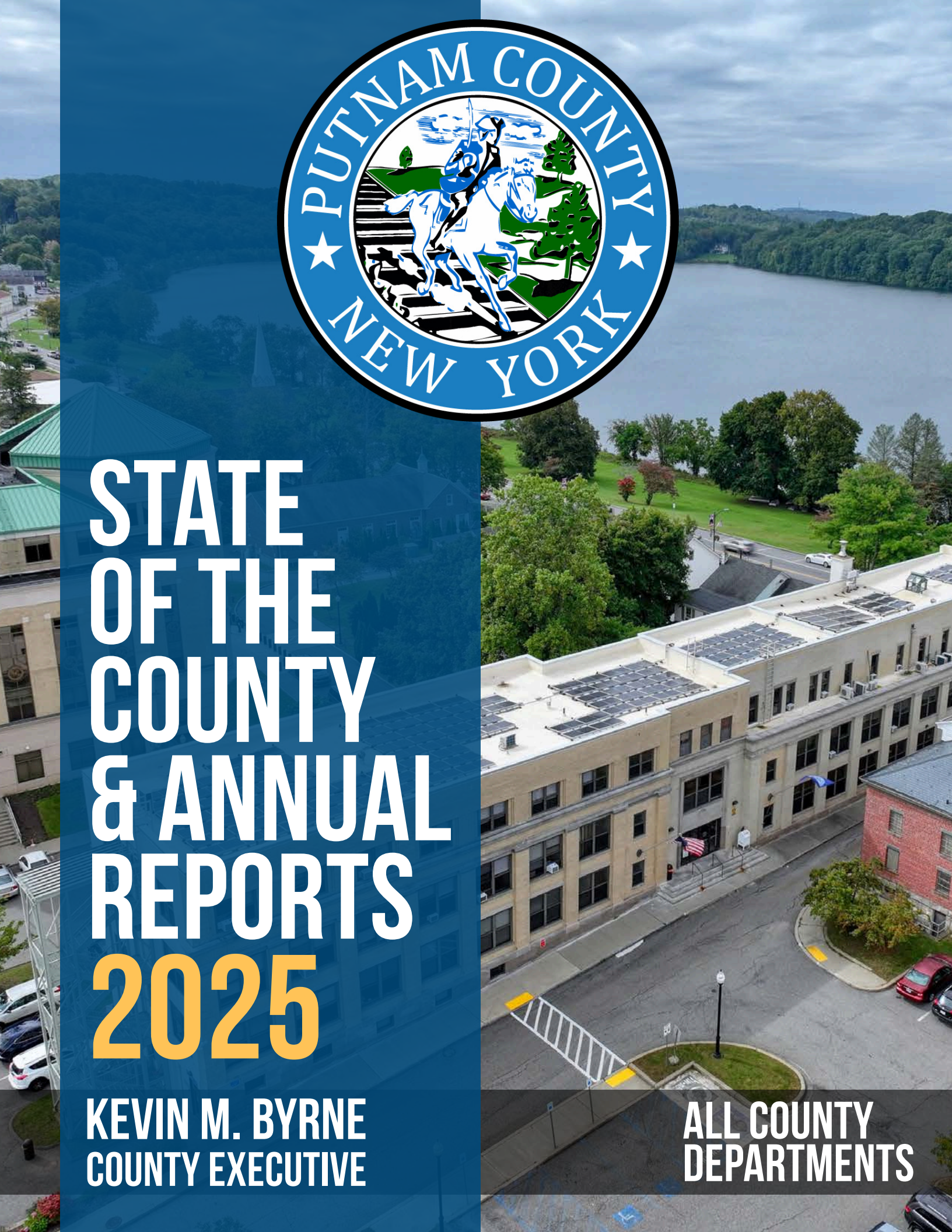




STATE OF THE COUNTY & ANNUAL REPORTS 2025

KEVIN M. BYRNE
COUNTY EXECUTIVE

ALL COUNTY
DEPARTMENTS



Putnam County

2025 Annual Report

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State of the County Address:

Executive Summary by Putnam County Executive Kevin M. Byrne

Over the past two years, this administration has focused on financial responsibility as we continued our work toward building a more affordable, accountable, and accessible county for all.

In two consecutive County Budgets, we reduced the overall tax burden, strengthened critical services to enhance the health and well-being of our residents, invested in critical infrastructure and facility improvements, and increased public safety and quality of life.

Thanks to these efforts, Putnam County's property tax rate is its lowest in 18 years. We opted into a two-year state and county sales-tax exemption on clothes and shoe purchases under \$110 -- a savings measure I hope we can one day make permanent. Our Property Tax Stabilization Fund stands at a healthy \$7.5 million, ready to use in the case of a crisis, and we've aggressively limited borrowing to fund the County's capital projects, further reducing the need to raise certain revenues. We have maintained an AA1 bond rating from Moody's, tied for the highest county score in the state according to the credit-rating agency.

This Administration recognizes how high tax rates contribute to the affordability crisis gripping our state. This is amplified by many different national, regional, and state factors which can either strengthen or hinder our opportunities to foster economic growth and provide meaningful tax relief.

Most recently and publicly it has been the fight over congestion pricing, a cash-grab scheme to further subsidize a wasteful and mismanaged MTA. Putnam County has stood strong and united in opposition to this unfair tax on our commuters and businesses, and while I am thankful to the Trump Administration, including newly appointed administrator of the Federal Transit Administration and former Hudson Valley congressman Marc Molinaro, for their corrective actions thus far, this issue will likely be resolved through litigation and it's important that we continue to advocate for the financial health of affected residents and family businesses.

As public officials, we in County government must be held to a standard worthy of the people we serve. With this mandate in mind, we now livestream all of the Administration's public hearings on local laws on Putnam County's official YouTube account. And we are proud to see that after beginning to livestream its committee meetings and full legislative meetings in 2024, the Legislature has passed rules mandating public viewing and participation in all their official activities.

Last year we unveiled an interactive budget-transparency website which allows any user to more easily understand county finances through captivating visualization tools. We also held constituent forums in every town, on top of our well-attended town hall on the Fair Street construction project in the hamlet of Carmel, and hosted a first-of-its-kind Budget Town Hall where residents had the opportunity to voice their opinion on the Executive Budget proposal. This Administration remains committed to the principle of local government as the most responsible steward of the taxpayer's money.

In 2024 we rightsized and updated our County departments' annual reports so that both legislators and residents can better understand what we do and more easily track spending. Whether you're one of our valued seniors, or part of a local young family just starting out, our county employees are dedicated patriots who touch the lives of every single resident in ways both large and small.

For example, with the full support of my office, last year Putnam County launched the Youth Business Market, a dynamic new collaboration among our Youth Bureau, Sheriff's Department, IT/GIS, and our Department of Public Works/Parks. The event featured over 70 young entrepreneurs drawn from across the region selling a wide variety of goods, services, and fresh food. We were blown away by the

enthusiasm for this first-time event: more than 600 visitors traveled to Tilly Foster Farm on a Sunday in June to buy, sell, and browse.

Putnam County's unique setting and beautiful landscapes have provided backdrops for some of Hollywood's most popular products of late. At Tourism, we've seen an increase in film productions coming to Putnam County, with the prominent Netflix projects "Knives Out 3" and "The Four Seasons" filming here, resulting in an 11% overall increase in spending thanks to film crews and others choosing to spend their money in our community.

Our Planning Department spent much of last year analyzing our public transit system and the access challenges posed by a suburban landscape of winding, narrow roads. This study culminated in the launch of an innovative ride-on-demand pilot program in the towns of Patterson, Southeast, and Carmel. Putnam On-Demand is an app-based public transit system where residents can book rides for the price of a regular cup of coffee (\$2.50) and get door-to-door service Mondays to Saturdays.

The Board of Elections underwent major security, structural, and aesthetic reforms in time for the 2024 presidential election. Gone are the flooded driveways and rusted-out exterior walls of the past, replaced by a new swale to divert water as well as improved siding, landscaping, and storage units. We also installed a state-of-the-art security system for the entire building, ensuring election integrity with the presence of live security cameras where previously there were none.

Most dramatic among the many achievements of the previous year was the Bureau of Emergency Services' (BES) coordinated the response to the 33-acre Kent brush fire brought on by the severe drought conditions last fall. In consultation with BES officials, we issued a State of Emergency and instituted a burn ban via Executive Order. Between October 23 and November 18, 2024, the 911 center received 152 fire-related calls, dispatched local volunteer agencies 29 times, saving lives and limiting property damage. BES coordinated multiple agencies to respond over the course of many days and also enlisted the help of our DPW and the Kent Highway Department to successfully battle the flames. The achievements of our departments go on and on, and I encourage everyone to review the annual reports for more details.

Putnam County is a place where anyone, regardless of their background, can pursue and achieve success. We are a county of entrepreneurs, innovators, and hardworking people who are dedicated to building a better future for ourselves and our families. Our best days are ahead of us.

Respectfully submitted,



Kevin M. Byrne
Putnam County Executive

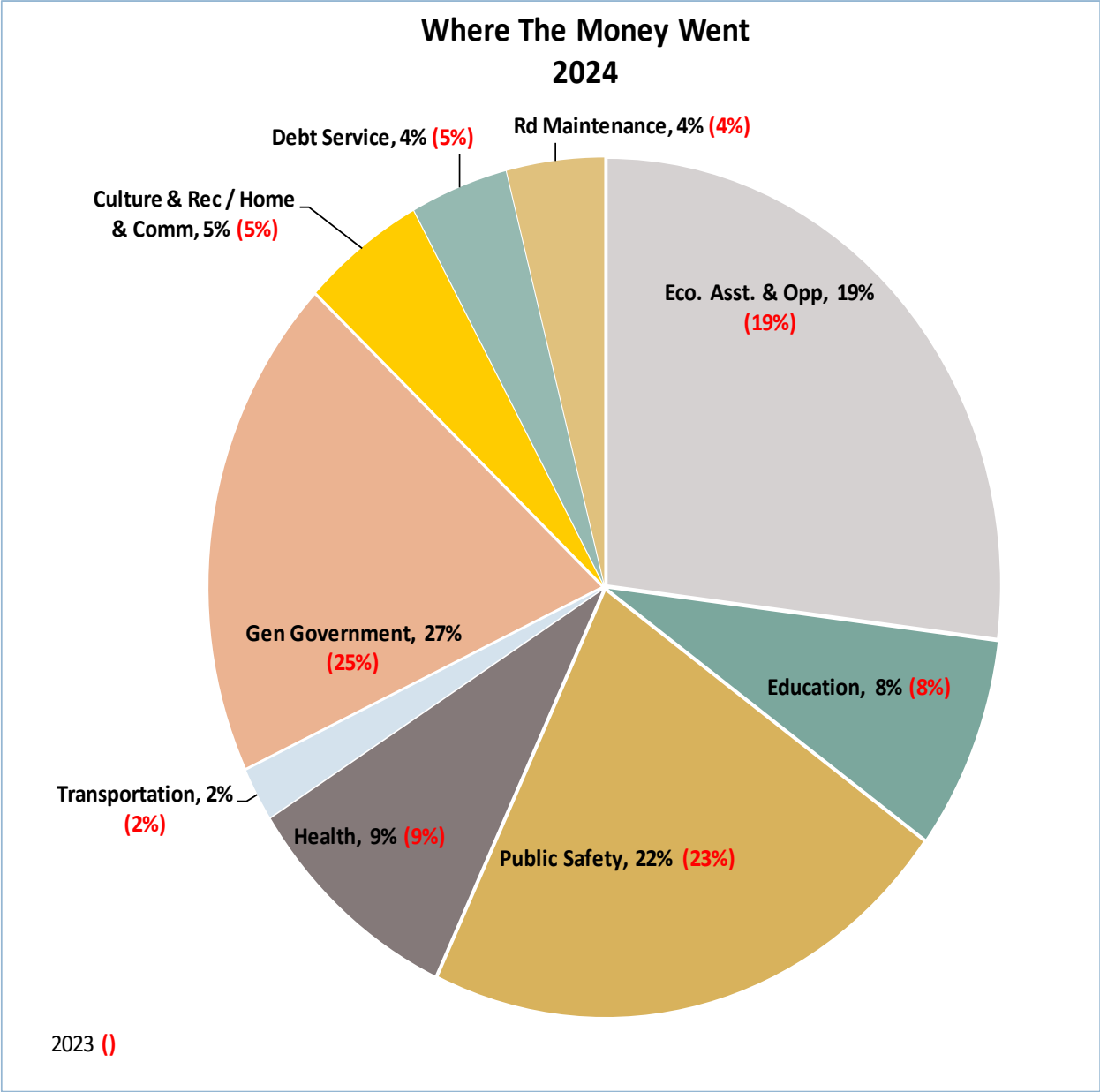
**Putnam County
2025 State of the County Address
Kevin M. Byrne
County Executive**

FINANCIAL REPORT

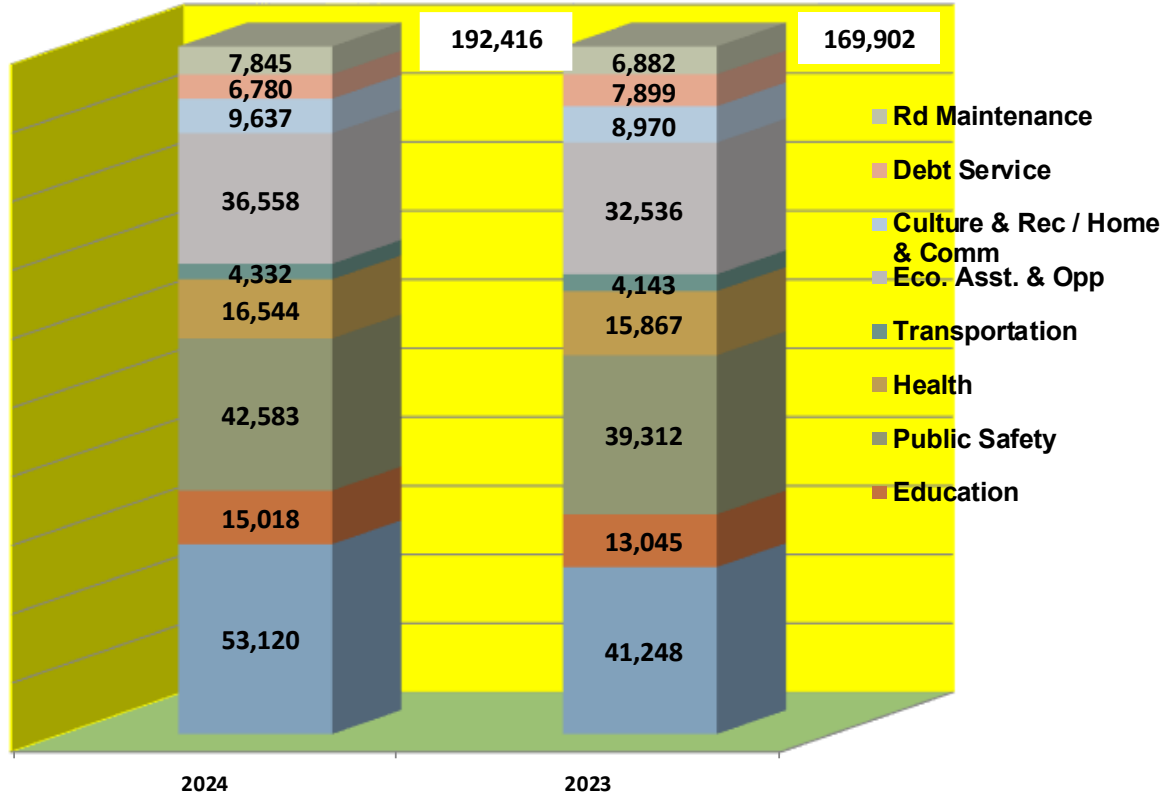
We are pleased to submit to the Legislature this report regarding the financial condition of Putnam County pursuant to Section 7.09 of the County's Charter. We will review the results of County operations for the fiscal year ended December 31, 2024, including highlights of expenditures, revenues, and fund-balance position. We'll then brief the legislative board on highlights contained within the 2025-2026 New York State Budget, as proposed by Governor Hochul, which will affect the County directly. An update regarding the Federal American Rescue Plan Act will be provided and how it impacts our Towns, Villages, and County Government. Lastly, we will conclude this report by looking forward to the 2026 County Budget, highlighting the budget risk factors that impede our ability to provide the services that the constituents of Putnam County have come to expect and deserve.

Expenditures

In 2024, total operating expenditures equaled \$192,416,058 compared to \$169,900,633 in 2023, yielding an increase of \$22,515,425 or 13.25% over the prior year's expenditures. Major functional categories consisted of General Government Support \$53,120,128 (27%); Public Safety \$42,582,566 (23%); and Economic Assistance & Opportunity \$36,558,348 (19%).



Total Operating Expenditures 2024-vs-2023 (in thousands)



The net increase of \$22,515,425 is broken down by the following functions:

General Government Support	\$11,872,301
Economic Assist & Opportunity	\$ 4,022,407
Public Safety	\$ 3,270,350
Education	\$ 1,972,813
Road Maintenance	\$ 963,193
Health	\$ 677,604
Culture & Recreation / Home & Community Services	\$ 666,191
Transportation	\$ 189,327

These costs were offset by the following decreases in expenditures:

Debt Service	\$ 1,118,762
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The largest expenditure increase to the 2024 budget was seen in the functional category of General Government Support (GGS). GGS are those services provided by the governmental entity for the benefit of the public or the governmental body as a whole. The increase of \$11,872,301 was primarily due to the transferring of General Fund funds to the Capital Fund in the amount of \$9,157,192 for the 2024 Capital Plan funding. The balance was to fund various capital projects that were approved during 2024. Central Services Admin increased by \$894,560 due to the consolidation of Electric and Natural Gas accounts under the purview of the Purchasing Department. Retiree Health Insurance increased by \$861,372 as a direct result of the number of retirees (420 in 2023 to 430 in 2024) and health insurance rates that are mandated by New York State (NYSHIP).

The Law Department increased by \$574,767. This was for legal services provided to a variety of county departments. This amount included an additional \$250,951 in legal services mostly due to a mandatory increase in the use of outside counsel, mandated by our insurance provider and the county charter. The balance was due to the transfer of DSS positions to the Law department.

Judgment and Claims increased by \$370,816 due to the settlement of various claims against the County.

Board of Elections increased by \$299,249. This was due to having two elections in 2024, including the Presidential Election.

Other notable increases in GGS were seen in the County Clerk and DMV (\$226,249); IT (\$218,713); DA (\$166,840); Purchasing (\$164,260); and Department of Public Works (147,800).

These were offset by decreases in Legal Aid/Court Appointed Defense 18-B Counsel. Legal Aid decreased by \$953,734 due to the Hurrell Haring funding ending in 2023. This was offset by an increase of \$329,130 in 18-B Counsel due to a State mandate increasing the hourly rates for 18-B Counsel as well as the closure of multi-year cases. Facilities (\$289,915) decreased due to

transferring Electric and Natural Gas budgets to the Purchasing Department. County-shared Judicial Expenses (\$189,127) decreased due to the transferring of Electric and Natural Gas to Purchasing as well as a decrease in the cleaning contract bid for 2024. Expenses on Property Acquired for taxes decreased by \$167,048 due to a tax property sale held in 2023 thus decreasing the number of parcels held by the County.

Economic, Assistance & Opportunity (ECO) had an overall increase of \$4,022,407. The majority of the increase was in the County's Mandated Share of Local Medicaid which increased by \$1,579,299 in 2024. This increase was due to the elimination of the enhanced Federal Medical Assistance Percentage (e-FMAP) Federal pass-through to counties in the 2023-2024 NYS Executive Budget. At the start of 2023, weekly shares started at \$142,389 which ended by June 30th. By the end of 2023, the weekly shares were at \$185,689. Effective January 1, 2024, the weekly shares went up to \$203,059 and decreased to \$179,004 on April 1, 2024. This rate is expected to stay in effect until March 31, 2025.

Other increases included Child Care (\$1,322,665) and Day Care Contracts (\$706,944) due to a NYS rate increase effective 10/1/24 averaging 10% and the decrease in eligibility restrictions resulting in an increase in participants. The increase of \$236,796 in State Training was primarily due to increased turnover across the agency requiring the training of new staff.

The Office for Senior Resources increased by \$361,633 due to encumbrance rollovers, grant money, and the filling of vacant positions.

These increases were offset by a spending down in 2023 of the Veterans Peer-to-Peer Grant of \$228,068.

Public Safety had an overall increase of \$3,270,350. Of this total, the Sheriff had an increase of \$2,014,847; the Bureau of Emergency Services \$805,594; and the Jail \$470,101. Both Probation and STOP-DWI had nominal increases of \$81,309 and \$20,175, respectively. Homeland Security decreased by \$66,676 and Putnam County REACT was not funded in 2024.

In the Sheriff's Department, the ratification of the PBA contract in 2024 accounted for \$895,141 of the increase. Fringes increased by \$821,458. This amount included \$395,613 due to an

increase in the mandated NYS Pension contribution and \$63,478 for FICA directly related to the ratification of the PBA contract. Vehicle leasing increased by \$186,541 as the Sheriff's Department increased their leasing fleet from 18 in 2023 to 32 in 2024.

Emergency Services increased by \$805,594. Of this amount, \$730,802 was due to an increase in the contract for Advanced Life Support (ALS) and the filling of a vacant position.

The majority of the Jail's increase was due to the ratification of the PCSEA contract in 2024 which amounted to \$611,859. This was offset by various vacant positions within the Jail.

Probation was down nominally \$81,309 due to personnel and the associated fringes because of vacancy savings during the year.

Homeland Security grants were down due to the spending down of several grants in 2023.

In 2024, Education, which includes the 3-5 Special Needs Program and Community Colleges, increased by \$1,972,813. The 3-5 program increased by \$1,790,322. The number of children being provided with services increased from 90 in 2023 to 106 in 2024. This includes psychological, educational, speech, occupational, and physical services. Center-based rates also increased anywhere from 4% to 15% per child depending on the program. This included rate changes by the State going back to 2022 services.

Community College Tuition costs went up in total by \$182,491 due to mandated increases in chargeback rates as set forth by New York State.

Road Maintenance, which includes both the County Road Fund and the Road Machinery Fund, increased by \$963,193 or 4.05% over 2023. The County's snow and ice removal overtime and contractual increased by \$911,193 due to a more-severe winter in 2024. Total overtime hours in 2024 were 3,621 compared with 1,930 in 2023. During 2024 the County ordered 10,250 tons of calcium chloride compared to 7,067 tons in 2023. In addition, the price per ton increased from \$73.88 per ton in 2023 to \$79.88 per ton in 2024.

The Road Machinery fund increased by a nominal \$51,246 due to an increase in various contractual lines.

Health saw an overall increase of \$677,604 with increases to Mental Health programs of \$1,225,137 offset by decreases in Public Health programs totaling \$551,096

Of the increases for Mental Health, \$860,725 was due to rollover and spending of grant funding for various programs. \$300,00 was for a 100%-funded grant for Suicide Prevention and Crisis Services. Court-ordered Guardianships and placements as well as 730 examinations increased by \$208,719. An Opioid Abatement project had expenses totaling \$108,714 which was 100% funded. This was offset by a decrease in contractual services pending state-adjusted COLAs.

These increases were offset by certain decreases in the Public Health department.

The decreases to Public Health were mainly in Nursing (\$107,548) due to vacant positions. In addition, \$198,674 was due to the spending down of the NYS Public Health Corp. Graduate Fellowship Program, which expired on June 30, 2024.

The Early Intervention Program saw a decrease of \$235,760, due mostly to a decrease in the number of children requiring services and the number of services being provided.

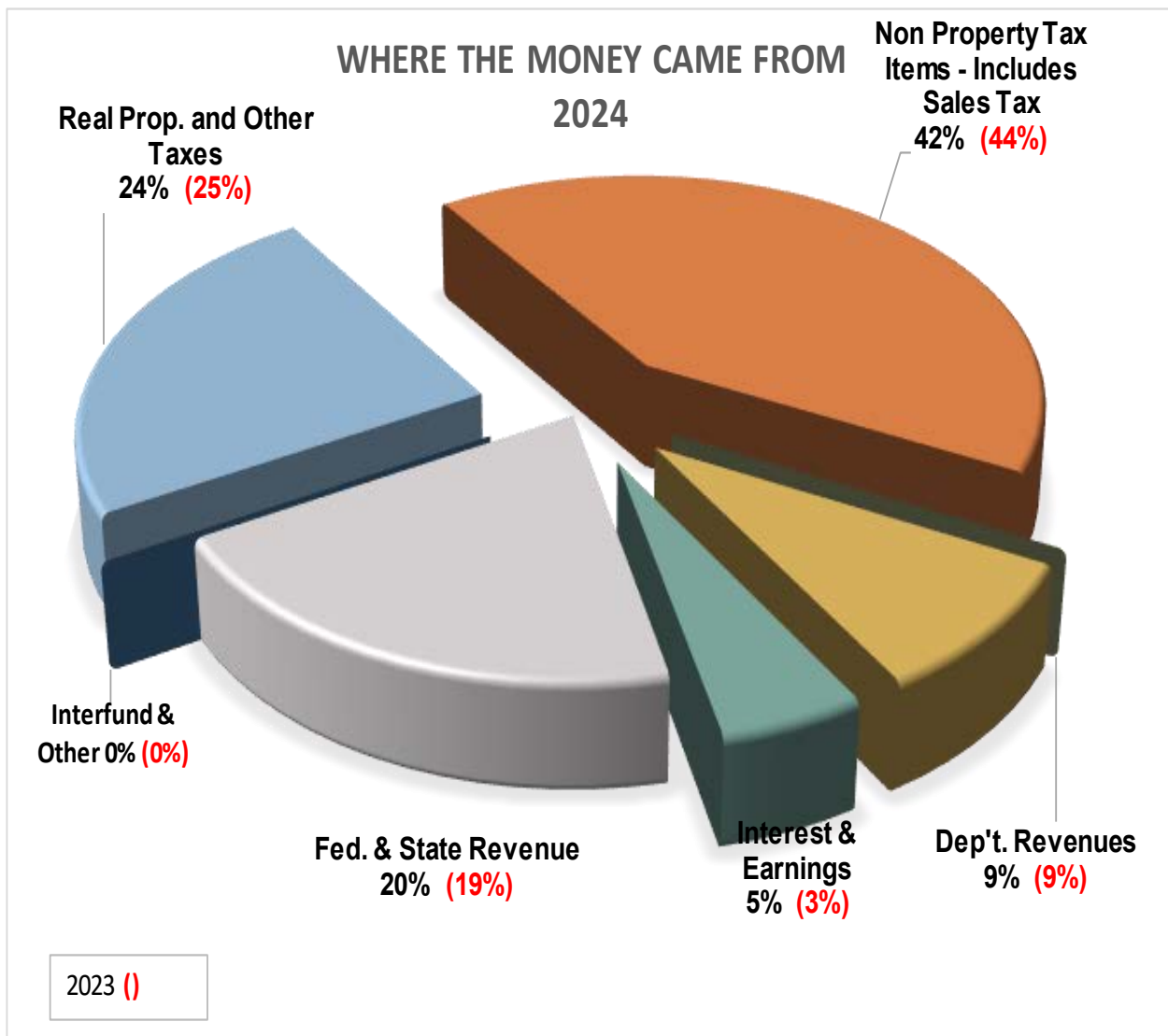
Culture and Recreation as well as Home and Community Services expenditures had an overall increase of \$666,191. The Parks Department increased by \$318,990. This amount included \$376,467 for the Homestyle contract at the Golf Course. The Youth Programs increased by \$233,234 due to an increase in several programs which were offset by matching revenues.

Transportation increased by \$189,262. Of this amount, \$139,262 was a result of an increase in the contract rates for Leased Transportation and the remaining \$50,065 was in the County's Share of the Railroad Station Maintenance which subsidizes the MTA costs pursuant to Section 1277 of the Public Authorities Law.

These increases were offset by a decrease in Debt Service of \$1,118,762 due to the Public Refunding of bonds in 2019 and 2021 for a total savings of \$1,025,000 due to all-time low-interest rates.

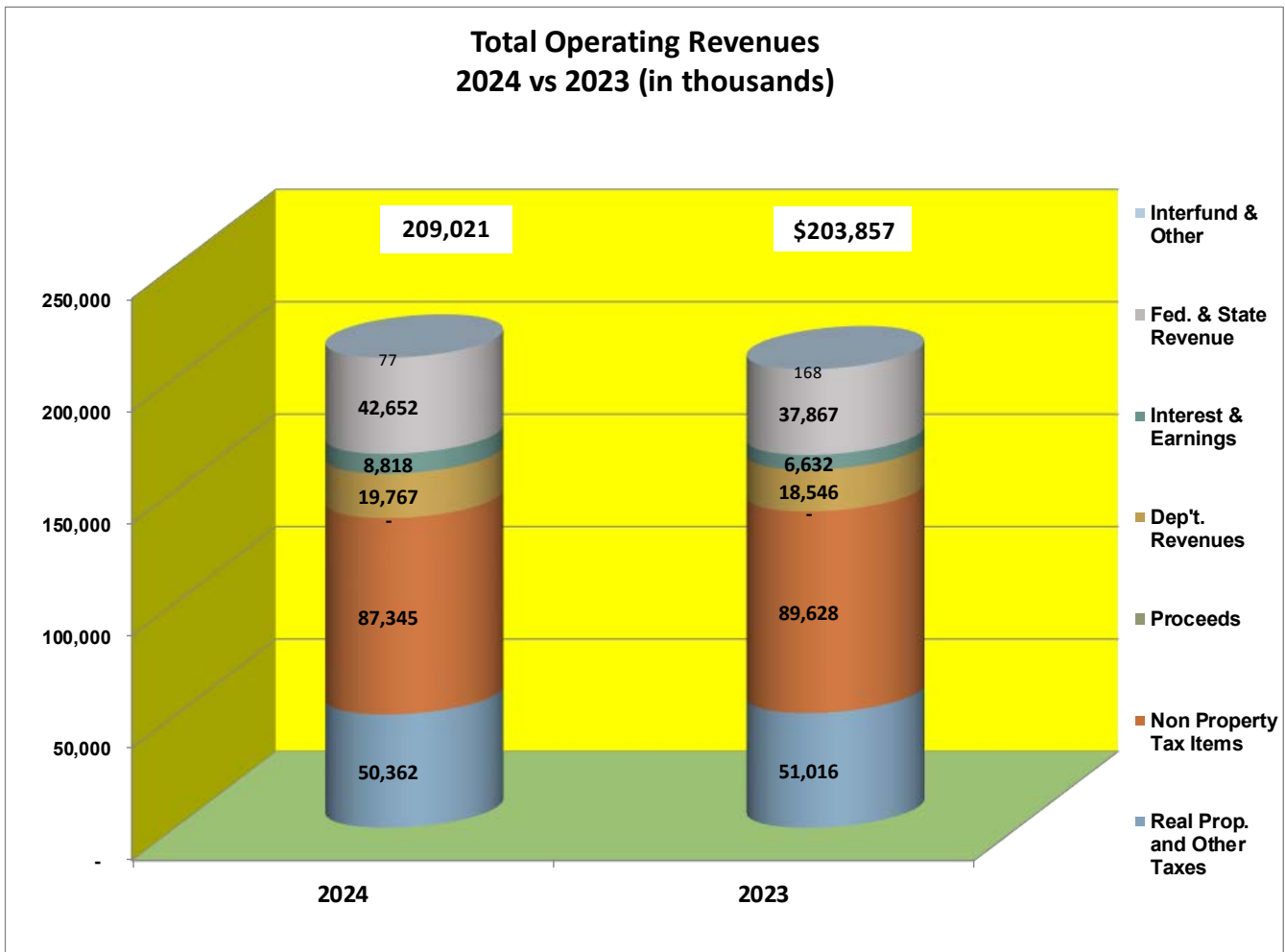
REVENUES

For fiscal year 2024, operating revenues totaled \$209,020,855, an increase of \$5,163,394 over 2023. The main County sources of revenues continue to be Non-Property Taxes, which include Sales and Use Tax, at \$87,345,701 (42%); Taxes, which include Real Property Tax and other taxes, at \$50,361,941 (24%); Federal and State Aid, at \$42,651,709 (20%); and Departmental Revenues, coming in at \$19,766,504 (9%).



The increase of \$5,163,394 is broken down as follows:

State and Federal Aid	4,785,199
Interest & Earnings	2,185,769
Departmental Revenues	1,220,335
Non Property Taxes	(2,282,192)
Real Property and Other Taxes	(654,527)
Interfund	(91,190)



In 2024, State and Federal total revenues combined had an overall net increase of \$4,785,199 over 2023. This broke down to an increase of \$2,791,079 in Federal revenues and \$1,994,120 in State revenues.

The major increase in Federal revenues was \$2,357,982 transfers into the Capital Fund due to increased ARPA activity for both County and Subrecipient projects. Refer to page 16 for a detailed breakdown of ARPA. Other increases included various DSS programs including Services for Recipients (\$664,856) and Social Services Administration (\$380,291) due to increased usage. The Transportation fund revenues increased by \$565,046 due to additional funding received by the Federal Aid Cares Act and ARPA. These were offset by decreases in the Flexible Funding for Family Services (\$505,763); Other Health Programs (\$379,232); and Help America Vote Act (\$327,188).

Interest and Earnings increased significantly by \$2,386,928. In 2024 the Federal Reserve cut interest rates three times, lowering the benchmark rate by a total of 1 percentage point since September 2024. The County will continue to ladder their short- and long-term investments based on cash-management strategies provided by the County's Cash Management advisor, three+one.

State Aid's increase of \$1,994,120 included increases to Day Care (\$870,412) due to a NYS rate increase effective 10/1/24 averaging 10%. This increase was offset by an increase in expenditures.

Preschool Education increased by \$750,150 as a result of an increase in expenditures due to rate changes and the increase in students and services provided.

Mental Health's increase of \$651,645 was a direct result of an increase in expenditures including an Opioid Abatement project and the grant for Suicide Prevention and Crisis Services which were 100% funded. Additional increases were due to increased expenditures for Court-ordered Guardianships and Placements as well as 730 examinations.

In 2024 the County was awarded \$290,404 from the NYS Division of Criminal Justice's Aid to Defense Recovery Reform. This award was made available to the Legal Aid Society as they provided representation in criminal cases.

Revenue Sharing, which includes 18B Counsel reimbursement, increased by \$255,278 due to additional State Aid received.

Office for Senior Resources (OSR) revenues increased by \$240,839 due to the increase in expenditures for various aging programs.

These increases were offset by various decreases in Services for Recipients (\$382,607); Emergency Services (\$267,050); Other State Aid (\$257,598); and Other Social Services programs (\$223,267) due to a corresponding decrease in expenditures or the spending down of grants in 2023.

Departmental Revenues increased \$1,220,335 in 2024. The majority of the increase was to record \$1,626,876 in revenues received for the Sheriff's share of DEA-forfeited assets. Other increases were \$811,971 in Social Services Other Government and Clerk Fees (\$334, 957). This was offset by decreases in Other General Department Income (\$352,807), which was due to the elimination of the gasoline revenue chargeback and directly charging it to Central Services and using the WEX system to allocate expenses directly to the departments. Opioid Settlement Trust money decreased by \$278,336 due to the spending down of the funds each year. Other Culture and Recreation Income which includes the Golf Course decreased by \$232,529. Gifts and Donation decreased by \$220,822 due to a decrease in the usage of donated funds in 2024.

Non-Property Tax items which include Sales and Use Tax, Automobile Use Tax, and the E911 surcharge decreased by \$2,282,192. Sales and Use tax decreased by \$2,255,830 due to several factors, including lower inflation, unemployment, and the legislation creating a two-year sales-tax exemption on clothing and footwear under \$110 purchased within the County, to mention a few. Automobile Use Tax and E911 surcharges had nominal decreases of \$15,402 and \$10,960, respectively.

FUND BALANCE / FINANCIAL POSITION

Putnam County will end Fiscal Year 2024 with an estimated \$90 million unaudited, unassigned, unappropriated general fund balance, an increase of \$14.1 million dollars from 2023. The figure is subject to change once the audit commences. Assigned fund-balance categories such as Retirement, Tax Stabilization, and Future Capital Projects, among others, will be replenished due to the use of these accounts to balance future-year budgets.

This fund balance was achieved as the County continued to implement and maintain sound fiscal and budgeting practices. The General Fund Balance is an indicator that Putnam County remains in good fiscal health, even as our economy continues to face uncertainties due to global and national economic instability. Issues such as inflation, unemployment, tariffs imposed on U.S. trading partners such as Canada, Mexico, and China, as well as the Russia-Ukraine war and conflicts in the Middle East, could all create economic downturns which could require our fund balance to stabilize our financial position. We'll work with our independent auditors PKF O'Connor Davies to navigate other assignments of fund balance for future commitments.

The County's bond rating has been affirmed at Aa1 by Moody's Investors Services. This high rating enables the County to borrow for capital projects at favorable rates, thus saving money for the taxpayers. We'll strive to potentially get a more favorable Aaa bond rating with Moody's. Management will need to demonstrate the County's strong financial standing, fiscal stewardship, and economic growth.

Through active management of cash in 2024, the Finance Department was able to earn **\$8,680,395** in short-term interest and earnings. This represents a significant increase of **\$2,431,662** or **40%**, as compared to **\$6,248,733** that was earned in 2023.

On 12/31/23, **\$38.5 million** was in fixed investments. By 12/31/24, **\$104.2 million** was in fixed income - a **171% increase**.

Putnam County's cashVest score for the year ending 12/31/24 was 83/100, up from 73 on 12/31/23. The goal is to achieve a score of 90-plus by increasing the level of fixed income to match the stress-test results, allowing more balances to provide value by earning interest/offsetting fees, using more electronic forms of disbursement, and consolidating accounts.

Due to a steady and robust cash position, the County, pursuant to its investment policy, has continued to pursue both short- and long-term investments such as Certificate of Deposits and Treasury investments based on the increased interest rates set forth by the Federal Reserve as mentioned above.

2025-2026 NEW YORK STATE BUDGET

On January 21, 2025, Governor Hochul released her Executive Budget proposal for State Fiscal Year (SFY) 2026. The Executive Budget for SFY 2026 has been released at a time of great uncertainty. Federal Funding is the State's largest source of revenue. After several years of benefitting from pandemic-relief funding, the federal-state relationship may be changing in ways that could result in cuts to key State programs, especially in health and social services. On a positive note, the State has set aside "rainy day reserves" to maintain services and programs during these economic uncertainties.

While Counties shoulder the increased expense of the end of enhanced Federal Medical Assistance Percentage (e-FMAP), significant increases in indigent legal services, and increases in Pre-K special education provider rates, there's positive news in the recent State budget proposal. Counties were encouraged by proposals that address maintaining public safety funding, transportation, and aging services, to mention a few.

A detailed analysis prepared by the New York State Association of Counties (NYSAC) regarding the 2025-2026 New York State budget is available for review at WWW.NYSAC.ORG.

AMERICAN RESCUE PLAN ACT (ARPA)

Of the \$19,097,507 Putnam County received in Federal ARPA funding, pursuant to Resolution #133-2022 it committed \$5 million to the County's towns and villages for the purpose of alleviating the fiscal stress caused by the COVID-19 pandemic. The \$5 million was limited to certain purposes under the U.S. Treasury Department's ARPA Final Rule, including water and sewer projects, public health, and projects that address negative economic impacts. Below is a year-to-date chart of how much of ARPA funds have been disbursed.

<u>MUNICIPALITY</u>	<u>2020 Census</u>	<u>Allocation Percentage</u>	<u>ARPA Allocation</u>	<u>YTD Expended</u>	<u>YTD Encumbrances</u>	<u>Available</u>
TOWN OF CARMEL	33,576	34%	\$ 1,718,885	\$ 1,251,715	\$ 467,170	\$ -
TOWN OF KENT	12,900	13%	660,400	169,315	491,085	-
TOWN OF PUTNAM VALLEY	11,762	12%	602,142	532,980	69,162	-
TOWN OF PATTERSON	11,541	12%	590,828	-	590,828	-
TOWN OF PHILIPSTOWN	7,221	7%	369,671	369,671	-	-
TOWN OF SOUTHEAST	15,550	16%	796,064	232,500	563,564	-
VILLAGE OF BREWSTER	2,508	3%	128,394	-	128,394	-
VILLAGE OF COLD SPRING	1,986	2%	101,671	-	101,671	-
VILLAGE OF NELSONVILLE	624	1%	31,945	31,945	-	-
TOTAL	97,668	100%	\$ 5,000,000	\$ 2,588,126	\$ 2,411,874	\$ -

The County has an internal ARPA Committee and an ARPA Consultant who has assisted both the County and its subrecipients (Towns, Village, Nonprofits) to help the County with grant compliance and subrecipient monitoring for ARPA funds.

As of the date of this report, we're proud to report that the County and its subrecipients **obligated** the entire **\$19,097,507** due to the hard work of the ARPA Committee and Consultant and cooperation and support of the Legislature. The ARPA Committee and Consultant will continue to monitor and assure that all projects are in compliance with the Federal guidelines and that the entire allotment is **fully spent** by December 31, 2026.

2026 COUNTY BUDGET

The County will still face challenges in crafting the 2026 County Budget. First and foremost, this budget will continue to have and address the lack of meaningful mandate relief from Federal and State Governments. Mandated costs such as Medicaid, Preschool Education, pensions, and health-insurance programs are still at unsustainable levels to County government. In addition, all four bargaining units have now been settled which will add new obligated personnel and fringe costs for the foreseeable future.

As stated in the most recent press release from State Comptroller DiNapoli dated February 25, 2025, the Comptroller mentioned that the expiration of one-time Federal pandemic aid alongside uncertainty coming out of Washington means that local governments need to budget prudently using realistic revenue projections and multiyear planning strategies. Other factors affecting local budgets to consider are the sales-tax revenue growth, which, based on trend analysis, appears to have returned to pre-pandemic levels. Property-tax revenues are restrained due to the tax cap

and constitutional tax-limit mandates. Lastly, inflation, while on a downward turn, is still higher than it was before the pandemic.

In conclusion, this Administration will continue to work with the Legislature to keep County Government as efficient, effective, and affordable as possible for Putnam County residents and visitors.

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OFFICE OF THE CORONER

Michael J. Nesheiwat, M.D., Coordinator of Coroners
Board Certified
112 Old Route 6
Carmel, NY 10512
(845) 808-4025
Lwilson62@live.com

I. Description Of Department

The coroner has jurisdiction and authority to investigate the death of every person in the County whose death appears to be due to criminal violence, suicide, casualty, caused by an unlawful act or criminal neglect; occurring in a suspicious, unusual, or unexplained manner; unattended death or any person confined to an institution.

II. Services Provided

- Assist families with any help needed on funeral homes, contacting law enforcement, requesting autopsy/toxicology reports and death certificates.
- Maintain professional relationship with law enforcement agencies, funeral homes, and other community agencies to effectively complete our tasks.

III. Mission Statement

The Putnam County Office of the Coroner investigates suspicious, unusual, or unexplained deaths as well as those caused by an unlawful act or criminal neglect. Our purpose is to determine the cause and manner of deaths through autopsy examination, investigations of circumstances of death in a timely and efficient manner; as well as to assist the families in the loss of a loved one. To maintain an ongoing professional relationship with law enforcement agencies, funeral homes, and other community agencies to effectively complete our tasks.

IV. Population Served:

All residents/and individuals who pass away in Putnam County.

