+A

Reso

SHEILA BARRETT  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance  
RE: **Budgetary Amendment – 23A082**  
DATE: November 20, 2023

2023 NOV 20 PM 3:15  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Capital Fund:**

**Increase (Decrease) Appropriations:**

55997000 53000 50309	Maybrook II - Phase A - PIN 8756.84	\$ 650,000
55997000 53000 52006	Transit - Sect 5307 FFY 2020	(650,000)

**Increase (Decrease) Estimated Revenues:**

55997000 445970 50309	Federal Aid - Maybrook II - Phase A - PIN 8756.84	520,000
55997000 435970 50309	State Aid - Maybrook II - Phase A - PIN 8756.84	65,000
55997000 428601 50309	Local Share - Transfer from General	65,000
55997000 445970 52006	Federal Aid - Section 5307 FFY 2020	(520,000)
55997000 435970 52006	State Aid - Section 5307 FFY 2020	(65,000)
57997000 428601 52006	Local Share - Transfer from General	(65,000)

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

Funds will be used for the Maybrook Bikeway II Phase A and Project Administration. \$650,000 will be used to supplement funding for an ongoing project. Please refer to the grant award attached for further detail of the uses of funding and the scope of work.

Please forward it to the appropriate committee.

Approved

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Kevin M. Byrne -County Executive

## **Michele Alfano-Sharkey**

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**From:** Barbara Barosa  
**Sent:** Friday, November 17, 2023 4:41 PM  
**To:** Michele Alfano-Sharkey  
**Cc:** Michael Lewis  
**Subject:** Budgetary Amendments - Extenuating circumstances

Good afternoon Michele,

Commissioner Lewis is in the process of forwarding several budgetary amendments for our Department. I kindly request that these items be placed on the upcoming November 27, 2023 Audit Committee meeting due to extenuating circumstances. The funding awards for several FTA grants has recently been received. We would like to initiate work in early December utilizing this funding, including the purchase of much needed transit vehicles as well as the purchase and installation of automatic passenger counters (APC) system on our County bus fleet.

Thank you in advance for your assistance with this matter.

Best,  
Barbara

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

**UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION**

**GRANT AGREEMENT  
(FTA G-29, October 1, 2021)**

On the date the authorized U.S. Department of Transportation, Federal Transit Administration (FTA) official signs this Grant Agreement, FTA has obligated and awarded federal assistance as provided below. Upon execution of this Grant Agreement by the Recipient named below, the Recipient affirms this FTA Award, enters into this Grant Agreement with FTA, and binds its compliance with the terms of this Grant Agreement.

The following documents are incorporated by reference and made part of this Grant Agreement:

- (1) "Federal Transit Administration Master Agreement," FTA MA(29), <http://www.transit.dot.gov>,
- (2) The Certifications and Assurances applicable to the FTA Award that the Recipient has selected and provided to FTA, and
- (3) Any Award notification containing special conditions or requirements, if issued.

WHEN THE TERM "FTA AWARD" OR "AWARD" IS USED, EITHER IN THIS GRANT AGREEMENT OR THE APPLICABLE MASTER AGREEMENT, "AWARD" ALSO INCLUDES ALL TERMS AND CONDITIONS SET FORTH IN THIS GRANT AGREEMENT.

FTA OR THE FEDERAL GOVERNMENT MAY WITHDRAW ITS OBLIGATION TO PROVIDE FEDERAL ASSISTANCE IF THE RECIPIENT DOES NOT EXECUTE THIS GRANT AGREEMENT WITHIN 90 DAYS FOLLOWING FTA'S AWARD DATE SET FORTH HEREIN.

**FTA AWARD**

Federal Transit Administration (FTA) hereby awards a Federal Grant as follows:

**Recipient Information**

Recipient Name: PUTNAM, COUNTY OF

Recipient ID: 1795

UEI: GLN9KUJQKBB8

DUNS: 072709553



**Award Information**

Federal Award Identification Number: NY-2022-035-00

Award Name: Putnam County, Maybrook Bikeway II - Phase A; 2022 Project Administration FFY 2020 NY Section 5307/5340

Award Start Date: 8/25/2022

Original Award End Date: 3/1/2024

Current Award End Date: 3/1/2024

Award Executive Summary: Putnam County is applying for FFY 2020 Federal funds in the amount of \$600,000 in Section 5307/5340 funds apportioned to NY UZA 360010. Total project(s) cost of this grant is \$750,000 of which 20% will be NYS Department of Transportation and local Putnam County, NY funds combined. Funds will be used for the Maybrook Bikeway II, Phase A and 2022 Project Administration.

Purpose is to supplement funding of an ongoing Bikeway project - Maybrook Bikeway II - Phase A.

Activities to be performed are bridge replacement on the Maybrook Bikeway II - Phase A and project administration of the grant funding.

Expected outcome will be the completion of an existing bikeway project.

Intended Beneficiaries: Project will provide biking and walking pathways for the public. The project will serve residents, visitors, and commuters as an alternate mode of transportation and connect to Metro North Railroad and the Putnam County PART Transit System. This project will complete a critical missing link in the bikeway system.

There will be no subrecipient activities.

P1: Maybrook Bikeway II Phase A will supplement the funding of grants NY-2019-059, NY-2020-085, and NY-2021-035 to repair a bridge abutment. Phase A serves both the Metro North Brewster, New York and Southeast, New York Rail Stations and connects to the PART Transit System, bus route PART 1.

P2: 2022 Project Administration utilizing FFY 2020 NY UZA 360010 Section 5307/5340 funds in the amount of \$80,000 with the remaining 20% utilizing NY State Department of Transportation & Local Putnam County, NY funds for a total project cost of \$100,000.

**Federal Fund Source**

\$600,000.....FFY 2020 Putnam NY Section 5307/5340 (UZA 360010)

\$150,000.....NYS DOT & Putnam County, NY local funds

\$750,000.....TOTAL

S/TIP documents are attached to this application.

Section 5307 0.75% Safety Requirement - Putnam's budget for 5307 funds is \$520,000. FTA requires at least \$39,000 be spent on safety related projects. Putnam County has identified P1 Maybrook Bikeway II - Phase A with a budget of \$520,000 awarded under 1795-2022-1 to satisfy this requirement.

Research and Development: This award does not include research and development activities.

Indirect Costs: This award does not include an indirect cost rate.

Suballocation Funds: Recipient organization is the Designated Recipient and can apply for and receive these apportioned funds.

Pre-Award Authority: This award is using Pre-Award Authority.

### **Award Budget**

Total Award Budget: \$750,000.00

Amount of Federal Assistance Obligated for This FTA Action (in U.S. Dollars): \$600,000.00

Amount of Non-Federal Funds Committed to This FTA Action (in U.S. Dollars): \$150,000.00

Total FTA Amount Awarded and Obligated (in U.S. Dollars): \$600,000.00

Total Non-Federal Funds Committed to the Overall Award (in U.S. Dollars): \$150,000.00

### **Award Budget Control Totals**

(The Budget includes the individual Project Budgets (Scopes and Activity Line Items) or as attached)

<b>Funding Source</b>	<b>Section of Statute</b>	<b>CFDA Number</b>	<b>Amount</b>
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$600,000
Local			\$75,000
Local/In-Kind			\$0
State			\$75,000
State/In-Kind			\$0

Other Federal	\$0
Transportation Development Credit	\$0
Adjustment	\$0
<b>Total Eligible Cost</b>	<b>\$750,000</b>

(The Transportation Development Credits are not added to the amount of the Total Award Budget.)

**U.S. Department of Labor Certification of Public Transportation Employee Protective Arrangements:**

DOL Decision: DOL Concur - Certified

DOL Review Date: 8/25/2022

DOL Certification Date: 8/25/2022

**Special Conditions**

There are no special conditions.

**FINDINGS AND DETERMINATIONS**

By signing this Award on behalf of FTA, I am making all the determinations and findings required by federal law and regulations before this Award may be made.