V. Significant Events & Accomplishments In 2024:

The coroner's office is at the forefront of continued coroner education as well as cross-sector collaborations. All coroners are up to date on mandatory coroner 101 training and the office of the coroner remains current on known and emerging issues related to investigation and identification of cause and manner of death as well as accurate reporting of deaths. The Putnam County coroners are integral members of the community and participate in various committees and task forces to support county-wide partnerships.

Total for 2024 Coroner Case Investigations - 57

NON-AUTOPSIED CORONER CASES:

Non-coroner case investigations – 140

Total combined cases attended - 197

- Attended New York State Association of County Coroner’s and Medical Examiners (NYSACCME) 2024 Spring and Fall Conferences
- All Coroners are members of NYSACCME.
- Dr. Michael J. Nesheiwat, MD, Board certified as a coroner by NYSACCME for the state of New York.

Collaborations:

- Child Fatality Review
- Suicide Task Force
- Disaster Preparedness/Community Resilience Task Force; Mass Fatality workgroup
- NYSACCME
- LiveOnNY
- Eye Bank
- Cross-Sector partnerships with: Law Enforcement Departments, District Attorney’s Office, Mental Health, and Youth Bureau.

VI. Staffing

Board Certified MD, Coordinator of Coroners
 Senior Coroner
 Coroner
 Confidential Secretary

VII. Sources of Revenue

No revenues.

VIII. Goals for 2025

- Continue to work with and send reports to:
 - NYS Department of Health on any violent deaths (homicide, suicide, unintentional firearm injury deaths, legal intervention deaths) for their New York State Violent Death Reporting System (NYVDRS)
 - NYS Department of Health Drug Overdose Reports for the NYS Unintentional Drug Overdose Reporting Information (“SUDORS”)
 - NYS Department of Health Census of Fatal Occupational Injuries Program (CFOI)
 - Report of Death caused by motor vehicle accident to DMV
 - Construction fatality reports to the Department of Labor for The Construction Industry Fatality Registry ("the Registry")
 - Putnam County District Attorney’s Office giving them our overdose statistics for their High Intensity Drug Trafficking Area (HIDTA) Grant
- Send monthly statistics to County Executive, Sheriff’s Department, Social Service, and CAC on all overdose and suicide cases so everyone is informed.
- Continue to implement efficient methodology to assess all coroner cases under the guidance of the Coordinator of Coroners (Board Certified).



MICHAEL C. BARTOLOTTI
County Clerk

PUTNAM COUNTY CLERK'S OFFICE
County Office Building
40 Gleneida Avenue
Carmel, New York 10512
Tel. (845) 808-1142
Fax (845) 225-3953

JAMES J. McCONNELL
First Deputy County Clerk

January 31, 2025

VIA HAND DELIVERY

Putnam County Legislature
40 Gleneida Avenue
Carmel, New York 10512

Re: 2024 Annual Reports

Ladies and Gentlemen:

Pursuant to §406 of New York State County Law, I transmit herewith statements of monies received by Putnam County Clerk's Office, Putnam County Department of Motor Vehicles and Putnam County Records Center in the year ending December 31, 2024.

Sincerely,

Michael C. Bartolotti
Putnam County Clerk

MCB/mb

Enc. (3)

Cc: Hon. Kevin M. Byrne, w/enc

TO THE COUNTY LEGISLATURE, COUNTY OF PUTNAM
 IN ACCORDANCE WITH SECTION 406 OF THE COUNTY LAW, I HEREWITH TRANSMIT STATEMENT OF
 ALL MONIES BY THIS OFFICE DURING THE FISCAL YEAR ENDED DECEMBER 31, 2024

PUTNAM COUNTY CLERK
 STATEMENT OF RECEIPTS AND DISBURSEMENTS

RECEIPTS		
CHECK OVERAGES	270.28	
COPY AND FACSIMILE FEES	15,405.50	
FILING AND MISCELLANEOUS	147,700.00	
INDEX NUMBER AND SMALL CLAIMS	54,330.00	
INTEREST REGISTRAR	305.41	
ONLINE SEARCH CREDITS	69,838.20	
NATURALIZATION CEREMONIES	1,816.32	
MORTGAGE TAX EXPENSES	352,019.00	
PENALTY - RETURNED CHECKS	0.00	
PROCESSING FEE	5,875.00	
REAL PROPERTY TRANSFER	20,952.00	
RECORDING FEES	459,502.50	
RECORD MANAGEMENT & CULTURAL EDUCATION	9,784.00	
TRANSFER TAX	2,471.00	
UNCASHED CHECKS	0.00	
	<u>1,140,269.21</u>	1,140,269.21
MORTGAGE TAX	5,472,384.63	
CIVIL COURT FEES	593,050.00	
RECORD MANAGEMENT AND CULTURAL EDUCATION	185,896.00	
REAL PROPERTY TRANSFER	318,798.00	
TRANSFER TAX	3,897,874.04	
NOTARY PUBLIC	0.00	
	<u>10,468,002.67</u>	
FEES COLLECTED FOR STATE AS COUNTY CLERK		10,468,002.67
DWI/FINE	7,038.78	
FINE	11,000.00	
PAYMENTS INTO COURT	10,778.00	
REFUNDS	0.00	
	28,816.78	
MISCELLANEOUS FEES		28,816.78
TOTAL RECEIPTS/2024		<u>11,637,088.66</u>

**PUTNAM COUNTY CLERK
STATEMENT OF RECEIPTS AND DISBURSEMENTS**

DISBURSEMENTS		
COUNTY CLERK'S RECEIPTS	787,674.52	
CHECK OVERAGES	270.28	
INTEREST - REGISTRAR	<u>162.07</u>	
	<u>788,106.87</u>	788,106.87
 MORTGAGE TAX BASIC (TOWN SHARE)		 2,690,052.03
MORTGAGE TAX APPORTIONMENT	939.96	
MORTGAGE TAX EXPENSES	352,019.00	
MORTGAGE TAX REFUNDS AND ADJUSTMENTS	0.00	
METROPOLITAN TRANSPORTATION AUTHORITY	2,578,776.67	
NYS REAL PROPERTY TAX SERVICES	318,802.26	
NYS MORTGAGE AGENCY	197,950.40	
NYS DIVISION OF LICENSING	0.00	
NYS DEPARTMENT OF EDUCATION - RECORD MANAGEMENT/CULTURAL EDUCATION	185,898.44	
NYS DEPARTMENT OF TAXATION & FINANCE ~ CIVIL COURT FEES	593,057.85	
NYS DEPARTMENT OF TAXATION & FINANCE - TRANSFER TAX	3,897,922.88	
PUTNAM COUNTY COMMISSIONER OF FINANCE ~ UNCASHED CHECKS	<u>0.00</u>	
	<u>8,125,367.46</u>	8,125,367.46
 COMMISSIONER OF FINANCE ~ PAYMENTS INTO COURT	 10,778.00	
COMMISSIONER OF FINANCE - DWI'S & FINES	18,038.78	
MISCELLANEOUS REFUNDS	<u>0.00</u>	
	<u>28,816.78</u>	28,816.78
 TOTAL DISBURSEMENT/2024		 <u>11,632,343.14</u>

**PUTNAM COUNTY CLERK
STATEMENT OF RECEIPTS AND DISBURSEMENTS**

BALANCE 12/31/2023	46.68	
INTEREST	305.41	
MORTGAGE TAX	352,019.00	
UNCASHED CHECKS	0.00	
RECEIPTS	<u>11,284,764.25</u>	
		11,637,135.34
DISBURSEMENT/2024	<u>11,632,343.14</u>	
		<u>4,792.20</u>
MORTGAGE TAX HELD FOR APPORTIONMENT	4,734.45	
INTEREST - HELD FOR APPORTIONMENT	<u>57.75</u>	
TOTAL HELD FOR APPORTIONMENT		<u>4,792.20</u>

DATE:

STATE OF NEW YORK)

) ss:

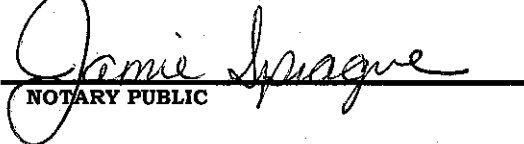
COUNTY OF PUTNAM)

MICHAEL C. BARTOLOTTI, BEING DULY SWORN, SAYS HE IS THE PUTNAM COUNTY CLERK OF THE COUNTY OF PUTNAM: THAT THE FOREGOING STATEMENT IS IN ALL RESPECTS A FULL AND TRUE STATEMENT OF ALL MONIES RECEIVED BY HIM AS SUCH CLERK TO THE BEST OF HIS KNOWLEDGE AND BELIEF.



MICHAEL C. BARTOLOTTI
COUNTY CLERK

SWORN TO BEFORE ME THIS
31st DAY OF JANUARY, 2025



NOTARY PUBLIC

Jamie Sprague
Notary Public State of New York
No. 04SP6419114
Qualified in Putnam County
My Commission Expires: 6/28/20~~24~~25



OFFICE OF
THE COUNTY CLERK OF PUTNAM COUNTY

MOTOR VEHICLE BUREAU
2 GENEVA ROAD ~ BREWSTER, NEW YORK 10509
(845) 278-2838

MICHAEL C. BARTOLOTTI
County Clerk

MIRIAM SICIGNANO
Deputy

TO THE COUNTY LEGISLATURE, COUNTY OF PUTNAM
IN ACCORDANCE WITH SECTION 406 OF THE COUNTY LAW, I TRANSMIT HERewith STATEMENT
OF ALL MONIES RECEIVED BY THIS OFFICE DURING THE FISCAL YEAR ENDING DECEMBER 31, 2024.


PUTNAM COUNTY CLERK
DEPARTMENT OF MOTOR VEHICLES
STATEMENT OF RECEIPTS AND DISBURSEMENTS

RECEIPTS

MOTOR VEHICLE AUTO USE TAX	735,713.25	
MOTOR VEHICLE FEES - COUNTY	1,570,573.07	
SALES TAX COLLECTED - COUNTY	21,482.55	
MOTOR VEHICLE INTEREST - COUNTY	326.58	
LICENSE PLATE SURRENDER FEE	17,497.00	
TOTAL FEES FOR PUTNAM DMV		2,345,592.45
GROSS MOTOR VEHICLE FEES	12,327,487.05	
GROSS SALES TAX COLLECTED	40,816,636.69	
GROSS FEES COLLECTED		53,144,123.74
NET RECEIPTS & INTEREST COLLECTED ON BEHALF OF NYS DMV		50,798,531.29

State of New York)
County of Putnam)

Michael C Bartolotti, being duly sworn, says he is the Putnam County Clerk of the County of Putnam: That the foregoing statement is in all respects a full and true statement of all monies received by him as such clerk to the best of his knowledge and belief.



MICHAEL C Bartolotti
Putnam County Clerk

SWORN TO BEFORE ME THIS
31st DAY OF JANUARY, 2025


NOTARY PUBLIC

Jamie Sprague
Notary Public State of New York
No. 04SP6419114
Qualified in Putnam County
My Commission Expires: 6/28/2025

TO THE COUNTY LEGISLATURE, COUNTY OF PUTNAM

IN ACCORDANCE WITH SECTION 406 OF THE COUNTY LAW, I HEREWITH
TRANSMIT THE ANNEXED STATEMENT OF ALL MONIES RECEIVED BY THIS
OFFICE DURING THE FISCAL YEAR ENDING DECEMBER 31, 2024

PUTNAM COUNTY CLERK
PUTNAM COUNTY RECORDS CENTER AND MICROGRAPHICS BUREAU
STATEMENT OF RECEIPTS AND DISBURSEMENTS

STATE OF NEW YORK)
) ss:
COUNTY OF PUTNAM)

MICHAEL C. BARTOLOTTI, BEING DULY SWORN, SAYS HE IS THE PUTNAM
COUNTY CLERK OF THE COUNTY OF PUTNAM: THAT THE ANNEXED
STATEMENT IS IN ALL RESPECTS A FULL AND TRUE STATEMENT OF ALL
MONIES RECEIVED BY HIM AS SUCH CLERK TO THE BEST OF HIS
KNOWLEDGE AND BELIEF.



MICHAEL C. BARTOLOTTI
COUNTY CLERK

SWORN TO BEFORE ME THIS
31st DAY OF JANUARY, 2025



NOTARY PUBLIC

Jamie Sprague
Notary Public State of New York
No. 04SP6419114
Qualified in Putnam County
My Commission Expires: 6/28/2025

MEMO TO: Michael Bartolotti
MEMO FROM: Sue Crawford
DATE: January 2025
RE: **YEARLY REPORT FOR 2024**

Storage Revenue for 2024: \$29,805.00 Towns of Southeast, Putnam Valley, Kent, Patterson, Lewisboro, Carmel, Village of Brewster, Village of Cold Spring, Town of Philipstown, Brewster Fire Department

Retrievals: 687

Faxed/Scanned Documents to Depts.: 61

Additional Records Inter-filed: 711

Total Cubic feet of records in Records Center: 24676

Total cubic feet of records received in 2024: 1326

Total cubic feet to be destroyed in 2025: 918

Total images scanned in 2024: 251,000+

The Record Center staff recently scanned Real Property Ownership Tax card (41,789 property cards). We have finished scanning all Board of Election's microfilm (166,853 images in 2024). Naturalization cards were digitized for the County Clerk's office (3,543 images). Environmental Health and Highway large format maps were digitized (4,036 images). Environmental Health MS4 data sheets throughout the years were digitized (3,063). We are now scanning Sheriff's department microfilm (32,005).

The Record Center staff is continually scanning files for our health department, keeping all their well/septic and commercial files up to date.

The number of cubic feet of records we took in this past year was more than usual (it is usually 1,100 to 1,200 cubic feet per year).

Our retrievals have decreased from last year, which shows us that Environmental Health has been using Laserfiche to retrieve information as well as the Probation Department. We are continually updating indexes for county departments.

NUMBER OF CUBIC FEET PER DEPARTMENT

12/31/2024

<u>Department or Town</u>	<u>Cubic Feet or Number of Boxes</u>
Auditing	351
Board of Elections	138
Bureau of Emergency Management	39
Commissioner of Jurors	18
Community Action (CAC)	37
Consumer Affairs / Weights	82
Coroner	55
County Clerk	4953
County Court	222
County Executive	256
Court Reporters	229
Department of Motor Vehicle	37
District Attorney	2771
Department of Social Services	2664
Early Intervention, Handicap	805
Economic Development	3
Environmental Health	1894
Family Court	21
Finance	741
Highway	665
IDA	53
Law	1405
Legislature	340
Legal Aid	487
Nursing	488
Office for Senior Resource	195
Personnel	912
Planning	480
Probation	573
Purchasing	86
Real Property Tax Service	196
Records Management	55
Recycling	20

Risk Management	114
Septic Repair	12
Sheriff	747
Stop D.W.I.	2
Surrogates Court	243
Tourism	13
Veteran's Affairs	144
Youth Bureau	136
Sub Total	22,682
Brewster Fire Department	7
Village of Brewster	183
Town of Southeast	372
Town of Putnam Valley	319
Town of Kent	24
Town of Patterson	875
Town of Lewisboro (West. Co.)	32
Town of Carmel	62
Town of Philipstown	117
Village of Cold Spring	3
Grand Total	24,676

PUTNAM COUNTY RECORDS CENTER AND MICROGRAPHIC BUREAU

YEARLY STORAGE AND MICROGRAPHIC FEES 2024

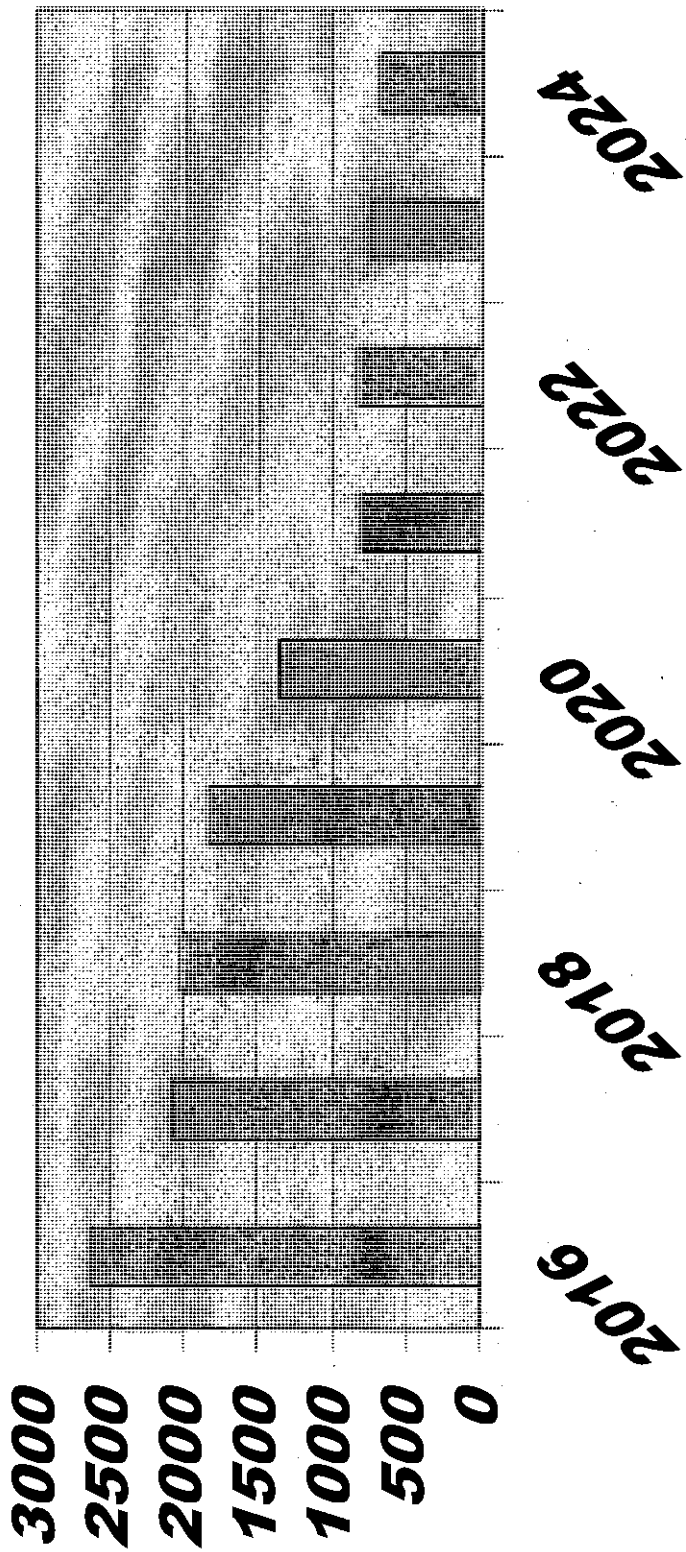
TOWN	TERM BEGINNING	NO. OF YEARS PARTNERING	NUMBER OF BOXES CURRENTLY STORED	COST PER MONTH	YEARLY INCOME (2024)
Carmel	12/31/06	18	62	1.25 per box	\$ 930.00
Kent	6/13/05	19.5	24	1.25 per box	\$ 360.00
Lewisboro	6/13/05	19.5	32	1.25 per box	\$ 480.00
Patterson	6/22/05	19.5	875	1.25 per box	\$ 13,132.50
Philipstown	10/18/19	5.2	117	1.25 per box	\$ 1,766.25
Putnam Valley	3/6/95	29	319	1.25 per box	\$ 4,657.50
Southeast	6/13/05	19.5	372	1.25 per box	\$ 5,583.75
Village of Brewster	1/27/06	19	183	1.25 per box	\$ 2,745.00
Village of Cold Spring	5/19/17	7.5	3	1.25 per box	\$ 45.00
Brewster Fire Department	2/5/20	5	7	1.25 per box	\$ 105.00

TOTAL # OF BOXES 1994 TOTAL ANNUAL INCOME: \$29,805.00

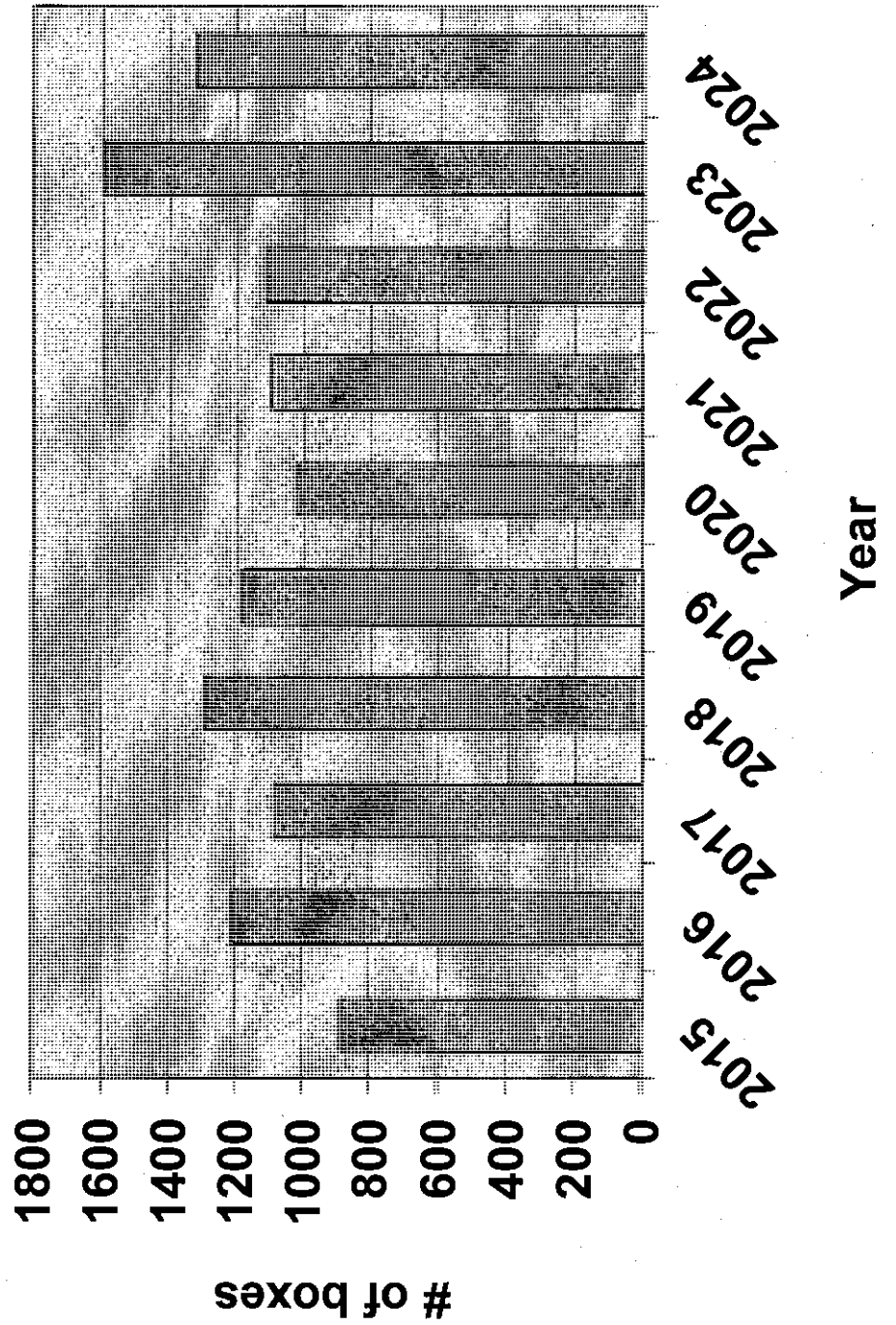
**PUTNAM COUNTY RECORDS CENTER AND MICROGRAPHIC BUREAU
ESTIMATED YEARLY STORAGE AND MICROGRAPHIC FEES- 2025**

TOWN	TERM BEGINNING	NO. OF YEARS PARTNERING	NUMBER OF BOXES STORED IN 2025	COST PER MONTH	YEARLY INCOME (2025)
Carmel	12/31/06	18	54	1.25 per box	\$ 810.00
Kent	6/13/05	19.5	24	1.25 per box	\$ 360.00
Lewisboro	6/13/05	19.5	32	1.25 per box	\$ 480.00
Patterson	6/22/05	19.5	857	1.25 per box	\$12,855.00
Philipstown	10/18/19	5.2	117	1.25 per box	\$ 1,755.00
Putnam Valley	3/6/95	29	303	1.25 per box	\$ 4,545.00
Southeast	6/13/05	19.5	371	1.25 per box	\$ 5,565.00
Village of Brewster	1/27/06	19	170	1.25 per box	\$ 2,550.00
Village of Cold Spring	5/19/17	7.5	3	1.25 per box	\$ 45.00
Brewster Fire Department	2/5/2020	5	4	1.25 per box	\$ 60.00
			TOTAL # OF BOXES	1935	TOTAL ANNUAL INCOME: \$29,025.00

Retrievals



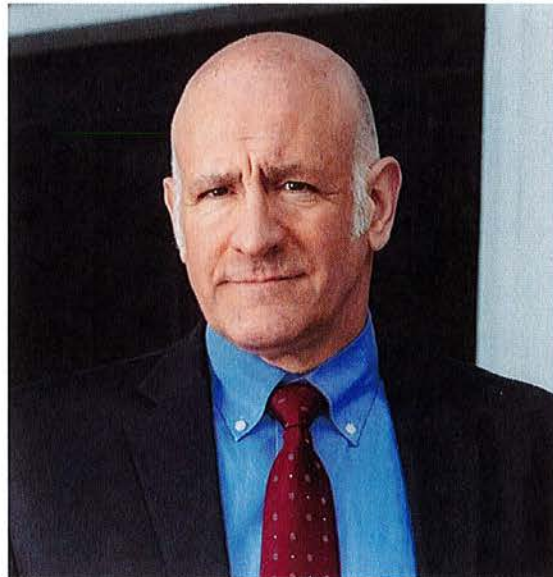
New Boxes



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***OFFICE OF THE
PUTNAM COUNTY DISTRICT ATTORNEY***

2024 Annual Report



ROBERT V. TENDY
District Attorney

PUTNAM COUNTY DISTRICT ATTORNEY

The Putnam County District Attorney is the Chief Law Enforcement Officer for the County of Putnam. The Putnam County District Attorney's Office has as its primary responsibility the investigation and prosecution of crimes committed in Putnam County. Working together with all law enforcement agencies in the jurisdiction, we are also obligated to protect the citizens of Putnam through diligent, ethical, and conscientious efforts to prevent crime.

Mission Statement

The Putnam County District Attorney and Assistant District Attorneys must be first and foremost ethical. From that follows an obligation to be indefatigable in seeking justice in every case investigated and prosecuted. We must protect the citizens, seek justice for crime victims, and be fair and impartial in assessing a case. We also have an obligation to work closely with the defense bar to ensure that our county criminal justice system works for all citizens.

The citizen's safety lies in the prosecutor who tempers zeal with human kindness, who seeks truth and not victims, who serves the law and not factional purposes, and who approaches his task with humility.

- Robert H. Jackson

MEET THE 2024 STAFF

Robert V. Tendy	-	District Attorney
Christina Rizzo	-	Chief of Staff
Chana Krauss	-	Chief Assistant District Attorney
Breanne Smith	-	First Assistant District Attorney
Nicole Camillone	-	Assistant District Attorney
Joseph Charbonneau	-	Assistant District Attorney
Mackenzie Ferguson	-	Assistant District Attorney
Melissa Lynch	-	Assistant District Attorney
MaryJane MacCrae	-	Assistant District Attorney
Jason Marquard	-	Assistant District Attorney
Luciana Savone	-	Assistant District Attorney
Ralph Cilento	-	Criminal Investigator
Jaemie Caban	-	Special Victims Investigator
Kristen Jones	-	Victim/Witness Assistant
Maria Amendoeira	-	Senior Legal Assistant
Jessica McMath	-	Principal Office Assistant (Legal)
Michele Galigan	-	Senior Office Assistant (Legal)
Carmela Surace	-	Senior Office Assistant (Legal)
Caroline Thomson	-	Senior Office Assistant (Legal)
Tracy Locascio	-	Asset Forfeiture Administrator
Jessica Cundari	-	Crime Analyst

OVERVIEW

The District Attorney is a constitutional officer and the chief law enforcement officer of Putnam County. The Office is responsible for the prosecution of matters in Putnam County Court where the more serious (felony) cases are processed, as well as in the Local Criminal Courts where traditionally misdemeanor level prosecution of Penal Law and Vehicle and Traffic Law cases are processed.

The Office of the District Attorney also renders legal assistance to Village and Town Police Departments, the Putnam County Sheriff's Office, the New York State Police, The Child Advocacy Center, and the Women's Resource Center. The office also works closely with numerous state, federal and other appropriate outside law enforcement related agencies.

Putnam County continues to be among the safest places in the nation to live. This has been the case for many decades of our county's history. This is the direct result of many agencies working together for the safety of county residents. In conjunction with the Putnam County Sheriff's office, the various local law enforcement agencies, the New York State Police, and other state and federal agencies, The Putnam County District Attorney's office works in a collaborative spirit of cooperation and mutual assistance. Working together, we will continue to be an integral part of what makes our county a safe and great place to live and raise a family.

However, The Office of the District Attorney is not solely a "prosecution" office. The District Attorney and his staff are acutely aware of the problems facing all communities, particularly Putnam County. With that in mind, we are involved with the community in working to prevent domestic violence; we work to obtain treatment and establish treatment procedures for those addicted to heroin, prescription pain medication, other drugs, and alcohol. Our office recognizes that incarceration is not always the answer to these problems. We also interact with many community organizations and agencies. (See Community Outreach page for more information.)

The District Attorney's Office is a member of the Putnam County Community, and our role is to protect our community via sound law enforcement and to give assistance to those in need.

HOW MANY CASES DID WE HANDLE?



In 2024, the office received & handled a total of 1,392 new cases and we closed 1,080.

Of those:

- 138 were prosecuted as narcotics possession or sale cases, 41 of which were felonies
- 182 were prosecuted as domestic violence cases, 35 of which were felonies
- 492 were DWI (felony or misdemeanor), 20 were for DWI under the age of 21
- 16 were felony burglary cases
- 127 Assault cases (29 felony assault)
- All other cases involved charges of larceny, property damage, fraud, white collar crime, and various other charges under the New York State Penal Law, Vehicle & Traffic Law, Etc.
- In addition, we handled 10 new felony violation of probation cases, 13 misdemeanor violation of probation cases, and 19 felony fugitive cases.
- There were several appellate issues that we responded to in 2024, all were successfully defended by the office.
- There are dozens of active investigations which may or may not lead to an arrest. Many of these investigations take several months or longer to culminate in an action.

In keeping with our goal of helping those in need of treatment for addictions, many cases were referred to the Putnam County Treatment Court or rehabilitation facilities.

Whenever it is appropriate, our office always looks to resolve a case through alternatives to incarceration. Yes, some criminals need to be put in prison—and some need to go there for a very long time. But many others can be rehabilitated without the need for a prison sentence. We do everything we can to identify those individuals, and then we work with their attorneys, families, and the law enforcement community at large to give these defendants the help they need.

WHAT IS A “CASE”?

A “case” is when an arrest is actually made. However, in addition, the office also collaborates with local, state, and federal law enforcement agencies involving those agency’s investigations of criminal activity from child and sex abuse investigations, narcotics and weapons trafficking, abuse of immigrants, internet fraud and theft, tax fraud, and other crimes. We also work on numerous appellate matters, FOIL requests, parole violations and parole release hearings.

INITIATIVES

Since taking office in 2016, District Attorney Robert V. Tendy has, with the help of his entire staff, instituted important reforms and initiatives.

Ethical Guidelines – The office created its first ethical guidelines protocols for Assistant District Attorneys.

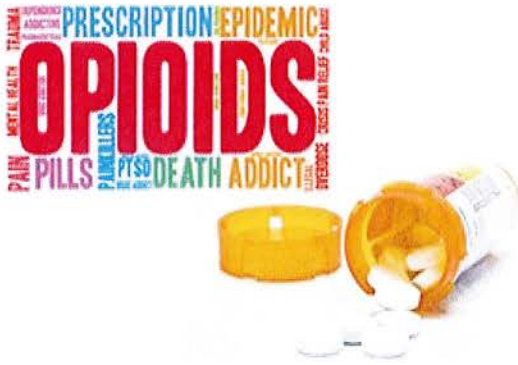
Conviction Integrity Review – The office created its first Conviction Integrity Review process to ensure that no person is held for a crime he or she did not commit.

Narcotics Bureau – The office now has two ADAs specifically dedicated to the investigation and prosecution of narcotics cases.

Major Financial Crimes Unit - The Major Financial Crimes Unit has two ADAs investigating and prosecuting cases which involve crimes of significant amounts of monetary theft, tax evasion, corporate/business theft, fraud, insurance fraud, social services fraud, and other serious financial crimes. Many of these crimes We have had a number of these prosecutions, and they have all been successful—the most recent being the prosecution of a criminal who stole over \$200,000 dollars from the corporation where he worked.

The Special Victims Unit - has two Assistant District Attorneys and one investigator dedicated to the prosecution of cases involving children, seniors, and sex abuse victims. Our ADAs and investigators have extensive training in these types of cases which often involve very sensitive information and particularly vulnerable citizens. Having personnel dedicated to these types of crimes will be a great help to these most vulnerable people in our county.

District Attorney Tendy also reminds the public that law enforcement’s best tool is often civilian tips. “We have received phone calls, letters—often anonymous—which have led to successful large-scale investigations and very serious allegations of abuse. Some have been quite significant, and I urge members of the public to contact my office if you are aware of anything that may be criminal activity.”



DISTRICT ATTORNEY’S NARCOTICS UNIT

2019 saw the creation of the first narcotics unit in the history of the Putnam County District Attorney’s office. Continuing into 2024, two full-time Assistant District Attorneys handle our narcotics cases and investigations. They have extensive experience in the field and work with many law enforcement agencies operating in our county. As a result, along with their collaboration with numerous law enforcement agencies, there have been many successful investigations, arrests, and prosecutions.

Our Narcotics Unit continued to interface with federal, state, and local law enforcement agencies to move forward with our excellent work in reducing narcotics possession, sale, and trafficking. Our dedicated narcotics unit greatly enhances our ability to focus on the most serious drug problems in our county and to be more involved in long-term investigations.

We are proud of the excellent results the narcotics bureau has achieved, and we know it will continue to be an effective narcotics trafficking interdiction tool.

Finally, the narcotics unit is not just about prosecutions. Interaction with and support for alternatives to incarceration and Drug Treatment Court are a major component in the fight against drug abuse and opioid addiction. Everyday our narcotics unit works toward rehabilitation goals for many defendants.



ETHICS: A prosecutor's ethics and professional conduct are paramount to his or her position. A prosecutor's first duty is to justice and the truth. - *from the Office of the Putnam County District Attorney Ethics Policy*

Ethical conduct is paramount in law enforcement. The Putnam County District Attorney's Office is committed to the highest ethical conduct.

Within a year of taking office, District Attorney Tandy announced that for the first time in the history of the Putnam County District Attorney's Office, a written Ethics Policy was created. It is a policy which all Assistants must be aware of and use to guide them in all investigations and prosecutions.

Our office continues to conduct every investigation and prosecution with the highest ethical considerations in mind. Every Assistant District Attorney must immediately bring to the attention of District Attorney Tandy any possible conflict of interest, potential ethical issue, and any evidence that may tend to exculpate a person charged with a crime.

Trust in our law enforcement agencies is essential for trust in government. If our citizens do not have unqualified trust in law enforcement, then they will not have trust in any aspect of government. The Putnam County District Attorney's office will be the leader in ethical behavior.



CONVICTION INTEGRITY REVIEW



It is an unfortunate fact that throughout our country people have been convicted of crimes they did not commit. District Attorneys' offices in our nation are recognizing this and are taking steps to make sure this does not happen going forward—and to make sure past unjust convictions are dismissed. It is the job of a District Attorney to seek justice.

The Putnam County District Attorney is committed to ensuring that no one will ever be wrongfully convicted; and anyone that might have been wrongfully convicted will have a chance at having the case reviewed by an independent panel of prosecutors, defense attorneys, and other law enforcement agents.

Anyone with information regarding a possible wrongful conviction should contact the District Attorney's Office.

WHAT ELSE DO WE ROUTINELY DO?

The District Attorney, Chief Assistant, and First Assistant are always on call. Along with the assistant district attorneys, we must be always available every day to field phone calls concerning search and seizure issues, crime evidence gathering, writing/co-writing, and approving search warrants for buildings, automobiles, computer equipment, cell phones, cell phone tower data, etc. We advise numerous law enforcement agencies on many legal matters involving an investigation or an arrest.

Assistant District Attorneys are on 24x7 call on a rotating monthly basis. During this time ADAs are required to be available for any matter that arises at any time. It is routine for an ADA to work nights, weekends, and holidays when on call.

When a case is scheduled for hearings and/or trial, it involves non-stop preparation for jury selection, evidence presentation, witness travel and housing, opening statements, direct and cross examination, closing statements and jury charge conferences. During these times, an ADA or the DA will routinely work late into the night, seven days a week, often for a month or more.

Assistant District Attorneys speak at every DWI Victim Impact Panel. It is a very important part of what we do.

The District Attorney and his staff are also actively involved in The District Attorneys Association of New York (DAASNY). Through this organization we help to identify legal issues that have state-wide ramifications; we work within various DAASNY committees which deal with legislative and best practices matters. District Attorney Tandy regularly meets with members of the state senate and assembly regarding important legislative matters and initiatives.

SUPPORT STAFF

Our support staff handles all incoming police paperwork and discovery. They upload all the information into our computerized system. This involves videos, audio calls, bodycam and dashcam footage; they prepare numerous orders for judges, correctional facilities and law enforcement agencies. They also prepare every file for court—and they do a lot more! Without them, the office could not function. They continue to make our office run smoothly each day. Thank you, Maria, Jessica, Michele, Carmela, Caroline, and Madison.



It is important for our staff to have the best training possible so that we constantly improve our skills and awareness of law enforcement tools, techniques, and initiatives.

The world of law enforcement is constantly changing and evolving, and our staff recognizes the need to receive the best training possible. Our community deserves an educated, informed, and well-trained District Attorney's staff.

With that in mind, District Attorney Tandy encourages his staff to take advantage of the numerous training opportunities available for Assistant District Attorneys, Investigators, and Victim/Witness Assistants.

-Training (cont'd.)

In 2024, members of the District Attorney's Office staff received training and education in the following areas:

- Animal Abuse/Cruelty Prosecutions
- DWI Prosecutions and new techniques
- Prosecuting Sexual Assault Cases
- Trauma Responsive Investigations and Prosecutions
- Trauma Awareness: Survival Interviewing Techniques
- Trial Advocacy
- Case Development and Ethical Guidelines
- Prosecuting Vehicular Crimes
- Ethics and Professionalism
- Avoiding Conflicts of Interest
- Developing Financial Crime Cases
- Human Trafficking Investigations and Prosecutions
- Child Forensic Interviewing
- Confrontation Clause Issues
- Bail "Reform" and Discovery "Reform"



COMMUNITY OUTREACH

The Putnam County District Attorney's office recognizes the need for participation in our community. Our office has been traditionally involved with our schools, our community organizations, and our neighborhoods.

In 2024, District Attorney Tendency, the Assistant District Attorneys, and staff participated in our community in various ways:



Schools, Communities, Town Government

District Attorney Tendy and the Assistant District Attorneys and Investigators speak at Middle and High Schools; participate in Youth Court ceremonies and events; we speak at every DWI Victim Impact Panel at Putnam Hospital; we meet with community residents, leaders, and senior citizen groups to discuss law enforcement issues of importance to them.

District Attorney Tendy speaks at numerous senior centers and senior organizations in the county regarding personal safety, online, mail, and phone money scams, and has personally offered to help any senior with any question or concerns about these issues.

Criminal Investigator Ralph Cilento, in addition to his criminal investigations and assisting with case preparation, routinely interacts with Putnam residents on a whole host of issues potentially involving their families, friends, problems they may be encountering, or questions about our justice system. If it involves a potentially criminal matter, Investigator Cilento is available to help in our community. He also gives training seminars to law enforcement regarding search and seizure and proper interrogation parameters/techniques. He is an adjunct professor of Criminal Science at John Jay College of Criminal Justice.

Special Victims Investigator Jaemie Caban attended classes at various school districts to discuss her role as special victims' investigator and her career in law enforcement. She is also fluent in reading, writing, and speaking Spanish. This is vital in her role involving Spanish speaking child abuse victim, sex crimes victims, and victims of domestic violence.

Spanish Speaking Community/Immigration Issues



District Attorney Tendy has continued to speak with leaders in the immigrant community and has explained his office policies regarding immigrant crime victims and immigrant criminals. If a person is a victim of a crime, our office does not investigate the immigration status of the victim. Our top priority is to arrest and convict the

criminal. If a person is convicted of a serious crime and is illegally in the United States, that person will be deported.

District Attorney Tandy has continued to speak with leaders in the immigrant community and has explained his office policies regarding immigrant crime victims and immigrant criminals.

For 2025, our office looks to expand its community outreach even more. It is important for all the county's residents to know that law enforcement agencies are there for them.

DWI Victim Impact Panel

.....
"IT ONLY TOOK A FEW HOURS,
BUT I WILL REMEMBER
THE MESSAGES **FOREVER.**"

Attendee Testimonial
.....

Beginning in 2018 and continuing forward all Assistant District Attorneys are scheduled to attend bi-monthly DWI Victim Impact Panel discussions where they meet with people who have been convicted of Driving While Intoxicated or under the influence of drugs.

They discuss legal and financial implications, attorney fees, asset/vehicle forfeiture, look back laws involving permanent license revocation, the use of automobile interlock devices, and other aspects of current and future involvement with the law as a result of a DWI conviction.

This fosters among our prosecutors an even greater awareness of the tragic consequences of drinking and driving.

ASSET FORFEITURE



The Asset Forfeiture program continues to be a powerful tool in crime fighting. The District Attorney's Office has used asset forfeiture to enhance law enforcement initiatives, provide training, and help keep our residents safe. The money forfeited as a result of criminal convictions is then used to fight crime.

Tracy Locascio is the office Asset Forfeiture Administrator.

In 2024 there were 116 new asset forfeiture cases opened, and 95 cases closed.

- Forfeiture Cases Opened (vehicles and/or currency): 116
- Total Forfeiture Cases Closed: 95
- 74 Cases Closed without seeking forfeiture for reasons such as innocent owner, hardship consideration, Interest of Justice, repossession by lien holder, or no consideration, (i.e.: reduction of charge/plea without Forfeiture/Abated by Death).
- 21 Cases Closed due to Stipulation of either relinquishment of vehicle or currency, settlement value, or by order of the court, alternatively.

Fees & Distributions:

- Total Forfeited Assets reported pursuant to CPLR Article 13A in 2024: \$46,445.90
- Total Assets distributed to Police Agencies pursuant to CPLR Article 13A: \$19,042.81
- Total Assets distributed to NYS (O.A.S.A.S.) pursuant to CPLR Article 13A: \$14,862.69
- Total Assets distributed to DA's Office pursuant to CPLR Article 13A: \$12,540.40

HELPING LAW ENFORCEMENT THROUGH ASSET FORFEITURE



The District Attorney's Office uses the forfeited proceeds of criminal activity to fund many law enforcement agencies and victim services groups.

Since 2016, the District Attorney's Office has given \$260,418.23 to Law enforcement agencies working in Putnam County. The money goes for computers, training, equipment, police vehicle equipment, facial recognition equipment, and more. This money is a direct savings for the taxpayer.