**FTA AWARD OF THE GRANT AGREEMENT**

Awarded By:

Stephen Goodman

Regional Administrator

FEDERAL TRANSIT ADMINISTRATION

U.S. DEPARTMENT OF TRANSPORTATION

Contact Info: stephen.goodman@dot.gov

Award Date: 8/25/2022

**EXECUTION OF THE GRANT AGREEMENT**

Upon full execution of this Grant Agreement by the Recipient, the Effective Date will be the date FTA or the Federal Government awarded Federal assistance for this Grant Agreement.

By executing this Grant Agreement, the Recipient intends to enter into a legally binding agreement in which the Recipient:

- (1) Affirms this FTA Award,
- (2) Adopts and ratifies all of the following information it has submitted to FTA:
  - (a) Statements,
  - (b) Representations,
  - (c) Warranties,
  - (d) Covenants, and
  - (e) Materials,
- (3) Consents to comply with the requirements of this FTA Award, and
- (4) Agrees to all terms and conditions set forth in this Grant Agreement.

Executed By:

*MaryEllen Odell*

*Putnam County Executive*

**PUTNAM, COUNTY OF**

**9/6/2022**

#6ff

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ FUND TRANSFER (23T407)/ SHERIFF'S DEPARTMENT/ AUTOMOTIVE CHARGEBACKS**

**WHEREAS, the Putnam County Sheriff has requested a fund transfer (23T407) to cover 3<sup>rd</sup> quarter and projected 4<sup>th</sup> quarter Chargebacks for Automotive from the Department of Public Works (DPW); 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:**

<b>10311000 55370</b>	<b>Sheriff Admin: Chrgbk Automotive</b>	<b>12,000</b>
<b>14311000 55370</b>	<b>Narcotics: Chrgbk Automotive</b>	<b>6,500</b>
<b>13311000 55370</b>	<b>Communications: Chrgbk Automotive</b>	<b>1,000</b>
<b>17311000 55370</b>	<b>Sheriff Patrol: Chrgbk Automotive</b>	<b><u>23,000</u></b>
		<b>42,500</b>

**Increase:**

<b>15311000 55370</b>	<b>Civil: Chrgbk Automotive</b>	<b>5,000</b>
<b>32311000 55370</b>	<b>BCI: Chrgbk Automotive</b>	<b>13,500</b>
<b>10315000 55370</b>	<b>Jail: Chrgbk Automotive</b>	<b>1,000</b>
<b>16311000 55370</b>	<b>Youth Aid Brd: Chrgbk Automotive</b>	<b><u>23,000</u></b>
		<b>42,500</b>

**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+17  
OK Ginny Reso*

**TO: Commissioner of Finance**  
**FROM: Sheriff Kevin J. McConville**  
**DEPT: Sheriff**  
**DATE: November 9, 2023**

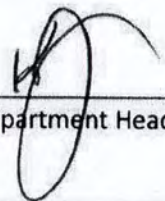
2023 NOV 16 PM 1:08  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10311000.55370 (Sheriff Admin: Chrgbk Automotive)	15311000.55370 (Civil: Chrgbk Automotive)	\$5,000.00	3rd Qtr. Chargeback from Highway And projected 4 <sup>th</sup> Q
10311000.55370 (Sheriff Admin: Chrgbk Automotive)	32311000.55370 (BCI: Chrgbk Automotive)	\$7,000.00	3rd Qtr. Chargeback from Highway And projected 4 <sup>th</sup> Q
14311000.55370 (Narcotics: Chrgbk Automotive)	32311000.55370 (BCI: Chrgbk Automotive)	\$ 6,500.00	3rd Qtr. Chargeback from Highway And projected 4 <sup>th</sup> Q
13311000.55370 ( <del>Narcotics</del> : Chrgbk Automotive) <i>Communications</i>	10315000.55370 ( <del>BCI</del> : Chrgbk Automotive) <i>Jail</i>	\$ 1,000.00	3rd Qtr. Chargeback from Highway And projected 4 <sup>th</sup> Q
17311000.55370 ( <del>Narcotics</del> : Chrgbk Automotive) <i>Road Patrol</i>	16311000.55370 (BCI: Chrgbk Automotive) <i>Youth Aid Bd</i>	\$23,000.00	3rd Qtr. Chargeback from Highway And projected 4 <sup>th</sup> Q
<b>Total</b>		<b>\$42,500.00</b>	