Since 2016, for the District Attorney's office we used \$147,552.37 from asset forfeiture for computers, trial display equipment, office furniture, conference room upgrades, and more.

The total savings to the taxpayer is \$407,970.60.

Through asset forfeiture, in 2024 our office was able to provide \$10,771 dollars for law enforcement computer equipment, computer software, and interview room equipment. As with every year, this will help with various investigative and safety protocols.

Asset forfeiture expenditures for 2024 for the Putnam County District Attorney's Office:

\$ 154.46 - Furniture

\$1,178.30 - Office supplies

\$ 742.56 - Books

GRANT FUNDING

In 2024, our office was able to secure grant funding for a total amount of \$569,135 dollars.

This money was received as the result of our office writing grant applications for the New York Department of Criminal Justice Services (DCJS) Grant (\$266,192), the New York State Aid to Prosecution (ATP) Grant (\$190,262), Child Advocacy Center (CAC) Grant (\$25,247), Stop DWI Grant (\$9,500) and State “Aid Grants” which go to salary offsets (\$77,934).

As a result of the greatly increased workload due to the discovery reform laws of 2020, our ADAs work many more hours per week—more hours than ever before. The workload has risen almost 30 percent. We use some of that money for personnel retention, on call stipends, merit pay increases, equipment, training, travel expenses and much more.

Although the work responsibilities have greatly increased, we are dedicated to making sure we keep up with our work obligations to the people of Putnam County. Where some District Attorney’s offices in the state have as high as a 28% case dismissal rate based on untimely discovery compliance, our office has had virtually zero case dismissals due to untimely discovery compliance. We pride ourselves on early case assessment and dealing fairly, honestly, and quickly with our defense bar.

We also share up to 33% of our DCJS grant with law enforcement agencies operating in the county.

CASES OF NOTE



Robert V. Tendy
Putnam County District Attorney

40 Gleneida Avenue
Carmel, New York 10512

Telephone: (845) 808-1050
Facsimile: (845) 808-1966

2024 PRESS RELEASE HEADLINERS

FOR IMMEDIATE RELEASE

FOR FURTHER INFORMATION
CONTACT: CHRISTINA RIZZO
(845) 808-1055



Putnam Drug Dealer Convicted

CARMEL, NEW YORK – January 17, 2024 – Putnam County District Attorney Robert V. Tendy announced today that a Kent man was found guilty by a Putnam Jury on January 12, 2024, of selling a dangerous combination of heroin and fentanyl on two occasions. The conviction came after a week and a half long jury trial in the Putnam County Court.

William E Mancusi III, 47, was convicted of two Counts each of Criminal Possession of a Controlled Substance and Criminal Sale of a Controlled Substance in the 3rd Degree, each a Class B felony, in connection with his possession and sale of a substance containing Heroin, Fentanyl and Xylazine.

The New York State Police Violent Gang and Narcotics Enforcement Team (VGNET) were able to conduct a series of undercover operations during which Mancusi provided a confidential informant with a heroin, fentanyl and xylazine cocktail. Mancusi was heard on audio recordings bragging that the combination was some of the “strongest” stuff that he has had “in over a year” and urged the confidential informant to “be careful” in using the drugs. A chemical analysis conducted by NYSP Forensic Scientist Jenna Snow demonstrated that the drugs sold were, in fact, a very potent combination of heroin, fentanyl and xylazine.

District Attorney Robert Tendy stated “this defendant knowingly pushed deadly drugs into our community. The drug cocktail he was selling had an additional deadly layer to it when you consider it had Xylazine, which is unresponsive to Narcan. This was extraordinarily dangerous stuff.”

In 2014, Mancusi was convicted by a Putnam County Jury of the felony Driving While Ability Impaired by Drugs and has a prior Vehicular Manslaughter conviction stemming from an incident in 2008 during which Mancusi, who was operating a motor vehicle while impaired by drugs, struck and killed a bicyclist in Dutchess County.

“Mr. Mancusi clearly didn’t learn his lessons from his two previous state prison sentences,” District Attorney Robert V. Tendy said. “We are grateful that we have removed a career criminal from our community and are grateful to the jury for their service.”

The case was prosecuted by First Assistant District Attorney Breanne Smith and Assistant District Attorney Joseph Charbonneau. Mancusi was sentenced to nine years in State Prison.



Anesthesiologist Pleads Guilty to Sex Abuse

CARMEL, NEW YORK – August 22, 2024 – Putnam County District Attorney Robert V. Tendy announced today that on August 21, 2024, Paul Giacopelli, a Southeast resident, pled guilty on Wednesday, August 21, to two violent felony offenses, Sexual Abuse in the First Degree and Assault in the Second Degree.

After a painstaking investigation by the Putnam County Sheriff’s office working with the victim and the District Attorney’s office, Giacopelli was arrested and ultimately confessed. At the time of his arrest, Giacopelli was the chief anesthesiologist at Putnam County Hospital. Evidence showed that Giacopelli used a chemical which rendered his victim unconscious. He then sexually abused her.

He will be sentenced to four years in state prison with post release supervision for up to ten years. He must register as a sex offender under the Sex Offender Registration Act.

The victim’s cooperation with the investigation and prosecution, and her bravery and willingness to testify resulted in the defendant’s guilty plea.

District Attorney Tendy said “I’m very proud of the work of the Sheriff’s Department and ADA Lynch; but I’m mostly proud of the victim’s courage in going through this process which led to the defendant’s arrest and conviction.”



Sexual Predator Pleads Guilty

CARMEL, NEW YORK – August 28, 2024 – Putnam County District Attorney Robert V. Tendy announced today the Conviction of 21-year-old Norwalk Connecticut resident Francisco Gomez for Attempted Rape in the Second Degree and Disseminating Indecent Material to a Minor in the First Degree as a Sexually Motivated Felony.

Gomez was enticing a 13-year-old Putnam child on social media to engage in sexual activity with him. After the child’s mother discovered the messages, a collaborative effort involving the Putnam County District Attorney’s Office, the Putnam County Sheriff’s Office, Homeland Security, and Rockland County District Attorney Investigators led to the apprehension of Gomez before he ever had the chance to meet and harm his victim.

On April 3rd, 2024, Gomez believed he was driving to Putnam County to engage in sexual intercourse with a 13-year-old child when instead he was surrounded by and captured by members of Law Enforcement.

He will be sentenced on November 11, 2024, to three years in state prison followed by five years post release supervision and will be a registered sex offender.

Special Victims Chief Prosecutor Chana Krauss prosecuted the case. She reminds parents to be vigilant in monitoring their children’s social media. “There are predators lurking online, grooming young children in an attempt to engage in sexual activity with them or to threaten them into sending sexually explicit videos. It’s better to have your son or daughter mad at you for being overprotective than risking the dangers sexual predators pose to your kids.”

District Attorney Tendy stated his office will continue to ensure that those who attempt to harm our children are swiftly brought to Justice.



Fentanyl Dealer to Serve Six Years in State Prison

Carmel, NY – September 12, 2024 - Putnam County District Attorney Robert Tandy announced today that 30-year-old Brandon Gatling, of Waterbury, Ct., will serve six years in state prison with a post-release supervision period of one and a half years after pleading guilty to one count of Criminal Sale of a Controlled Substance in the 3rd Degree, one count of Criminal Possession of a Controlled Substance in the 3rd Degree, and two counts of Criminal Possession of a Controlled Substance in the 7th Degree.

Gatling was arrested on June 14, 2023, after an investigation conducted by the Putnam County Sheriff’s Office Narcotics Enforcement Unit (NEU) into a fatal overdose revealed Gatling’s contact information in the victim’s cellular telephone. NEU investigators, acting in an undercover capacity, arranged for a purchase of fentanyl from Gatling to take place in Putnam County. Upon Gatling’s arrival, members of NEU took him into custody and recovered from his vehicle over 200 glassine envelopes containing a deadly heroin/fentanyl mixture, multiple cellular telephones, a small quantity of cocaine, and several rounds of ammunition.

“The Putnam County Sheriff’s Office Narcotics Enforcement Unit did an outstanding job in this investigation,” Tandy said. “As always, they were painstaking in their work, and it resulted in getting off our streets someone who had no compunction bringing and selling deadly drugs into Putnam County. ADA Breanne Smith, who worked with them and prosecuted the case, is also to be commended for her around-the-clock efforts in bringing this prosecution to fruition.”

Gatling pled guilty on September 3, 2024, and was subsequently sentenced to six years in state prison.

Florida Resident Pleads Guilty to Menacing and Weapons Possession

Carmel, NY – September 12, 2024 - Putnam County District Attorney Robert Tandy announced today that Stephen Borrero pled guilty to Attempted Criminal Possession of a Weapon in the 2nd Degree and was subsequently sentenced on June 5, 2024 to 2 years' incarceration and 2 years' post-release supervision.

Defendant was a truck driver attempting a delivery at Ace Endico when he was informed by an Ace Endico employee that he would have to wait till the proper time to start unloading his truck.

The defendant started a verbal dispute with the employee during which time he lifted his shirt to reveal a firearm in his waistband. The defendant then hid the firearm underneath the cab of the truck which was ultimately recovered by law enforcement. The defendant pled guilty to Attempted Criminal Possession of a Weapon in the 2nd Degree and was subsequently sentenced on June 5, 2024 to 2 years' incarceration and 2 years' post-release supervision.

Queens Man Sentenced To 5 Years For Robbery Second Degree

Carmel, NY – March 26, 2024 - Putnam County District Attorney Robert Tandy announced today that Jose Nieves pled guilty to Robbery in the 2nd degree, Grand Larceny in the 3rd Degree and Criminal Possession of Stolen Property in the 4th degree.

The defendant went into a gas station located in the Town of Southeast, displayed a weapon, and stole money from the cash register. He will serve five years in state prison followed by 5 years post release supervision.

Bronx Men Convicted For Garrison Burglary

Carmel, NY - November 27, 2024 - Putnam County District Attorney Robert Tandy announced today that Michael Cruz and Berto Dominguez (23PH124 and 23PH125) pled guilty to Burglary in the 3rd Degree in County Court on 11/27/2024.

Both Defendants were arrested for the burglary of a business in Garrison. Through use of sophisticated electronic surveillance and GPS tracking systems, Putnam County Sheriff's investigators were able to locate and apprehend Cruz and Dominguez. It was the first arrest for both. They pled guilty to Felony Burglary and will receive five years' probation.

THREE ARRESTED FOR DSS WELFARE FRAUD

Carmel, NY - June 27, 2024 - After lengthy investigations by the Department of Social Services, the Putnam County Sheriff's Office, and The Putnam County District Attorney, three women were arrested and prosecuted for Department of Social Services Welfare Fraud. Ruby Guillen illegally received \$12,329 dollars in welfare payments; Monica Makelainen illegally received \$13,823 dollars in welfare payments; Kimberly Nieves took \$31,141 dollars. They each falsely filed for DSS assistance. It was the first arrest for each. All of them pled guilty to larceny and have agreed to pay back the money. They will also be on probation for three years, and they have signed an agreement not to seek any public assistance for seven years.

COOPERATION WITH LAW ENFORCEMENT AGENCIES



It is imperative that law enforcement agencies cooperate fully with one another and respect each other's skills and areas of expertise. For law enforcement to be successful, there must be a spirit of cooperation among all those involved.

District Attorney Tandy and his staff are doing everything they can to let all law enforcement agencies know that they are appreciated, respected, and are an integral part of the work of the District Attorney's office.

For our office to successfully prosecute cases, it is essential that we work together with all those in law enforcement. Putting the safety of Putnam's residents first requires nothing less. In 2023 our office worked closely with every county, state, and federal law enforcement agency working within Putnam. It is a collaboration we are proud of.

EXPENDITURES, BUDGETING, SAVINGS

Since 2016—when DA Tendy took office, the office has come in under budget every year. In addition, we have given over \$400,000 dollars for law enforcement initiatives—money that would have otherwise come from the county taxpayer.

Through the office’s grant writing, the Putnam County District Attorney’s Office has secured over \$750,000 in funding. Through our efforts, and working with county and local law enforcement agencies, this grant money has been obtained for law enforcement initiatives throughout the county.

The office uses its budget for, of course, employee compensation. But so much more than that is involved. Training, equipment, investigative expenses, witness fees and travel expenses, expert witness fees, extradition costs, court reporter fees, technological upgrades, and many more expenditures are annually necessary to keep the office operating as a modern district attorney’s office.

Our office understands the need to responsibly use taxpayer funds, and we take this responsibility very seriously.

MOVING FORWARD

The Putnam County District Attorney’s Office is always looking to improve. We constantly strive to update our knowledge of ethical considerations, investigative techniques, and trial and appellate advocacy—and we will continue to do so.

All the attorneys, including the District Attorney, handle a caseload and continue to learn new and innovative ideas in law enforcement.

We place a high priority on working cordially and professionally with other law enforcement agencies and consider our office to be part of the total “family of law enforcement.” We have the highest regard for our Sheriff’s deputies, local police officers, and the New York State Police.

Our office also works very hard to create an atmosphere of trust and mutual respect for members of the defense bar. We recognize that they, too, are part of our law enforcement community, and they perform a vital role in the protection of our rights as citizens and in ensuring that our criminal justice system remains fair, humane, and just.

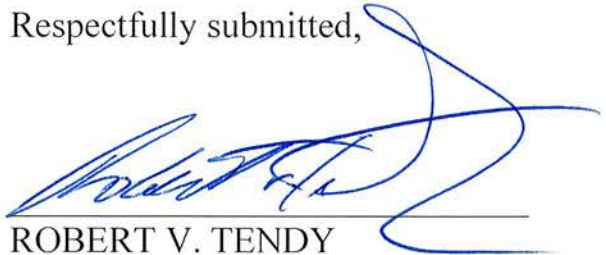
CONCLUSION

The Office of the Putnam County District Attorney holds itself to the highest legal and ethical standards. From our support staff to our Assistant District Attorneys, to District Attorney Tendy, all are committed to the safety of Putnam County residents.

We expect 2025 to be another very successful year for our office and for all law enforcement in Putnam County.

Dated: Carmel, NY
February 21, 2025

Respectfully submitted,



ROBERT V. TENDY
Putnam County District Attorney

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Putnam County Sheriff's Office

Sheriff Kevin J. McConville



2024 Annual Report

Putnam County Sheriff's Office

Kevin J. McConville, Sheriff
3 County Center, Carmel NY 10512
(845) 808-4300
Sheriff@putnamcountyny.gov

I. Description of Department

The Putnam County Sheriff's Office (PCSO) is a full-service law enforcement agency providing services to all residents within the six towns and three villages that comprise Putnam County, NY. The Sheriff's Office is comprised of five divisions led by a Commanding Officer, each tasked with separate functions that work collectively to further the mission of the Putnam County Sheriff's Office.

Civil Division

Commanding Officer: Captain Michael Grossi

- The Civil Division of the Putnam County Sheriff's Office performs the constitutionally mandated and statutorily authorized civil enforcement functions of the Sheriff. The Civil Division, under the Sheriff's ultimate direction, enforces a myriad of provisions of the New York State Civil Practice Law and Rules and constitutes the exclusive enforcement arm within the County for local, county, state, and federal courts. The Civil Division members carry out a wide spectrum of judicial mandates, judgments, and orders. Legal process is received and served on behalf of courts, members of the bar, and private citizens.
- *Records Unit:* The Unit is responsible for maintaining the records system of the Sheriff's Office including the filing system of paper folders and archiving when appropriate. Also responds to requests for records through the FOIL system, background checks and volunteer firemen candidates.

Corrections Division

Commanding Officer: Captain James Greenough

- The Putnam County Sheriff's Office Corrections Division is a 24-hour, 365-day operation which provides supervision of incarcerated individuals in a professional, secure, and safe manner. The Corrections Division ensures the

incarcerated population receives “Constitutional Care” while remaining fiscally responsible to the taxpayer of Putnam County.

Criminal Investigation Division

Commanding Officer: Captain John Alfano

- *Bureau of Criminal Investigation (BCI)*: This Unit is responsible for conducting investigations into a wide range of criminal activities, such as homicides, sexual offenses, financial crimes, and more. Investigators within the BCI focus on gathering evidence, interviewing witnesses/victims, and building cases for prosecution.
- *Crime Scene Unit (CSU)*: The CSU is tasked with processing and analyzing crime scenes. This includes collecting physical evidence, documenting the scene through photographs and sketches, and ensuring the proper preservation of evidence for forensic analysis.
- *Narcotics Enforcement Unit (NEU)*: The NEU is dedicated to addressing narcotics-related offenses. This Unit investigates and combats illegal drug activities, including trafficking, distribution, and possession. The NEU works to disrupt drug networks and enforce drug laws.

Operations, Standards, and Intelligence

Commanding Officer: Captain Michael Knox

- The Operations, Standards, and Intelligence (OSI) Division of the Putnam County Sheriff’s Office is responsible for overseeing radio communications, law enforcement technology programs, intelligence gathering and dissemination, in addition to policy development & compliance. OSI has been tasked with ensuring compliance with New York State mandates, specifically the NYS Governor’s Order on Threat Assessments, while also partnering with the Putnam County Division of Mental Health to develop and oversee a full-time Co-Response Crisis Intervention Team. OSI Division staff compile the statistical data necessary for information sharing and crime-trend mapping to assist in criminal investigations and intelligence-led policing.

Uniformed Division

Commanding Officer: Captain James Schepperly

- The Uniform Division incorporates the Patrol Bureau, Youth Aid and Community Service Bureau. Command Staff features a Captain assisted by a First Sergeant charged with overseeing and administering both bureaus. They are supported by 7 first line supervisory sergeants; 5 are assigned to patrol and while 2 additional sergeants are unable to function due to On-Duty injuries pending resolution of retirement applications, and 2 sergeants are assigned to the Youth Bureau.
- The Division currently consists of 46 Uniformed Deputies: 35 who are assigned to patrol, 10 are assigned as School Resource Officers (SRO's) to 5 Public Central School Districts in Putnam County, and 1 Deputy assigned to address Community Services and County Security concerns. Additionally, this Division relies on a number of Special Police Officers (SPO's) to perform various assignments and services across the County; including 34 SPO's who are assigned to the Youth Bureau that provide supplemental public safety and security services on the school systems, primarily elementary and intermediate schools, while an additional 9 provide security at county sites including the Department of Motor Vehicles and the County Building. These SPO's are all retired law enforcement or peace officers who bring experience to effectively support currently serving Deputy Sheriff's; all are subject to NYS imposed earning restrictions which requires the Sheriff's Office to have a large number of staff to be able to cover the necessary duties throughout each year.

II. Services Provided

Civil Division

- The Civil Division Captain performs the duties of designated Records Access Officer for the Sheriff's Office, Public Information Officer, and Office liaison to the County Attorney and District Attorney. The captain also ensures the legality of civil processes and compliance with applicable laws.
- Civil Deputies are responsible for the service of process and enforcement of court orders and mandates as required. The Deputies also assist and augment the Patrol Division in its operations as necessary, responding to emergencies, making arrests, enforcing the criminal laws, and providing service and protection

to the public. In 2024 reviewing Bus Patrol system videos and deciding on violations was added to the responsibilities of the Civil Deputies. The Civil Division has viewed 3,933 such videos in 2024.

Corrections

- Incarcerated individuals are provided with various programs that are required by NYSCOC regulations, such as religious services, educational and vocational training, alcohol and substance abuse treatment, family development and many others. The facility operates direct supervision units whose program goals are to help the residents occupy their time, result in self-improvement, reduce recidivism, and become productive members within their community. Notable programs offered in-person at the facility or available through the tablet program are as follows:
 - New implementation of free education services and self-help programming launched through the tablet program.
 - Medication Assistance Treatment Program- 27 individuals participated, an increase of 200%
- Food Service: The Division is not only mandated to supply nutritionally approved meals to prisoners but also must accommodate religious and medically prescribed prisoners. The full-time cooks manage the kitchen operations by ordering food and supplies, preparing menus and meals, and ensuring the food services and areas are kept in conditions as required by the Health Department. The food service area is inspected annually by the Health Department and consistently receives numerous accolades. The food services operation served a reported 51,487 meals in 2024.
- Community Work Program: The Correctional Facility has an inmate community work program for those whose classification status allows clearance of off-site work details. A Correction Officer is assigned full-time to coordinate and perform various work projects for County facilities, municipalities, non-profit organizations, and religious institutions. This program saves Putnam County organizations costs by completing many of their projects.

Criminal Investigation Division

Bureau of Criminal Investigation

- The Bureau of Investigation is charged with the investigation of a wide range of matters, including but not limited to:
 - All reported sex crimes.
 - All domestic violence follow-up investigations resulting from Domestic Incident Reports.
 - All matters referred to by Child Protective Services.
 - All matters referred to by Adult Protective Services.
 - All missing persons investigations.
 - All background employment investigations pertaining to the Putnam County Sheriff's Office.
 - All investigations related to the issuance of bad checks due to closed accounts or insufficient funds. These investigations are crucial for maintaining the integrity of financial transactions and holding individuals accountable for fraudulent activities.
 - All injuries caused by a discharged firearm, certain injuries caused by a knife or sharp pointed instrument, as well as certain 2nd or 3rd degree burns.
 - All deaths occurring without a physician present, suspicious or not.
 - All Homicides and Suicides
 - Any departmental matters relating to provisions of the New York State Social Service Law.
 - All departmental matters involving parole, conditional release, probation, or conditional discharge.
 - All fatal or serious personal injury auto accidents except where the accident consists of only one car or occupant.
 - All Felonies within the State of NY except for the DWI Section of the NYS Vehicle and Traffic Law.
 - All aircraft and train investigations.
 - All child pornography investigations.
 - All investigations involving the abuse of children are fielded by the School Resource Officers.
 - All investigations that are requested by the Women's Resource Center.
 - All investigations regarding felony property crimes.
 - All aggravated harassment complaints.
 - All forensic interviews of children.

- All cases or complaints involving or from the inmates of the Correctional Facility. However, if narcotics are involved in the case, it will be transferred to and handled by the Narcotics Enforcement Unit, a specialized Unit focused on addressing drug-related offenses. This division of responsibilities ensures that cases are directed to the appropriate specialized Unit based on the nature of the allegations, optimizing the expertise of each Unit for effective investigation and resolution.
 - All overflow lobby complaints that the Road Patrol is unable to field due to unavailability.
 - Cold Cases: Re-examining unresolved cases to seek new leads or evidence.
 - Cybercrimes: Investigating crimes committed over the internet, such as identity theft, hacking, or online fraud.
 - White-Collar Crimes: Addressing financial crimes, embezzlement, and other non-violent offenses.
 - Fraud: Investigating cases involving financial deception or manipulation.
- The Bureau of Criminal Investigation is also responsible for investigating, entering, and executing the following types of Arrest/Bench Warrants:
 - All felony arrest warrants.
 - All family court warrants of arrest.
 - All probation warrants of arrest.
 - All arrest and bench warrants involving extradition from other jurisdictions.
 - All arrest and bench warrants lodged against a subject incarcerated in the Putnam County Correctional Facility.
 - All misdemeanor arrests and bench warrants as requested by a member of the BCI.
 - Sex Offender Warrants
- Employment Background Investigations
 - In the year 2024, Members of the BCI conducted a total of 43 background investigations. This signifies a focused and thorough approach in vetting potential candidates, ensuring that individuals joining the Sheriff's Office meet the high standards required for employment.
 - Background investigations at the Sheriff's Office are comprehensive, detailed, and extended in duration. They are systematically conducted for all potential new hires and applicants seeking employment, covering Deputy Sheriff, Correction Officer, Special Police Officer (SPO) applicants, as well as all civilian staff. This thorough vetting process ensures a meticulous examination of candidates' backgrounds, contributing to the selection of individuals with

the highest standards of integrity and suitability for positions within the Sheriff's Office.

- Domestic Incidents
 - In 2024, Road Patrol addressed 404 Domestic Incidents Reports (DIR), marking an increase from the 350 handled in 2023. These reports are subsequently forwarded to the Bureau of Criminal Investigation for follow-up. Each DIR forwarded to the BCI is assigned to Investigators to ensure comprehensive examination and confirm that no additional assistance is required from our office or other agencies. Our office maintains close collaboration with the Child Advocacy Center, Child Protective Services, the Women's Resource Center, and other entities to guarantee the provision of all available services.

- Child Advocacy Center
 - Every investigator in the Bureau of Criminal Investigation undergoes training to achieve certification as a Forensic Interviewer. This training equips them with the necessary skills and communication techniques crucial for addressing the specific needs of children. Making and maintaining this certification remains a top priority for the BCI Unit, emphasizing their commitment to ensuring the well-being and effective communication with children in their care.
 - The partnership and coordination with the Child Advocacy Center (CAC) remained consistently productive throughout 2024, with the PCSO handling a total of 45 cases. It's important to note that the number of children interviewed during each case is higher than reflected, as multiple children are occasionally interviewed for a single case. BCI Investigators actively participate as members of the CAC Multi-Disciplinary Team, alongside representatives from the Putnam County District Attorney's Office, Putnam County Child Protective Services, and the Putnam County Probation Department. This collaborative approach ensures that Putnam families receive the comprehensive services and support they need and deserve.

- Putnam County Sheriff's Office Special Victim's Unit
 - In 2022, the Special Victim's Unit was established, thanks to a grant secured by Ann Ellsworth, the Executive Director of The Putnam/Northern Westchester Women's Resource Center. Ann Ellsworth and Sheriff Kevin McConville collaborated on this joint initiative to provide a comfortable and supportive location for investigating sexual, domestic, and other sensitive

crimes. The Unit effectively handles investigations involving victims aged 18 and older, prioritizing a supportive and comfortable environment for the victims. The Special Victim's Unit has handled complaints including rape, predatory sexual assault, assault, strangulation, violations of orders of protection, and other crimes.

- This shared service is available to all law enforcement agencies within the county, facilitating sensitive and trauma-informed investigations. In 2024, the Special Victim's Unit saw a total of 8 victim complaints, marking a decrease from the 28 victims documented in 2023. This decrease can be attributed to changes in reporting and victim behaviors, increased awareness and prevention, better victim support services and most importantly, the prioritization of sex crimes, leading to strong investigation and prosecution techniques.
- Comprehensive School Threat Assessment Guidelines Investigations
 - Comprehensive School Threat Assessment Guidelines (CSTAG) is an evidence-based model used for conducting threat assessments of students. It is a critical component to violence prevention and school safety. In 2023, Investigators of the BCI underwent additional training through a comprehensive program facilitated by Frank Guglieri, Regional Coordinator at Putnam/Northern Westchester BOCES. This training provided significant added value to the tools already at their disposal.
 - These investigations are typically initiated by school staff with the backing of the designated School Resource Officer (SRO). Once contacted, the Bureau of Criminal Investigations initiates a comprehensive investigation. Managing these investigations necessitates the full deployment of the available resources of the BCI to accurately assess the risk of violence and ensure the safety of the students. While the growing number of these investigations demands substantial resources, the imperative to provide otherwise is not an option. Our Office collaborates closely with school staff, the Putnam County Office of Mental Health, and various other agencies to ensure a coordinated effort for a successful outcome.
- Threat Assessment and Management Team (TAM)
 - The TAM Team serves the crucial purpose of identifying, evaluating, and effectively managing potential threats to individuals or organizations. The investigation of these threats is led by the Bureau of Criminal Investigation. The TAM Team consists of members of the Bureau of Criminal Investigation, the Putnam County District Attorney's Office, Putnam County Office of Mental Health, Putnam County Probation, Putnam County Bureau of Emergency

Services, and Putnam/Northern Westchester BOCES. Since the implementation of the team in late 2023, the TAM Team has received 4 assessments. In the year 2024, that number rose to a total of 44 investigated cases. This increase was expected due to an increased awareness of the TAM Team's existence, enhanced reporting mechanisms, and a greater understanding of the importance of proactive threat assessment in the community <https://pctam.net/>. These numbers do not count towards the yearly case total, they are a case assigned activity.

- The primary goals of a Threat Assessment and Management Team include:
 - **Preventing Violence:** The main objective of a TAM Team is to proactively assess and address potential threats to prevent violent incidents. By identifying and managing threats early, the team aims to mitigate the risk of harm to individuals and communities.
 - **Identifying Threats:** TAM Team conducts comprehensive assessments to identify and analyze potential threats. This involves evaluating various factors, such as behavioral indicators, concerning communications, and other relevant information, to determine the level of risk posed by an individual.
 - **Assessing Risk:** The team assesses the level of risk associated with a potential threat. This involves evaluating the likelihood of harm and the severity of potential consequences. The goal is to determine the appropriate level of intervention and support.
 - **Developing Management Strategies:** Once a threat is identified and assessed, the TAM develops tailored management strategies. These strategies may include interventions, monitoring, counseling, and other measures to mitigate the risk and address the underlying issues contributing to the threat.
 - **Coordinating Resources:** The TAM Team involves collaboration among various agencies and professionals, including law enforcement, mental health professionals, school officials, and other relevant stakeholders. Coordinating resources and expertise enhances the effectiveness of threat assessment and management efforts.
 - **Ensuring a Multidisciplinary Approach:** Threat assessment is a multidisciplinary process that benefits from input and expertise from different fields. The TAM Team includes professionals with backgrounds in law enforcement, mental health, education, and other relevant disciplines to ensure a comprehensive assessment.
 - **Protecting the Community:** By actively managing potential threats, the TAM Team contributes to the overall safety and security of the community. Their

efforts are designed to prevent incidents of violence and protect individuals from harm.

Crime Scene Unit

- The Putnam County Sheriff's Office Crime Scene Unit (CSU) consists of five sworn members of the Putnam County Sheriff's Office, including one Senior Investigator and four Criminal Investigators specially trained in the identification and processing of crime scenes. Within the Crime Scene Unit there are four divisions, they include Property and Evidence, Digital Evidence Examinations, Internet Crimes against Children, and Pistol Permits.
- Members of CSU are always available to provide crime scene investigation services within the geographical boundaries of Putnam County. Services are offered to all requesting agencies in accordance with their needs:
 - Full Service- The complete handling and processing of primary and secondary crime scenes. Services include crime scene documentation with still photography, videography and diagramming, latent fingerprint examination and comparison, recognition, documentation, collection, packaging, handling, preservation, transfer, and submission of evidence according to the rules of evidence. The Unit members will also provide expert testimony in court.
 - Partial Service- The PCSO Crime Scene Investigator can provide whatever services are necessary to meet the needs of the requesting agency by working with the Crime Scene Investigator of that agency.
 - Consultant Services- The PCSO Crime Scene Investigator can serve as a consultant to any member of the Putnam County Sheriff's Office, or to the Crime Scene Investigators of a requesting agency either on the scene or by telephone. They will advise on all matters relating to the processing of the crime scene and the subsequent submission of evidence to the laboratory.
 - In connection with the services listed above, the PCSO Crime Scene Investigator can arrange for other specialists (i.e., blood spatter experts, ballistics examiners, forensic canines, etc.) to respond to the scene if needed.

Narcotics Enforcement Unit

- Throughout 2024, the Narcotic Enforcement Unit (NEU) conducted multiple comprehensive long and short-term drug investigations, yielding substantial seizures of illegal narcotics, firearms, and currency. The NEU capitalized on robust partnerships with federal, state, and local law enforcement agencies, synergizing efforts to combat crime effectively. Leveraging their technical capabilities, as well as adept electronic and physical surveillance techniques, the

Unit played a pivotal role in multifaceted investigations spanning burglaries, robberies, pursuit of wanted individuals, cases involving sex crimes, and even homicides. The NEU's dedication to leveraging these advanced tools and fostering strong relationships remains integral to its success in combating various criminal activities.

- The Narcotic Enforcement Unit (NEU) operates with unwavering urgency when it comes to responding to overdoses, swiftly initiating investigations to promptly address these critical incidents. Recognizing the gravity of such situations, the Unit promptly launches inquiries to determine the origin, distribution, and potential criminal elements surrounding these overdoses. By immediately springing into action, the NEU not only seeks justice but also aims to prevent further harm by identifying and intervening in the illicit drug supply chain.
- The Narcotics Enforcement Unit continued its productive partnership with the Drug Enforcement Agency, with two of its members serving as Task Force Officer. This collaboration provided crucial support and resources, enhancing the Unit's operational capabilities throughout the year.

Operations, Standards, and Intelligence Division

- As the designated program managing division, OSI manages programs related to crisis response. This includes a partnership with the Department of Mental Health and coordinating a crisis response team composed of a Deputy Sheriff and a Mental Health Clinician. In addition, implemented a strategy to train all members of the department in a weeklong Crisis Intervention training, successfully training 92% of all sworn PCSO members.
- The Operations Division also manages technological solutions within the department, assisting in the upgrading of the countywide radio system, implementing new computers and programs all aimed at creating a safer county for officers and the community.

Uniformed Division

- **Specialized Services:** Patrol and Youth Bureaus both provide specialized units and details specifically to enhance our comprehensive overall public safety services across the County.

Patrol Bureau

- **Sheriff's Response Team (SRT):** The Law Department's December 2023 directive to cease operations as part of the Multi-Agency ERT (Emergency Response Team) over lack of legal standing that exposed the County to liabilities, required that the PCSO form its own team, entitled PCSO-SRT in January 2024. Operational policies, team structure as well as command and control measures were quickly established. The initial 19-member team, negotiators and tactical operators, now stands at 26 members; thus, ensuring the SRT is ready and able to respond effectively as well as sustain necessary operation over extended periods of time. The SRT is equipped with the necessary specialized equipment as well as "countermeasure" type surveillance and response materials to respond immediately and effectively across the County.
 - NYSDCJS (Criminal Justice Services) certified the SRT as an accredited SWAT Team on December 5, 2024: this accreditation enables the team to access NYS Counter Terrorism Programs to support our response to various celebrations and community events to provide enhanced public safety and tactical response capacity. Given 2025's New Years Day ISIS inspired terrorist attack in New Orleans, the cyber-truck explosion at the Las Vegas Hotel, and two recent assignation attempts on President-Elect Trump, the PCSO intends to deploy the SRT to provide enhanced public safety at events across Putnam County's communities in 2025.
- **Bicycle Patrol & ATV Patrol:** Both are primarily used to patrol County Bike Path and Trailway, as well as managing traffic and crowds at community events, parades, concerts, marathons, road races. Additionally, they will be used to facilitate searches when there are cases of lost, stranded, vulnerable and missing individuals. Continual efforts will remain underway to prevent and eliminate the establishment of "homemade" shelters and "camps" that regularly get developed along the trailways, especially including areas by roadway overpasses and bridges that are routinely used as shelter areas.
- **Marine Unit:** Primary responsibility of this unit is to patrol Lake Oscawana in Putnam Valley, to ensure safe boating and ensure required safety equipment is on-board all boats. The unit conducts navigational law enforcement activities, from enforcing no wake zones and adhering to posted speed restrictions, to checking boat registrations and performing inspections to ensure required safety equipment is aboard and readily available.
- **Canine Unit:** A 5th canine was added to this unit in 2024, the PCSO features one (1) Bloodhound, one (1) explosive detection dog, two (2) drug sniffing and narcotic

detection dogs, and one (1) electronics detection dog. These canines are used to scan mail and packages, conduct directed searches as well as sweep buildings and various structures or areas. The bloodhound is particularly effective in his responses to lost and missing people, as well as track fleeing offenders.

- **CVEU – Commercial Vehicle Enforcement Unit.** Two members were trained in 2024 in the specialized use of the weights and measurement equipment to capably enforce the highway vehicle weight and height restrictions. Specific targeted locations of commercial enforcement were conducted during 2024. NYSDOT has agreed to work with these members in the spring of 2025 to schedule specific enforcement efforts to ensure our member proficiencies with the intricacies involved with of commercial weights and measures. This unit is projected to function more often in 2025 focusing on known areas of complaints and issues.
- **NYS Traffic Safety Grant Program:** Specialized NYS supplemental funding focused on specific areas of directed highway safety enforcement occurs. Deputies are funded specifically to enforce compliance with seat belts and child safety seats, target aggressive drivers that focus on specific dangerous type violations, and to follow school buses to stop and prevent vehicles from passing stopped buses.
- A final, but important aspect of patrol operations is the support and assistance provided to Putnam County communities as they sponsor special events and functions, from little league parades and events to community days and holiday celebrations. Deputies provide traffic management services and security functions for such events, but also regularly feature demonstrations, exhibits, and make presentations. Examples include Canine tracking capabilities and demonstrations of their ability to locate items of evidence or contraband, Project Child Safe fingerprinting and photograph identification materials, and other suitable presentation materials.

Youth Aid Bureau

- The most prominent aspect of the Youth Bureau is the School Resource Officer Program, featuring 10 SRO Deputies and 15 SPO's (Special Police Officers) who serve and work in the County's 5 Public School Districts: Brewster, Carmel, Haldane, Mahopac and Putnam Valley. PCSO members are present when "schools" are in session, including working special events from athletics to student presentations and concerns, to BOE sessions. These officers work diligently with administrators, teachers and staff to enhance their security and

safety in the schools. SRO's also conduct class presentations, moderate certain instructional modules, such as "Mock Trial training and competitions."

- SROs operate as integral staff at and for school, participants who work intimately with District and school to serve the best interests of the school environment to ensure safe learning environments. This includes being triage team members who help address student behaviors to assess potential threats and behaviors of substantial concern versus transient comments and crude momentarily angry outbursts. Additional Community Resources and Activities Provided:
 - Uniform Deputies provided support services at multiple events, exhibits and presentations throughout the year; from assisting the County and its Towns and Villages, to the many community organizations at concerts, parades, community celebrations, craft fairs, festivals, and celebratory fireworks displays.
 - Child Passenger Safety Program: served 18 car seat events across the county, primarily at volunteer fire departments; checked 203 car seats and distributed 44 seats to families in need.
 - Operation Safe Child: Conducted 14 events across the county and created 425 safe child identification cards.
 - Project Lifesaver: Currently we serve 23 clients, and provided presentations at the Office of Senior Resources, Community Resource Group, and at the Senior Resource Fair hosted by NYS Assemblyman Matt Slater.
 - CRASE (Civilian Response to Active Shooter Events) training presentations conducted at Putnam Valley Library, Cover Care, Lakeview Community Church, Guiding Eyes Patterson and St Christopher's Inn.
 - Supports the Putnam County Youth Bureau: a YB Deputy serves on the county board, and two Deputies assisted/participated at the two Youth Court Programs, and provided distracted driver training programs, and Simulated Impaired Driving Experience (SIDNE) using for all 5 public high schools students.
 - Deputies escorted and accompanied 9 Putnam County children selected to attend the 2024 NYS Sheriff's Summer Camp.

- Provided staff training at Camp’s Kiwi and Combe on topics that included mandated reported laws, water safety, response to emergency weather and attack situations.
- Conducted numerous presentations regarding “Scams and Fraud” across the county, as well presentations of, “If you See Something – Say Something,”
- Support the PCSO Cadet Program, as the cadets supported numerous community events, from conducting traffic and assisting parking duties, to marching in parades, to attending weekly meetings. The cadets, accompanied by Youth Bureau Deputies, attended the NERLEEA Cadet Camp in Massachusetts this past summer, where they distinguished themselves in the numerous competitions bring home multiple awards, honors, and recognition.

III. Mission Statement

- To safeguard the lives and property of the people we serve while maintaining the highest standards of professionalism and integrity.

IV. Population Served

- The Putnam County Sheriff’s Office serves the 100,000 residents of Putnam County, NY in addition to temporary and transient visitors to retail, commercial, and transportation services.

V. Significant Events & Accomplishments in 2024

Civil Division

- In 2024, the Civil Division received and processed a total of 790 pieces of civil process, which included 57 evictions. Process included summonses, subpoenas, Family Court papers including orders of protection, warrants to remove, notices to tenants, commitment orders, replevin orders, real property executions, personal property executions, income executions.
- The Civil Division processed \$544,424 in cash and credit card bail posted for persons incarcerated in the jail, which represented a 37% increase from the previous year. In addition, 581 Freedom of Information Law (FOIL) requests were received and responded to by the Civil Division staff, a 32% increase from the previous year.

- In 2024, the Civil Division received and served 189 orders of protection, which represented a 21% increase from the previous year. The great majority of these orders were issued by Family Court.
- The sworn law enforcement members of the Civil Division responded to 246 dispatched complaints including assisting Road Patrol and other agencies on various calls for service. In addition, the sworn members also handled 46 special details, 242 money escorts, and 24 property escorts where defendants, who had been issued orders of protection against them, were escorted back to their residence to retrieve personal belongings as per the order of the court.
- The Records Unit, which also falls under the Civil Division Captain, handled the following types and number of records in 2024:
 - 54 Good Conduct Letters
 - 60 Arson backgrounds
 - 469 Record checks
 - 0 Bingo Licenses
 - 745 Arrest reports
 - 635 Accident reports provided to the public and insurance companies

Corrections Division

- The Correctional Facility 423 total admissions (357 males and 66 females) in 2024, a 6% decrease from 2023. 203 of the 423 (177 males and 26 females) were committed to the facility. The average length of stay was 1-3 days.
- Officers trained in suicide prevention at times must provide constant supervision of incarcerated individuals who are in a crisis or detoxing. The total numbers of constant watches in 2024 were 83 male commitments and 86 male arrests. There were 11 female commitments, and 36 female arrests placed on constant watch. A 14.5% increase in the number of constant supervisions.
- The PCSO Correction Division is mandated to transport prisoners to County and local courts, other local jails, off-site emergency room and other medical appointments, and the NYS Department of Correction. There were 591 prisoners transported in 2024 to various locations.
 - Courts (221 prisoners)
 - Medical related transports (88 Prisoners)
 - NYS Facilities (12 prisoners)

- Uniformed staff are assigned and complete all initial and annual mandatory training requirements as set forth by the Municipal Police Training Council, as well as additional training seen fit by the sheriff or the county.
 - Use of force, De-escalation tactics, Firearms instruction, less than lethal alternatives such as conductive energy devices and aerosol restraints.
 - Basic first aid, Narcan, Fire Safety, Implicit Bias, Suicide Prevention and Wellness.
 - Five new Officers graduated from the Corrections Academy.
 - Two Sergeants were promoted and will be attending a Corrections Supervisor Course in 2025.

Criminal Investigation Division

Bureau of Criminal Investigation

- In the year 2024, the BCI efficiently managed a total of 841 cases, representing a significant increase from the 698 total cases handled in the previous year, 2023. It is important to note that in the year 2023, the number of total cases was 561. This rise in caseload underscores the Unit's commitment to addressing a growing range of investigative matters and highlights their capacity to handle diverse challenges within the community.
- A total of 66 of these cases were successfully closed with arrests, with a total number of 89 defendants arrested. The heightened number of closures through arrests as well as the increase in people arrested per case reflects the effective and proactive efforts of the BCI in addressing criminal activities within the community.

Crime Scene Unit

- In March 2024, the CSU hosted a comprehensive 5-day SIRCHIE crime scene training course, attended by 30 police officers. The program focused on teaching attendees the latest forensic processing techniques and the proper methods for documenting and securing evidence to ensure its integrity in court proceedings.

- In September 2024, the CSU Integrated the FARO scanner into its investigative toolkit, revolutionizing the documentation and analysis of crime scenes. This cutting-edge technology enables the creation of precise 3D models of crime scenes, facilitating detailed reconstructions and enhanced visualization for investigations and court presentations. The implementation of the FARO scanner underscores the Unit's commitment to leveraging advanced tools to improve accuracy, efficiency, and overall case outcomes.
- In September 2024, the CSU implemented the use of 360-degree Ricoh Theta X cameras in conjunction with 360: CSI software to create immersive 3D walkthrough environments. These advanced tools enhance the documentation of crime scenes and serve as valuable resources for both investigations and pre-planning efforts.

Narcotics Enforcement Unit

- Investigation into a male selling cocaine in the Town of Putnam Valley. Multiple controlled buys of narcotics were conducted from the suspect who was already on felony probation. The investigation culminated in the arrest of the subject and a search warrant on his home. Within the house, the NEU recovered narcotics and an unlawfully possessed, loaded firearm.
- Members received information from a partner agency that a subject with felony warrants was possibly hiding out in the Town of Putnam Valley. Physical surveillance was conducted, and the suspect was located. When the subject was taken into custody, they were in the company of a subject who possessed a ghost gun. Two arrests were made.
- Investigation into a male selling counterfeit oxycodone pills which contained fentanyl after members of the PCSO responded to an overdose incident. The investigation revealed that a male from Connecticut had possibly supplied the overdose victim with drugs. The male was contacted by an undercover investigator and agreed to meet to sell heroin. He was arrested and found in possession of a quantity of fentanyl, heroin, and cocaine.
- While working in the Town of Southeast, NEU members overheard the Westchester Putnam-RTC alert units that a knifepoint robbery had just occurred in CT. NEU members located the suspect vehicle and suspect on Interstate 84 and took him into custody in the Town of Southeast. Proceeds of the robbery and the weapon were recovered from the vehicle.

- Members of the NEU received information about a pattern involving an unknown male suspect who was entering massage parlors, restraining the female workers, sexually assaulting and robbing them. In one of the incidents, the victim was stabbed. Utilizing multiple investigative techniques, the NEU identified the suspect and his vehicle, located video surveillance of him wearing the clothing he wore in some of the incidents, and secured physical evidence from a rental vehicle which he had used. The information was forwarded to investigating agencies in NY and CT, which resulted in the subject's arrest for multiple violent felonies and multiple incidents.
- An investigation targeted massage parlors functioning as hubs for prostitution, where female workers lived on-site and were compelled to perform numerous sex acts daily. Rigorous physical and electronic surveillance, coupled with exhaustive reviews of bank and business records, culminated in the execution of over 5 search warrants across the businesses, owners' residences, electronic devices, and vehicles. This comprehensive operation resulted in the immediate cessation of the prostitution enterprise, with two individuals charged federally for managing and profiting from this illicit sex business, as well as the seizure of a significant amount of U.S. Currency. Comprehensive victims' services were onsite and offered to those involved.
- NEU members conducted an investigation to locate a suspect wanted for fleeing sentencing after pleading guilty to Criminal Possession of a Controlled Substance in the Third Degree. The subject had more than 30 previous arrests and 6 felony convictions. He was also wanted in CT for felony gun and drug charges. The investigation led to NEU members locating the suspect in Long Island and taking him into custody after he attempted to flee in a vehicle and later on foot. A loaded pistol and narcotics were also recovered during that arrest.
- Seizures:
 - More than 150 drug exhibits; including Fentanyl, heroin, cocaine, methamphetamine oxycodone, and counterfeit oxycodone tablets which contained fentanyl/heroin.
 - Seizure of 8 vehicles
 - The seizure of more than \$194,314 in illicit currency
 - The seizure of more than 10 unlawfully possessed firearms; including multiple personally made firearms aka "Ghost Guns"
 - The forfeiture of more than \$1.7m

Operations, Standards, and Intelligence Division

- December 19th of 2024 marked the one-year anniversary of the implementation of the Tyler Records Management System. As the designated Program Managing Division, Operations worked throughout 2024 on continuing to configure, trouble shoot, and train all Putnam County Police, Fire, and EMS on the Tyler Records Management System.
- Throughout 2024, the Operation Division continued work on policy development, standardization work processes and ensuring that PCSO records were being maintained appropriately to achieve the goal of being accredited with The NYS Law Enforcement Accreditation Program. In October, auditors from the Accreditation Council were on site for three days, conducting a thorough review of the 111 compliance standards. The council voted in December of 2024 and unanimously approved the request for accreditation. This is the first time in over 25 years that the PCSO has obtained accreditation status.
- In February of 2024, The Operations Division partnered directly with the Department of Mental Health to create a Co-Responder Team (CRT) to address the increasing occurrence of crisis-related calls for service throughout the county. The CRT liaised with designees from the Carmel and Kent Police Departments, to ensure persons in need were offered services in all areas of the county. Since inception, CRT continues to conduct approximately 20-25 first time engagements with residents in the county. Many of these engagements lead to follow up / case management.
- The Operations Division continued to assist with ensuring Putnam County was in compliance with NYS Governor's Order on the implementation of Threat Assessment Management Teams (TAM). Operations continued to revise PCSO policy, standardizing the multi-agency approach to Threat Investigations and network with Putnam County School Districts. In November of 2024, a TAM drill was conducted incorporating PCSO Members and staff from all schools. In 2025, a marketing strategy will be implemented to further reach area businesses via presentations and short training sessions.

Uniformed Division

- Patrol members provide extensive public safety services to residents and visitors across all of Putnam County, every hour of every day every year. Deputies respond to all calls for service received across the entire County and it does not matter whether the PCSO members are the initially assigned public safety officers responding to 911 assignments as the closest car as the Putnam 911 System was designed, or the call came directly to the PCSO, or whether we are

responding in backup and support capacities to assist our area partner Law Enforcement agencies.

- It is an honor to point out that again in 2024, as usual, Putnam County is again one of the safest counties in NYS, and the county regularly receives national level safety recognition. Deputies respond to every call for service (CFS) received, regardless of the subject or offense or who has requested assistance. 2024 saw the Patrol Bureau increase attention and efforts on highway safety initiatives in recognition that the driving data has demonstrated a trend of more vehicles on the roadways than ever accompanied by increasing levels of vehicular speeds.
- Increased PCSO Vehicle and Traffic enforcement efforts and attention to increasing highway safety are important contributing factors that have helped ensure Putnam County help to mitigate and enhance overall public safety in Putnam County

	<u>2022</u>	<u>2023</u>	<u>2024</u>
Property Accidents:	704	557	560
Injury Accidents:	202	140	150
Fatal Accidents:	6	1	4
DWI Arrests	89	117	124
Uniform Traffic Tickets	2766	7068	5945
Criminal Arrests:	246	488	454

Calls For Service Type Responses Over 2024:

- Alarms (ALL Types)
- Gunshot Reports & Shots Fired
- Domestic Disputes
- Disorderly Conduct & Harassment
- Emotionally Disturbed Person(s)
- Welfare Checks
- Asst Other Agencies: EMS – Fire – Law Enforcement
- Robberies
- Assaults
- Firearm Removals & Surrenders
- Sexual Offenses
- Larceny & Financial Crimes
- Animal Complaints
- Stolen Vehicles
- Orders of Protection
- Sex Offender Registry Compliance

- Burglaries and Trespass Calls
- Runaway's
- Marine & Boating Incidents
- Suspicious Persons
- Highway and Road Hazards
- Business Security Checks & Inspections
- Canine Searches & Responses

The Youth Bureau ensures County Security services are provided, as well as attending numerous community events and services to make presentations, conduct training, and support communities across the Security and Community Services Deputy, as well as several Special Police Officers, who collectively provide security services for the County Building, Department of Motor Vehicles Office, and Department of Social Services. PCSO canines also routinely sweep these and other county buildings.

VI. Staffing

Civil Division

- (4) sworn members
 - 1 Captain
 - 1 Sergeant
 - 2 Deputy Sheriffs
- (2) non-sworn members
 - Senior Office Assistant
 - Office Assistant

Corrections Division

- (63) sworn members
 - 1 Captain
 - 2 Lieutenants
 - 7 Sergeants
 - 49 full-time Correction Officers and 4 part-time Correction Officers
- (5) non-sworn members

- 2 Senior Office Assistants
- 3 full-time Cooks.

Criminal Investigation Division

- (21) sworn members
 - 1 Captain
 - 3 Senior Investigators (BCI, CSU, NEU)
 - 8 Investigators assigned to Bureau of Criminal Investigation
 - 4 Investigators assigned to Crime Scene Unit
 - 3 Investigators and 2 Deputy Sheriffs assigned to Narcotics Enforcement Unit
- (4) non-sworn members
 - 3 Senior Office Assistants
 - 1 Part-time Pistol Permit Clerk

Operations, Standards, and Intelligence Division

- (4) sworn members
 - 1 Captain
 - 1 Sergeant
 - 1 Deputy Sheriff
 - 1 Part-Time Tam Analyst
- (1) Un-Sworn Member
 - 1 Mental Health Clinician

Uniformed Division

- (55) sworn members
 - 1 Captain
 - 1 First Sergeant
 - 7 Sergeants
 - 46 Deputy Sheriffs
- (34) Special Patrol Officers

VII. Sources of Revenue

Civil Division

- Total monies received and disbursed by the Civil Division were \$855,781, of which \$88,804 were revenues. These revenues were generated in the form of service fees, mileage charges and poundage on monies collected on executions issued to enforce judgments and were forwarded to the Commissioner of Finance as per state law.

Corrections Division

- The Correction Division continues to generate revenue by boarding prisoners from other jurisdictions. The revenue generated in 2024 was \$809,700 for housing.

Operations, Standards, and Intelligence Division

- In 2023 the OSI Division, in conjunction with the Putnam County Dept. of Mental Health, secured a \$400,000.00 United States Department of Justice COPS Grant for Implementing Crisis Intervention Teams. This funding will continue to allow the Sheriff's Office and Dept. of Mental Health to pilot a full-time Deputy Sheriff/Mental Health Clinician Co-Response Team for 2024 which will be tasked with responding throughout the County to assist with Persons-In-Crisis (PIC).

Uniformed Division

- The New York State Governor's Traffic Safety Program awarded funds totaling \$15,664. The awards include \$3,520 for Seat Belt Mobilization Enforcement, \$12,114 for Regular Traffic Enforcement, and \$1,200 for Child Passenger Safety Enforcement. NYS Traffic Safety Grants provided to the Sheriff's Office are utilized to provide targeted enforcement of seat belt and child safety seat laws, deploy aggressive driver enforcement patrols, focus on following School Buses to prosecute and stop vehicles passing stopped buses, enforce unsafe passing in no passing zones, and respond to the frequent accident contributing violations of following too closely and speeding.

VIII. Goals for 2025

Civil Division

- In 2025, the Civil Division will be writing and preparing policies and procedures to obtain Civil Division Accreditation from the New York State Sheriff's Association.

Criminal Investigation Division

Bureau of Criminal Investigation

- For the upcoming year the Bureau of Criminal Investigations will work to establish a debriefing program, for the purpose of obtaining as much pertinent information from arrestees to assist, create, and strengthen current and future investigations.
- Maintain the current level of training to keep up the high standards already established.
- To support Unit members in obtaining their defined career goals.

Crime Scene Unit

- Expanding training programs for all Unit members, to stay updated on the latest forensic techniques.
- Acquiring advanced drone models with improved camera capabilities.
- Seek accreditation through the ANSI National Accreditation Board, which would nationally certify the C.S.U. in the practice of crime scene investigation.
- Seek Certification through the International Association of Identification in the areas of Crime Scene Investigation, Footwear Impression Analysis, Forensic Video Analysis, and Blood Pattern Analysis.

Narcotics Enforcement Unit

- In 2025, NEU will focus on training new members in advanced investigative techniques while building on their diverse experiences and sharpening the skills of

our current team. We aim to conduct investigations that are both effective and efficient, ensuring we deliver reliable results.

- Our commitment to continuous learning will keep all members equipped with the latest technical skills, enhancing our ability to gather and analyze critical data. NEU will also remain a valuable resource for the department and the community, providing support wherever needed to achieve better outcomes for all.

Operations, Standards, and Intelligence Division

- In 2025 OSI plans to facilitate the utilization of the Tyler program for direct dispatching of 911 calls to law enforcement. This will improve response times, creating a safer county for the residents.

Uniformed Division

- In 2025, the Patrol Bureau will be implementing new AXON technology upgrading body cameras and Axon Taser 10 devices. In addition, the sheriff's office will be implementing VR goggles into training related to Tasers, decision making and de-escalation.
- In 2025, emphasis will be placed on utilizing the newly accredited Sheriff's Response Team (SRT). The SRT will be deployed in diverse formats consistent with newly established protocols and procedures to utilize their capabilities more frequently and effectively for the safety of the community.

Corrections Division

- In 2025 the Corrections Division will upgrade staff in the latest Axon Body Worn Cameras, and Axon Taser 10 devices.
- Begin the process for NYSSA Accreditation for the Corrections Division.

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Board of Elections

Catherine P. Croft, Democratic Commissioner

Kelly K. Primavera, Republican Commissioner

25 Old Route 6, Carmel, NY 10512

845.808.1300

boe@putnamcountyny.gov

I. Description of Department

The Board of Elections is responsible for maintaining voter registration rolls; conducting elections; processing the filing of candidate petitions; certifying elections; maintaining, programming, and deploying voting machines; Programming and downloading information on electronic poll pads which are deployed for early voting and election day; appointing and training poll workers; canvassing and certifying election results; implementing new Elections Laws.

II. Services Provided

The Putnam BOE provides nine days of Early Voting at locations within the county, prior to all elections. We supply voter registration lists and election support to all Fire Departments, Libraries and Schools for their elections and assistance to candidates running for office. We register and pre-register students at local schools. Voter Outreach at libraries; Senior Centers; Naturalization Ceremonies; Post Offices; and Government Buildings. Educate and assist the public with registering to vote and how to vote. Educating Voters about changes in election laws including the recent rolling absentee ballot semiweekly canvass. Scheduling and coordinating delivery of election day equipment to all our 23 poll sites and the pickup of the equipment post-election. Notify candidates and political parties of pre- and post-election events including test deck, sealing of voting machines and the recanvass of the election.

III. Mission Statement

The Putnam County Board of Elections is a bipartisan office responsible for the execution of the electoral process and enforcement of all rules relating to the elective franchise. Through faithful implantation of New York State Election Law, the Board works to maintain confidence in the political process of the County.

IV. Population Served

Active Voters:	73,071
Inactive Voters:	4,080
Total	77,151

V. Significant Events & Accomplishments in 2024

- A third Early Voting Site opened at the Putnam County Golf Course for the November General Election. A total of 56,421 (78%) Putnam County Voters cast ballots. Mail Ballot turnout: 8,149; Early Voting turnout: 24,211; Election Day turnout: 24,061.
- Election Results: <https://boe.putnamcountyny.gov/election-results/>
- The Board of Elections building was renovated in 2024 with upgrades including a new roof; vinyl siding, new windows/doors; landscaping and repurposing of our interior space for a more efficient utilization of the building. The interior of the building was painted, and new signage was installed on the exterior of the building.
- CISA (Cybersecurity & Infrastructure Security Agency) completed security assessments at the BOE, and they conducted security training for the BOE staff. They also completed security assessments of the early voting sites located at Putnam County Golf Course and North Highlands Fire Department.

VI. Staffing

Bi-partisan Staff
Two Commissioners
Two Deputy Commissioners
Six Election Specialists
Two part-time Voting Machine Technicians
One part-time clerk; one Vacancy
348 Election Inspectors working on Primary/General Elections

VII. Sources of Revenue

- Electronic Poll Book Grant Program-91,431.55
- Ballot by Mail Grant-50,947.11
- 2024 GE Grant Program-35,331.69

VIII. Goals for 2025

- Create Voting Centers with print on demand ballots for Election Day.
- Update our website
- Continue to reduce money spent on paper products and postage by communicating electronically with election workers, candidates, and voters, when allowed by New York State Election Law.

Bureau of Emergency Services

Commissioner Robert Lipton
TOPS Building 112 Old Route 6, Carmel NY 10512
845-808-4000
www.putnamcountyny.gov

I. DESCRIPTION OF DEPARTMENT

The Putnam County Bureau of Emergency Services handles emergencies throughout Putnam County, its surrounding Counties, the State of Connecticut, and anything that may pass through our borders. The Bureau specializes in fire and medical emergencies, large scale incidents and county wide emergency communications.

Within the Bureau, you will find:

- Office of Emergency Management
- Emergency Medical Services
- EMS Training Department
- The Robert McMahon 911 Communications Center
- County Specialty Teams

OFFICE OF EMERGENCY MANAGEMENT

The Office of Emergency Management is responsible for developing, maintaining, and executing the County's Emergency Management Plans.

EMERGENCY MEDICAL SERVICES

The Emergency Medical Services Department is responsible for overseeing basic and advanced life support systems, training and educating emergency medical responders, creating programs that highlight important topics in the community and connecting our residents to resources.

EMS TRAINING DEPARTMENT

The EMS Training Department offers a wide range of courses and training from Emergency Medical Technician to Stop the Bleed.

THE ROBERT MCMAHON 911 COMMUNICATIONS CENTER

The 911 Communications Center is the sole Public Safety Answering Point (PSAP) for Putnam

County. The Center manages and coordinates communication with 8 police agencies, 7 EMS agencies, and 13 fire departments.

PUTNAM COUNTY SPECIALTY TEAMS

The Bureau of Emergency Services houses the Technical Rescue Team, Fire Investigation Team, Hazardous Materials Team, Fire Police Team and Rescue Task Force. Each Team responds to calls for service throughout the year in each one of their disciplines.

II. OFFICE OF EMERGENCY MANAGEMENT

The Office of Emergency Management (OEM) office is responsible for all potential and actual threats that compromise the safety of our residents. OEM is prepared to handle large scale incidents as well as dangerous weather events and has plans for:

- Emergency Operating Center Activation
- Alternate Emergency Operating Center Activation
- Mass Casualty Incidents

Every year the Emergency Operating Center (EOC) opens whether it is to run a practice drill or manage an actual emergency. When things are calm, Blue-Sky Drills are scheduled to ensure the Bureau is prepared for any event. Should an actual threat occur be it inclement weather or mass causality incident, the EOC is opened to manage the occurrence, dispatch resources, and ensure the safety of our residents.

Both drills and actual events are labor intensive, requiring many hours of preparation and training. Staff from almost every county department play a role, as do representatives from numerous external agencies and organizations.

EMERGENCY MEDICAL SERVICES

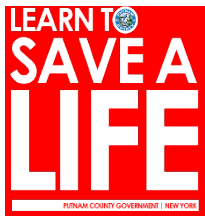
The Emergency Medical Services Department oversees the ALS contract, works with all the local ambulance corps and fire departments, develops educational programs and connects the community with resources.

The paid and volunteer EMS communities continue to work hard to respond to the increasing number of calls. In 2024 we saw a few changes within the volunteer ambulance system with Carmel Ambulance becoming the townwide ambulance for the town of Camel, covering all calls in Carmel, Mahopac and Mahopac Falls. We also saw the creation of the Town of Kent Ambulance with service provided to Kent and Lake Carmel.

Empress, Putnam County's ALS provider, has four fly cars, one BLS transport unit and one supervisor. The new configuration has come with some growing pains, but it has encouraged the local volunteer agencies to develop in each community and increase their responses.

In 2024, the EMS Department began a training campaign to inform our communities, our schools and our county partners what happens when you call 911. Additionally, EMT rotations were launched with Putnam Hospital and a robust continuing education hybrid program was developed.

EMS & FIRE TRAINING DEPARTMENT



The EMS Training Department offers EMT Original and Refresher courses throughout the year as well as monthly AHA approved BLS, CPR and Stop the Bleed. Our educational coordinator, Ann Daros, set up training within the county agencies as well as by request from the public.

The Putnam County Fire Training Center is located off Gypsy Trail Road in Carmel. The center provides Fire training for all of Putnam County's fire departments and those in the surrounding areas. Our instructors are certified at the State and County level and teach a wide array of courses to our first responders.

In Fall of 2024 construction was completed on the new state of the art burn building from Drager. In preparation for the new building, the original tower built in 1961 was demolished so the site could be prepared for the new building. DPW replaced the old drain system with new piping, installed an additional hydrant and replaced all the piping for the hydrants. DPW also replaced the dock with a new prefab from Home Depot. The propane system was also moved to make way for the new building. A new pad was poured, and new piping installed for our propane props. The parking lot was patched so the building could be placed, and full paving of the center will take place in the fall of 2025. The building will be dedicated when the Fire Training Center opens for spring classes in 2025.

THE ROBERT MCMAHON 911 COMMUNICATIONS CENTER SERVICES

In 2024, the 911 Communications Center answered:

- ◆ 25,802 emergency cell phone calls
- ◆ 6,689 landline emergency calls.
- ◆ 54,249 admin calls
- ◆ 29,297 outgoing calls
- ◆ For a total of 116,037 phone calls

Our dispatchers are highly trained Public Safety Telecommunicators and can handle any 911 calls from an accidental misdial to childbirth or a cardiac arrest.



For the first time in seven years, the dispatch center experienced a slight decline in the number of incoming calls. Toward the end of 2024, we implemented the addition of a fourth discipline—social services—alongside our existing police, fire, and EMS operations. The 911 center is now tracking social service personnel as they conduct home visits. With this new addition, we anticipate an increase in call volume for the upcoming year.

In 2024, the Putnam County 911 Dispatch Center became a member of the National Center for Missing and Exploited Children, becoming only the 7th County in the State of New York to do so.

PUTNAM COUNTY SPECIALTY TEAMS SERVICES

FIRE INVESTIGATION TEAM (FIT)

The Fire Investigation Team (FIT) responds to scenes where the cause is unknown, or the specific origin is not apparent. Once on scene, the highly trained and experienced team members begin a disciplined and detailed analysis to attempt to determine the cause and origin.

HAZARDOUS MATERIALS RESPONSE (HAZMAT)

The HAZMAT Team is a county sponsored team comprised of members from local volunteer Fire Departments across Putnam. The team responds to chemical spills, public transportation collisions, and the accidental release of substances. Putnam's Hazmat team works in tandem with surrounding counties so that each response has the correct manpower and tools needed to be successful.

FIRE POLICE TEAM

The Fire Police Team is requested when a major incident or emergency occurs. Their responsibility once on scene is to direct traffic and assist with crowd control. They can be requested to supplement local law enforcement at public events where there are large groups of attendees.

TECHNICAL RESCUE TEAM (TRT)

The Technical Rescue Team is comprised of 22 of Putnam’s finest Volunteer Fire Fighters and EMTs. They are trained in Wilderness Rescue, Rope Rescue and UTV Operations.

Rescue Task Force (RTF)

Putnam County is in the process of forming a Rescue Task Force. This team will work alongside police agencies during active shooter events. This year the legislature approved the formation of the team and each of the fire departments and ambulance corps are gathering volunteers to participate.

III. MISSION STATEMENT

The Mission of the Bureau of Emergency Services is to mitigate, prepare, respond, and aid in recovery from all potential and actual emergencies that threaten the health and safety of the residents of Putnam County and surrounding communities.

IV. POPULATION SERVED

Putnam County is 230 square miles comprised of rural and suburban communities. In the midst of six towns and three villages there are reservoirs, parks and acres of farmland. There is a population of 97,936 with more than a third of the residents dwelling in Carmel.

There is a diversity in the age range that comprises the county with 18 years and younger making up 19.2 percent of the population and 20.7 percent in the over 65 bracket.

V. BUREAU OF EMERGENCY SERVICES ACHIEVEMENTS IN 2024

2024 continued to be a very busy year with the addition of Emergency Manager Chris Shields and returning to the Bureau Emergency Medical Director Bob Cuomo.

- ★ The TOPS Building got a new makeover with a façade repair, new concrete steps and entryway, new benches, and a new roof.
- ★ Two new emergency response vehicles were added to the fleet as two were decommissioned.
- ★ Fire Training Center received multiple upgrades and enhancements.
- ★ Draeger Burn Building Completed – Approved NYS training facility.
- ★ Worked with Westchester County securing new Fire Investigation Vehicle.
- ★ Launched Crew Force App for the Fire Departments and Ambulance Corps.
- ★ A new personnel accountability system was adopted to be used at large emergency events.
- ★ Located new Hazmat trailer on the West Side of the County.

The Emergency Management Department reached many achievements:

- ★ Alternate EOC finalized and first drill completed.
- ★ All department heads were trained in the DLAN software.
- ★ Completed video conferencing installation in classroom three.
- ★ Hired a new Emergency Manager.
- ★ Installed video conferencing in Command and Control.
- ★ Putnam County received grant funding from the State to create a Threat Assessment and Management Team (TAM).

The Emergency Medical Services and EMS Training Departments were busy with ongoing classes, planning events and overseeing the installation of a new ALS vendor as well as:

- ★ Successful presence at Putnam’s Country Fest/4-H Fair.
- ★ Participated in Putnam Hospital’s Active Shooter Drill.
- ★ Trained Town of Carmel DPW in CPR and first aid.
- ★ Conducted screenings of the documentary “Honorable but Broken, EMS in Crisis,” which examines the challenges of modern EMS systems locally and nationwide.
- ★ Trained BOCES nurses in management of certain medical/traumatic emergencies.
- ★ Offering CPR, first aid, Stop the Bleed and Naloxone training to the general public.
- ★ The county’s relationship with Putnam Hospital gave way to hospital rotations for our EMT students and a robust continuing education platform.
- ★ Purchased new automated external defibrillators (AEDs) to replace aging units in county facilities as well as providing additional units to the Youth Bureau and DPW.

The 911 Communications Center underwent changes as well from a new layout in dispatch to the hiring of multiple new dispatchers. Additionally:

- ★ Added fourth discipline to dispatch.
- ★ New Radio System configured to consoles.

- ★ A new CAD system was installed and went live.
- ★ 911 recorders were reconfigured.
- ★ Dispatcher cross training of Fire/EMS and PD.
- ★ Hired four new Dispatchers.

The Bureau’s many specialty teams are routinely called to assist in their areas of expertise. This year, Putnam’s New Technical Rescue Team was dispatched to three rescue missions, and all were successful.

As 2024 comes to an end so does the decommissioning of Indian Point. After many years of supplying energy to the Huson Valley, Indian Point entered its final phase and with it so does Tony Iraola who spent many years working with Holtec and Putnam County to keep our residents safe and informed.

VI. BUREAU OF EMERGENCY SERVICES TEAM

- ◆ Robert Lipton – Commissioner
- ◆ J. Ralph Falloon – Deputy Commissioner
- ◆ Chris Shields – Emergency Manager
- ◆ Bob Cuomo – Director of EMS
- ◆ Ann Daros – Educational Coordinator
- ◆ Heidi Zatkovich – Confidential Secretary to the Commissioner
- ◆ Essential Team Support Linda McGuinness & Janet Neuner

VII. GRANTS

The Bureau of Emergency Services continues to manage a multitude of grant programs. The grants spend down range from 1 to 3 years and at any given time, the Bureau handles at least 5 grants each year with 5 years of open books. Throughout the past few years, the amount of each grant has gradually diminished, and some programs the state mandates the use of the funds into categories that are making it very difficult to fulfill.

The following is a list of the grants that are being worked on:

- State Homeland Security Program (SHSP)
- Public Service Answering Points (PSAP)
- Emergency Management Performance Grant (EMPG)
- Statewide Interoperable Communications Grant (SICG)
- Statewide Interoperable Communications Grant – targeted (SICG –target)

VIII. BUREAU OF EMERGENCY SERVICE GOALS FOR 2025

- ★ Grand opening of the new Draeger Burn building – spring 2025.
- ★ Additional renovations and improvements to the Fire Training Center.
- ★ New UPS system for the 911 Center.
- ★ Review and repair lobby floor.
- ★ Receive Fire Investigation Vehicle from Westchester County.
- ★ Redesign of Emergency Operations Center.
- ★ New programs for the 911 Center – Lexipol, Rapid SOS.
- ★ Improve Emergency operations garages.
- ★ Expansion of Educational offerings to include increased QA/QI, medical direction lectures and mental health workshops.
- ★ Set up Google classroom for hybrid learning.
- ★ Formation of Community Outreach Programs that target high utilizers of EMS system.
- ★ Increased awareness of Emergency Services initiatives through enhanced website and social media presence.
- ★ Achieve status as a NYS BLS First Response Agency to facilitate EMS standbys at fire training evolutions and special events, as well as response to major incidents.

Consumer Affairs

Michael Budzinski, PE, Director
110 Old Route 6, Building #3
(845) 808-1617

I. Description of Department

The Office of Consumer Affairs is divided into five distinct sections:

- Home Improvement Registration
- Electrical Licensing/Electrical Permits
- Plumbing/Mechanical Trades Licensing
- Weights & Measures
- Code Enforcement

Although each of these areas operates with distinct staff members, they collaborate to provide these programs and services to the residents of Putnam County in an efficient and fiscally sound manner.

II. Services Provided

The Office of Consumer Affairs provides the following services to the residents of Putnam County:

- Issues licenses/registrations to qualified individuals/businesses in the trades of Home Improvement, Electrical, Plumbing and Mechanical Trades.
- Issues Electrical Permits to Licensed Electrical Contractors
- Conducts mechanical testing, inspections and sealing of all weighing and measuring devices used commercially or in public agencies.
- Issues licenses to Secondhand Dealers of Precious Metals and Gems.
- Issues Item Pricing Waivers to retail merchants.
- Receives and investigates consumer complaints regarding fraud or unfair dealings.
- Educates consumers on Putnam County programs.
- Assists in the development of laws to protect and promote the interests of the Putnam County consumer public.
- Keeps abreast of consumer frauds, scams and problems and takes any and all appropriate measures to correct them.
- Ensures State and Federal code compliance of all County-owned buildings and facilities.

III. Mission Statement

In collaboration with other county and state agencies, trades boards and local businesses, our mission is to protect consumers and businesses from fraudulent enterprises and business practices; enhance consumer safety; strictly enforce consumer legislation; support competitive business practices; provide consumer education and information; and strengthen the consumer and business voices.

IV. Population Served

The Office of Consumer Affairs serves the entire population of Putnam County, in addition to all tradesmen working in Putnam County with licenses or registrations, and out-of-county businesses requiring Weights & Measures certifications.

V. Significant Events & Accomplishments in 2024

- A total of 1,059 registrations were issued for Home Improvement Board contractors in 2024. The registering of home improvement contractors generated \$350,720 in revenue received. A total of 6 home improvement law violations were issued in 2024 and \$7,456 in fine revenue was collected.
- A total of 713 Electrical licenses/registrations were issued in 2024, consisting of 477 Master Electricians, 141 Journeymen, and 95 Helpers, which resulted in revenue collection of \$258,810. A total of 670 electrical permits were issued by this office in 2024 which resulted in revenue of \$33,500. A total of 4 violations were issued which resulted in fine revenue of \$2,375.
- The electrical inspection contracts included an annual contract fee of 7.5% of the inspection fees collected by the inspection agencies each calendar year to be paid to Putnam County. The contracts subsequently resulted in revenue in the amount of \$5,636 for 2024.
- A total of 1,110 Plumbing & Mechanical Trades licenses/registrations were issued in 2024, consisting of 655 Master Tradesmen and 455 Journeymen, which resulted in collected revenue of \$363,803. A total of 6 plumbing law violations were issued in 2024 and \$11,750 in fine revenue was collected.
- A total of 26 summons/appearance tickets were issued in 2024 by the Compliance Enforcement Officers which resulted in a collection of \$21,581 in fines paid to the County.
- Ninety-two (92) gas and diesel samples were tested with 0 failures.
- Inspections of 12 gas stations resulted in 106 meter tests performed.
- Inspections were performed on 5 large scales in 2024.

- Seven (7) dealers of second-hand precious metals were licensed resulting in revenue of \$1,750.
- Four (4) retail establishments voluntarily applied for an Item Pricing Waiver resulting in revenue of \$21,000.
- Through device inspection fees, secondhand precious metals dealers licensing, item pricing waiver fees, violations, and reimbursement through the Petroleum Quality Program, the total 2024 revenue generated by the Weights & Measures program was \$32,621.
- Two (2) Demolition Permits were issued in 2024 to the Dept. of Public Works for repair work to a residential dwelling at the County Park and for exterior repairs to Building #1 at Tilly Foster Farm
- Four (4) Building Permits were issued in 2024 for:
 - New Emergency Services Fire Training Facility at County Park
 - Repairs to a residential dwelling at the County Park
 - New vehicle and equipment garage at Fair St PCDPW campus
 - Repairs to Building #1 at Tilly Foster Farm
- Inspections of all smoke and carbon monoxide detectors, fire extinguishers and fire sprinkler systems for all County facilities were completed.
- A total of 19 formal consumer complaints were received in 2024 and approximately \$8,200 in refunds or credits were returned to consumers and/or contractors.

Summary:

- The Office of Consumer Affairs issued a total of 2,882 trades licenses and registrations in 2024 which resulted in revenue of \$973,333.
- A total of 16 summons/appearance tickets were issued resulting in fine collection of \$21,581.
- A total of 670 electrical permit applications were filed resulting in revenue of \$33,500. The Electrical Services Inspection contract resulted in revenue received of \$5,636.
- The Weights & Measures program generated a total of \$32,621 in revenue through inspection fees, secondhand precious metals dealer licenses, item pricing waivers and reimbursement through the Petroleum Quality Program.
- A year-end fiscal total of \$1,066,671 was generated by the Office of Consumer Affairs.
- For the seventh consecutive year the Office of Consumer Affairs has generated in excess of \$1,000,000 and has transferred money to Putnam County's General Fund.

VI. Staffing

The Office of Consumer Affairs is staffed as follows:

- Director-Michael Budzinski, PE
- Electrical Board Secretary-Joanne Elias
- Plumbing Board Secretary-Irina Paegelow
- Home Improvement Board Secretaries-Linda DiBella & Athena Arvan
- Weights & Measures Inspector-Eric Geiss *
- Director of Code Enforcement-Louis Albano
- Compliance Enforcement Officer-Joseph Baldanza
- Compliance Enforcement Officer-Richard Ruyack

* The Weights & Measures Inspector position was vacated for 3 months upon the resignation of John Lee on June 18, 2024, and the timing needed to find a qualified candidate to fill the position.

VII. Sources of Revenue

The Office of Consumer Affairs collected a total of \$1,066,671 in revenue from license/registration fees, permits, inspection fees and violations. The operational budget for Consumer Affairs in 2024 was budgeted at \$588,301 and a total of \$478,370 was transferred to Putnam County's General Fund.

VIII. Goals for 2025

- Investigate methods for collection of unpaid violations.
- Pursue corrections to Tyler Munis licensing database.
- Push for state funding for alternative generated power sources (i.e. generators) at Putnam gas stations that now fall under NYS Agriculture and Markets Law Section 192-h. New York State Energy Research and Development Authority (NYSERDA) pulled their funding for the Fuel-NY program years before Putnam County was finally added.

Public Works

Thomas Feighery, Commissioner
842 Fair St.
Carmel, NY 10512
(845) 878-6331
Thomas.Feighery@putnamcountyny.gov

I. Description of Department

The Department of Public Works is a multi-dimensional department with a vast amount of flexibility, expertise, and capability, all of which are necessary factors in the delivery of a multitude of services to the citizens of Putnam County. In all areas of concern, the Department of Public Works is fully competent and capable of fulfilling all the functions required of it. The Department administration and staff continuously and steadfastly strive to improve the level of service to the residents and visitors of Putnam County.

II. Services Provided

The Department is responsible for planning, design, operations, maintenance, construction, and general administration of the County's 117 miles of highways, 31 bridges, 83 large diameter culverts, 13 dams and related infrastructure; thirty-nine (39) County buildings and various properties including Tilly Foster Farm and Putnam County Golf Course; 23.5 miles of bikeway, 3,000 acres of parks and recreational sites; extensive heavy equipment fleets operating out of strategic locations throughout the County; a variety of watershed protection services including the Putnam County Golf Course Wastewater Treatment Plant and specialized districts such as the Soil & Water Conservation District.

In response to emergency situations, the full staff and resources of the Putnam County Department of Public Works can be directed to respond to locations anywhere within the County, including the various Towns and Villages. The Department administration and staff has established intermunicipal relationships with respective leadership personnel to create a streamlined and effective emergency response system for the residents throughout Putnam County.

III. Mission Statement

The Department of Public Works is responsible for providing various physical services to the public in a safe, efficient, and cost-effective manner. These physical services have much to do with the safety and quality of life enjoyed by the citizens of Putnam County.

IV. Population Served

The Department serves all the citizens of Putnam County, particularly in the areas of County buildings, roads, bridges, parks and recreation.

V. Significant Events and Accomplishments in 2024

Automotive Division

The DPW Automotive Division provides repair and maintenance services for a fleet of 400 County owned/leased vehicles. This includes all County DPW trucks, facilities equipment, Sheriff and BOES Emergency Specialized Response Team vehicles.

Notable achievements in 2024 include the following:

- ELDT/CDL DPW Training Facility – Certified 10 drivers in-house for CDL License training.
- Generated \$74,826 in auction surplus.
- Completed 1,444 in-house maintenance/repair orders.
- Certified Enterprise Fleet Repair Shop.
- Chief Mechanic Chris Vitiello became certified as a Federal Fleet Manager.
- Generated \$287,954.78 in automotive chargebacks.
- Zero shop accidents for 2024.

New additions to the DPW fleet:

- [2]10-wheel Mack snow trucks, Cam dump trailer, Bobcat, Toolcat, Ford F550 crew cab, Leeboy tack tank, Ford E250 cargo van, and a Ford F350 utility body with plow.

Engineering Division

The Engineering Division provides engineering, project management and technical support services for the Department. These services include engineering and architectural design; generation of contract and bid documents (including drafting of plans); cost estimates; construction support, inspection and administration; and contract administration. Additional major duties of the Division include administering the County's highway work permit program; pavement and bridge management systems; administering the department's Capital projects program; design support for highway rehabilitation projects, establishing the Highway Department's GIS database; maintenance of the Division's maps, drawings, records, and aerial photographs for use by the public; and administration of design consultants.

Significant Events & Accomplishments:

- Peekskill Hollow Road Project
 - Completion of the Oscawana Lake Road Bridge.
 - Pavement reconstruction throughout project corridor.
 - Substantial completion of bridge near Putnam Valley High School.
- Fair Street Reconstruction
 - Construction began in September 2024.
 - Utility pole relocation complete.
 - Drainage work underway.
- FEMA Funding
 - Recovery funding approval from July 2023 storm in process.
- Stoneleigh Ave @ Drewville Road Intersection Improvements
 - Design under final NYSDOT review.
 - Spring 2025 Bid Advertisement.
- Sprout Brook Road Bridge over Canopus Creek
 - Plans completed and approved.
 - Bid awarded.
 - Spring Construction.
- BridgeNY
 - Award of \$2 million dollars for 2 bridge deck replacements.
 - Design of 2 culverts underway.
 - Reactivating projects from 2018 to progress design.
- Access to Empire State Trail
 - Construction completed for Route 311 trail access.
- Maybrook Bikeway Phase II - Bridge #5
 - Construction contract awarded for rehabilitation of 100-year-old railroad bridge with construction beginning in the Spring of 2025.
- Fire Training Center Facility
 - Successful completion of the facility.
- Fair Street DPW Truck Storage Hub
 - Construction of the 200'x45' garage building underway.
- LIDAR Programs
 - Ground Penetrating Radar (GPR) of all County Roads.
 - Pavement analysis.

Goals For 2025:

- Assess roadways to promote and maintain resiliency.
- Completion of the Peekskill Hollow Road project.
- Progress Fair St. Construction Project in accordance with schedule.
- Completion of Sprout Brook Road Bridge Project.
- Award of Stoneleigh/Drewville Intersection Improvement Project.
- Recovery of FEMA funding for July 2023 Storms.

- Further implementation of BeExact for Pavement Management.
- Begin design of Ludingtonville Road Reconstruction Project.
- Complete the Fair St DPW truck storage building.
- Design and bid for Fair Street DPW Hub salt storage shed.

Facilities Division

The Facilities Division consists of 15 employees responsible for the planning, design, operations, maintenance, construction, and general administration of the County's 39 buildings and various properties. The division consistently addresses verbal, written, or scheduled work orders for a variety of maintenance and repair tasks. The division is responsible for 5 park and rides, 10 radio towers, 27 standby generators with remote monitoring along with building management systems.

Accomplishments for 2024:

- Completed a total of 1,878 work orders.
- Various shared services projects with the Towns of Southeast, Carmel, Kent, Putnam Valley.
- Local 60 safety training certifications for multiple employees.
- Board of Elections exterior and interior renovations.
- Koehler Office of Senior Resources generator replacement design plans.
- Patterson radio tower renovations.
- County Center Courthouse in-house boiler replacement.
- Tilly Foster Building 7 boiler replacement.
- County Park LED lighting upgrades, exterior renovations of Parks Superintendent's home and various building functionality improvements.
- Fire training conduit installation for future communications, fire hydrants and electrical LED lighting upgrades.
- Interior and exterior painting of various County Departments including the Clerk's Office, Health Department, Department of Social Services, IT Department, Putnam Valley Office of Senior Services, Records Center, Purchasing Department, DPW Buildings, Putnam Lake stockpile, Brewster stockpile, Putnam County Golf Course, Tilly Foster Farm and the Planning Department.
- Flooring repairs in the Office of Senior Resources, IT, County Office Building and the Koehler Center.
- 121 Main Street elevator modernization project.
- Design plans and specifications for the County Office Building, Corrections Department and Historic Courthouse elevator modernization projects.
- ADA entrance door installation at the County Office Building.
- Purchasing conference room renovations.
- Sheriff's and Corrections Department boiler replacements designs and specifications for 2025 construction.
- Radio project support.
- Fair Street Operations Building- demolition of old building, electric service upgrade and temporary brine system setup for winter operations.

- Water system plan developments for Kern Building, Koehler Center and Putnam Valley Office of Senior Resources.
- Sheriff's Department gate installation, replacements and security improvements.
- Auditing Office renovations including HVAC improvements.

Fiscal Division

The Fiscal Division oversees all aspects of The Department of Public Works that pertain to funding. With a budget of approximately \$18 million in operating expenditures prepared annually, this division is responsible for a considerable portion of the County's finances. The division is responsible for all expenditures and revenue relating to operating and all capital construction projects. The DPW has approximately 112 full-time and temporary employees, for which bi-weekly time banks are prepared along with reports of payroll changes, accident reports and workers compensation claims. If outside reimbursement is available, detailed time and equipment use records are maintained. Accounts Payable, Accounts Receivable, Procurement and Personnel/Payroll are the major areas of responsibility that the Fiscal Division satisfies for the DPW. Claims are also prepared for all Federal Highway Administration projects administered by the State, FEMA declared disasters, CHIPS, and Congestion Mitigation Air Quality grants.

Highway Maintenance & Construction

The Highway Division is responsible for the planning, operations, maintenance, and construction of the County's highways, bridges, culverts and related infrastructure. The primary objective of the Division is the upkeep of the Putnam County road system and ensuring the safety of the traveling public.