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

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

  
\_\_\_\_\_  
Department Head Signature/Designee

*11/13/2023*  
\_\_\_\_\_  
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

**23T407**

**PUTNAM COUNTY SHERIFF'S DEPARTMENT**  
**INTER-OFFICE MEMORANDUM**

**DATE:** November 9, 2023

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

**FROM:** Fiscal Manager, Kristin Van Tassel

**SUBJECT: BUDGET TRANSFER**

I am requesting the following budget transfer to cover the 3<sup>rd</sup> quarter and projected 4<sup>th</sup> quarter chargebacks for Automotive from Highway.

\$5,000.00 **FROM** 10311000.55370 (Sheriff Admin: Chargeback Automotive)  
**TO** 15311000.55371 (Sheriff Civil: Chargeback Automotive)

\$7,000.00 **FROM** 10311000.55370 (Sheriff Admin: Chargeback Automotive)  
**TO** 32311000.55370 (Sheriff BCI: Chargeback Automotive)

\$6,500.00 **FROM** 14311000.55370 (Sheriff Narco: Chargeback Automotive)  
**TO** 32311000.55370 (Sheriff BCI: Chargeback Automotive)

\$1,000.00 **FROM** 13311000.55370 (Sheriff Comm: Chargeback Automotive)  
**TO** 10315000.55370 (Jail: Chargeback Automotive)

\$23,000.00 **FROM** 17311000.55370 (Sheriff Patrol: Chargeback Automotive)  
**TO** 16311000.55370 (Sheriff YAB: Chargeback Automotive)

**APPROVED:**

  
\_\_\_\_\_  
Undersheriff Thomas H. Lindert

23T407

2023  
3RD QUARTER CHARGEBACK AUTOMOTIVE

	Admin	PLC	Permit	SPD	Toll	Communications	Cell	NAVC	TOTALS	Non-Sheriff	Adjusted Total	Total as per Highway	Difference
Parts	\$ 423.35	\$ 3,668.97	\$ 9,871.09	\$ 5,838.91	\$ 972.38	\$ -	\$ 2,075.90	\$ 994.88	\$ 23,845.48	\$ -	\$ 23,845.48	\$ 23,845.48	\$ -
Tires	\$ 637.70	\$ 1,588.64	\$ 3,186.24	\$ 295.00	\$ 584.48	\$ -	\$ 584.00	\$ 940.01	\$ 7,815.57	\$ -	\$ 7,815.57	\$ 7,815.57	\$ -
Labor	\$ 837.70	\$ 3,860.95	\$ 8,268.00	\$ 4,194.26	\$ 676.02	\$ -	\$ 918.15	\$ 1,168.08	\$ 19,923.16	\$ -	\$ 19,923.16	\$ 19,923.16	\$ -
Fuels	\$ 128.34	\$ 220.69	\$ 686.58	\$ 276.26	\$ 91.46	\$ -	\$ 86.16	\$ 82.32	\$ 1,571.81	\$ -	\$ 1,571.81	\$ 1,571.81	\$ -
<b>Total</b>	\$ 51.48	\$ -	\$ 178.68	\$ -	\$ 209.20	\$ 87.98	\$ -	\$ -	\$ 527.34	\$ 0	\$ 527.34	\$ 657.24	\$ 0.00
<b>Net in MUNS</b>									\$ 53,156.02		\$ 53,156.02	\$ 53,156.02	\$ -

LESS INCORRECT FUEL TICKET CHARGES \$ 53,813.26 \$ 53,813.26

Acct Charges  
Remaining to Charge

NON-SHERIFF UNIT #	Parts	Tires	Labor	Fuels	Tolls	Total	Total as per Highway	Difference
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

NON-SHERIFF UNIT #	DATE	FUEL TYPE	GALLONS	COST/GAL	Total
FUEL REACT	9/22/2023	DIESEL	36.80	\$ 3.53	\$ 129.90

23T407