Accomplishments for 2024:

- Successfully and efficiently conducted the 2024 snow program, covering a total of 177 miles, including 60 miles of state roads.
- Paving Projects- 5.60 miles of paving were completed on Stoneleigh Avenue, Peaceable Hill Road, Doansburg Road, Secor Road, Fair Street and Turk Hill Road.
- Pavement Repairs (Boxouts)- John Simpson, Wood Street and Snake Hill Rd.
- Drainage Installation- 2,200 linear feet of drainage pipe were installed in Peaceable Hill Road, Oscawana Lake Road, Milltown Road, North Lake Boulevard, Stoneleigh Avenue, and Fair Street.
- Fire Training Center Improvements- Retaining wall construction for the new car fire pad. Regraded parking lot and paved with a binder course.
- Tree Work- Completion of Fair Street project tree work.
- County Facilities "in-house" Paving Projects- Sheriff's Department lower lot, Putnam Valley Senior Center, Records Center, Fair Street (DPW) back parking lot, County Parks Director's house driveway and Putnam County Golf Course entrance.
- Pavement Reconditioning (Shim)- Farm-to-Market Road, Oscawana Lake Road, Milltown Road, Gypsy Trail Road, Cornwall Hill Road and Haviland Drive.

- Resurfacing- East Branch Bridge Deck resurfacing.
- New Road Construction- A new road was constructed for the dog park and upper Veterans Park access.
- Preparation for New Construction- Tilly Foster Building 6 foundation preparation for new Cornell Cooperative building.
- Road Shoulder Maintenance- Shoulders were cut and regraded on multiple County roads.
- Shared Services- Various paving projects with the Towns of Kent, Southeast, and Village of Cold Spring. Vac truck shared use with the Town of Philipstown.
- Debris Removal- Wood debris collected and disposed of on County roads.
- Storm Damage Repairs- Storm damage repairs and ongoing cleanup from the July 9, 2023 storm.
- Line Striping- Parking lot lines were repainted at the County Office Building parking lot and on various County roads.
- Sign shop work- Sign repairs and replacements were completed on many County roads along with stop light repairs and maintenance on County-owned lights.
- Drainage Improvements at the Board of Elections- Drainage was redone adjacent to Board of Elections building in conjunction with the building renovation project.
- Tree Trimming- Tree trimming was performed on various County roads.
- Road Mowing- Right-of-way mowing on County roads.
- Guiderail Repairs- Guiderail repairs were completed on various County roads.
- Maintenance on catch basins and pipes- Routine maintenance and cleaning of catch basins and pipes.
- Support for various events throughout the County- light tower coordination and placement, VMS boards and barricades for events.

Parks Division

The Parks Division of the Putnam County DPW Department is responsible for the following operations: Park and Conservation Area planning, maintenance, and daily operation, Farm maintenance and operations, conservation initiatives, County facility grounds maintenance, special events, Putnam trailway maintenance and golf course grounds improvements. The Parks Division manages and maintains roughly 3,000 acres of park, conservation, municipal and non-County owned lands throughout the County with annual visitation figures estimated at \$300,000 in 2024.

Achievements in 2024 include the following:

- Stump Pond Dam Access Clearing.
- Putnam Golf Course roadside wall restacking.
- Tree pruning at all County facilities.
- Tree clearing along Lake Gleneida.
- Tree clearing around Tilly Foster Building 7.
- Community Garden water line installations.
- New park signage installation.

- Hay baling for all farm animals.
- Installation of new vinyl fence at County Office Building/repair broken chain link fence.
- Painting of the Upper Park Chapel and Tilly Foster Silos.
- Board of Elections landscaping.
- Bikepath drainage repairs (Union Valley Rd./Putnam Ave. area).
- Tilly Foster Fence Installations/Repairs/Painting.
- Dog Park Improvements/Water line installation.
- DBS Campus Improvements (Post repairs/retaining wall removal/patio area and fence).
- Tilly Foster patio/entranceway improvements.
- Highway Dept. fence relocation.
- County Office Building signage/landscaping improvements.
- Tilly Foster dumpster pad/fence preparation.
- Golf Course dump site clearing for tower project preparation.
- Upper Park roadway to accommodate dog park/larger events.
- Fire Training Center burn pad construction.
- Bikepath grading and paving (Willow Road. area/assisted by Highway).

Soil & Water Conservation District

Technical Support and Educational Outreach

The Interim Director of the Putnam County Soil and Water District provides staff support to the Soil and Water Conservation District and the Agriculture and Farmland Protection Board by assisting municipalities and landowners with site-specific reviews and recommendations. Field inspections and information on soil and site suitability, erosion and sediment control, stormwater management, separate storm sewer systems (MS4) requirements, wetlands, floodplains, stream and pond assistance, maps, aerial photography, environmental education, GIS mapping, DMR reporting, and verification of agricultural acreage for agricultural tax exemptions.

Work continues with the East of Hudson Watershed Corporation. We co-hosted the adult education seminar at The Sedgewood Club in Kent last June and tabled an informational booth at the Putnam County Fair held at Veterans Memorial Park in July. We continue to work on the County Climate Smart Program including several energy efficiency upgrades to County buildings. We've made inroads with both Vassar College and SUNY Binghamton to expand our intern program to include ArcGIS projects. We are working on joint projects with both Westchester and Dutchess counties. Processed 25 new Highway Permits and closed out several old Highway Permits. In 2024, approximately 50 technical informational assistance requests were processed, and 150 landowners received assistance through the Tree and Shrub Seedling Sale.

Information Resources

The Soil and Water Conservation District maintains educational brochures, USGS topography maps, State and Federal wetlands maps, flood plain maps, surveys, resource documents and books, and develops GIS maps as requested. The District also assists landowners through phone calls, emails and site visits.

Tree and Shrub Seedling Sale

The District's Annual Tree and Shrub Seedling Sale was held in the Spring of 2024 at Tilly Foster Farm. This program is designed to assist County residents with a cost-effective way to plant conservation trees and groundcover to promote re-forestation and help control soil erosion. Costs are minimal to residents; and, therefore, residents can afford to vegetate and beautify their properties at reasonable cost. In 2024, the district sold approximately 9,984 plants and 25 bird houses.

MS4 Stormwater Management Plan and Permit Requirements

The Putnam County Soil and Water Conservation District continued to assist all the MS4s in the County (all six towns, village of Brewster, and Putnam County) with their Stormwater Phase II Municipal Separate Storm Sewer Systems (MS4) Regulations which included education/outreach and the filing of the County's Annual Report. The District also provided educational and informational materials to landowners. Neal Tomann, through the Soil and Water Conservation District, continually seeks grant funding to assist all MS4s with meeting the MS4 program requirements.

Climate Smart Coordination

Soil & Water was able to assist Ilona Campo in making an application for a 'Bronze certification. Several energy efficiency projects were completed in County buildings by Putnam County Highway and Facilities.

Kirk Lake Fish Cradles

Yes, there is such a thing as a 'fish cradle'. Soil & Water was able to secure Five thousand dollars in Part 'B' funding to install protective covers in Kirk Lake that allow the smaller fish (fry) to hide from the larger fish until they reach maturity. The installation covered several acres and apparently the system works quite well. It may be the first Soil & Water project ever that is completely under water. We are finding that 'fish related' projects are quite popular with the lake communities, so we hope to do more this year.

Dam Inspections, Maintenance and Reclassifications

The Soil and Water Conservation District has focused attention on the condition and inspection of the 13 Dams owned by Putnam County. This includes the orchestration of the Engineer Assessments required by the DEC every 10 years. We are currently working on four dam projects. Two projects in Kent, one in Philipstown and one in Mahopac. Soil & Water was able to secure a \$550,000 grant to help fund the dam project in Mahopac. We have reached preliminary agreements with the DEP and the DEC to have two dams decommissioned by way of a 'controlled breach'. We have developed dam related

relationships with the Town of Carmel and the Town of Kent and are opening discussions about flood hazard mitigation throughout the County. Neal Tomann will be speaking about dams and dam management at the 2025 NYS Water Symposium in Rochester this March.

Part 'C' funding

The PCSWCD secured \$70,000 in funding for a new 'bat wing' mower used to mow environmentally sensitive areas owned by the County. The mower will be available to Towns and Villages as part of ongoing inter-Municipal agreements.

Soil & Water also secured \$20,000 in funding to upgrade a culvert installation in Putnam Valley. This was done in part to help Putnam Valley recover from the storms in July of 2023.

Liaison to the Agricultural Farmland Protection Board

The PCSWCD continues its efforts in the New York State program of Agricultural Environmental Management by identifying agricultural enterprises, conducting environmental assessments, and responding to agricultural complaints. The District continues to work with the Watershed Agricultural Council's East of Hudson Program which helps to maintain and/or enhance both water quality and economic viability of agriculture in the NYC Watershed. The District also continues to work with the U.S. Department of Agriculture Natural Resource Conservation Service in providing Federal programs to agricultural landowners throughout the County. Neal Tomann provides staff support to the Agricultural Farmland Protection Board by providing an environmental review of the applications for inclusion in the Agricultural District.

Agriculture Value Assessment

Soil and Water Conservation Districts are the entity within NYS that provides Soil Group Worksheets to landowners and town assessors for the agricultural landowner to receive a reduction in taxes for the continued operation of an agricultural business. In 2024, Neal Tomann processed 20 such reports and provided dozens of landowners with procedural guidance as well as practical advice on zoning, planning and farm infrastructure.

Highway Permits and DMR

The Supervisor of Planning & Design processes all the Highway Right of Way Permits and maintains the database and files. In 2024, 25 new permits were processed, and several old permits were closed out. Currently working on updating the permit application and procedures for the program. The US Environmental Protection Agency and NYS Department of Environmental Protection requires compliance reporting of our oil/water separators. The Supervisor of Planning & Design electronically files compliance reports on both of our oil/water separators monthly.

Local/Regional Liaison Role

The Soil and Water Conservation District serves on a wide variety of local, regional, and state committees covering diverse areas of interest to the County. The District acts with other entities to identify and address mutual economic, environmental, and technical concerns and fosters cooperative problem solving within this network. The following is a

sample of committees in which the District serves as member, participant and/or attendee:

- Cornell Cooperative Extension Putnam County
- Dutchess and Westchester Counties SWCD
- East of Hudson Watershed Agricultural Council
- East of Hudson Watershed Council
- Hudson Valley Economic Development Council (HVEDC)
- Hudson Valley Regional Council
- Hudson Highlands Land Trust
- Lower Hudson Coalition of Conservation Districts
- Mid-Hudson Regional Economic Development Council (MHREDC)
- National Resource Conservation Service
- NYS Agriculture and Markets
- NYS Conservation District Employees Association
- NY Floods
- NYS DEC
- NYC DEP
- NYS Soil and Water Conservation Committee
- New York Association of Conservation Districts
- Philipstown Stormwater Management group
- Putnam County Soil & Water Conservation District Board
- Putnam County Agriculture and Farmland Protection Board
- Putnam County Land Trust
- Town of Kent Highway Department

Funding Received in 2024:

• State Reimbursement	\$ 50,432
• Dam grant	\$550,000
• Performance Measures	\$113,879
• Conservation Project	\$ 4,700
• Soil Group Worksheets	<u>\$ 150</u>
Total	\$719,116

VI. Staffing

As of 12/31/2024, the Department has a total of 112 full and part-time employees and is organized into several divisions. Each of those divisions is responsible for varying types of County infrastructure.

Division	Number of Employees
Administration	4
Automotive	10
Engineering	8
Facilities	15
Fiscal	4
Highway Maintenance & Construction	30
Parks & Recreation	40
Soil & Water Conservation District	1
TOTAL	112

VII. Sources of Revenue

The total Department of Public Works revenue for 2024 was approximately \$4.2M which was received from County taxation, recoveries, rental fees, park permits, event proceeds and special districts. Additional revenue is generated from Federal, State and Town sources as well as other County Departments and Divisions. Revenue is also generated from the sale of scrap metal, guiderail insurance recoveries and permits issued by the Highway Engineering Division. Other sources of revenue include interest earned and miscellaneous revenue.

VIII. Goals for 2025

Administrative

- Pursue continuous improvement of processes and productivity.
- Encourage the “pride in ownership” concept as it relates to all Divisions.
- Improve safety awareness and implement measures as such.
- Focus on employee retention and attraction.
- Continue to develop employee leadership and communication skills.
- Continue to support employee education and training.

Automotive Division

- To repair each piece of County equipment as safely and efficiently as possible, having all employees meet OSHA safety and NYMIR standards and to continuously seek ways to be fiscally responsible.

The Automotive Division would like to replace and/or add the following equipment in 2025:

- Western Star hook lift with leaf vacuum, Jetter vac truck, sweeper, dump bodies for E 753, 755, Bobcat wheel loader, Kubota boom mower, Ford f 550 crew cab dump, Ford f 350 crew cab utility body, Ford cargo van, Ford f 450 dump with sander/plow, and an Ax mower head.

Engineering Division

- Assess roadways to promote and maintain resiliency.
- Completion of the Peekskill Hollow Rd project.
- Effectively progress the Fair St. Reconstruction Project.
- Completion of Sprout Brook Road Bridge Project.
- Award of Stoneleigh Drewville Intersection Roundabout Project.
- Recovery of FEMA funding for the July 9th (2023) storms.
- Begin construction on the Maybrook Bikeway, Bridge 5 Rehabilitation.
- Develop and expand on the Pavement Management program.
- Begin design of the Ludingtonville Rd. Reconstruction Project.

Facilities Division

- COB ADA ramp construction and bathroom renovations.
- Purchasing Dept. conference room completion.
- Begin design for the County Office Building Generator Project.
- Sheriff's and Correctional Facility boiler replacements.
- New Courthouse RTU replacements.
- Complete water system improvements at various County facilities.
- Complete construction on the Fair St. DPW Operations Hub.
- Complete Sheriff's and Correctional Facilities Fire Protection and Intercom modernization.
- Complete Elevator Modernization Projects at 121 Main St. and the County Office Building.
- Tilly Foster Building 7 Renovations/Youth Bureau Relocation.
- Complete Veterans Museum at the Putnam County Park.
- 6N Highway Building Roof Replacement.
- Complete Transit Facility exterior rehabilitation and begin interior rehabilitation.
- Begin construction of the new Cornell Cooperative Building at Tilly Foster Farm.

Fiscal Division

- Continue to effectively manage the finances of our annual operating budget as well as a sizable Capital Projects program funded by Grants, Federal State and Local Funds.
- Continue to facilitate, coordinate and support financial tasks for the other divisions within the DPW.

Highway Maintenance & Construction

- To complete paving projects on Drewville Rd., Oscawana Lake Rd., Farm to Market Rd. and various County facility parking lots.
- Shoulder, pipe, and tree work along with general road maintenance as required.
- Continue to run an effective and professional snow operations program.

Parks Division

- Completion of Dog Park.
- Replace sections of bike path blacktop.
- Continue Park 4-H barn renovations.
- Smart Outdoors Bikeway Signage.

Soil & Water District

- Update GIS and 3D modeling capacity including a new workstation and software.
- Incorporating a summer intern program to help with infrastructure inventory.
- Purchasing a culvert vacuum truck.
- Organizing flooding and hazard mitigation grant seminars.

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Finance

Michael J. Lewis | Commissioner of Finance
40 Gleneida Avenue | Room 202
Office Phone Number | 845-808-1075
<https://www.putnamcountyny.com/finance>

I. Description of Department & Services Provided

The Putnam County Finance Department consists of several different divisions with the overall responsibility for Tax, Budgeting, Accounts Receivable, Accounts Payable, Payroll, Accounting, Treasury, Long Term Financing and Producing Financial Statements and Information (including financial analyses).

The Finance Department currently provides the following major services that pertain to the daily financial operations required by Putnam County Government.

Tax Collection

Includes collecting delinquent taxes, providing tax information to the public and to other departments and governments, and determining amounts to pay for county, town, village, school, and special district taxes. The Department also maintains county tax records for the public.

County Revenues

The Finance Department receives and accounts for Putnam County's revenues as well as providing the proper security and safekeeping of the County's financial resources.

Budgeting

Including aiding county departments in preparing their respective budgets and coordinating the budgeting process to ensure that all county deadlines for submission to the County Executive and Legislature are met pursuant to Article 7 of the County Charter.

Accounts Payable

The Finance Department receives, audits, and processes payment for all Putnam County invoices daily. In 2024, our department processed **5,377** checks, and **3,153** electronic payments.

Cash Management

A function of the Finance Department involves the investment of available cash. The Department carefully reviews the various investment vehicles allowed by General Municipal Law and selects the best investment with the highest rate of return. Liquidity is a major consideration when managing cash. The County is currently engaged with Three Plus One, a consultant that provides the County with cash management strategies because of the current economic market conditions.

Payroll

The Payroll Division of the Finance Department processes and administers a bi-weekly payroll for on average **730** Putnam County employees which amounts to an average of **\$2.12** million per payroll for fiscal year 2024. In addition, they serve as a liaison for the New York State Employees Retirement System.

General Accounting Operations

The General Accounting Division of the Finance Department maintains and controls the accounting records for financial reporting purposes. Throughout the 2024 year, the County's accounting department has entered **20,544** journal entries. As required by General Municipal Law, the Division prepares the annual financial report for submission to the New York State Comptroller's Office. The Division works closely with external auditors in connection with the annual audit, the single audit required for Federal funds by the A-133 circular, and budget review.

After the completion of the audit process, the Finance Department, in conjunction with PKF O'Connor Davies, prepares the Annual Comprehensive Financial Report.

Investments

The investment responsibility of the Finance Department can be described as using resources in a manner that mitigates risk while strengthening financial and operational management of Putnam. In 2024 The County yielded **\$8,680,395** in investment opportunities compared to **\$6,248,733** in 2023. This is approximately **40%** increase from the previous year.

Providing Certificates of Residence

The Department of Finance issues upon request a Certificate of Residency to students attending New York State Community Colleges outside Putnam County. The certificate allows a Putnam County student to attend a community college outside of the County at approximately one-half of the usual non-resident tuition cost. Putnam County, as required by law, pays an additional amount. Putnam County requires proof of residency documentation for the certificate to be issued.

Real Property Tax Service Agency

This Division is an area of the Finance Department which provides taxation and assessment related services to the 6 Towns, 10 School Districts, and 3 Villages in Putnam County, as well as to engineers, property owners, surveyors, appraisers, and title companies. The Division includes the County's GIS Department, which provides geographic information-based mapping services. Real Property also maintains tax maps and ownership information including assessment and tax rolls for School, Town, County, City and Village taxes and investigates and corrects assessment and tax roll errors. The agency maintains an inventory of all County-owned property and appraises and negotiates County transactions including buying/selling and lessee/lessor agreements. Responsibilities also include the apportionment of the County tax levy as well as the establishment of Town and special district tax rates. The Division reviews bills and collects revenues from leases, including IDA's PILOT Agreements.

Delinquent Property Tax Collections

The County aggressively pursues bankrupt taxpayers by (a) assuring the prompt payment of post-petition taxes, (b) reviewing proposed plans of reorganization to assure that the

County's rights are protected and, (c) petitioning the courts for lifts of automatic stays on tax enforcement actions when appropriate.

County Auditor Department

The Putnam County Department of Finance works in collaboration with the County Auditor from the Legislative branch. The County Auditor and her team work to service all internal and external County interests by conducting financial, operational, and compliance audits. These audits serve to mitigate risk and strengthen financial and operational management of the County.

Debt Management

The issuance of County bonds (or the County's annual borrowing) plays an important role in government finance due to its high visibility to the public sector and the typically high dollar amount attached to the borrowing. The financing of large-scale projects has a significant impact on future year budgets into which debt service requirements must be factored.

Capital Program

The Finance Department plays a vital role in the structuring and monitoring of the County's Capital Plan Pursuant to Section 7.05 of the County Charter along with assisting in establishing an annual capital budget. The Department carefully tracks expenditures associated with each project as well as the preparation and execution of borrowings to finance capital costs. The County as of 12/31/2024 has \$34,010,000 in long-term bonded indebtedness associated with its capital projects. In addition, Moody's has assigned Putnam County an Aa1 rating, which reflects a sound financial position.

II. Mission Statement

The County Finance Department performs the following functions: Tax Collection, Budgeting, Accounts Receivable and Payable Payroll, Producing Financial Statements, and Information, including financial analyses, Investment, Acquisition of Property for Unpaid Taxes, Providing Certificates of Residence for individuals who want to attend a community college outside of Putnam County at a reduced tuition.

The Commissioner of Finance collects delinquent taxes and the second half of a partial school tax payment. When making payments due to the Commissioner, the check should be made payable to the Commissioner of Finance.”

III. Population Served

- County Departments 29
- Municipalities 19
- Employees (incl. seasonal) 788
- College student certificates 1,151
- Parcels 42,688

IV. Significant Events and Accomplishments in 2024

- For the 33rd consecutive year, the Certificate of Achievement for Excellence in Financial Reporting was received from the Government Finance Officers Association (GFOA) for the Annual Comprehensive Financial Report (ACFR) for the year ending December 31, 2023.
- Through active management of cash in 2024, the Finance Department was able to earn **\$8,680,395** in short term interest and earnings. This represents a significant increase of **\$2,431,662** or **40%**, as compared to **\$6,248,733** that was earned in 2023.
- On 12/31/23, **\$38.5MM** was in fixed investments. By 12/31/24, **\$104.2MM** was in fixed income - a **171% increase.**
- In 2024, the Finance Department successfully completed the timely submission of federal, state, and local mandated reporting for Payroll, Accounting, Court and Trust, and Delinquent Property Tax, despite vacancies because of retirement the past couple of years. The greatest challenge is meeting deadlines despite increased workloads from a greater volume and diversity of transactions. Thanks to a dedicated team, we have succeeded in these efforts despite having an increased volume of work, key management roles filled with those that had 30+ years of experience, and more complex reporting requirements year after year.

- Successfully auctioned off a substantial portion of its foreclosed property inventory, bringing in over **\$1.7 million** and putting **\$6.2 million** in assessment back on the tax rolls. The sale included properties that had gone into foreclosure over the past decade, with a total of 160 properties put up for auction in July 2024. The auction resulted in the approval of 144 property sales by the County Legislature, with an average sale price of \$10,751.
- Processed **1,103** W-2's and **65** form 1099 NEC's for 2024 tax reporting.
- The Department processed **1,151** Certificates of Residency which totaled **\$3,842,624** in payments to colleges outside of the County.

V. Staffing

- The Department was fully staffed with a total of 12 positions for 2024.
- Promoted 1 Part Time Temp to a Full Time Account Clerk.
- Promoted 1 Account Clerk to a Principal Account Clerk to take over for the Fiscal Technician that retired back in July 2024 who had over 40 years of County service
- Filled the Deputy Commissioner of Finance position with a seasoned professional that had previous accounting & specialized auditing experience with the New York State Office of State Comptroller.

VI. Sources of Revenue

The Finance Department's sources of revenue are funded through the collection of penalties, interest and fees that are related to unpaid taxes. The Finance Department

also monitors other tax items such as Payments in lieu of taxes and non-property taxes such as Sales and Use Taxes.

VII. Goals for 2025

- Implement credit card payment solutions off NYS contract for County departments that currently do not accept credit cards, providing the public convenience and flexibility.
- Continue to expand the adoption of ACH as a payment alternative to vendors, in lieu of checks, to save the County money in administrative and operating costs.
- Continued implementation of GASB Statement No. 87, "Leases." This establishes a single model for lease accounting based on the concept that leases are a financing of a "right-to-use" underlying asset. This GASB took effect in the Annual Comprehensive Financial Report for the year ending December 31, 2022.
- Continued implementation of GASB Statement No. 96, "Subscription-Based Information Technology Arrangements (SBITA)." This provides guidance on the accounting and financial reporting for SBITA and establishes that SBITA results in a right-to-use subscription asset (intangible asset) and a corresponding liability. This GASB took effect in the Annual Comprehensive Financial Report for the year ending December 31, 2023.
- Continue to streamline payroll processes by automation: reduce paper and save time with a user-friendly kiosk providing copies of W-2's, access to biweekly wage and earning statements, and tax withholding forms.
- Continue to aggressively negotiate with banks to maximize the interest and earnings received on short-term investments. Due to market indicators and uncertainty in the market, interest/earnings were budgeted at \$4mm for 2025 but anticipate surplus revenues based on long-term investment strategies that were taken in 2024 that will mature in 2025 and beyond.
- County's cashVest score for the year ending 12/31/24 was 83/100 - up from 73 on 12/31/23 . The Goal is to achieve a score of 90+ by increasing the level of fixed income to match the stress test results, allowing more balances to provide value by earning interest/offsetting fees, using more electronic forms of disbursement, and consolidating accounts.

- For the year 2025, the Finance department will continue to work with its' outside legal counsel and title searcher regarding foreclosure (Article 11 In-Rem) motions so that the County may acquire title to properties remaining unpaid on the 2016, 2017, 2018, 2019 Delinquent Lists, and then proceed with auctions for each of those listings. In addition, we'll be working with our title searcher for lien years 2020 and 2021 which will set the County up for Article 11 In-Rem motions in fiscal year 2026.
- Continued collaboration with PKFOD LLP (Independent Auditors) to assist the County with its' Subrecipient Monitoring to the 6 Towns and 3 Village's as required by the US Treasury for the usage of funds from the American Rescue Plan Act.
- Finance will continue to work closely with departments to review and identify capital projects that can be closed to have the open project budgets reflect only those projects that are active. By closing inactive/completed projects, unspent funds may be returned to various fund balances and the total amount of authorized and unspent bonds will be decreased.
- After an internal efficiency review of County Departmental operations and a 2024 New York State Comptroller's Audit, the County is committed to making advancements in technology to enhance accountability, fiscal oversight and public access to Countywide services, with a specific focus on our Parks and Recreation Division and our Department of Consumer Affairs. This collaboration will be with Open Gov. This solution for Parks and Recreation that will allow the public to review, reserve and pay for permits and events online, improving efficiency and responsibility, showcasing the County's recreational and event offerings and strengthening community engagement and a solution for Consumer Affairs that will modernize our service to contractors in the form of online license renewals, permitting, registration and inspection thereby improving the overall efficiency of the Department operations.
- To continue and improve the County's Transparency Website with ClearGov for the 2026 Annual Budget which was pledged by the County Executive to the Legislature and the constituents of Putnam County. In addition, the Finance Department will submit the budget document to the Government Finance Officers Association and attempt to receive the Distinguished Budget Presentation Award. If successful, it will be the first time in history that the County is awarded this prestigious award.

Real Property

Trish McLoughlin, Director of Real Property
40 Gleneida Ave, Carmel, NY 1512
845-808-1000 x-49315
Patricia.mcloughlin@putnamcountyny.gov

I Description of Department:

In accordance with the New York State Real Property Tax Law, The Putnam County Real Property Tax Service Agency is a statutory agency which provides services that assist local government officials in achieving and maintaining equitable assessment administration. We provide assessment and taxation related services which include updating tax maps, ownership information, & assessment and tax roll processing for the property taxes. We educate officials and the public on exemptions and other related topics of tax administration. We provide the sources that accomplish this function as well as the expertise to assist localities in attaining equitable assessment administration. Our goal is to provide a sound, reliable, fair and easily understood foundation for the determination of the Real Property tax system.

II Services Provided:

In Putnam County, there are 42,949 parcels of land and this agency is responsible for the parcel boundaries, roads, and information on the 824 tax maps we maintain countywide. As soon as the property is conveyed, the newly recorded deeds are checked against those maps to ensure continued accuracy. These transfer reports/deeds are collected by this department on a weekly basis, entered into Sales Scan, and batched according to town. After we update the ownership data, the deeds and RP-5217's are sent to the respective towns. Mapping jobs are sent to GIS to update, then copies of the new map are sent to the Towns as well. This is one small example of what the Real Property Office does.

The Real Property Tax Services Agency is mandated by the New York State Real Property Tax Law, and is responsible for preparing many assessment and tax documents. The department does its own data processing, in-house, and prepares and prints all tentative and final assessment rolls, tax rolls, and bills for all 6 towns, 9 of 10 school districts, and all 3 villages in Putnam County. The GIS/Tax Mapping Department maintains tax maps for all municipalities in the County, including 6 towns and 3 villages.

The staff also prepares the County tax levy, assists and coordinates with town, village, and school levy preparations, provides training to all Board of Assessment Review members, processes property transfers, maintains several databases with historical parcel and ownership information, and assists property owners with information needs. This office provides support to municipal assessing officials pertaining to the Real Property System software (RPS), assistance with revaluation projects, as well as training.

This department prepares the following services and reports:

- Tentative Rolls and Change of Assessment Notices (C.O.A.).
- Final Rolls and summaries for exemptions, parcel counts, School, Town, and Village taxable totals.
- Tabulation of the County, Town, School and Village Tax Rates.
- Computing the rates for each town's special districts (100+).
- Preparation, processing, partial printing and stuffing of the School Bills (41,849), Town Bills (42,990), and Village Bills (1,551).
- Assist towns in forming special districts.
- Supply state forms to the public, which are also available on the state website.
- Organize training for the Board of Assessment Review (BAR) members.
- Cooperate and assist in other training provided by the State Board.
- Preparation of the Equalization Table & County/Town Warrants.
- Mortgage Tax Apportionment for the Board of Legislature.
- Top Ten Taxpayers List.
- RP-6094-0 Statement of County Equalization pursuant to Title 2 of Article 8.
- File transfers of RPS160d1 bill extracts to NYS Tax & Finance, shared with NYS Comptroller's office, Tax data Verification with OSC.
- Vouchering State-owned taxable parcels as per RPTL §532(d).
- Correction of Errors applications RP-554 & RP-556.
- Apportionment of Special Franchise properties.
- Data entry and monthly reports of transferred properties
 - -Salesnet/Salescan for RP-5217 reporting.
- Mapping of parcel boundaries, updates, and Filed Maps.
- FOIL Requests.
- Advise County Legislature of State Legislation regarding RPTL Exemptions.
- Assist our Law Dept and Finance Dept with the sales of Chapter 31 parcels & Article 11 parcels to adjacent owners and the auction purchasers.
- Putnam County Facilities Inventory parcels list.
- Article 11 Foreclosure parcel lists.

III Mission Statement:

The Department of Real Property Tax Services is the educational, advisor and assistant of the County Government, providing a multitude of services to the Town Assessors, other County offices, local surveyors, title search persons, attorneys/staff, and prospective and current property owners.

The primary focus of this department is servicing the County in providing the highest professional quality programs available, using state of the art technology. The framework of all programs is to manage the overall County tax system in a fair and equitable manner, complying with the *New York State Real Property Tax Law* and the standards for real property assessment as set by the International Association of Assessing Officers.

IV Population Served:

This office currently services approximately 44,375 property owners with tax billing and property information. This office also services our town assessors' offices with deed transfer information, bank code changes, mapping changes, and processes all of their data that is provided by them for bill processing. This office also services the walk-in and call-in public with property questions and concerns.

V Significant Events & Accomplishments In 2023:

- We have now put into place policies and procedures that will verify the data given to us by the Town Assessors. The Assessors now have to sign off on the data (Totals reports) submitted for processing, and this office will have more than 1 person checking the Totals generated from uploading the data into RPS. The school administrative offices have also been asked to adopt their levies earlier in August, giving our 3-person staff more time to check and recheck for the most accurate Practices and Principles.
- In August of 2023 this office, for the first time, outsourced School Tax Billing to a local printer, as a few of the school districts could not adopt their levies before August 17, which was not leaving this office enough time to process, balance, and get final approvals on the numbers from the schools, and final sign-offs from the collectors/receivers on the bills to be printed. The outsourcing results were excellent, and it left this office the ability to function in a more efficient way to do the day-to-day tasks and servicing of the public during the 2-week time period it would have taken to print and stuff 40,000+ bills via our 3-person office and small/limited printing machines.
- Less Printing: This office is no longer printing every deed that comes through our office. The deeds and 5217s are now being electronically sent over to the assessors, weekly, as are map changes—all of which were previously printed and hand delivered monthly. This office has also stopped printing tax rolls for the collectors/receivers. They are now being electronically sent.
- At my request, this office now shares the lease cost of our office's stuffing machine (instead of full payment) with the Finance Dept., as they also use it and agreed to share the cost.
- I met with all of the multiple Town and Village Collectors/Receivers to brainstorm on getting a more uniform bill that would reduce errors and typos, and make the bill paying process more clear. I redesigned the back of the bill to make it more understandable to the general public, utilizing various print styles, and adding color.
- At my request, we will be utilizing a new add-on service of ImageMate called ImageMate Online (IMO) and Parcel History. This will allow our office to upload all deed transfer information weekly as we get it from the County Clerk's Office, to

be viewed by the public immediately. It will also allow us to begin scanning property cards from the office (scheduled for summer 2024), so that all of the most up-to-date public property information can be viewed by anyone from anywhere.

- o At my request, we now send Ryan LLC tax data after each processing cycle for the fee of \$3,000 (new revenue).

VI Staffing:

Director: Trish McLoughlin

Senior Office Assistant: Christina Valenti

Senior Office Assistant: Marilyn Murphy

This 3-person office is staffed by a front Senior Office Assistant, **Christina Valenti**, who greets the public, answers and directs all phone calls to the office, maintains all property cards, records, and payroll data, documents all of the deeds and mapping jobs that come through the office, including input of all easements onto property cards, files and maintains mapping spreadsheet of all mapping jobs sent to IT, processes monthly Salescan reports to towns, villages and Finance Dept, and handles all requestions, invoices and fund transfers. Christina also maintains all office equipment, as well as maintains the cleanliness and sanitizing of the office, all maintenance requests, and handles all job postings.

There is an additional Senior Office Assistant, **Marilyn Murphy**, and Real Property Director, myself - **Trish McLoughlin**, who together calculate, process and print the bills for County/Town, Village, and School billing. Much preparation for these billing cycles is done, including figuring out County, town and village rates, town apportionments via multiple spreadsheets, as well as follow-up tasks that require reporting to the State, SDG, the Finance Dept, the TSO's and the various tax servicing companies that request assessment and billing data for the County. Marilyn and myself also service all of the assessors and tax receivers/collectors with all of the post billing data that they require. During the year there are many other tasks and requests from other departments, who we serve.

ASSESSORS:

Section §1530 of the New York State Real Property Tax Law states that the Director of Real Property Service Agency will advise assessors on the procedures for equitable assessment administration. We provide daily assistance and expertise to them along with continual schooling throughout the year. There are five appointed full-time Assessors and one part-time appointed Assessor. The Putnam County Assessors have played an integral part in helping our agency implement new programs used in modern assessing practices and it promotes the professionalism of its members. In addition, the membership, educational training and conferences with NYSCDRPTS, NYSAA, and NYSAC provide the Directors and Assessors with valuable insight on topics pertaining to assessment administration.

Section §305 of the New York State Real Property Tax Law mandates uniform and equitable assessments. This is being accomplished in four towns with an Annual Reassessment cycle. It is the process of revising all assessments within a municipality concurrently, to a uniform consistent value. The Towns of Carmel, Patterson, Putnam Valley and Southeast received the “Excellence in Equity Award” for providing fair assessments and meeting high standards for assessment administration from the New York State Office of Real Property Services/DTF. The Town of Kent is embarking on a revaluation for 2024.

Four of the six towns have achieved 100% market value last year, greatly reducing the number of Board of Assessment Complaints, in turn, reducing the number of SCAR petitions. That was accomplished by educating the public on what the assessments were based on: arms-length sales, appraisals, and comparables all being taken into consideration to arrive at an assessment.

AFFILIATIONS:

2023 Putnam County Assessors Association

The Assessment community (County RPTSA, Most Town Assessors & staff and NYS ORPTS) are working in a proactive collective group.

- Creating a county-wide base valuation model.
- 4 out of 6 towns maintaining 100% market value without additional expenses.
- Town of Carmel is maintaining 100% after the revaluation project.
- The Town of Philipstown has a P/T sole Assessor and hired a P/T data collector. Equalization rate still below 50%; The town will need more of a monetary incentive to do a re-valuation, State aid is not enough of an incentive.
- All 10 Schools adopted the RPTL§458-a Alternative Veterans exemption at varying levels. Two Schools (Brewster and Carmel) Districts have adopted RPTL§458-b Cold War veterans’ exemption.
- A change to the Fireman’s Exemption was adopted, giving the taxing jurisdictions the option to grant it for service of 2, 3, 4 or 5 years (previously a 5-year minimum) with 10% off of the assessment--with no cap (previously a maximum cap of \$3,000).

Putnam County Agriculture and Farmland Protection Board

The petition for the creation of a County Agriculture District was adopted by the County Legislature by Resolution # 81 of 2003. The Commissioner of New York State Agriculture & Markets approved and certified Putnam County Agricultural District #1 on November 19, 2003. Resolution # 378 of 2011 approved the renewal and re-districting of the County’s Agriculture District. The benefit of being in the District is the “Right to Farm”. In 2019, the District was renewed for another 8 years. The district has 157 parcels with 5,113.9 acres. The Board is interested in farms that are businesses, excluding hobby farms.

VII Sources Of Revenue:

Revenue generated by the prior named services for 2023 are as follows:

Town & Village Contracts: \$21,682.06

School District Contracts: \$25,638.14
Sub Total: \$47,345.10

Miscellaneous:

New agreement with Ryan LLC for tax data: \$3,000
Filed Maps (as per RPTL §503 Sub. 7, by Resolution # 363/1991): \$505.25
Sub Total: \$3,505.25

TOTAL SERVICES REVENUE: \$50,850.35

VIII Goals For 2024:

My goals for 2024 are to bring this office up to the latest in technology and efficiency. There have been several changes that I initiated upon starting as Real Property Director in June of 2023. We are projecting more updated services to the public in a much more timely fashion, and we are bringing our assessors' offices into more sync with our office with more efficient and less costly data transfers via pdf documents that are immediate, as opposed to printed documents that are transferred on a monthly basis at a higher cost. As I embark on each process of the office as a new Director, I have been making changes that simplify processes and move the office into more innovative technologies, such as networking our computers in the office so that all employees are working with the same database when using RPS. This will decrease mistakes and the pulling of incorrect or old data. Each desk has been equipped with dual monitors, for a much more efficient workspace, which has increased speed and productivity, as well as reduced printing working materials.

In the summer of 2024 this office will be utilizing help via the PILOT program or a grant to have all of the property cards scanned into the Parcel History section of ImageMate Online, so that all of our County residents can access property data without travelling to the office. This data will be updated weekly by our office with the most up-to-date information provided by the County Clerk's Office.

Each process of this office is being scrutinized and improved for efficiency. My 2024 goal for this office is for it to be more organized, run more seamlessly, and to be more automated by the year's end.

Putnam County Department of Health

Michael J. Nesheiwat, MD, Interim Commissioner of Health
1 Geneva Rd, Brewster, NY 10509
845-808-1390
putnamhealth@putnamcountyny.gov

I. Description of Department

The Putnam County Department of Health (PCDOH) is divided into five divisions: Early Intervention; Fiscal and Administration; Health Education (includes Epidemiology and Public Health Emergency Preparedness); Nursing and Clinical Services; and Environmental Health Services. While each area operates with distinct staff members, they collaborate to provide Putnam County residents with the highest quality programs and services.

The Board of Health serves the PCDOH by advising on public health policy. Division managers provide regular reports to the Board and attend meetings at the request of the health commissioner to present and discuss relevant health issues.

II. Services Provided (Divisions and Programs)

Early Intervention and Preschool Programs

The Early Intervention (EI) program evaluates infants and toddlers from birth through two years of age for developmental delays (physical, cognitive, communication, social-emotional, and adaptive). If eligible for services, the EI program provides special instruction, speech, occupational, and physical therapy, and other services as appropriate. The Preschool Special Education program provides similar services for eligible children three to five years of age diagnosed with a disability that affects their ability to learn.

Environmental Health Services

The Division of Environmental Health Services (EHS) implements specific strategies and ensures environmental quality in Putnam County. Enforcement of the New York State and Putnam County Sanitary Code and applicable laws, administrative rules, and regulations guides all programmatic activities. Public Health 12 Protection (PHP) strategies include monitoring and regulating service establishments and other public facilities. Regulations are also enforced to ensure rabies control, lead poisoning prevention, and clean indoor air. In addition, environmental quality is ensured by monitoring water quality and regulating public water systems, treatment plants, sewage disposal systems, and solid waste facilities; approving realty subdivision plans and construction; providing environmental risk assessment; and responding to environmental emergencies.

Fiscal/Administrative

The Fiscal/Administrative Division is responsible for the financial oversight at the PCDOH. Preparation of all financial reports, including State Aid reimbursement, grant and fiscal monitoring, purchase orders, and accounts receivable, are performed by fiscal office staff. Department-wide policies and procedures dealing with time accruals, call-in, travel requests, and reimbursement are also handled by this division as well as all personnel related needs.

Health Education

The core functions of the Health Education Division include: assessing and monitoring population health; communicating effectively on health, health factors, and health improvement; and strengthening, supporting and mobilizing communities and partnerships. The Health Education division coordinates and promotes countless disease-specific prevention campaigns and programs throughout the year to the residents of Putnam County. Public information is made available in English and Spanish through social media, media releases, alerts and advisories. Education and health promotion for residents is also achieved through engagement and outreach activities, cross-sector coalitions, and community presentations. Epidemiologic support is provided within the department and with partner agencies through ongoing surveillance, data analysis, assessment, and evaluation activities and surveys. The division is primarily responsible for producing the Putnam County Community Health Assessment and Community Health Improvement Plan (CHA/CHIP), both required by the New York State Department of Health (NYSDOH). Together, these efforts support departmental and countywide initiatives and planning. Additionally, Public Health Emergency Preparedness (PHEP) staff work within the health education division and oversee the planning, implementation, and evaluation of PHEP, Cities Readiness Initiatives (CRI), Medical Reserve Corps (MRC) and related activities. Health Education is also responsible for the management of the Putnam County Employee Wellness program, supporting health improvement for all county employees.

Nursing and Clinical Services

The Nursing Division utilizes a variety of strategies to improve and monitor the health status of Putnam County residents. These include outreach to populations at risk for specific health problems; increasing access to services, either by direct provision of care or by partnering; maternal child health (MCH) consults; screening and surveillance for the early detection of disease; health education and promotion activities to improve prevention; and coalition development within the community to address service gaps. Nursing case management is provided through the lead poisoning prevention, tuberculosis control, and rabies prevention and control programs. Clinical services are provided in the areas of immunization, HIV and hepatitis C testing and counseling, and tuberculosis testing, diagnosis, and treatment. The PCDOH maintains a license for a Licensed Home Care Services Agency (LHCSA) which ensures the ability of the department to continue conducting home visits for the mandated public health programs such as MCH, lead poisoning prevention, communicable disease, and immunization. Approval for this program was obtained through the NYSDOH, which also conducts periodic surveys to assess for regulatory compliance. The PCDOH LHCSA is not a full-service agency as personal care and home health services are not provided.

Divisions and Programs

Environmental Health

- Enforcement of Regulations
- Complaint/ Request for Service Program
- Putnam County Sanitary Code

Facility Inspections

- Children's Camps
- Food Service Establishments
- Mobile Home Parks
- Migrant Farmworker Housing Program
- Tanning Facilities
- Temporary Residences & Campgrounds
- Tobacco Control Program
- Public Swimming Pools
- Public Bathing Beaches
- Daycare Centers
- Public Water Supply Sanitary Surveys

Food Safety

- Food-Borne Illness & Complaint Investigation
- Permanent and Temporary Food Service

Injury Prevention

- Lead Poisoning Prevention*

Other Environmental Health Programs

- FOIL requests
- Food Operators Seminars
- Camp Operators Seminars
- Feral Cat Program
- Rabies*
- Mosquito & Stagnant Water Complaints
- Tick Identification
- Tobacco Control (ATUPA)
- Indoor Air Quality (CIAA)

Land Development

- Commercial Development (New Construction)
- Major Projects
- Home Additions
- Realty Subdivision
- PFAS Removal
- Septic Repair Program
- Septic System Replacement Program for Lake Oscawana, Palmer Lake, and the East Branch Croton Middle Tributaries
- New York City Watershed Rules and Regulations
- Septic System Contractor Licensing Program

Solid Waste and Recycling

- Solid Waste Management Planning
- Household Hazardous Waste Events
- Waste Hauler Permitting
- Pharmaceutical Disposal (Medication Take Back)
- Compost Bins
- Recycling Promotion

Public Water Supply and Services

- Water Quality Improvement Initiative
- Drinking Water Enhancement Grant
- Emerging Contaminants
- Water Operator Certifications

Individual Water Supply and Services

- Well Permit Program

Fiscal/Administration

- Budget
- Grant Management
- State Aid
- Time Bank/Overtime/Temp payroll
- Personnel Management

*Cross-divisional program



Putnam County Department of Health
A PHAB-ACCREDITED HEALTH DEPARTMENT

Divisions and Programs

Early Intervention and Preschool Programs

- Early Intervention Program
- Preschool Special Education Program
- Child Find Program*

Health Education

Community Health Education

- Educational presentations, workshops, tabling
- Health Promotion, Community Outreach, and Engagement
- Training Coordination
- Employee Wellness
- Undergraduate and Graduate School Experiences

Epidemiology

- Community Health Assessment
- Community Health Improvement Planning and Implementation
- Program Evaluation
- Disease Surveillance*
- Community Surveys

Media and Community Relations

- Public Information Communications
- Social Media Engagement
- Health Promotion and Education Campaigns
- Coalition and Task Force representation, and Community Partner Support

Public Health Emergency Preparedness (PHEP)

- Cities Readiness Initiative
- Plan and Program Development
- Workshops, Tabletops, Functional and Full-scale exercises
- Medical Reserve Corps

Nursing and Clinical Programs

Communicable Disease Control and Surveillance

- 80 reportable communicable diseases, 34 “red phone” 24-hour response diseases
- Arthropod
- Hepatitis A, B, C
- Perinatal Hepatitis B + C
- HIV/AIDS
- HIV/Hepatitis C Clinics
- Sexually Transmitted Diseases
- Tuberculosis Control
- Rabies*
- Enteric Disease Investigation
- COVID-19

Immunizations

- Child and Adult Vaccine Clinics
- Travel Vaccine Clinics
- Migrant and Seasonal Farm Worker Program
- School-Based Flu Clinics
- Seasonal Influenza Vaccine Clinics
- Influenza Mapping
- Overnight Camp Infirmary Inspections

Licensed Home Care Services Agency (LHCSA)

- Maternal and Child Health Program
- Newborn Screening Program
- Prenatal/Postpartum Newborn Visiting Program
- Parent Support Groups
- Child Find Program*

Other

- Educational presentations and outreach*
- Opioid Overdose Prevention Program*
- Death Certificate Review
- Chronic Disease Prevention

*Cross-divisional program



Putnam County Department of Health
A PHAB-ACCREDITED HEALTH DEPARTMENT

III. Mission Statement

The mission of the Putnam County Department of Health is to improve and protect the health of our community.

IV. Population Served

Putnam County Department of Health services are made available to all residents. Early Intervention, Preschool, and Child Find serve children birth to five years of age, and their families.

V. Significant Events and Accomplishments in 2024 (by division and committee)

Early Intervention and Preschool Programs

- The New York State Early Intervention Program new data and information management system has faced implementation challenges that have impacted work efficiency, data and billing and claims challenges. Providers including the County for Service coordination cannot bill and the claims that work are being lost or denied. The County as well as contracted providers are being impacted, with some providers leaving the program. Already long waitlists for services will start to get even longer.
- Changes from the New York State Education Department has resulted in an increased expenses incurred by the County for special instructors, center-based services, evaluations, and the price per CPSE student to receive services. This results in a roughly estimated budget, and many subsequent budgetary transfers.
- Putnam County Early Intervention and Preschool has initiated an innovative, solutions-focused adaptation to the current service delivery model for preschool programs. This model would keep more students within Putnam County for high-quality preschool, ensure shorter bus rides for many students, and ease the financial burden of the County. The County is currently in the planning phase with school districts to begin making the locally-based program a reality in 2025-2026.

Environmental Health Services

Adolescent Tobacco Use Prevention Act (ATUPA):

- Recent changes in law have made it illegal to sell flavored vapor products in New York State. Compliance inspections are performed annually and in 2024, there was a significant number of fines associated with vapor product sales in this program. Six (6) cases were concluded in 2024, and \$28,300 was collected in civil penalties for tobacco and vapor product enforcements.

Rabies:

- 434 potential rabies exposures were investigated, 34 treatments for potential rabies exposure, 66 samples tested for rabies, and four positive rabies result (bat, skunk, cat, raccoon).
- Three rabies clinics were held: March, July, and November. A total of 260 animals were vaccinated for rabies (162 dogs, 96 cats and 2 ferrets).

- The Feral Cat Task Force, a partner program with Putnam AdvoCats, processed 168 cats, 46 of those were fostered/adopted. All cats over four months old receive rabies vaccinations before they are released or adopted. The Towns of Patterson and Putnam Valley and the Putnam Humane Society provided additional funding to support the initiative.

Childrens Camps:

- 21 permits were issues, 14 injuries investigated, 30 illnesses investigated, and 1 epinephrine administration reported.
- On May 9, 2024, the Putnam County Department of Health (PCDOH) camp program staff hosted its first virtual "Children's Camp Seminar" via Microsoft Teams. Nineteen out of the 21 camp operators attended the session. Presentation topics included assigned inspectors for the year and updates to code requirements. A highlight of the seminar was a guest appearance by the Director of Putnam County EMS, who discussed the new AED code requirement. The presentation slides and a recording of the meeting were shared with all camp operators and made available on the Putnam County Health Department's website.

Complaints/Requests for Services: Complaints may include issues at regulated facilities, septic system failures, lake and stream pollution, private and public water supplies, indoor air, hazardous waste investigations, and more.

- 220 complaints/requests for services were investigated.

Food Program

- Putnam County Department of Health staff worked with the Putnam County Youth Bureau, parents, and children to ensure safe food operation at the Youth Business Market at Tilly Foster Farm on June 9th, 2024. Youths prepared and sold lemonade, baked goods, and other food items.

Communicable Disease:

- In March and April 2024, the Putnam County Department of Health investigated illness outbreaks at an assisted living facility where some residents and staff suffered from diarrhea and/or vomiting. Laboratory testing supported the suspicion that norovirus was the agent responsible for the outbreaks.
- In December 2024, The Putnam County Department of Health investigated illness outbreaks at a golf course/caterer and school where residents and students suffered from diarrhea and/or vomiting.

Lead Poisoning Prevention Program:

- There were 7 (seven) new cases of children with elevated blood lead levels, which required environmental health to perform inspections to assess for lead hazards and provide guidance for the correction of any identified hazards

Beaches:

- During the summer of 2024, several public bathing beaches were impacted by environmental conditions that caused closures. Closures were due to the presence of bacteria, and blue-green algae blooms.

Solid Waste Management:

- Two Household Hazardous Waste Day events were held at Fahnestock State Park's Canopus Beach Parking Lot in Kent. A total of 641 residents attended and safely disposed of their household chemicals.

- During 2024, a new full time Solid Waste Manager position was added to the 2025 budget. This position will be responsible for the Local Solid Waste Management Plan and will work on waste reduction, recycling and composting projects in addition to other goals and objectives.

Engineering & Water:

Lead Service Line Inventory

- Community and Non-Transient Non-Community Water Supplies within Putnam County that were required by the USEPA to comply with Lead and Copper Rule Revisions (LCRR), submitted service line inventories by the October 16, 2024 deadline. Our department will continue to provide oversight for compliance with notification requirements of the LCRR.

Commercial Campus at Fields Corners (T)SE: The project consists of two large warehouse buildings that will be broken up into several different tenant spaces.

- The total square footage of both warehouses is 933,100 sq. ft.
- Proposed Building A employees: 375
- Proposed Building B employees: 665
- Building A Design Flow: 4500 gallons per day
- Building B Design Flow: 7980 gallons per day
- Each building has its own septic system and 100% expansion area.
- Non-Transient, Non-Community Public Water Supply System.
- Water System approved by NYSDOH on February 23, 2022.
- Septic System approved on April 13th, 2022.
- Construction commenced in Summer of 2022 and continued throughout 2023 and 2024.
- The septic systems for both buildings have been constructed and inspected by PCDOH.
- Buildings are still under construction but close to completion
- NYSDOH approved the completed works for the wells, treatment and storage section of the water system on November 7, 2024.
- NYSDOH still needs to approve the completed works for the water distribution system.
- PCDOH is still waiting for the completed works submission for the septic systems.

Brewster Yards: Located at Fields Corners Lane & Pugsley Rd (across the street from the Commercial Campus Project).

- Proposed commercial septic system and public water supply.
- Project consists of the following:
 - 4 Baseball Fields
 - 1 Showcase Field
 - 4 Little League Fields
 - 1 Multi-Sport Field
 - 3 Batting Cage Facilities
 - 3 Concession/Restroom Facilities
 - 2 Concession Facilities
 - 35,000 sq. ft. Indoor Facility
 - Parking Areas (449 Parking Spaces, 8 Bus Parking Spaces)
 - 1 Playground

- Application was received on January 3, 2023, and has been under review throughout the year.
- Since the project is commercial and is within the NYCDEP watershed, the septic application has been under joint review with the NYCDEP engineering division.
- Non-Transient, Non-Community Public Water Supply System (PWS)
- PWS has been under review with the PCDOH.
- Approved by PCDOH on February 8, 2024

EE Brewster: Located on Route 22 across from the Lakeview shopping center (formerly the Golf Dome)

- Application for two new wells.
- Proposed community public water supply and commercial septic system.
- Wells were approved for drilling and testing. Full application received March 10, 2023.
- Project consists of two 50-unit senior housing complexes and two large storage buildings (32,400 sq. ft.).
- Located at 1534 Route 22 (across the street from the Lakeview Shopping Center).
- NYSDOH approved the new community water system on December 6, 2024
- NYCDEP approved the septic system on November 20, 2024
- PCDOH is ready to approve the septic system pending submission of additional plans from the project engineer.

HHR Subdivision:

- HHR is a proposed 24 lot subdivision off of Route 9 south of the intersection of East Mountain Road South and Old Albany Post Rd.
- The septic will be a central system for all 24 lots. There will be no individual septic systems.
- Each lot will contain a 5-bedroom residence.
- Each lot will have an individual well.
- Application was submitted at the end of 2023. Currently under review.
- Estimate approval date in early 2025.

Hudson Valley Shakespeare Festival (Phase 1):

- Formerly the Garrison Golf Club (2015 Route 9, Garrison, NY (T)Philipstown)
- The Banquet Hall, Inn, Restaurant, and Bar to remain in use.
- New Outdoor Theater (in use from early spring to late fall)
- The former golf course managers quarters to become office space and one apartment
- The existing septic system for the golf course to be used
- The existing water supplies for the banquet, inn, restaurant, and bar to remain in use
- Existing total design flow: 12,800 gallons per day
- Revised total design flow: 8,009 gallons per day
- Additional flow available: 4,791 gallons per day
- Proposed transient non community water system design for the new theater
- Application has been reviewed and received verbal approval on December 18, 2024. Formal approval will be granted for phase 1 in early 2025.

PFAS (Perfluoroalkyl AND Polyfluoroalkyl Substances):

- NYSDOH lowered the Maximum Contaminant Level from the EPA guideline of 70 ppt (parts per trillion) to 10 ppt effective August 26, 2020.

- Since that time, we have been receiving numerous applications for community and non-community, non-transient water systems to treat PFAS with Granular Activated Carbon (GAC) Filtering Units.
- In 2024, the PCDOH in conjunction with the NYSDOH Bureau of Water Supply continued on going review and approval of PFAS treatment systems.

Fiscal/Administration

- Fiscal staff implemented engaging trainings, called “Fiscal Fairs” for employees on all fiscal-related procedures. Topics were determined based on staff input and were designed to enhance compliance and efficiency.

Notable Savings Realized

- In 2024, the State reimbursed Putnam County Health Department an additional \$500,000 due to changes that were enacted in 2022, which added fringe benefits to the allowable expenses for reimbursement from the State at 36%. These additional revenues will continue year after year.

Health Education

Health Education Programming, Media, and Community Relations:

- Published 11 monthly employee spotlights, highlighting 13 employees and their work serving county residents.
- Social media engagement across three platforms increased 28% from 2023.
- Developed a tickborne disease webpage to provide comprehensive information to residents about tickborne disease prevention and treatment.
- Streamlined the website by working with Epidemiology and Informatics to create a Respiratory Virus Surveillance report to replace separate Influenza and COVID-19 reports.
- Increased accessibility on social media by implementing a Spanish translation procedure as well as increasing alternative text descriptions of images.
- Collaborated with the Department of Social Services, Mental Health, and the Youth Bureau to conduct Youth Mental Health First Aid training for two Putnam County School Districts.
- Co-facilitated a breakout session on Opioid Overdose Prevention at the Statewide Harm Reduction Symposium.
- Co-facilitated Trauma-Informed training for three agencies servicing Putnam residents.
- Established work groups for the BR;DGE Alliance, a cross-sector, multi-agency coalition addressing fatal and non-fatal overdoses in Putnam County (BR;DGE Alliance). Work groups meet to address three topics, prioritized by input from key stakeholders: Stigma, Hope for Recovery, and Youth-Focused.
- Developed youth vaping education and prevention traveling display to lend to local libraries, schools and community organizations.
- Expanded collaboration with Prevention Council of Putnam to expand capacity to deliver evidence-based vaping education sessions along with vaping and smoking cessation programs to Putnam County youth. Together, the agencies delivered 17 Neuroplasticity workshops and 14 “Escape the Vape” sessions in Putnam County schools.
- Identified, wrote, and published 59 news items on the PCDOH website under “News & Events,” including 20 media releases and alerts disseminated directly to the media, one of which was done in collaboration with the County Executive’s Office. These efforts produced 45,661 hits on the website, an increase of more than 25 percent over the previous year’s tally of 35,829.
- Front-page news coverage included stories on lead poisoning prevention, the Medical Reserve Corps’ 20th anniversary, vaccine requirements for school children, blue-green algae blooms, a rabies alert and measles control in Putnam. Major stories accompanied by three to six photos were published on the Putnam County Public Health Summit, Putnam’s Go Red Day for heart health, the Medical Reserve Corps Conference and septic repair along with countless other digital and print stories.
- Television placements were also achieved through health department relationships with media contacts. News12 Westchester covered Putnam County’s Go Red day with a thirty-second spot using a montage of 6 curated photos that the health department had posted online. <https://westchester.news12.com/putnam-county->

[observes-go-red-day-for-heart-health](#) Additionally, coverage occurred in summer as multiple blue-green algae blooms closed beaches in the Hudson Valley including Putnam beaches.

- Hundreds of print and digital placements including published calendar event listings, posters and flyers sent to dozens of outlets on all health department and health department-supported community events PCDOH events.
- In total, comprehensive program and service promotion continue to contribute to successful outcomes—ranging from reaching new audiences to accessing new resources and building partnerships.
- The Live Healthy Putnam coalition, a community-based organization facilitated by the health department, formalized the group's efforts to recognize community involvement with the first presentation of a Community Health Improvement Award, honoring an individual who has demonstrated committed efforts to health improvement by addressing social determinants of health and collaborating with diverse stakeholders. The inaugural award went to Victoria Metz, a certified recover peer advocate at The Prevention Council of Putnam.
- A Putnam County Employee Wellness flyer containing the employee wellness goals and wellness offerings was created for the Personnel Department to be provided to all new hires.
- Hosted one successful blood drive in partnership with the New York Blood Center. According to NYBC, the drive resulted in 27 pints collected which translates into 81 lives saved.
- Re-establishment of the Putnam County Employee Wellness Committee was approved by the County Executive. The goal of the Wellness Committee is to bolster employee health and well-being through county-sponsored wellness programming. The Wellness committee will serve in an advisory capacity and help to assess and improve current programs, provide input on future wellness offerings, and expand employee engagement and participation.
- In honor of National Heart Month, the Employee Wellness program partnered with the Bureau of Emergency Services to present "CPR – Be Ready to Save a Life". This class was designed to provide the ability to recognize a cardiac emergency and teach life-saving skills until EMS arrives.
- Wellness emails continue to be sent to all county employees and volunteers to reinforce the importance of self-care tips through office stretches, meditation practices, healthy food choices, and other healthy habits to incorporate in the workday. The promotion of physical and mental wellness improves the lives and health of employees, supporting their well-being, lessening workplace stress, and increasing productivity.
- Collaborated with the Sheriff's Office, Prevention Council of Putnam, and Putnam Hospital at two Medication Take Back events to collect 492 pounds of old or expired medication and 492 pounds of used sharps.
- Hosted 3 health education interns in 2024.
- Maintained participation on numerous county-wide task forces and coalitions: Community Resource Group, Communities That Care Coalitions, Health Emergency Preparedness Coalition, Putnam County Co-Occurring System of Care Coalition, Live

Healthy Putnam, Putnam Mental Health Network, Suicide Prevention Task Force, Reproductive Health Coalition, Disaster Preparedness Community Resilience Task Force, School Health and Safety Committees, Putnam Hospital Community Health Needs Committee, Putnam County Food Systems Coalition, and Putnam County BR;DGE Alliance.

- The New York State Public Health Corps Fellows in Putnam County provide valuable assistance to a wide range of initiatives and interventions undertaken by the Putnam County Department of Health. Their work includes collaborating with local community partners to develop and present programs and activities, such as the 'Escape-the-Vape' and 'Neuroplasticity' presentations, as well as a traveling vape display made available to the community.
- Fellows also contribute to social media efforts and participate in specific interventions, such as early childhood vaccination and support for the early intervention division. Moreover, they play an active role in outreach and increasing the department's visibility, attending various events with information and resources that the health department and local community organizations offer.
- Premiered the "Wheel of Public Health" PCDOH uses this wheel to have participants answer questions based on various health topics, and is modified based on audience and event. At school health fairs topics range from vaping and substance use to healthy relationships, sexual health, and disease prevention. At the Country Fest the wheel tested attendees knowledge on topics related to each health department program.
- Hosted the 2024 Putnam County Public Health Summit with the theme, "Making Connections." Over 100 attendees from over 30 organizations were present. Victoria Metz, Certified Recovery Peer Advocate with the Prevention Council of Putnam was the recipient of the first Community Health Improvement Award. The nomination and voting process for this award was conducted through the Live Healthy Putnam Coalition. Read more about Victoria here: <https://putnamcountyny.gov/phs>
- PCDOH, along with Putnam County Coroner's Office, and Putnam County Department of Mental Health and Social Services, as well as the Child Advocacy Center are in the planning phase for initiation of an Overdose and Fatality and Suicide Fatality Review Team in Putnam.
- Through the ATUPA fines collected, PCDOH is sponsoring youth smoking and vaping cessation train the trainers for school districts and other community organizations. This will enable organizations, including schools, to offer evidence-based sessions for young people to help them quit smoking/vaping.
- Successfully completed NYSDOH Year 12 Performance Incentive. The State Commissioner of Health to establishes performance standards for delivery of core public health services and provides additional funding referred to as incentive awards to Local Health Departments that meet or exceed these standards. This year's incentive was geared toward addressing chronic disease and utilized the CDC's Active Communities Guide and Toolkit. An action plan was written in collaboration with Supervisor Cazzari's office, which reflects work currently under way in Mahopac as well as expanded goals related to enhancing pedestrian safety and access.

Epidemiology/Informatics:

Disease surveillance and response:

- Weekly publication of a consolidated [Respiratory Virus Activity Report](#) was initiated in early November. In past years PCDOH published separate weekly Flu and COVID reports. The new consolidated report is highly automated and includes data for all three reportable respiratory viruses: COVID, Flu, and RSV. Individual case investigations are not done for these high-volume respiratory diseases, but surveillance is conducted to monitor trends and transmission patterns. Published reports provide information to healthcare professionals to inform clinical decision making, and the public for personal risk assessment. The new format gives healthcare providers and the public the ability to compare transmission levels and trends in all viruses in one convenient location.
- A [physician advisory](#) was sent to County healthcare providers via the Integrated Health Alerting Network System (IHANS) to alert them to increasing incidence of flu in December. Prevention messaging was shared with the public on social media in concert with the advisory.
- In response to NYSDOH launching a new platform for the New York State Electronic Syndromic Surveillance System (ESSS), epi revised the PCDOH daily monitoring protocol and trained nursing staff on use of the new system. ESSS monitoring provides a means for early identification of unusual disease occurrences, and the new platform provides better visibility of regional emergency department syndromic trends. In 2024, ESSS was used to monitor for increased heat related illness during heat waves and respiratory illness during periods of poor air quality.

Outbreak Response:

- The Outbreak Team continued to build its investigative and response capabilities with the creation of a digital outbreak communication log, a standardized site visit investigation form, and template outbreak interview questionnaires. We implemented a tech solution that gives us the ability to rapidly modify and deploy outbreak questionnaire templates on a platform where data can be securely collected, stored, and analyzed. The Outbreak Response Process and Procedure was continuously updated to reflect modifications instituted by the team based on lessons learned during outbreak responses.
- The team participated in investigative and disease control activities related to two norovirus outbreaks at an assisted living facility, and one norovirus outbreak associated with a series of catered holiday luncheons. Final reports were submitted to CDC through NYSDOH, with findings including a total of 89 cases across all three outbreaks.

Community Health Assessment:

- Systematic monitoring of community health indicators in years where a full-scale Community Health Assessment is not completed is accomplished through annual review of the [County Health Roadmaps and Rankings](#) findings for Putnam County. Epi completed an [Executive Summary](#) which was presented to community partner organizations at the April Putnam Hospital Community Health Committee meeting and the [2024 Public Health Summit](#). While Putnam continued to be amongst the healthiest counties in New York State, identification of areas in need of improvement, such as adult smoking rates and access to grocery stores, are useful to inform prioritization of community resources.

- Mid-Hudson Region counties successfully advocated NYSDOH through NYSACHO for the LHD CHA/CHIP timeline to be realigned with that of the NYS Prevention Agenda. LHDs will now be required to complete a comprehensive CHA and CHIP every 6 years rather than every three years. The new timeline gives LHDs more time to engage the community in development and implementation of the CHIP.
- PCDOH entered a collaboration with Nuvance Health to develop, promote, and administer two surveys designed to collect information about health issues and factors that affect health in the community. One survey was completed by Putnam residents, and another was completed by staff of Community Based Organizations that serve Putnam residents. Data analysis is underway for both surveys, and the results will contribute to the Comprehensive Community Health Assessment (CHA) due to the NYSDOH at the end of 2025.

2022-2024 Community Health Improvement Plan Initiatives

- PCDOH continued to lead an evidence-based intervention designed to increase early childhood vaccination rates by working with County pediatric practices to improve data quality and utilization of reminder/recall functionality in the New York State Immunization System (NYSIIS). To date, there has been a 49% yield on vaccination appointments made per notifications sent as a part of the intervention and early childhood vaccination coverage rates at participating practices have increase by a range of 1%-27% from baseline. The methodology and results of the intervention were presented to the Putnam Hospital Community Health Committee in April, and at the [Northeast Epidemiology Conference](#) in November.
- Progress updates on all initiatives targeting the 10 Main Health Challenges identified in the [2022-2024 CHA/CHIP](#) are shared with the community in the [2022-2024 CHA/CHIP Addendums](#).
- Program Evaluation: Systematic department-wide tracking of process and outcome metrics for population health initiatives was instituted at the start of 2024. This centralized metrics repository provides for internal awareness of initiatives, continuous evaluation of programs, and increased efficiency of information gathering for reports required to County government, PHAB, and NYSDOH.

Information Systems:

- Developed a new Community Partners Communications Directory by consolidating multiple outlook distribution lists into a single SharePoint database. The new directory provides PCDOH with a centralized location to maintain partner contact information with the ability to easily access and identify partners by organization name and/or sector.
- Upgraded the Department Events Calendar to allow for comprehensive tracking of event-related information and management of event requests and staff assignments.

Public Health Emergency Preparedness (PHEP), Cities Readiness Initiative (CRI), Medical Reserve Corps (MRC)

- PHEP Coordinator and Supervising Public Health Educator led PCDOH supervisors and managers through an Integrated Preparedness Plan Workshop to discuss current and future threats, hazards, and risks, within the scope of the entire preparedness cycle.

- Updated the PCDOH Public Health Emergency Preparedness and Response Plan to ensure alignment with national public health preparedness capabilities including medical material management and community preparedness.
- Participated in the annual MRC Technical Assistance Assessment program review with Health and Human Services Assistant Secretary for Preparedness and Response staff, to discuss volunteer program data, activities and goals.
- Wrote an MRC Volunteer Management Plan which was submitted to the NYSDOH.
- Organized and conducted the 2024 Putnam County Medical Reserve Corps Conference where subject matter experts presented information on lessons learned on the I-84 Farmingdale bus crash, measles update, preparedness ambassador training and NYSDOH volunteer program updates.
- The PHEP/MRC Coordinator represented the PCDOH at the annual, national MRC Conference in Chicago, Ill.
- Oversaw production and content of a bi-monthly newsletter sent to MRC volunteers listing trainings, highlighting volunteers and included newsworthy topics on local, regional or national MRC issues.
- Collaborated with PCDOH staff, county and external agencies to promote MRC volunteer engagement.
- On-boarded and orientated a part-time MRC Assistant.
- A Proclamation recognizing the 20-year anniversary of the Putnam County MRC was presented to PCDOH staff and volunteers by the Legislature in September.
- Presented an overview of MRC to the Putnam County Board of Health in December.
- Coordinated MRC activation and participation in 2024 PCDOH influenza clinics, where volunteers contributed 209 hours for an economic value of \$8,996.

Nursing and Clinical Services

Communicable Disease Prevention and Control:

The Communicable Disease (CD) Prevention and Control program goal is to prevent, mitigate, and control the spread of disease in Putnam County. To accomplish these goals and to meet the mandates of New York State Public Health Law, the communicable disease nurses working with the Epidemiologist:

- Utilize an array of passive and active disease surveillance tools.
- Investigate cases of communicable diseases in our county.
- Respond to disease outbreaks in Putnam County.
- Provide disease education (disease information, prevention and control measures) both formally and informally to health professionals and to the community-at-large.

The New York State Sanitary Code mandates reporting of 77 different communicable diseases to local health departments. This includes two new diseases made reportable in 2024, varicella and RSV. Excluding COVID-19, influenza, and Lyme disease which are not investigated on an individual case basis, in the first 11 months of 2024, the communicable disease prevention and control program:

- Received and reviewed 10,397 lab reports of reportable communicable diseases.
- Based on assessment of these lab reports, staff conducted 5254 unique investigations of suspected cases of reportable communicable diseases.

- Based on the findings of investigations, staff created 448 confirmed or probable cases of reportable communicable disease and initiated disease control measures as appropriate to the nature of the disease.

Notable in 2024:

- New York City and New York State implemented changes in how hepatitis and syphilis lab were reported, initiating the reporting of negative labs for both of those diseases to local health departments. The reason is to more accurately identify acute/new cases based on historical knowledge of negative labs. This has resulted in a greater than 4-fold increase in lab reports requiring review by the communicable disease prevention and control program.
- Enteric disease reports and cases increased as compared to 2023 with a combined total of 237 lab reports received (13% increase), and 121 cases created (22% increase) for 11 different diseases.

2024 Outbreaks and Notable Investigations:

According to the Centers for Disease Control and Prevention (CDC), an [outbreak](#) is the occurrence of more cases of a disease than would normally be expected in a specific place or group of people over a given period of time.

GI illness:

An Adult Care Facility in Putnam County experienced outbreaks of GI illness in March and again in April of 2024.

- The March outbreak consisted of a total of 15 probable and one confirmed case of Norovirus. Seven cases were in staff and nine were in residents.
- The April outbreak consisted of a total of 53 probable and two confirmed cases of norovirus. Twenty of the 55 cases were in staff and 35 were in facility residents.

PCDOH Outbreak Team response to these outbreaks included site visits, collection and submission of specimens for testing, patient interviews, data analysis provision of infection control guidance, and review of facility GI illness plans.

- In December of 2024 the PCDOH Outbreak Team responded to reports of illness associated with a series of catered holiday luncheons. Case finding activities resulted in the detection of 17 probable and one confirmed case of norovirus. Public Health Sanitarians provided guidance to the luncheon venue to ensure there would be no further environmental exposures.

Pertussis:

- 19 cases of Pertussis were investigated, mostly in school age children. No links between cases were identified. NYS in general also reported higher than normal Pertussis cases.

Vaccine Disease Prevention Program

The Immunization Program is one of the major Putnam County Department of Health efforts in preventative care. Access to care is one of the 10 Essential Public Health Services and serves to expand health equity in Putnam County.

- Newborn Packets – in collaboration with the Lead Program new parents receive three postcards from PCDOH Immunization and Lead Programs;

- All Putnam County parents of newborns receive a postcard with PCDOH information directing to “Parents of Newborn” informational page.
- Birthday postcards are sent to remind parents to have children tested for lead at age 1 & 2 and to be up to date on immunizations.
 - 2355 postcards were mailed out in 2024.
- Travel Clinic – Although demand for travel vaccines has increased, PCDOH has placed the travel clinic on hiatus for 2025 due to lack of nursing staff.
 - 106 people received a total of 159 vaccines in 2024.
- Vaccine for Adults Program (MSFW/VFA):
 - Held monthly, except for August and November
 - 93 people received 172 vaccines in 2024.
 - Two VFA flu clinics annually in October and November
 - 88 flu vaccines administered
- School Based Flu Clinics
 - Fall of 2024 was the 15th year of this preventative program. Clinics are held in Putnam County’s 6 school districts.
 - 1249 flu vaccines administered
- 2024 Seasonal Flu Clinics
 - 2 drive-thru clinics
 - 129 vaccines administered
 - 1 in Garrison Fire Department
 - 55 vaccines administered
 - 1 employee drive thru is also held at PCDOH.
 - 169 vaccines administered
 - 4 Office of Senior Resources (OSR) senior centers.
 - 107 vaccines administered

PCDOH held a worksite wellness flu clinic on a fee for service basis at Unilock with 18 flu vaccines given.

Other Disease Control Services

Tuberculosis:

The goal of the TB program is the elimination of tuberculosis. The TB program contracts with The Federally Qualified Health Center to provide free services for Putnam County residents with TB disease and TB infection including testing, evaluation, and treatment. TB data is gathered and submitted to NYSDOH. In 2024 the TB program provided case management to;

- Tuberculosis Disease (Active TB)-5 cases required the following:
 - Coordination with NYSDOH TB control and Wadsworth laboratory for TB specimens and case management.
 - Coordination with local hospitals (Putnam, Danbury, WMC) for safe discharge planning.
 - Supervision of Directly observed therapy (DOT) of 124 in person home visits and 150 telehealth were completed.

- Tuberculosis infection (Latent TB infection)-5 cases initiated voluntary prophylactic treatment.
 - 3 patients completed treatment.
 - 4 office visits and 19 in person home visits were completed.
- PPD (TB skin screening tests)-31 tests were completed to employees and the public.
- Continued to work with the Federally Qualified Health Center (FQHC), Open Door Brewster, to improve process for referrals, and coordinating care for all TB patients per contract with clinic.
 - 17 total referrals received from or made to Open Door Brewster in 2024.
- New Contract finalized with Westchester County Dept of Labs and Research for testing of TB sputum specimens.
 - 3 TB sputum specimens sent out for testing.

HIV/AIDS:

Free HIV counseling and testing clinics are offered on an appointment and/or walk in basis. Putnam County DOH provides HIV testing and linkage to treatment. An added focus that is in line with the NYSDOH AIDS Institute's mission is to educate those we test and the community regarding pre-exposure prophylaxis (PrEP), post-exposure prophylaxis (PEP) and U=U.

- 5 HIV screenings were completed at PCDOH
- Additional HIV screening tests were completed at Brewster Open Door throughout 2024.

Rabies:

- Rabies treatment was recommended for 34 potential cases, with 2 travelers for Colorado to Putnam County, for a total of 36 individuals treated.
- Thirty-four completed treatment, with two lost to follow-up.
- Pre-exposure vaccine was provided for 12 persons for prevention for travel or working with animals/wildlife.

Lead Prevention Program:

- 2046 children were tested for lead in 2024.
- 13 children with an elevated blood level of greater than 5 µg/dL are in Nursing case management as of December 2024.
- All children in case management are retested per the Lead Prevention protocol as outlined in letters to parents and pediatricians.
- 5 children with elevated lead levels in Putnam County were identified in 2023 as being associated with the FDA Advisory related to lead contamination in certain Cinnamon Apple Fruit Pouches. Four more cases were identified in 2024 for a total of 9 associated with that recall. PCDOH continues to monitor cases that have not had two consecutive blood lead tests below 5 and reporting continues to be sent to NYSDOH & CDC.

Maternal and Child Health:

The Maternal Child Health Program (MCH) continued to provide training and educational services to new parents through a holistic approach by offering support groups, classes, telephone consults, and home visits. Educational topics include general parenting,

breastfeeding, diet, immunizations, disease control, lead poisoning prevention, sleep safety, postpartum depression, and child growth and development.

- Spanish speaking Certified Lactation Counselor (CLC).
- The MCH program continued to conduct the Child Find Program in partnership with Early Intervention monitors child development in at-risk children.
- The Nursing Division maintains a bilingual (English and Spanish) speaking nurse to meet the needs of our residents.
- Lactation services and breastfeeding support received 169 referrals with 244 home visits conducted.
- Child Find Program has 26 active cases, with 95 home visits conducted.
- New Moms group continues at the Mahopac Library. Groups provide peer support from other moms as well as breastfeeding support, parenting education, and educational presentations on a variety of topics by subject matter experts.
- In collaboration with Healthy Families, WIC and Putnam Hospital Center participated in a baby shower for the Brewster community.
- Revisited hospitals and pediatricians to update on the MCH and Child Find programs to educate on the services that are offered to the community.

Newborn Screening Program:

All newborns in New York State are screened before being discharged from the hospital for a variety of rare but serious disorders. All abnormalities that are found during these screenings are then reported to the NYSDOH. A Public Health Nurse in the PCDOH is notified and assists medical providers and families to ensure the findings are followed-up per NYS guidance.

- 4 cases referred for assistance
 - 2 cases retested by private practitioners
 - 3 cases within normal limits.
 - 1 case with abnormal (positive) results.

Community Outreach:

- PCDOH provided on information on HIV, EPT, STI, Immunizations, HPV, Lead, Emergency Preparedness and MRC, MCH, MRC, Tickborne disease, an seasonally offered services and programs (such as vaccine and/or rabies clinics, smoking cessation, and household hazardous waste day) at various community events including: Putnam PRIDE in June, Country Fest in July, Brewster Falls Festival, Carmel Fire Department Open House and Putnam Hospital Kids Day in September, as well as the hospital's October Health Fair.
- PCDOH attended the Mahopac ENL health fair at Mahopac High School and provided culturally and linguistically appropriate educational information on STI, HIV, immunizations including HPV, healthy relationships, lead poisoning prevention and upcoming PCDOH events including public flu clinics.
- PCDOH partnered with Planned Parenthood to offer STI/HIV testing in Garrison. The mobile health center offered STI/HIV testing, birth control and the HPV vaccine. Education was provided to clients on STI, HPV, HIV and healthy relationships. Safe sex kits were provided to clients.

- Two 8-week programs of Freedom from Smoking, an evidence-based smoking cessation program developed by the American Lung Association, were successfully facilitated by Nursing staff along with support from the Prevention Council of Putnam. These programs were provided free of cost for anyone who works or lives in Putnam County.

Department-wide Committees

Accreditation

- Completed the Public Health Accreditation Board (PHAB) reaccreditation process in a department-wide effort and was awarded continued national accredited status.
- Developed and initiated plans to maintain accredited status.

CHA/CHIP

The CHA CHIP Committee was formed March 2024. Each division is represented, with the following goals;

- Increase department level input in Community Health Assessment (CHA) to produce a more useful, relevant product
- Increase engagement in Community Health Improvement Plan (CHIP) development across PCDOH divisions and with community partners
- Increase department and community level investment in the CHIP through shared decision making
- Committee members were oriented to CHA CHIP process and NYSDOH and PHAB requirements
- Developed SMARTIE goal and process to track departmental dissemination and utilization of community health assessment data
- Committee representatives joined the Live Healthy Putnam Coalition to increase CHA CHIP collaboration with community partners
- Collaborated with Nuvance to disseminate community health assessment surveys of Community Based Organizations (CBO) and residents for 2025-2030 CHA CHIP cycle

Communications

- Improved accessibility in communications on social media by formalizing the process of translating infographics into Spanish.
- Spearheaded branding enhancements internally at health department that included new PC letterhead and email signature, as well as new PHAB logo usage for social media and internal messages

Personnel

- Updates to the Employee Orientation Manual have been assigned.
- Working in group to update interview guidelines.

QIPM

- QIPM Coordinator hired in April 2024 to lead Quality Improvement and Performance Management initiatives.
- QIPM plan updated and disseminated to all staff in the third quarter of 2024, ensuring alignment with organizational goals.

- Plan, Do, Study, Act/(DSAs): The QIPM committee approved 2 PDSAs (EHS rabies electronic handbook and, improving customer satisfaction survey culture in PCDOH), Satisfaction Survey PDSA was completed in Nov. 2024.
- Alignment of QIPM with Strategic plan goals.
- QIPM training was reviewed and approved by the QIPM committee and sent to the Work Force Development committee for incorporation into the training schedule.
- Implementation of QIPM Fun Nugget series quarterly was introduced to engage staff and make QIPM activities enjoyable and accessible.
- QIPM committee to conduct a QIPM fair in Q1 2025 to further educate and engage staff on performance improvement concepts.

Strategic Plan

- Distributed the 2024-2028 Putnam County Department of Health Strategic Plan to all employees.
- Held our bi-annual department-wide Strategic Plan meeting in September, with a guest speaker from the Employee Assistance Program (EAP).
- Utilized Microsoft Forms for the submission of Strategic Plan updates from other department-wide committees and assigned each committee a lead SP contact.

Workforce Development

- The Workforce Development Committee has completed the 2024-2029 WFD Plan based on the results of the TNA conducted in 2023. Trainings have been identified based on the TNA results and will be shared with staff 1Q 2025.
- The PHWINS staff morale and satisfaction survey was conducted in conjunction with the Beaumont Foundation of America. Results will be available in early 2025.
- All staff were asked to complete ICS training based on a recommendation from the Outbreak Committee.

VI. Staffing changes in 2024

- Early intervention is down one case worker, making caseloads higher than State standards.
- Nursing Division has been down 3 full-time nurses for most of 2024.
- Administration/Fiscal Division hired a new Office Assistant position.
- Continued utilizing the NYS Public Health Corps fellowship opportunities through a partnership with NYSDOH and Public Consulting Group to retain full-time fellows.
- Public Health Program Assistant Trainee was hired in Health Education.

VII. Sources of Revenue

- In addition to state aid, award and grant revenues, sources of revenue include: EHS permitting, fees, and fines as well as certain nursing clinical service fees.
- Notable Revenue for 2024:
 - PCDOH Adolescent Tobacco Use Prevention Act (ATUPA) enforcement activities collected \$27,950 in fines.
 - Year 11, NYSDOH Performance Incentive Program, PCDOH was awarded \$20,099

- PCDOH continues to conduct programs aligned with Article 6 of New York State Public Health Law, which enables partial reimbursement to local health departments for eligible expenses related to many public health services.

VIII. Goals for 2025

Early Intervention and Preschool Programs

- Open a cost-savings preschool program in Putnam County that would aim to bring most of the children currently being transported outside of the County, back to Putnam for high-quality, inclusive preschool education.
- Early Intervention plans to fill the full-time service coordinator vacancy.
- Fully evaluate the need for an additional full-time office assistant as well as a part-time service coordinator to assist with the burden of the new statewide system and the State and federal regulations and timelines.

Environmental Health Services

- Staff development continues to be a top priority for both succession and continuity of operations planning. EHS has two senior staff members with over 70 years combined public health program experience that are eligible to retire. Priority will be placed on staff training for program needs as well as analysis of staffing for new and emerging challenges.
- EHS will be filling 2 engineer positions and evaluating the need for Environmental Health Aide and Sanitarian positions
- The Solid Waste Manager will prepare a new county Solid Waste Management Plan, re-establish the Solid Waste and Recycling Task Force, and complete several other tasks that will assess and promote waste reduction, recycling and composting projects.

Fiscal/Administration

- Continue “Fiscal Fair” offerings for the Health Department staff.
- Modernize and streamline the timesheet/daysheet process. The goal is to provide all Health Department employees a new document utilizing a drop-down menu.
- Establish a computer tablet for the Front Desk for visitor Sign In and Sign Out.

Health Education

- Enhance adolescent tobacco prevention and education programs through ATUPA program and community partnerships.
- Launch vaping education and prevention traveling display.
- Implement 2 walking challenges for all county employees: adding “Walktober”
- Wellness Committee meetings will begin
- Wellness SharePoint page will go live
- Host two blood drives to address the blood shortage
- Expand education and collaboration related to addressing social determinants of health and health equity.
- Enhance coalitions to include members from underrepresented groups.
- Expand Trauma-Informed training offerings.
- Strengthen relationships with faith-based community and leadership.
- Incorporate trauma-informed and harm-reductionist approach to more health education programming.

- Build visual communication archive.
- Formalize photo and video shoot processes to enhance communications.
- Enhance database of gray sky media templates.
- Launch Employee Wellness Sharepoint with access to recipes, office stretches, and more.
- Prioritize community health improvement interventions and evaluate health education programs based on findings from 2025 CHA.
- Increase MRC recruitment and continue to expand MRC trainings and volunteer opportunities.
- Enhance PCDOH emergency preparedness trailer and shed equipment inventories.
- Write a departmental Integrated Preparedness Plan based off feedback from supervisors and managers.
- Continue to conduct communications drills to ensure staff readiness.
- Perform Medical Countermeasure (MCM) Distribution Plan/Public Health Asset Distribution (PHAD) Plan updates.
- Revise the MRC Orientation.
- Write an MRC Playbook.
- Write an MRC Spontaneous Volunteer Plan.
- Continue to enhance MRC educational and volunteering opportunities including an annual conference.

Epidemiology/Informatics

- Re-launch the Respiratory Virus Activity Report in an online interactive dashboard platform with inclusion of incidence rate by age charts, and improved functionality including the ability to filter by disease and year, and hover to view detailed weekly case counts.
- Continue to build outbreak investigation and response capacity and capabilities based on lessons learned from 2024 outbreaks.
- Complete all assessments required for the CHA, review findings, and compile required manuscript to be submitted to NYSDOH by year end.
- Maintain efforts to increase early childhood vaccination rates by supporting pediatric practice participation in intervention activities.
- Re-structure the population health initiative tracking system to align with categories included in the annual PHAB outcomes report. Work with programs to update initiatives goals based on 2024 metrics.

Nursing and Clinical Services

- Fill three full-time Public Health Nurse vacancies to return to full staffing and reimplement of currently suspended services.
- Increase condom distribution to community partners by 20% to 6000.
- Expand the MCH New Mom's Group to Brewster Library as staffing allows.
- Develop a solid succession plan to account for multiple impending retirements in 2025.

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Historian's Office

Jennifer M. Cassidy, County Historian
Sallie S. Sypher, Deputy Historian
68 Marvin Avenue, Brewster, NY
(845) 808-1420
historian@putnamcountyny.gov

I. Description of Department

The County Historian's Office manages the County Archives under the supervision of the County Clerk. It collects and maintains the Historian's Collection (family papers, correspondence, diaries, etc.), a map collection, a photo collection, and a digital collection. It also maintains a library of local history, including newspapers, journals, and special collections. Caring for the collections in a climate-controlled facility, organizing the records, and making the records accessible are a significant part of our activities. We use archival records as primary source material to examine past events within a broader historical context, and share that research through social media, public programming, print-and on-line publications. Our office manages a historic marker inventory, creates new ones when applicable, and works with the Putnam County Sheriff Department's Community Work Program and DPW to refurbish markers as needed.

II. Services Provided

We provide research services, digitize materials, and provide public access to these materials on site in our research facility in the Records Center in Brewster. To make the records accessible to the public, we publish annually an updated *Handbook of Putnam County History and Genealogy* and publish the catalog of the Archives and Historian's Collection on our [web page](#).

We plan and produce public programming related to town and county history, and support government officials, tourism department, municipal historians, historical societies, museums, teachers, and community groups (including Scouts) and other researchers with their respective projects.

III. Mission Statement

The Historian's Office works to preserve, promote, and interpret Putnam County history through public programming, and special events, assistance to government officials, publications, and social media, and make its historical resources available and accessible to county government, researchers, teachers, historical organizations, and local government historians.

IV. Population Served

The population we serve may be defined by our interactions with visitors and other correspondence. In 2024, we hosted approximately 50 visitors/researchers on site and fielded well over 150 inquiries via email, phone calls, social media, and public programming at special events. They include approximately genealogical inquiries, property/historic house, and assorted topics including mining, churches, schools, stone chambers/root cellars, cemeteries, veterans, watershed, Women's history, Black history, photographs, railroads, and more.

Our virtual audience comes from Facebook and Instagram (handle: PutnamHistorian) where we post various topics of county history (Facebook 2.7K followers, Instagram 1,114 followers). The office sponsors Putnam County's consortia membership on New York Heritage to feature digital collections which, in 2024, accumulated 15,260 page views (20,188 in 2023) and our HRVH Historical Newspapers archive collection experienced 1,727,469 page views (1.7 in 2023).

V. Significant Events & Accomplishments in 2024

Talks and Exhibits: Represented County at Martin Luther King Jr. Day at Casa Servir; Black History Month celebration at Spain Cornerstone; Illustrated talk at Mahopac Library on *Willitt C. Jewell's Putnam County* (Jewell) with gallery exhibit; Jewell images exhibit at Southeast Museum (SEM) and Brewster Library (BPL); *Faces of the 54th* – outdoor exhibit at Juneteenth and Veterans Day, Veterans Memorial Park; Unveiling of Private Frank Myers (Black History/Civil War) plaque, Veterans Memorial Park; *History Exchange*: Ilonka Karasz with SEM/BPL; DMV "Historic Cars in the County" exhibit; [Brewster Barn Quilt Trail](#), public art exhibit at Tilly Foster Farm, Brewster; Beata Beach Porter paintings (loan) to SEM and Tompkins Corners Cultural Center

Publication: Published 100 copies *Willitt C. Jewell's Putnam County*, limited run with book sale throughout the year in person and online

Historic Preservation and Markers: On-going consideration for refurbishing the fairground ticket booth; on-going consideration for Sybil Ludington statue patina/maintenance; Markers *New* - Partnered with Putnam Valley Historical Society for creation and unveiling of Larksbury/Lawsonville historic marker (Black History), Putnam Valley, NY; *New*: install and unveiling of two markers for Town of Southeast Historic Sites Commission; *New* - Continental Village for Philipstown, NY (on order); *Refurbished* - Approximately 14 markers (on-going) with Putnam County Sheriff's Department, Community Work Program and Putnam County's DPW; Replacement - Putnam County marker, Route 22, Patterson, NY (on order)

Research & Support: On-going support for Eagle Scout project (East Branch Reservoir history); Assisted with Girl Scout inquiries on cemeteries, teachers researching local

history and student research project relating Fanny Crosby; Miscellaneous research for museum and historical organizations as needed

Special Events: Putnam County Day 2024 event at Tilly Foster Farm, awards, and illustrated talk “Celebrating Collectors & Collections”; Participated in County Fair & Cornell Cooperative 4-H Exhibition with public information tent; Historians Roundtable meetings; Continued planning and partnership with museums, local historical societies and Dutchess County for the 250th anniversary of the American Revolution

Digitization: Digitized [The Bee Keepers Journal](#) newspapers from 1869-1871 in partnership with Putnam County Records Department and Cornell Cooperative; [Tilly Foster Mine Mineral Collection](#) videos (50) with SEM; [Putnam Spectator](#), the oldest newspaper in the collection dated April 21, 1824; 1908-09 Brewster Standard digitization (on-going)

Accessioned, processed and catalogued over 30 collections (new and existing). Library audit includes 1,300 volume and digital conversion of audio/video files has started with support from Mahopac Public Library (on-going).

VI. Staffing

As a part-time department, three of the four paid positions are filled, including LaReva Greene and Dana Veitinger, Historian Aides; the archivist position remains vacant. We continue to utilize PILOT interns and student workers and have a part-time volunteer staff of 4 (3 from the Putnam County Senior Corps). Our volunteers logged over 1075 hours, 968 were Senior Corps hours. Staff training included Greater Hudson Heritage’s Deep Dive: After the Flood, wet salvage workshop, and Annual Meeting, “Embracing Innovation”; Thayer Leadership Training Program.

VII. Sources of Revenue

Over the past year, modest revenue was accrued with sales of photocopies, digital files, and reproduction maps. Donations are sometimes received from researchers. Book sales also produce limited revenue (current inventory includes *Willitt C. Jewell’s Putnam County* and *Collaborative History of Putnam County*, 2012) and in 2024, with the assistance of the IT Department, the Historian’s Office opened an [online store for book sales](#).

VIII. Goals for 2025

- Continue offering research services, networking research requests, and conducting original research and publishing on matters related to local history.

- Continued creation of a 250th anniversary of the American Revolution Committee for special event planning and continue research to develop custom content and shore up micro-grant process for local historical societies, exclusive to 250th programming; Sybil Ludington statue restoration
- Continued and expansion of partnerships with local historical societies and museums; digitization of yearbooks, Salingers Orchard ledgers, etc. and build upon [New York Heritage](#) postings and digital newspaper archive with [HRVH Historical Newspapers](#).
- Continue hosting virtual and/or in person Historian Roundtables for local history community, create and promote I LOVE NY Path Through History programming with Tourism, and host 2025 Putnam County Day celebration.
- Launch research collections including *NSDAR Enoch Crosby Chapter Collection featuring Sybil Ludington* clippings/history, Richard Othmer's *Israel Putnam Research Collection*, and the collections of *Betty Marie Light Behr*, *David D. Bruen*, among others.
- On-site exhibit: *Gregory J. Amato Collection* at Mahopac Library (March 2025) with illustrated talk; Reed Memorial Library illustrated talk *Jewell* (May 2025)
- Continue to work with IT to reorganize Historian's webpages to update material and make them more user-friendly.

Office of IT/GIS

Thomas Lannon, Director of the Office of IT/GIS
110 Old Route 6 Carmel, NY 10512
(845) 808-1800

ITSupport@putnamcountyny.gov

I. Description of Department

The Office of Information Technology and Geographic Information Systems (the Office of IT/GIS) is responsible for the development, operation, and maintenance of all county information systems, geographic databases, and technology-related hardware and software.

II. Services Provided

The Office of IT/GIS provides the following services for the county:

- Cloud Support, including Azure and M365
- Computers & Peripherals
- Copiers
- County Switchboard
- Credit Cards
- Databases
- EScreenz
- Event Planning & Support
- Financials
- Firewalls
- Geographical Information Systems (GIS)
- Inventory Management
- IT Administrative
- IT Policies
- IT Procedures
- IT Support, Management of
- IT Support, Technical
- Laserfiche
- Mobile App
- Tyler ERP
- Tyler Public Safety
- Network
- Phones
- Photography
- Printing
- Project Management
- Putnam-Alert (Everbridge)
- Recycling, E-waste
- Security Systems & ID Cards
- Servers
- SharePoint
- Social Media
- Trainings
- Videography
- Website Design & Maintenance
- Wireless Communication – Cellphones/Wireless Telephony
- Wireless Communications – Radios, microwave, towers

III. Mission Statement

The Putnam County Office of Information Technology & Geographical Information System provides County Departments with technology solutions and support. The Department works to deliver timely support, and stable technology systems to address the needs of all County Departments. This allows the County to provide Putnam County residents and visitors with vital services.

IV. Population Served

The Office of IT/GIS provides service to all County Departments, which in turn provides service in some fashion to the entire population of Putnam County.

V. Significant Events and Accomplishments in 2024

Network

We continue to provide support to over 1000 users, 623 of which are active on the network on daily basis. To provide focused security all new employees are restricted from receiving a County account until the Personnel Department provides confirmation and an active employee number. In addition the Department Head must provide permission and identify what services will be required.

On the other side of the equation, we are notified, hopefully prior to the employee's exit, by either Personnel or the Department Head of the termination of an employee. At this point we remove all access rights for the employee and if requested, transfer documents and emails to the appropriate employee.

This is the very basics of system security. We use a system of group policies which control the users' network and file privileges as well as the overall functionality of the workstation. We have several security monitoring methods to help enhance our vulnerability.

To help employees leverage the benefit of collaboration we have established and manage over 305 Team groups and 425 SharePoint sites. To allow countywide connectivity, we have over 90 managed switches, 725 computers (this includes desktops, laptops and tablets), 80 printers, and 51 copiers. All these assets are managed through our office.

To keep the data moving we oversee and maintain over 130 servers, both physical and virtual. These servers are required to provide many services including the Exchange Hybrid master server, Active Directory, specialized servers such as Tyler Enterprise Public Safety which provides dispatch information and records management for the Sheriff's Office and 9-1-1, Laserfiche file storage, Azure file storage and the phone system.

To keep our system safe, we keep all our servers, workstations, laptops, switches and all other technology up to date with OS patches and security updates. There are

updates released weekly if not daily. We review the update and apply with minimal interruption to the employee.

In 2024 we completed the move of all employee/department files from onsite to a hybrid Azure File Share which has all files located in the cloud but also keeps a backup of the files in our SAN (large file storage unit).

CrowdStrike Outage

While some employees see our security policies as restrictive and a bother, our diligence stood out very early in the morning on July 19, 2024, when we received a phone call from 9-1-1 stating that almost all the computers in the dispatch center suddenly went to a blue screen. We responded immediately and diagnosed the problem as a malfunctioning update provided by CrowdStrike, our Anti-Virus provider. We were able to provide and implement a workaround quickly. The 9-1-1 Center never went offline and all equipment was functioning at 100% within 3 hours of notification.

The 9-1-1 Center was just one department impacted by the event. After the 9-1-1 Center was mitigated we moved on to all equipment that may have been impacted. 95% of all equipment was up and running as normal by the time employees reported to work. Most employees had no idea that there was an issue.

The CrowdStrike Outage was a worldwide problem that went on for many days. In fact our own DMV was impacted and unable to conduct normal business for over a day as the equipment was under NYS control and we had to wait until they were able to rectify the problem.

Once the incident was under control we didn't turn the page. We analyzed what went wrong and how we could better protect ourselves. As a result, we added some additional policies and determined alternate ways to access data including emails and files. In fact we are still implementing procedural changes that are somewhat transparent to employees but will better protect us in the future.

Radio Project

Late 2024 was a major milestone in our radio project. We used the trunked radios across the County for the first time! This was a proud moment that started with the County testing in limited numbers, then Motorola doing a full County test and certifying the system. It culminated with us rolling out the system to select departments. As of the end of 2024, DPW was fully installed and using the system with OSR and Transit fully installed and testing.

We expect the Sheriff's Department to be online by spring of 2025 with fire and EMS operating by summer.

One of the remaining obstacles remain towers which are critical to the overall operation of the system. While the system is working at a very high level, completing

the three remaining towers will provide an extremely robust infrastructure that is critical for public safety.

We are also completing plans to have the system work outside of our tower infrastructure. This will be accomplished by leveraging other counties radio system and, a fantastic alternative, using LTE (cell phone) and Wi-Fi connectivity.

This entire project was made possible by leveraging numerous grants and ARPA funds. The direct impact to Putnam County taxpayers was zero. This included providing local police, fire and EMS agencies with free equipment.

Cybersecurity

It's interesting that I could simply copy and paste the information from last year into this section. Cybersecurity remains our number one technology threat and the game hasn't really changed. The threats from last year are the same from this year, just getting a little more advanced. The only thing that changes is the sophistication of the criminals that try to exploit us. Our reliance on technology has increased but the understanding of cyber threats by the general public has not.

We changed our network infrastructure security platform from Cisco to Fortinet, a much more robust solution that actively monitors intrusion attempts and allows us to be extremely fine grained as to who we want to access our system. This includes our VPN capabilities as well as our firewall which is the basic device that protects us from the outside.

In the course of the day we receive hundreds, sometimes thousands of attempts to infiltrate us. These come from emails, web sites and direct attempts to connect to our network via an unsecured port.

All emails, both inbound and outbound go through multiple layers of protection from CrowdStrike Anti-Virus protection to Azure Information Protection Premium. In addition, if a link is clicked from within an email, it is analyzed by Azure to be sure it is safe. Even if it is allowed to go through, it is monitored and protected by both CrowdStrike and Cisco Umbrella.

Our Weakest Link is always our employees. To keep ourselves safe we provide annual training and send phishing emails out several times a year.

We work hard to keep our system safe. It is a never-ending job that requires constant monitoring and response. This year we have also deployed a phishing attack training system which tested users' reactions to phishing attempts via email. Users were sent a test email to unsuspecting employees. If the employee clicked the link, they are immediately notified and must take an on-line remediation course.

IT Support

Providing technical support to our employees is critical to the overall operations of every department. We're always ready to assist any employee who brings us an issue. Requests come from employees experiencing difficulties with program operations, copiers, printers, faxes, scanning, network drives, or OneDrive. The majority of these issues are resolved quickly, either over the phone or by remotely accessing the PC to troubleshoot. If the issue cannot be fixed remotely, one of our technicians will be dispatched.

In addition to supporting internal IT needs, we assist other departments with a wide range of projects, large and small. For example, we worked with Dispatch to reorganize and set up new desks and monitors. We also helped the Sheriff's Office and Dispatch with the maintenance of Tyler Technologies Public Safety.

The IT/GIS Office also functions as the County Print Shop, designing and printing color flyers, posters, signage, and more. For example, we print the Row of Honor tags for the Veteran's Office, which are placed on flags every year. On average, we produce between 3,000 and 6,500 color prints per month.

We continue to film and edit a wide range of County events, from formal occasions like the Budget and State of the County addresses to the County Clerks' Naturalization Ceremony.

GIS

The GIS Division is data focused. But data alone doesn't serve a function. To assist County departments and the public, we take the raw data and present it in a useful way using various programs such as ArcGIS and NYS RPS. Creating maps and more specifically, "layers", allows the end user to view the information they need clearly.

One critical area we provide support is in the maintenance of the mapping for Tyler Enterprise Public Safety which is used by Putnam 9-1-1 and the Putnam County Sheriff's Office. This provides exact information on the location of a request for service as well as tracking the progression of a call. This requires extensive work reviewing all addresses for accuracy and adjusting road centerlines.

VI. Staffing

Thomas Lannon, Sr.	<i>Director</i>
Eileen Hurlie	<i>Principle Account Clerk/Typist (Office Manager)</i>
Thomas Wargas	<i>Senior Network Administrator/Web Designer (Supervisor)</i>
Brian Austin	<i>Graphic Design & Computer Support Specialist</i>
Shannon Dolte	<i>GIS Program Specialist</i>
Seth Kowitz	<i>IT Systems Specialist</i>
Bin Li	<i>IT Systems Specialist</i>
Richard Minieri	<i>IT Systems Specialist</i>
Michael O'Brien	<i>GIS Aide</i>
AnnMarie Walz	<i>IT Operations Assistant (Support)</i>

Part Time Employees

James Gagliardo	<i>Radio Systems Assistant</i>
Anthony Iraola	<i>Radio Systems Assistant</i>

VII. Sources of Revenue

As the Office of IT does not directly interact with the public, there are no direct methods to formally generate revenue from the public. However, the implementation of electronic methods of workflows decreases the use of physical resources (such as paper and toner) and the time required to complete tasks thus reducing costs.

The GIS Department imposes a fee for creating maps.

VIII. Goals for 2025

In 2025 we will continue striving to deliver the newest technologies to our employees and constituents, to simplify work, and to provide transparency.

Specific goals include:

- Maintain cybersecurity awareness and implement the most current technology to provide consistent protection.
- As the radio project will be in full operation, we will stay focused on providing reliable service to all users
- Continue to provide training and assistance with the many technological products available including devices and software such as Teams, SharePoint, Word, Excel, Outlook and Power Apps.
- Implement an online customer solution for Parks that will allow customers to purchase recreation activities online and allow the staff to have a better oversight of daily use.

- Continue to update servers and storage devices through efficient patching & effective upgrades.
- Transition all existing WebApp Builder products to Web Experience Builder

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Department of Law

C. Compton Spain, County Attorney
48 Gleneida Avenue
Carmel, New York 10512
(845) 808-1150 Ext. 49405
Law@putnamcountyny.gov

I. Description of Department

The Department of Law is comprised of four attorneys and two support staff, who are under the supervision of the County Attorney, C. Compton Spain. The main areas of practice are:

- Contracts and Real Estate issues
- Appeals, Opinions and Legislation issues
- Family Court (Juvenile Delinquency/PINS matters)
- Litigation matters
- Union and Personnel Matters
- Intergovernmental Municipal matters
- Poor Person Applications
- Assisted Outpatient Treatment Orders
- Pistol Permit Proceedings
- FOIL and Records Requests

In 1977 the Putnam County Legislature authorized the creation of the department to be headed by a County Attorney. The statutory mandate of the Department of Law is to oversee and conduct all the civil law business of the County of Putnam and its departments. The County Attorney is appointed by the County Executive, with the approval of the County Board of Legislators.

II. Services Provided

The Department of Law shall, with respect to county civil matters:

- a. Be the sole legal adviser for the County and its administrative units including its officers;
- b. Prepare all necessary legal papers and instruments;
- c. Prosecute or defend all civil matters or proceedings involving the County and its units, including its officers;
- d. Prepare local laws, resolutions, legalizing acts or other legislation upon request of the County Executive or a member of the County Legislature, together with notices and other documents in connection therewith;

- e. Execute all tax foreclosure proceedings required in the name of the County;
- f. Have all the powers and perform all the duties conferred or imposed by law on a County Attorney and perform such other and related non-conflicting duties required by the County Executive or the County Legislature.

III. Mission Statement

- The Department of Law seeks to maximize the recovery of monies to which the County is entitled and to minimize the County's liabilities in the most cost-effective manner possible. The Department represents the County's officers, boards, departments, agencies, and employees. We provide legal advice and opinions to County officials.
- The Department reviews and prepares the County's contracts and legislation. In addition, the Department's attorneys represent the county and its interests in trials, appeals and administrative proceedings. The Department also prosecutes cases in Family Court involving juvenile delinquency and persons in need of supervision (PINS) matters.

IV. Population Served

In addition to the County Executive, the County Attorney serves as legal advisor to the Putnam County Legislature, the Putnam County Sheriff and all of the departments within Putnam County government.

V. Significant Events & Accomplishments in 2024

Due to the Department of Law's expertise and diligence, we continued to ensure the County's interests was effectively protected in various matters presented for handling throughout the year. With the Department of Law working in conjunction with outside counsel in such matters as the Peekskill Hollow construction project which later resulted in litigation for example, we have provided an invaluable "in-house" resource to assist in their prosecution of such action for the County's benefit.

Several litigation matters were settled during 2024, including certain minor property damage claims resulting from motor vehicle accidents involving County employees which were settled by NYMIR without the need for litigation and/or the involvement of outside counsel. Those claims totaled \$27,861.38 which is slightly more than the amount expended in 2023 (\$19,314.77).

With respect to major litigation, there were four significant litigation matters which were settled prior to trial in 2024, many of which stemmed from actions during prior administrations. Specifically, TD Auto Finance, LLC v. County of Putnam was settled for \$102,500 (Reso #49 of 2024). In addition, Manzoeillo, Marc v. County of Putnam was settled for \$775,000 (wherein the County was responsible only for \$250,000, the amount of the County's deductible under their policy, Reso #100 of 2024). Haughey, William v. County of Putnam, a matter in which Plaintiff had originally sought \$33 million in damages, was ultimately settled for \$3 million (wherein the County was responsible for \$1.44 million of that amount but only paid \$100,000, the amount of the County's deductible under their policy in effect at the time of the incident, Reso #259 of 2023). Finally, Krivak, Andrew v. County of Putnam, a matter in which Plaintiff had originally sought \$50 million in damages, was ultimately settled for \$20 million (wherein the County was responsible only for \$200,000, the amount of the County's deductible under their policies in effect at the time of the incident, Reso #279 of 2024).

Overall, these were very favorable results, the successful resolution of which potentially eliminated much greater monetary exposure to the County. In Krivak in particular, the Law Department's aggressive defense and strategic handling of the litigation together with the expertise of outside counsel not only compelled NYMIR to provide the necessary coverage originally but also payment of the claim.

VI. Staffing

Once again, the Department of Law experienced certain changes in personnel during the 2024 fiscal year.

With County Executive Kevin Byrne taking office on January 1, 2023, he announced the appointment of fourth-generation Mahopac resident and well-respected attorney, C. Compton Spain as County Attorney. In addition to the County Attorney's significant and varied experience and expertise in real estate, banking, municipal law, contracts, and commercial transactions while a partner at Spain & Spain, P.C., his municipal law experience includes time previously spent as Deputy County Attorney for Putnam County.

A proven leader, County Attorney Spain has utilized his over 40 years of legal experience and a lifetime of interpersonal skills to not only maximize productivity, but also to create a level of expectation wherein professionalism is paramount within the Department of Law, while ensuring a collegial working environment. With a hands-on management style, County Attorney Spain is always available and regularly relied on by those within County government to provide counsel in a straightforward, easy to appreciate manner. He particularly prides himself on his timely responsiveness to questions posed. Perhaps most importantly, the appointment of County Attorney Spain has inspired a level of confidence and trust in the Department of Law that reflects positively upon Putnam County government as a whole.

After a thirty-year career in private practice, John B. Cherico, Esq., who had worked 'of counsel' with County Attorney Spain previously, joined the Department of Law team on March 1, 2023, to fill the position of First Deputy County Attorney. As First Deputy, Mr. Cherico continues to assist the County Attorney in overseeing all matters the Department of Law is tasked with handling and providing counsel to the department heads, agencies and employees and others associated with Putnam County who require our assistance. In addition to interacting regularly with outside counsel in employee disciplinary, grievance, claims and general litigation matters involving Putnam County, Mr. Cherico utilizes his significant litigation experience to provide his opinion on strategy and tactical matters for the County Attorney's review and consideration. Mr. Cherico, a former Westchester County Assistant District Attorney, Village Prosecutor and veteran criminal defense attorney uses his experience to act as liaison between the Sheriff's Office and District Attorney's Office to provide assistance upon request. Mr. Cherico also drafts Resolutions and Local Laws for use by the Legislature and regularly attends Board meetings with outside counsel to present and further explain potential settlements.

Anna Diaz continued as a Senior Deputy County Attorney and provides general advice and legal opinions to the various departments of County government, the Legislature, and the County Executive in that role. Ms. Diaz processed all the County's contracts and assisted the various departments with contract negotiation. Ms. Diaz works with our Risk Department to deal with issues pertaining to liability, insurance, and the use of County properties

Senior Deputy County Attorney Conrad Pasquale remained in that role throughout 2024. Mr. Pasquale continued to handle the prosecution of all juvenile delinquent proceedings, as well as the handling of the Persons in Need of Supervision ("PINS") petitions. He provided general advice and legal opinions to the various departments of County government, the Legislature, and the County Executive, and represented the Putnam County Plumbing, Electrical and Home Improvement Boards by attending each meeting and providing legal assistance in all matters where it became necessary. In addition, he provides legal assistance to the Consumer Affairs Boards.

Mr. Pasquale continues to handle all Assisted Outpatient Treatment ("AOT") proceedings in Supreme Court, which are initiated through our Department of Mental Health. He also manages all pistol permit applications, revocations, and upgrades that come through the Department of Law, including all related litigation. He is primarily responsible for drafting any changes to the County Code or the County Charter. Mr. Pasquale also shares responsibility for miscellaneous matters that arise, including personnel complaints, disciplinary matters, poor person applications, assigned counsel matters, Department of Health matters, and assisting individual departments in responding to subpoenas.

After the departure of valued Senior Deputy County Attorney Conor McKiernan in March 2024, Daniel Ravo joined the Law Department for a brief stint as a Deputy County Attorney departing to pursue other opportunities in August 2024. In November 2024, the Law Department welcomed Deputy County Attorney Lowell Siegel who brings a wealth of

varied municipal law and litigation experience in both Federal and State courts as well as experience with the State Legislature. Lowell has quickly stepped up to handle a variety of legal matters assigned to him with acute recognition of the clients we serve and an emphasis on providing sound (and prompt) legal counsel to all inquiries made. He has already handled multiple real property matters, such as drafting leases, deeds, and easements, and managing real estate closings. In addition, he has handled select in-house litigation matters, including CPLR Article 78 proceedings and estate matters. He has also, along with outside counsel Andrew Negro, Esq., with Putnam County's Department of IT&GIS on matters related to the Putnam County Radio Project. Lowell continues to provide general advice and legal opinions to various departments and remains the primary source for advice related to Freedom of Information Law (FOIL) and records access.

As of January 1, 2024, the Department welcomed Senior Deputy County Attorney Heather Abissi as a part-time Senior Deputy County Attorney. Ms. Abissi, a former Assistant District Attorney in Putnam County, brings a wealth of litigation experience and expertise in legal writing, motion and appellate practice to the team and has proven to be an invaluable asset.

In 2024, the Department of Law added to the team non-union Deputy County Attorney Deanna DiCaprio to supplement the assistance traditionally provided by the Department in Family Court matters. It should be noted that this is not an increase in county spending. The Department of Law added this position, with no increase in spending to the budget, by absorbing the position previously budgeted in the Department of Social Services. While now under the County Attorney in the Department of Law, Ms. DiCaprio remains assigned to the Department of Social Services with a specialized focus in their department's caseload and subject matter. Deanna brought her depth of experience in all aspects of Family Court practice and concentrates on providing hands-on assistance and legal services to the Department of Social Services.

With respect to our administrative staff, Jennifer Nygard continued as Paralegal to the County Attorney and the Deputy County Attorneys as well as handling all matters pertaining to day-to-day issues in the office. Jennifer works hand in hand with Anna Diaz and ensures that contracts continue to be circulated and processed through our MUNIS system, prepares the annual budget, handles all invoices, and matters pertaining to personnel (onboarding/discharging, time banks, travel, etc.).

The Department of Law continues to benefit from a valued member of our administrative staff, Theresa Votano, Confidential Secretary to County Attorney Spain. Theresa has over 25 years of experience working in the legal profession and has proven to be an essential asset of our office. Theresa provides direct assistance to the County Attorney, as well as all Deputy County Attorneys, whenever possible. Theresa is also responsible for forwarding appropriate legal papers to NYMIR, the County's insurance carrier when applicable, assists with preparation and publishing of Local Laws, maintaining the department's database with daily litigation updates, as well as daily office tasks.

VII. Sources of Revenue

Despite the foregoing changes and adjustments in staffing during 2024, this Department continued to provide a superior level of service to the various Departments and elected officials of the County, as well as with respect to the processing and handling of all litigation and keeping in line with the approximate \$1.7 million budget. In addition, the total expenditure for legal services increased because we continued to handle several major cases that were not covered by the County's insurance.

In total, we completed 2024 with an expenditure for Legal Services of approximately \$634,680. The original budget of \$300,000 for legal services for 2024, which is \$334,800 more than the amount typically budgeted and only slightly higher than 2023 which had a total amount expended of \$383,730. Upon review, this increase was primarily because of outside counsel billing with expertise in this area related to the Arben litigation which commenced in 2023 and is ongoing.

VIII. Goals for 2025

The goals of the Department of Law for 2025 include continuing to assist our clients in always providing effective and timely counsel to all inquiries made within our fields of expertise. We take great pride in ensuring that all matters brought to our attention are addressed with the level of import our clients have a right to expect and in a timely manner. Under the tutelage of the County Attorney, and in keeping with the expectations of our County Executive, we strive to maintain a level of responsiveness and professionalism that is unmatched in government. While the Department of Law remains always available to those in the County who seek our counsel and is desirous of providing our clients with a level of comfort that they know they can count on, we also rigidly maintain the standards of our profession, including the attorney-client confidentiality associated therewith.

RISK MANAGEMENT

Mat C. Bruno, Putnam County Risk Manager
Putnam County Department of Law, 48 Gleneida Avenue, Carmel, NY 10512
845-808-1500 - Law@Putnamcountyny.gov

I. Description of Department

The Putnam County Risk Department is a subdivision of the Putnam County Law Department. The department implements a formal and structured approach to identifying, assessing, managing, and reporting risk within the County. Putnam County Risk Management is committed to providing a safe work environment free from recognized and potential hazards. Each department readily acknowledges that employees are the County's most important asset. Our goal is to grow a culture of safety awareness and accountability and to collaborate interdepartmentally to reduce injuries, costs and loss of work productivity.

II. Services Provided

Services provided are as follows:

- Establishment and Renewal of Risk Management Insurance Policies
 - General Liability Policy
 - Crime Policy
 - Cyber Risk Policy
 - Golf Course Insurance and Protection Policy
 - Workers Compensation Policy
 - Excess Insurance Policy
- Implementing Insurance Regulations
- Management of Workers Compensation Program (Injury Management)
- Management of GML207C Program
- Management of the Short-Term Disability Program
- Property and Vehicle Claims Management (including Defensive Driving)
- County Event and Facility Use Management
- Risk Recovery, Liens and Savings Management
- 3rd Party, Liability Claims and Vender Management
- Annual OSHA and PESH reporting

III. Risk Management Mission Statement

To efficiently and properly identify, manage, mitigate and reduce financial risks, while seeking to reduce the frequency, severity and associated costs of claims. We strive to serve as a resource for the health, safety and well-being of the employees of Putnam County by offering continuous education, expert advice and communication.

IV. **Population Served**

The population served by Risk Management Services are all Putnam County Employees, Putnam County Government as well as all Putnam County Taxpayers.

V. **Significant Events & Accomplishments in 2024**

There were many significant successes and accomplishments for our Risk Management Department this year. Some of those accomplishments are as follows:

- **Optimizing insurance coverage:**
The Risk Management Department was able to help optimize the County's insurance coverage by identifying the most relevant risks and negotiating favorable terms and conditions with insurers and brokers. This helps reduce insurance premiums and increases savings for the County.
- **Significant recoveries and reimbursements:**
The Risk Management Department was able to directly recover \$193,391.44 in 2024.
- **Reducing the frequency and severity of losses:**
By identifying and mitigating risks, specifically in the Worker's Compensation book of business, we were able to reduce the frequency and severity of losses that could have negatively impacted the County's finances and reputation.

VI. **Staffing**

The Risk Management Department is fully staffed at this time.

VII. **Sources of Revenue**

Our Risk Management Department is responsible for identifying, assessing, and mitigating risks that could adversely affect the County's operations, finances, or reputation. The sources of revenue for a Risk Management department are not always straightforward, as the department's primary function is to minimize losses rather than to generate profits. However, some possible sources of revenue for the Risk Management department are:

- **Insurance Premiums:**
Our Risk Management Department negotiates favorable terms and conditions with insurers and brokers, which leads to lower premiums and higher savings for the County.

- **Collections, recovery and reimbursement:**
These payments consist of a combination of Worker's Compensation, excess coverage and 3rd party lien applications.
- **Property Damage Recoveries:**
These payments represent collections from any damage to County property by an outside party.

VIII. Goals for 2025

Risk Management remains an important feature of good governance. Working in unison with the County Executive, Legislation and all County agencies, we can continue to inform them of all the best practices in order to reduce costs and risks to the County. It's one way we can enhance safety for all County employees and Putnam County residents. Risk Management objectives include the following:

- Develop a common understanding of risk across multiple functions and departments so we can manage risk cost-effectively.
- Achieve a better understanding of risk for competitive advantage.
- Build and improve capabilities to respond effectively to low probability, critical, catastrophic risks.
- Train our departments and department heads to promote a better understanding of how to manage risk and report same.

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Mental Health, Social Services & Youth Bureau

Sara Servadio, Commissioner
Nicolle McGuire, Deputy Commissioner
110 Old Route 6, Bldg. 2
Carmel, NY 10512
845-808-1500, ext. 45200

MENTAL HEALTH

Paul Tang, Director
110 Old Route 6, Bldg. 2
Carmel, NY 10512
845-808-1500 ext. 43174
paul.tang@putnamcountyny.gov

Description of Department:

The Department of Mental Health plans, oversees and coordinates services for individuals and their families with mental illness, developmental disabilities, and substance abuse disorders. This is accomplished through partnerships with community and governmental agencies, families, peers, and elected officials. As we continue to see incredibly high demand for mental health services, the department will continue to evolve and pivot to meet those needs. As the Mental Health Department monitors and provides oversight and guidance to outpatient and inpatient mental health providers, residential and care management agencies, and peer services, gaps in service delivery are identified and addressed at the local and state level.

Services Provided:

Single Point of Access (SPOA) in Putnam County is for adults (18 and over) with severe mental illness. It is in place to coordinate access to care management and/or residential services. Individuals referred to SPOA often have difficulty maintaining linkages to mental health services and supports. Monthly meetings with providers prioritize individuals with high needs to ensure appropriate service continuity. Our adult mental health SPOA processed 98 applications for care management and/or residential services in 2024.

Coordinated Children's Service Initiative (CCSI) is a partnership between family members and providers designed to assist children with mental health needs. We have blended the initiative with Children's Single Point of Access (C-SPOA), which identifies youth with the highest risk for out-of-home placement due to their complex needs. CCSI/SPOA uses a strength-based, family friendly and culturally competent approach to connect families with appropriate community-based supports and services. In 2024, 65

new referrals for youth between the ages of 5-18 were processed, 42 wraparound meetings took place, and 73 follow up family/team meetings were conducted.

The Office for Individuals with Disabilities was formed in 2023 where a Coordinator position was created to develop “Think Differently” in Putnam County. In 2024, more than 240 individuals were linked to outside supports and services, including Care Coordination, Equipment Loan Referrals, OPWDD information and enrollment in services, respite, and community-based programs, TBI support groups as well as Mental Health services. The office collaborated with the Co-Response Team to ensure alignment of services and supports for those with disabilities and mental health concerns. Resource & Transition Fairs, training sessions for families and a quarterly newsletter were done to provide trainings, learning opportunities, news, and relevant information along with ongoing events in the disabilities field as related to the local county.

Dual Recovery Coordinator (DRC) is a new position in the Mental Health Department, starting in early 2024. The DRC has worked to systemically integrate mental health and substance use services in Putnam County. By reestablishing the Co-Occurring System of Care Committee (COSOCC), the DRC worked to assess needs, develop a three-year 2025-2028 Strategic Plan, and implement identified action items. Additionally, the DRC organized a data collection mechanism to keep Opioid Settlement Fund awardees accountable for the work outlined in each respective scope of work. The DRC assisted in post-crisis outreach and care coordination for 124 unduplicated individuals who were identified as at-risk for co-occurring disorders, providing proactive and immediate support, referrals, and resources.

Crisis Intervention Specialist (CIS) is a new position created in 2024 after funding was received via a federal grant. The Department of Mental Health and the Putnam County Sheriff’s Office have partnered to perform outreach to members of the community that may need enhanced services. Identified as the Co-Responder Team (CRT), the intent is to bring together the mental health and criminal justice systems to better serve the community by identifying those in need and connecting them to necessary services and/or appropriate treatment. This model of engaging individuals in crisis is a nationally recognized best-practice approach. Since the team was formed in February 2024, approximately 700 individuals have been engaged, referred, or received follow up intervention across multiple police agencies.

Director of Mental Health (DMH) is a new position created in 2024 to provide administrative oversight and leadership of the Department of Mental Health. The DMH supports the overall department goal of ensuring a system of care that supports the mental well-being of Putnam County residents. This is accomplished by promoting high quality services that are timely, accessible, and person centered.

The Fiscal Unit oversees all revenue and expenditures with relation to the Departments of Mental Health, Social Services & Youth Bureau. With a combined 2025 operating expense budget of over \$38.8M, reimbursement is maximized across all funding sources resulting in approximately \$20.2M in revenue. Collaboration amongst other departments under the Putnam County umbrella including the Putnam County Sheriff’s Office and the Bureau of Emergency Services is imperative with respect to substantiating and claiming for expenses under partnered grants. Core responsibilities

within the unit of 9 FTE include but are not limited to accounts payable, accounts receivable, payroll, federal and state claiming, and representative payee.

Mission Statement:

To plan for a system of care that will support individuals with mental health, substance use disorders and intellectual/developmental disabilities and their families. This system of care will be committed to the wellness and resilience of individuals and their families, and will be culturally sensitive, trauma informed, accessible and family centered.

Population Served:

The Mental Health Department works with children and adults experiencing a mental health and/or problematic substance use issue, or with a developmental disability need.

Significant Events & Accomplishments in 2024:

- The Mental Health Department hosted Crisis Intervention Team training to Putnam County law enforcement.
- We delivered Youth Mental Health First Aid training to three school districts.
- Through an RFP process, five community partners received opiate settlement funds to provide services identified by the opiate settlement work group.
- The Office for Individuals with Disabilities implemented live, the Central Needs Registry, for access via the Putnam County website and will release a quarterly newsletter.
- Improved the experience of those facing a mental health crisis through strengthened connections to a range of community-based supports.

Staffing:

The Director of Mental Health and Dual Recovery Coordinator positions were created this year. A new CCSI/SPOA Coordinator was identified and will be hired in January 2025.

Sources of Revenue:

We continue to see an increase in forensic needs that have resulted in an increased number of CPL 730 competency exams ordered by the Court. With that, the number of individuals hospitalized in a state forensic hospital to restore competency has increased at a rate of over \$1000 per day. This is a cost we can neither anticipate nor control.

Goals for 2025:

- Increase accountability from community partners through a system of auditing and accountability for funding from the County. The Department will review each active contract and hold a meeting with the provider to review outcomes and increase fiscal accountability.
- Provide more efficient and more appropriate crisis intervention services by opening the Stabilization Center, launching the mobile Crisis Team, and

continuing to utilize the CRT collaboration with the Putnam County Sheriff's Office.

- Reduce all preventable deaths by suicide and overdose through the launch of the Suicide/Overdose Fatality Review Team—a multi-departmental collaboration that looks at fatalities to develop solutions to prevent future fatalities.
- Develop, activate, and promote the LOSS Team, a peer driven response to deaths by suicide in Putnam County. Further community buy-in will increase through the work of the Suicide Prevention Task Force.
- The Bridge Alliance will work to proactively reduce fatal and non-fatal overdoses through community collaboration and engagement with providers, challenging them to be a part of the solution to the substance abuse epidemic.
- The Dual Recovery Coordinator will continue to engage the service system to embrace an integrated approach to treatment of complex disorders. The overall goal of reducing the number of individuals developing problematic substance use disorders will continue to be the goal.
- The department collaborated with the Putnam County Sheriff's office to apply for grant funding to support increased support for domestic violence victims, housing support for victims and treatment options for offenders with the goal of reducing future DV events.
- Increase forward facing communication by updating the Department of Mental Health and related programmatic websites, social media, and print media materials. Increase engagement by hosting relevant community events to increase awareness, decrease stigma, and create opportunities for community connection.
- Professionalize the Department through training, updating policies and procedures, and consistent supervision schedules.
- Increase system capacity by improving communication and efficiency of Putnam Hospital and contracted providers. Collaborate with stakeholders on the state and local level to create systemic changes to reduce wait times for services and increase quality.
- Increase the number of individuals served by the Children's and Adult SPOA Coordinators by increasing community engagement and provider contacts.
- Utilize the 2024 Trauma Informed Organizational Assessment to establish a trauma informed culture that addresses the workplace.

ELIGIBILITY

Elizabeth Barcavage, Director
110 Old Route 6, Bldg. 2
Carmel, New York 10512
845-808-1500, ext. 45220
Elizabeth.Barcavage@dfa.state.ny.us

Description of Department:

The Division of Eligibility administers Temporary Assistance (TA), Supplemental Nutrition Assistance (SNAP), Home Energy Assistance (HEAP), Medicaid (MA), Long Term Care, Day Care, Child Support Enforcement and Collection, employment programs, homeless and housing services, drug/alcohol screening and referrals.

Services Provided:

Temporary Assistance: Temporary Assistance benefits include cash assistance, Supplemental Nutrition Assistance (SNAP), Home Energy Assistance (HEAP), Emergency Aid to Families (EAF), Emergency Aid to Adults (EAA), and Temporary Housing and Shelter Services. In 2024, TA processed 776 new applications and 201 recertifications.

SNAP: The SNAP program provides nutrition assistance to supplement the food budget of needy residents so they can purchase healthy food and move toward self-sufficiency. Federally supported and State and locally administered SNAP is the largest program the county administers, with a goal of reducing food hunger and increasing food security. In 2024, 1,657 new SNAP applications were processed with 1,842 recertifications.

Child Support Unit: This unit locates absent parents through access to Federal and State computer systems. The Unit establishes a child support order through the courts including modifying an order through the court after a change in circumstances of either parent or for a cost-of-living increase, if appropriate. Collects, monitors, and distributes child support to custodial parents.

Medicaid: Establish eligibility determination for medical insurance/Medicaid for individuals in the community or residing in a nursing home. The Medicaid department also determines eligibility for the Medicare Savings Program, which pays for the Medicare premium and, depending on the program, may pay for co-pays and deductibles. Yearly re-determination of eligibility is required. In 2024, approximately 3,500 cases were monitored.

Employment & Training: Conducts orientation for all Temporary Assistance applicants, completes initial assessment and annual reassessments. Complete Employment Plans and assign individuals to employment activities.

Westchester/Putnam Local Workforce Innovation and Opportunity Act: This unit assists individuals with employment, resume preparation, career counseling, job development, education, and training. In 2024, the center assisted 2,141 customers in their efforts to secure employment through utilizing the support.

Mission Statement:

The goal and responsibility of the Division of Eligibility is to prepare and assist applicant recipients in meeting their essential needs and advance them economically in removing barriers to self-sufficiency by helping to find stable employment, housing, nutrition, and other services. Eligibility has the responsibility to ensure that dependent, disabled, and needy persons receive financial and medical assistance, in addition to other transitional and supportive services necessary to achieve the greatest amount of independence. Benefits and services are authorized in accordance with Social Service Law and other Federal, State, and local laws, rules, and administrative needs.

Population Served:

All Putnam County residents may apply for assistance at any time. To properly receive Federal and State reimbursement for administrative and program costs, benefits for public assistance programs are authorized based primarily upon strict categorical and financial eligibility criteria established by the state not simply based on need.

Sources of Revenue:

Most program expenses are reimbursable through Federal and State funds. Additional grants are offered through State and Federal programs. Overpayments are collected through the Resource Recovery unit.

Goals:

- Continue to provide quality services in a timely manner to all applicants/recipients.
- Apply for grant funding to add navigators and/or case management to assist applicants.
- Continue discussion on how to address homelessness, including the need for a year-round shelter.

CHILDREN & FAMILY SERVICES

Marci Jones, Director of Children & Family Services
110 Old Route 6, Bldg. 2
Carmel, New York 10512
845-808-1500, ext. 45310
Marci.Jones@dfa.state.ny.us

Description of Department:

The *Children and Family Services* unit is comprised of Child Protective Services (CPS), Child Welfare Services (CWS) which consists of Foster Care and Mandated Preventive Services, Adult Protective Services (APS), and Safe Harbour.

Services Provided:

CHILD PROTECTIVE SERVICES (CPS)-

Child Protective Services is responsible for the investigation of reports of child abuse and/or maltreatment. In 2024, there were 550 total cases, of which: 72 were *indicated*, 218 were *unfounded*, and 85 were assigned to Family Assessment Response (FAR), 39 of which are still under investigation. The remainder of cases included: 54 secondaries; 40 subsequent reports merged to the initial case; 7 duplicate reports, 6 courtesy visits; 21 additional information to open investigations/cases and 8 cases in which Putnam CPS was unassigned a role by the primary county. When necessary, CPS caseworkers may (via Legal Unit attorneys) seek Orders of Protection to ensure a child's safety, refer families for services, file neglect and abuse petitions in Family Court, contact the District Attorney's office and law enforcement, and/or remove and place a child/ren in foster care. DSS caseworkers provide on-call coverage after business hours and on weekends and holidays. This enables workers to respond to cases that need immediate attention; a supervisor is available if needed. The Child Advocacy Center (CAC) approaches investigations as a Multi-Disciplinary Team (MDT). The team involves the CPS Caseworker, Forensic Interviewer, Law Enforcement, District Attorney's Office, Victim Advocate, and Mental Health. This team approach is needed for the more severe CPS cases that has resulted in or could lead to an arrest. It provides the child a safe environment for a Forensic Interview to take place.

CHILD WELFARE SERVICES (CWS)-

FOSTER CARE-

Children are placed in foster care either through a Family Court Order (involuntary placement) or because their parents/caregivers are unable to care for them due to mental health, substance abuse, or medical issues, and are requesting the assistance of the Department to temporarily place them outside of the home (voluntary placement). At the beginning of 2024, there were 14 children in foster care in Putnam County with 11 children in foster care at the end of the year.

MANDATED PREVENTIVE SERVICES (MPS)-

MPS provides supportive and rehabilitative services to children under the age of 18 (and their families) for the purpose of preventing placement in (or return to) foster care. A family can receive MPS services on a voluntary basis or they can be court ordered through Family Court. MPS services must be provided when a child/ren is at imminent risk of placement into foster care or a child/ren is at risk of re-placement into foster care. In 2024, 91 children were served by MPS caseworkers. Case Managers also provided Court Ordered Supervision Cases for 10 parents/caregivers for compliance/monitoring purposes.

In October 2022, OCFS issued an administrative directive: "Raising the Lower Age of Juvenile Delinquency/A Differential Response for Children Under 12 years of Age." As a result of this regulation, program implementation was created by Child Welfare to assess youth who fit these criteria to deter them from future JD involvement by offering early community-based services. In 2024, the Department received 1 referral. This type of case requires a Case Manager in the MPS unit to monitor the youth's progress and/or any concerns, as well obtain updates from providers, complete required documentation, provide casework assistance, and monitoring.

ADULT PROTECTIVE SERVICES (APS)-

Adult Protective Services is a state-mandated program which is provided (without regard to income) to assist adults who, because of their mental or physical impairments, cannot provide for their own basic needs, cannot protect themselves from neglect or abuse, and who have no one willing and able to, adequately assist. In 2024, APS received 277 reports. This is a 9% increase from 2023, a 14% increase from 2022, and a 31% increase from 2021. There has also been a major increase in cases eligible for assessment for services. In 2024, 162 cases were eligible, which is a 49% increase from 2023, 41 % increase from 2022, and an 86% increase from 2021.

SAFE HARBOUR-

In 2024, the Green Chimneys Safe Harbour Program continued its mission to support at-risk youth and those who have experienced sexual exploitation. The program provided a range of therapeutic and educational services while also working to increase awareness and provide crucial information within the community.

Throughout the year, the program screened 166 at-risk youth for services and supports. When necessary, referrals were made for case management, substance use treatment, and therapy services, ensuring these youth received the appropriate care and resources. Overall, the Safe Harbour Program engaged with 1,441 community members, creating awareness, providing educational resources, and fostering collaborations within the broader community. These efforts reflect a comprehensive approach to addressing the needs of at-risk youth and ensuring they have access to the support and services they require.

Significant Events & Accomplishments in 2024:

- Through the successful implementation of Preventive Services, the MPS unit has one of the lowest rates of children entering or remaining in Foster Care in New York State.
- There were no Putnam County children placed in congregate care or in “Raise the Age” facilities/placements in the year 2024.
- Putnam County was audited by the NYS Office of Children and Family Services on two occasions in 2024 for Title IV-E Adoption cases and a Program Quality Improvement Review (Cycle 2). All 3 audits/reviews resulted in a successful outcome at positive levels for Putnam County.
- Putnam County has begun an intensive outreach program for the recruitment of Foster Homes in Putnam County by exposure in the communities through attending community events and utilizing a recruitment booth. Outreach also includes networking with staff at these events with materials to hand out and questions answered on sight with experienced staff.

Sources of Revenue:

- Most programs are reimbursable via Federal and State funds, along with additional grants offered through both Federal and State programs.
- *Raising the Lower Age of Juvenile Delinquency/A Differential Response for Children Under 12 Years of Age* is an unfunded state mandate.

Goals for 2025:

- Due to the steady increase of Spanish-speaking families residing in Putnam County, there is a great need for additional bilingual workers.
- A specific designated CASAC within Child Welfare for the sole purposes of alcohol/substance abuse testing and treatment planning is a need to reduce the risk of harm to children.
- Child Welfare plans on continuing community outreach for the recruitment of new Foster Homes, as well as developing inner program events with foster/adoptive homes already opened for retention and supportive services.
- Using FAR, CPS has been able to reduce the number of investigations.
- ARPA grant funds for 2024 will continue to be utilized on meeting the emergency needs of abused and neglected APS adults of Putnam County and preventing institutionalization.

LEGAL SERVICES

Deanna DiCaprio, Deputy County Attorney
110 Old Route 6, Bldg. 2
Carmel, New York 10512
845-808-1500, ext. 45266
Deanna.DiCaprio@dfa.state.ny.us

Description of Department:

The Legal Services Unit of the Putnam County Department of Social Services acts as Counsel to the entire Department of Social Services and all its employees. The Unit provides a wide variety of services, including, but not limited to, advising the Commissioner and Deputy Commissioner; addressing referrals from Medicaid and Temporary Assistance; working closely with Child Protective Services, Child Welfare Services (including Foster Care Services), and Adult Protective Services; representing the Agency for all Administrative Hearings; representing the Support Collection Unit and Resource Recovery. In addition, the Unit is responsible for researching, interpreting and applying statutes, Administrative Directives, regulations and recent case law pertaining to the Department and advising all Agency Units on correct action. The Unit also prepares and maintains reports and statistics required by state, federal and county agencies.

Services Provided:

- **Child Protective Services:** The Unit provides oversight and legal advice for Child Protective Services (CPS) investigations, and the prosecution of child abuse and neglect cases, and termination of parental rights proceedings in Family Court. In 2024, 551 cases were handled by CPS caseworkers.
- **Court Ordered Investigations:** The Unit is responsible for the investigation, oversight, and review of Court Ordered Investigations (COI), ordered through the Family and Supreme Courts. There were approximately 31 COIs in 2024.
- **Child Welfare Services:** The Unit provides oversight and legal advice for Child Welfare Services, which includes both voluntary and court-ordered Mandated Preventive Services (MPS). These services are provided to families to prevent foster care. In 2024, services were provided to 81 children and youth.
- **Foster Care Services:** The Unit provides oversight and legal advice for Foster Care Services. The Unit is responsible for all legal proceedings for children placed in the care and custody of the Commissioner of the Department of Social Services.
- **Adoption:** The Unit prepares all necessary documentation for adoption, and represents the Department and adoptive parents, if needed, in the adoption proceedings in Family Court.
- **Child Advocacy Center:** The Unit is an integral member of the Child Advocacy Center (CAC) multi-disciplinary team and regularly participates at case

conferences at the CAC. The team handles all familial sexual abuse & familial physical assault cases.

- **Adult Protective Services:** The Unit is responsible for the oversight and legal advice for Adult Protective Services (APS), including physical and emotional abuse; financial exploitation; powers of attorney; representative payee services, and guardianships. In 2024, APS received 278 referrals. Of those, 163 referrals were assigned for investigation.
- **Guardianship:** The Unit is responsible for the filing; oversight & monitoring of, and all court appearances regarding Article 81 Guardianship Petitions; whether DSS is a party, or not. In 2024, Legal Services filed 2 Article 81 Guardianship Petitions, and reviewed 9 petitions, which were filed by private attorneys. The Unit also monitored pending guardianship cases, which often include the submission of Affirmations to the Court, and/or court appearances. The Unit is also responsible for reviewing trusts including Special Needs Trusts, including monitoring Trusts, and any applications to the court; annual accountings, and other activities.
- **Child Support:** Legal Services represents the Support Collection Unit, by providing services for 111-g; UIFSA proceedings; recoupment for DSS Medical Assistance and Temporary Assistance; violations of support; paternity proceedings; recoupment of monies for DSS foster care placements, and it appears in all hearings in front of the Support Magistrate. In 2024, Legal Services assisted with 30 Support Collection cases.
- **PINS and JD:** The Unit is responsible for the oversight and legal advice for Juvenile Delinquency and Person in Need of Supervision (PINS) cases in which the Department will be taking the child into Foster Care; including review of placements, extension of placements, and providing Mandated Preventive Services (MPS).
- **Referrals:** The Unit reviews and responds to referrals from within the Agency and sources outside of the Agency including law enforcement, other Departments in the County, the public and private attorneys. In 2024, Legal Services received, researched, and answered 104 referrals from within the Agency. 91 were addressed from outside the Agency.
- **Administrative Hearings:** The Unit represents the Department in all administrative proceedings including Administrative Fair Hearings involving the provision of benefits and services, and Intentional Program and Administrative Disqualification matters. There were approximately 86 scheduled Fair Hearings in 2024. Of those 86 fair hearings, 64 were DSS-related, and 22 were Managed Care. The Unit reviews appeals to expunge indicated CPS/SCR reports before an Administrative Law Judge. The Legal staff reviews all evidence and represents the Department in the defense of these appeals.
- **Case Conferences and Meetings:** The Unit regularly conferences cases. The attorneys formally meet with the child welfare caseworkers weekly to review cases where there is legal involvement. Legal Services also counsels the program workers to assist and clarify program laws, rules and regulations.
- **Fraud and Resource Recovery:** During 2024, the Fraud and Recovery Unit of the Legal Department referred four Supplemental Nutritional Assistance Program

or SNAP cases to the District Attorney's Office. That office is filing welfare fraud charges to four households, and we are looking to recoup \$ 62,568.00. Through several initiatives with New York State, investigations and computer matches were performed before applications for benefits were approved. Putnam County Department of Social Services saved an estimated \$ 125,000.00 in cost avoidance. The office paid for burials and cremations of 10 indigent individuals in 2024. The total cost incurred was \$ 20,964.75.

- **Contracts:** The Unit is responsible for the preparation, review and processing of, approximately 47 Social Services contracts.
- **Civil Rights Complaints:** The Unit is responsible for reporting, investigating, reviewing, and determining SNAP (Food stamps) civil rights complaints. The Unit is also responsible for keeping current on civil rights laws, regulations and policies.
- **Freedom of Information Law (FOIL) requests:** The Unit is responsible for the review of FOIL requests and providing the information requested.

Mission Statement:

The mission of the Legal Services Unit is to aid in protecting the community's most vulnerable children and adults. It also serves to protect the county's resources and actively works to recover fraud.

Goals for 2025:

To continue to protect vulnerable children and adults in the community.

CHILD ADVOCACY CENTER (CAC)

Marla Behler, Director
121 Main Street
Brewster, New York 10509
845-808-1400, ext. 44120
Marla.Behler@putnamcountyny.gov

Description of Department:

The CAC is a child friendly and family focused agency under the Putnam County Department of Social Services that coordinates the investigation, treatment, and prosecution of child abuse cases by utilizing a multidisciplinary team (MDT) of professionals involved in child protective and victim advocacy services, law enforcement and prosecution, and physical and mental health.

Services Provided:

- Forensic interviews of children suspected of being abused.
- Victim Advocacy and support throughout the investigative and legal process.
- Case management and resource referrals.
- Trauma informed mental health treatment.
- Child abuse prevention and community outreach programs.
- Child Fatality Review Team program.
- Crisis intervention and community support.
- Forensic medical evaluations for child victims of sexual assault.

Mission Statement:

To provide a child-friendly setting where a trauma informed coordinated response to child abuse allegations may be pursued in ways that support and protect children and their families.

Population Served:

The CAC serves children (newborn – 17 years of age). The CAC receives referrals from Child Protective Services (CPS), Law Enforcement or the District Attorney's Office.

Significant Events & Accomplishments in 2024:

- **2024 Statistics** -The CAC's multi-disciplinary team responded to 201 new clients and 99 continued clients for a total of 300 clients of suspected child abuse. Services included:
 - 84 Forensic Interviews were conducted at the center.
 - 6,265 units of supportive services were provided to clients: 2,555 Information and Referrals, 1,690 Criminal/Civil Justice Systems Support 1,431 Emotional/Safety Support, 589 Personal Advocacy/Accompaniment.
 - 62% of the CAC cases investigated by CPS were indicated and 38% were unfounded.

- 59% of CAC cases investigated by Law Enforcement resulted in criminal charges and prosecution resulted in 34 guilty pleas.
- **Trauma Informed Mental Health Services** – Through a partnership with the Putnam/Northern Westchester Women’s Resource Center (WRC), all CAC clients have access to evidence-based, trauma-informed mental health services aimed at promoting better outcomes and providing ongoing support. In 2024, 939 therapy sessions were conducted for CAC clients, both virtually and in person, a significant increase, nearly double the number of sessions conducted in 2023.
- **Handle With Care** – A program developed in 2019 to support children exposed to violence and trauma through a partnership with law enforcement, Putnam Northern Westchester BOCES and schools. 235 notices were sent in 2024.
- **Outcome Measurement System (OMS)** - The CAC continued to survey families for their feedback on the services received. Overall, surveyed clients continue to express satisfaction with their experience at the CAC, with 100% reporting that they understood the reason for their visit and felt staff were “empathetic, professional, warm and caring!”
- **Pinwheels for Prevention** - The CAC takes pride in making our community a safer place for residents through community outreach, education, and prevention programs. In addition to planting our Pinwheels for Prevention Garden at Lake Gleneida during the month of April, five Putnam County School Districts joined our campaign, planting pinwheel gardens on their campuses.
- **Champions for Children Breakfast** – Our signature event made its highly anticipated return to the Putnam County Golf Course, drawing 88 participants. The event featured a compelling presentation that underscored the critical role child advocacy centers play in helping child abuse victims heal and in advocating for justice.
- **25th Anniversary** – This year, the CAC, in collaboration with the Friends of the Putnam Child Advocacy Center, hosted an open house to commemorate 25 years of dedicated service. For a quarter of a century, the CAC has provided critical programs and resources to support children and families affected by physical, sexual, or domestic abuse. Since its inception, the center has positively impacted the lives of over 5,000 children and their families.
- **Child Fatality Review Team (CFRT)** – In 2024, our application to join New York's network of Child Fatality Review Teams (CFRTs) was approved by OCFS as an unfunded program. The CFRT examines unexpected deaths of residents under 18 to identify risk factors, develop prevention strategies, and address potential gaps in family services. The team's findings inform several recommendations, which have been integrated into our 2025 goals.
- **Staff and Team Training** - Continuing education plays a crucial role in professional growth and development as it helps team members stay updated with the latest industry trends, technologies, and best practices. In 2024, the CAC remained committed to maintaining and enhancing team functioning by supporting 32 team members attending 31 trainings and conferences.
- **Strategic Planning** -The CAC collaborated with key stakeholders and team members to create a comprehensive three-year strategic plan. Facilitated by the

Northeast Regional CAC, this plan lays the groundwork for the organization's growth and positions us to effectively address the challenges and opportunities that lie ahead.

- **Trauma Informed Organizational Assessment (TIOA)**- In 2024, the CAC Program Director continued to facilitate the Trauma-Informed Organizational Assessment (TIOA) process for the Putnam County Department of Mental Health, Social Services & Youth Bureau (PC MH/DSS/YB). With a survey response rate exceeding 90%, the data collected has provided valuable insights and helped identify key goals for 2025. This initiative supports the department's ongoing commitment to becoming a trauma-informed organization, fostering a culture of care, safety, and respect, and equipping the workforce to better serve individuals who have experienced trauma.

Staffing:

2024 continued to see significant turnover with CAC staff and MDT Members. The Forensic Interview/Outreach Worker position was reclassified to the CAC Coordinator position.

Sources of Revenue:

The New York State Office of Victim Services (OVS) administers Victims of Crime Act (VOCA) funds, covering most personnel and operating costs for the CAC. Additional funding comes from the New York State Office of Children and Family Services (OCFS), which ensures compliance with state standards, and the National Children's Alliance, our accrediting agency, which requires renewal every five years. In 2024, local tax dollars and support from the Friends of Putnam Children's Advocacy Center also contributed to our revenue.

Goals for 2025:

In addition to the services outlined in our mission, we will:

- Advocate for sustained funding for CACs at the state level.
- Execute our strategic plan.
- Implement strategies to address the key priorities identified through the department's TIOA, fostering a more supportive and trauma-informed environment for staff and the individuals we serve.
- Implement the recommendations from the CFRT:
 - Develop policies and procedures for after-action reviews and emotional support for first responders and ER staff following critical incidents.
 - Strengthen communication among service providers and establish a system for crisis intervention and case management to support families after the unexpected death of a child.

YOUTH BUREAU

Janeen Cunningham, Executive Director
110 Old Route 6, Bldg. 3
Carmel, NY 10512
(845) 808-1600 ext. 46120
Janeen.Cunningham@putnamcountyny.gov

Description of Department:

The Youth Bureau became a county department in 1979. This department provides positive youth development programs to youth and their families in Putnam County. The Youth Bureau receives an allocation of funds from The New York State Office of Children and Family Services (NYS OCFS) based on the county's youth population.

Services Provided:

The Youth Bureau offers services to schools, community agencies, recreation departments and community-based organizations. Most Youth Bureau programs are provided directly from the Youth Bureau staff. Other programs that the Youth Bureau funds are provided by an outside agency and the Youth Bureau reimburses these agencies with funding from NYS OCFS.

Mission Statement:

The Putnam County Youth Bureau serves our community as an educational, informational, referral, advocacy and coordinating resource for Putnam youth under twenty-one years of age. Programs serve youth who are at risk of becoming involved or further involved in the juvenile justice or human services system. They specifically aim to divert youth from placement out of home settings.

Population Served:

The Youth Bureau provides services to Putnam County youth under the age of 21.

Significant Events & Accomplishments in 2024:

- **Youth Business Market** – The first Youth Business Market took place in June 2024 at Tilly Foster Farm. More than seventy-five youth entrepreneurs, ages five to seventeen (accompanied by parents and/or guardians), came together to sell their homemade crafts, food, collectibles, and services to more than six hundred guests visiting the market. This event provided valuable business and marketing learning experience for youth from Putnam and nearby counties. This event is anticipated to become an annual event.



- **Youth Council** – The Putnam County Youth Council program re-started in August 2024. The program includes brainstorming, creating, and participating in community service projects and events throughout Putnam County. By the end of 2024, there were ten active members, and they have been working on planning a multicultural food and dance event for the Putnam County community.
- **Intergenerational Trip – Intrepid Museum, New York City** – Putnam County youth, adults, senior citizens, and Veterans took an interactive tour of the Intrepid Museum. The goals of the Intergenerational trip were to bridge a gap between generations, to learn from each other, share experiences, and build social connections. This trip allowed the group to gain knowledge and insight into the history of the Intrepid Ship, its role as an aircraft carrier, and what life at seas was like for Intrepid crew members.



- **Youth Leadership Forum 2024** - Seven Putnam County High School students traveled to Albany in February 2024 to meet with their dignitaries and speak with them about the importance of Youth Programs.



- **Teens~N~Kids Mentoring** – The Teens and Kids Mentoring was established in 2014 to encourage high school students to become mentors for middle and elementary school aged students. The Youth Bureau currently implements the program to five school districts within Putnam County - Mahopac, Brewster, Carmel, Haldane, and Putnam Valley. The Teens~N~Kids Mentoring Program serves about 200 students yearly.



- **Youth Court** – The Youth Bureau Youth Court program hosted two membership trainings during 2024, one in Carmel at the Historic Court House and the other in Philipstown at the Philipstown Justice Court. The Putnam County Youth Court has one hundred eighty-seven active members and twenty-two defendants for a total of two hundred and nine youth served.



- **The Parents as Driving Partners Initiative** - This initiative is an opportunity for parents to start a dialogue with their child about being a safe driver. Putnam County has also expanded the program to Orange, Dutchess, and Colombia counties to distribute agreements and booklets to parents and youth.
- **SIDNE** – The SIDNE program is an interactive driving experience that makes the dangers of distracted and impaired driving real and personal. Youth drivers safely experience various simulations and activities, mirroring what could happen when they attempt to operate a vehicle while impaired or distracted. This program is offered to incoming seniors in all five school districts. Five hundred and three youth participated in the 2024 SIDNE program.
- **Pegasus** – This program offers education and support to children and families struggling with alcohol and/or drug dependencies. In 2024, there were two in-person sessions, eighteen youth participated, and their adult caregiver(s) attended the program as well.
- **Building Bridges** - Building Bridges was established in 2023 allowing youth a safe-space to establish connections, learn about Art History, and create art pieces that express their emotions. The program successfully had seven sessions, averaging ten students per session. The **Mini Building Bridges** sessions are for ages six to nine years old and have completed two sessions, with more scheduled to take place. The children’s artwork was displayed at the Putnam Arts Council and at the Carmel Town Hall.



- **Youth Awards** - The Youth Bureau and Youth Board recognized seventeen outstanding youths for their outstanding community service to Putnam County. Damian McDonald and Jon Meschino were recognized as the Adult Award recipients for their outstanding volunteer service and dedication to working with Putnam County Youth.



- **Youth Forum 2024** – The Youth Bureau partnered with Cornell Cooperative Extension to coordinate a conference day for youth, at the Clearpool Campus of Green Chimneys. More than one hundred youth, from the five Putnam County high schools, attended the 2024 Youth Forum event. Sixteen different workshops (offered and presented by community-based organizations/professionals) were planned,

chosen, and organized by a planning committee made up of twenty-five high school youth.



- **Adventure Camp** – Adventure Camp is a four week, two days per week, free of charge summer camp program, focusing on team building and outdoor activities, for Putnam County youth ages eight to fifteen years old. Adventure Camp takes place at Camp Herrlich.
- **Fun Days** – The Fun Days program was created in 2023, where Youth Bureau staff and kids would meet once a week for four weeks to play games, create crafts, have a snack/meal together and enjoy physical play outside. Each of the four days had assigned theme days - Field Day, Guided Painting Day, Sports Day, and a Hiking Day at Tilly Foster Farm.
- **9/11 Day of Service Event at the Bureau of Emergency Services Building & Haldane High School** – The Youth Bureau and Youth Court program partnered with over 60 communities across America to Never Forget the 2,983 women, men and children who lost their lives on September 11, 2001. In front of the Bureau of Emergency Services Building, youth led and facilitated this ceremony, by reading an invocation, the names of the fallen from Putnam County, testimonies, etc. In addition, the Youth Bureau collaborated with Haldane Central School District to also hold a 9/11 ceremony, synchronizing with the Bureau of Emergency Services ceremony.



- **The Governor’s Traffic Safety Committee’s Chair Award & New York Highway Safety Symposium 2024** – The Youth Bureau was honored in receiving the Governor’s Traffic Safety Committee’s Chair Award for innovative, superior, and highly successful programs that promote driving safety. Four Putnam County Youth also presented at the New York Highway Safety Symposium on the topic of “Empowering Youth to Practice Safe Driving Habits.”



- **Trunk or Treat** – The Trunk or Treat event was a successful community builder that allowed the Youth Bureau to serve over two hundred kids in 2024. We had various “vendors” with decorated trunks for the kids to visit, including local businesses and community-based organizations who donated candy and provided pivotal information about their services. In comparison to 2023, 2024 we had more vendors and more families in attendance. For Trunk or Treat 2025, The Youth Bureau plans to have a sensory friendly section.
- **Holiday Market** - The Holiday Market was created in 2023 to assist families with a moment of respite during the Holiday shopping season. Children enjoyed chocolate milk, candy canes, and cookies while they watched a Holiday movie, did holiday crafts, and took pictures with Santa and Mrs. Claus. Parents took turns “shopping the market” of donated toys (Toys-for-Tots), in conjunction with the Department of Social Services, and were able to enjoy a hot cup of coffee/chocolate milk and cookies. This event provided toys for more than one hundred and fifteen children (more than ninety families), totaling over two hundred and thirty toys, books, blankets, and winter gear (additional donations were provided by – Tops Grocery, Carmel Police Department, local family/community members, Ace Endico, & Clancy Moving and Logistics).

Staffing:

- A Deputy Youth Director was created and hired during 2024.
- One additional Part-Time Youth Aide was hired during 2024.
- For 2025, the Youth Bureau would like to hire one additional Part-Time Youth Aide.

Sources of Revenue:

The Youth Bureau receives funding from the NYS Office of Children and Family Services, the NYS Department of Motor Vehicles and County Tax Dollars.

Goals for 2025:

- In 2025, the Youth Bureau is anticipated to move to Tilly Foster Farm and continue the efforts to expand programming to youth and their families in the community.
- The Highway Safety Grant plans to continue the Parents as Driving Partners initiative and acquire additional counties throughout New York state to participate in the initiative.
- The Youth Bureau plans to partner with the Office of Senior Resources to provide new programs, such as a Multicultural food and dance event, Technology Education (in collaboration with the Sheriff’s Department), and/or Paint & Snack Art programs/events, with the goal of connecting youth with senior citizens.

Office for Senior Resources

Marlene Barrett, Acting Director
110 Old Route 6, Bldg. 3, Carmel NY 10512
(845) 808-1700
OSR@putnamcountyny.gov

I. Description of Department

Putnam County's Office for Senior Resources (OSR), as an Area Agency on Aging (AAA) under the Older Americans Act of 1965 and New York State law, offers a broad range of services to local seniors and their caregivers. What sets OSR apart from many other counties is its direct delivery of most services, rather than outsourcing them to contractors. These services are offered through several key program areas: Nutrition (at our four congregate meal sites and home delivered meals), Case Management, Wellness and Recreation, Transportation, Social Adult Day, and Putnam SeniorCorps.

Investing in programs that address the Social Determinants of Health (SDoH) for older adults provides significant benefits by lowering both individual medical expenses and Medicaid costs for the County. Without these services, many older adults would require costly skilled nursing home care, which can exceed \$150,000 per person. OSR enables older adults to remain in their homes an average of 2 ½ years longer, benefiting both taxpayers and caregivers. The social connections and friendships fostered by OSR programs play a crucial role in maintaining health—especially since loneliness has a significant negative impact on well-being.

II. Services Provided

- **Nutrition**
 - Congregate Meals
 - Home Delivered Meals
 - Nutrition Education and Counseling
- **Transportation**
 - Transportation (to Friendship Centers)
 - Medical Transportation
- **Case Management**
 - Case Management
 - Social Model Adult Day Services
 - Caregiver Support
 - Information and Assistance
 - In-Home Contact and Support
 - EISEP and Helping Hands Homecare

- HEAP- Energy Assistance
- HIICAP (Health Insurance Information Counseling and Assistance Program)
- NYConnects
- Outreach
- Legal Services
- **Wellness**
 - Wellness/Health/Recreation programs and classes
 - SeniorCorps Volunteer program
- ❖ Please see **Appendix A** for the program growth analysis: year-to-year comparison.

III. Mission Statement

Putnam County Office for Senior Resources is responsible for stimulating, promoting, coordinating, and administering local programs and services for older Putnam County residents. In carrying out this responsibility, the Office for Senior Resources’ primary emphasis is on the development of long-term care programs and services necessary to meet the long-term care needs of Putnam County’s elderly and to support informal caregivers.

IV. Population Served

- Putnam County residents aged 60 and older.
- 26,861 or **27.4%** of Putnam County’s population of 98,060 (Census Bureau, 2023).

Age Bracket	Population Size
60 to 74	18,930
75 to 84	6,023
85+	1,908

- Among the other age groups, the 65+ group was the fastest growing between 2010 and 2022 with its population **increasing 51.3%**.
- Over 85% of Putnam older adults own their home, considerably higher than our neighboring counties and the NYS average of 66%.

V. Significant Events & Accomplishments in 2024

- Another perfect score on NYSOFA audit of Adult Day Services program.
- Completed third year of Federal Administration for Community Living Falls Prevention Grant with OSR as lead agency of a 5 County partnership (Dutchess, Orange, Rockland, Ulster and Putnam).
- Hosted Fall Prevention Week events at all 4 Friendship centers with presentations by local health professionals.

- Continued our cooperative venture with the Mid-Hudson ARC, formerly PARC, with a job coach trainee team for processing and transporting a weekly produce pick up from Tilly Foster Farm for the farm to table menu at our Friendship Centers.
- Collaborated with Cornell Cooperative on another program to help combat food insecurity. A highly successful food donation program, “Meals on Main”, is a food truck that comes to each center and provides produce and grocery items to the older adults which would otherwise be discarded.
- Additionally, our Nutritionist teamed up with Cornell Cooperative’s Nutrition Educator to enhance our required nutrition education to offer older adults presentations on how to make healthy meals on a budget.
- Partnered with the Alzheimer’s Association where they provided a social worker for office hours once a month at each of our Friendship Centers.
- Hosted Walk to End Alzheimer’s mini walks at each of our Friendship Centers. The walks were a great success and well attended. We far exceeded our target goal of raising \$1,000.
- Held two Training Days for OSR staff to include targeting mandatory training as well as targeted breakout sessions led by external guest speakers such as the Talk Saves Lives presentation offered by The American Foundation for Suicide Prevention.
- Completed and submitted our 4-year plan to NYSOFA.
- As shown by the numbers reflected in the appendix, we have had a remarkable increase in attendance at all four Friendship Centers.
- Enhanced our “Get Up and Go” taxi voucher program by partnering with GoGo Grandparent to provide transportation via Uber/Lyft/taxi to assist older adults with running errands, evening/weekend doctor appointments, or to enjoy local entertainment.
- NYSOFA offered a one-year subscription to Discover Live, which allows us to travel the world with *live* virtual tours delivered through Zoom. We can chat with the tour guide during the tour!
- The Putnam SeniorCorps Song & Dance Team volunteers perform at area assisted living and nursing homes, Graymoor, and the Montrose Veterans’ Home.

VI. Staffing

- OSR has a total of 80 staff members (F/T, P/T, Per Diem).
- New Hires:
 - Hired a new Nutrition Services Manager, Fiscal Manager, Nutritionist, Account Clerk, two Daycare Helpers, two Food Service Helpers, and a Caseworker to fill vacancies.

VII. Sources of Revenue

OSR funding comes through a variety of revenue streams. Putnam County taxpayer dollars represent up to 70% of OSR funding. The balance comes through a myriad of federal and state grants, each of which has its own reporting obligations and each with their own fiscal year. External funding sources are:

- Federal funding administered through NYS Office for Aging (“NYSOFA”)
 - Title III-B Supportive Services
 - Title III C-1 Congregate Nutrition Services
 - Title III C-2 Home Delivered Nutrition Services
 - Title III D Disease Prevention and Health Promotion
 - Title III-E Caregiver Support
 - Medicare Improvement for Patients and Providers Act (MIPPA)
 - NSIP – Nutrition Services Incentive Program
- Federal Funding through the Department of Social Services
 - Home Energy Assistance Program (HEAP)
- Federal funding through the Administration for Community Living (“ACL”)
 - ACL Falls Prevention Grant
- NYSOFA Funding
 - CRC Caregivers
 - Expanded In-Home Services for the Elderly (EISEP)
 - Community Services for the Elderly (CSE)
 - Social Adult Day Services
 - Wellness in Nutrition (WIN)
 - NYConnects
 - State Transportation Grant
 - Health Insurance Information, Counseling and Assistance Program (HIICAP)
 - Unmet Needs
 - Congregate Services Initiative (CSI)
- Charitable donations
 - Jane Lobdell Bequeathment for Medical Transportation

VIII. Goals for 2025

- Continue to boost attendance at our four Friendship Centers by introducing new programs aimed at engaging residents who are aging in.
- Reduce per meal food costs while ensuring the quality of the product remains high.
- Switch to a higher-quality “blizzard box” provider to better serve home delivered meal clients during closures.
- Explore the development of 2 programs not currently offered in Putnam County:

- PERS (personal emergency response systems) (in development), and
 - home safety modifications.
- Deliver enhanced wellness and recreation programs to include continued virtual/remote offerings for homebound older adults.
- Continue to offer presentations at all four Friendship Centers with current community partners (Cornell Cooperative, Putnam Hospital- Nuvance Health, The Hub) as well as expand to other community groups and organizations, including New York-Presbyterian Hudson Valley Hospital.
- Begin to offer services through the Putnam Pals program which was developed to combat social isolation and loneliness in older adults. Volunteers will be matched with an older adult who they will either call or visit to offer companionship and meaningful connections. This partnership includes OSR, Putnam SeniorCorps, Putnam County Suicide Prevention Task Force, DSS-Mental Health, and CoveCare.
- Offer CarFit, in partnership with the Sheriff's Department and Nuvance Health, which is an educational program where the older adult will get information and resources on how they can enhance their safety in the driver's seat.
- Revamping the Area Agency on Aging (AAA) Advisory Council to have more diverse representation of the older adults in our community. We will make new connections with faith-based leaders of minority communities and those groups traditionally underrepresented (LGBTQ+, persons with disabilities, Veterans, etc.).
- Promote equitable access to those in need of OSR programs and services by expanding Outreach efforts to more places in the community as well as participating in more community events throughout the year.

Reference

Census Bureau, United States (2023). *Explore Census Data*. Retrieved from American Community Survey 2023 1-Year Estimates:
<https://data.census.gov/table?q=american%20community%20survey%202023&g=050XX00US36079>

Appendix A
Program Growth Analysis: Year-to-Year Comparison

Program Unit	Units of Service by Service Type	2023	2024	Δ%
Nutrition	Congregate Meals	40,101	43,893	9.5%
	Home Delivered Meals	24,484	25,986	6.1%
	Nutrition Ed & Counseling	2,831	3,553	25.5%
Transportation	Transportation	30,397	32,106	5.6%
	Medical Transportation	1,771	2,036	15.0%
Case Management	Case Management	4,928	5,123	4.0%
	Social Adult Day Services	10,055	10,432	3.8%
	Caregiver Support	772	1,013	31.2%
	Information & Assistance	22,516	22,765	1.1%
	In-Home Contact & Support	5,344	7,251	35.7%
	EISEP and Helping Hands	13,723	14,967	9.1%
	HEAP- Energy Assistance	391	496	26.9%
	HIICAP Contacts	1,116	1,309	17.3%
	NYConnects	3,274	5,605	71.2%
	Outreach	235	398	69.4%
Wellness	Legal Services	300	305	1.7%
	Wellness/Health/Recreation	27,607	30,354	10.0%
	SeniorCorps Volunteer Hours	40,393	41,760	3.4%

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Personnel Department

Paul Eldridge, Personnel Officer
Donald B. Smith Campus
110 Old Rte. 6, Bldg. 3
Carmel, NY 10512
845 808-1650
PutnamPersonnel@PutnamCountyNY.gov

I. Description of Department

- The Personnel Department administers New York State Civil Service Law, Putnam County Rules and regulations for all officers and employees in the classified service for Putnam County government and 20+ civil divisions, in addition to providing guidance to approximately 70 appointing authorities, including elected and appointed officials in our 6 Towns, 6 School Districts, 3 Villages, 4 Public Libraries and several special districts under the jurisdiction of the Personnel Officer.
- Provide Labor Relations Services, bargaining unit contract administration, and benefit administration for current and retired county employees.

II. Services Provided

- Personnel staff assists candidates throughout the examination and/or employment process, while also maintaining civil service records for more than 3,500 current employees of these departments and agencies. Our Department provides all essential civil service, personnel and benefit administration functions for our County government. We provide direct guidance to non-County agencies on matters related to civil service hiring, retirement questions/issues, concerns relating to the potential and actual addition of and/or elimination of positions and plans for future examinations to fill anticipated vacancies. In-person meetings, in addition to virtual conferences are conducted by the Personnel Officer and staff on a multitude of civil service and labor relations subjects.
- The Personnel Department supports our County government departments in many ways throughout the year, including advice and counsel about personnel issues as they arise, labor contract administration, the hiring process, candidate interviews, new employee onboarding, exit interviews, employee and retiree benefits, unemployment claims, the drug and alcohol testing program, immediate responses to personnel crisis situations, employee performance matters, grievance hearings, as well as coordinating and monitoring numerous training programs, and more.
- The classification and reclassification of all positions throughout all agencies, including the classification and creation/updating of job specifications for all new and existing titles requested.

- Payroll certification for County government and local agencies to ensure taxpayer monies are properly accounted for by making sure all classified civil service appointments are executed lawfully.
- Examination administration to provide eligible lists to all County and non-County agencies in order to have a pool of qualified candidates.
- Administration and maintenance of all employee benefits for current employees and retirees. These include health insurance enrollment and changes, NYS retirement enrollment for new hires, Family Medical Leave Act (FMLA) for employees. Affordable Care Act (ACA) monitoring and administration to those qualifying employees.
- Coordinate and evaluate results for all drug & alcohol testing, pre-employment, random testing, and Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse for all CDL drivers for the County. Background checks for all new hires and fingerprinting for safety sensitive positions, utilization of E-Verify, a web-based system that confirms US employment eligibility. Recommend employees to Employee Assistance Program (EAP) when issues, both professional and personal, arise.
- All qualifying exams for law enforcement such as medical and psychological testing, as well as the administration of physical agility testing in accordance with the Cooper Institute and pursuant to Municipal Police Training Council (MPTC) requirements
- Contract negotiations with the County's four bargaining units and the administration of such contracts. Grievance administration at all levels including arbitration and hearings.
- Conduct of public hearings for revision of Putnam County Civil Service Rules & Appendices.
- NYS License Event Notification System (LENS) program management for all qualified employees that drive on behalf of the County.
- We have developed long-term relationships with key decision makers at the New York State level for the coordination of recruitment efforts of essential positions such as Commissioner of Health, Director of Real Property Tax Services, and Commissioner of Social Services and Mental Health, which by regulations must be vetted at the state level.
- Professional licensed positions are monitored.
- PILOT Internship Program administration.
- The Civil Service Institute is a three-week intensive training program held in Albany, NY for new or relatively new personnel and human resources professional from municipalities across New York State. The Personnel Officer serves on a panel of experienced professionals during this training.

III. **Mission Statement**

- The Putnam County Personnel Office seeks to recruit, train, retain and enhance the skills of all county employees and to be fair and transparent, enabling equality of opportunity for those in the County's employ and those seeking

employment. Putnam County has an unwavering commitment to provide a working atmosphere conducive to maintaining the dignity of all its workers that is free from all forms of discrimination and/or bias.

- Our mission is to administer, in a fair and equitable manner, the provisions of New York State Civil Service law and Putnam County Civil Service Rules with respect to the offices of employments in the classified service of Putnam County and the civil divisions therein, which include the towns, villages, school districts, libraries and special districts.
- It is Putnam County Personnel Department's responsibility to ensure Putnam County residents of a public workforce qualified for their jobs pursuant to the principles of selection according to merit and fitness as set forth in Article 5, §6 of the New York State Constitution.
- The Putnam County Personnel Department also seeks to maintain a highly qualified workforce that treats the public we serve with respect and dignity.

IV. Population Served

- Our office serves members of the public who are seeking information and/or guidance about local government employment, particularly with respect to Civil Service Law, Rules, examination requirements, appointment processes, and job advertisements for Putnam County positions as well as for positions in local municipalities.
- The Personnel Department continues to work diligently assisting our non-County agencies. It continues to be a top priority of the Personnel Department to explain and clarify the obligations required of us, and of every appointing authority under Civil Service law.
- Our office serves all employees, present and past, of County Government in a myriad of ways. Staff provides guidance and response to any questions relative to their employment, health and retirement benefits. Retiree health insurance administration is of particular import due to the many changes that occur upon retirement.
- Personnel files are maintained for all County employees. The files of retired and terminated employees are preserved according to the Retention and Disposition Schedule for New York Local Government Records (LGS-01) (2020).
- Personnel staff administers our County's internship program. The Putnam Invests in Leaders of Tomorrow (PILOT) Program attracts high school, college and graduate students seeking professional experience in local government.

V. Significant Events & Accomplishments in 2024

- On February 7, 2024, The Personnel Department hosted its first-ever Career Expo, held at the Bureau of Emergency Services. Personnel partnered with the Bureau, the Department of Social Services and Mental Health, the Department of Public Works, the Department of Health, the Sheriff's Department, the County Clerk's Office, the Probation Department, Veteran's Services and the Office for Senior Resources. The event was attended by over 200 jobs-seekers interested in

working for Putnam County, from this number, 10 appointments were made by year-end.

- Recruiting qualified personnel with the skills necessary to succeed is a critical workforce issue. In order to meet the recruitment and staffing needs of our county departments and municipalities, the Personnel Department continues to utilize the Hiring Emergency Limited Placement (HELP) Program. In 2024, the New York Hiring for Emergency Limited Placement Statewide – Local (NY HELPS – Local) program was introduced. This is a version of the original HELP Program which was established by the NYS Department of Civil Service to assist agencies who have struggled to fill certain competitive positions. Certain titles are able to be reviewed and approved by the NYS Civil Service Commission for temporary inclusion in the Non-Competitive class. Upon termination of the HELPS Program, employees would gain competitive status without examination. This program was first extended through December 31, 2024, and now through June 30, 2025. The critically needed HELP Program titles currently approved in Putnam County include: Child Protective Service Caseworkers, Caseworkers, Emergency Services Dispatchers, Police Dispatchers, and each of their Spanish-Speaking equivalents. As of December 31, 2024, Putnam has been able to hire four Emergency Services Dispatchers and three Child Protective Service Caseworkers non-competitively through the HELP Program.
- In its twelfth year, PILOT Student Internship Program applicants were placed in 22 County departments or units. While the quantity of applicants went down somewhat in 2024, the quality of the applicants and selected interns was outstanding. Even with fewer applicants, the program remained competitive with an acceptance rate of about 40%.
- The importance of opportunities for young people to gain career experience extends to students with disabilities. Over the past twelve years, approximately 13 Carmel High School students, accompanied by a one-on-one School Aide, have performed clerical tasks that have benefited the Personnel Department and provided real world experience to these students. Students assist with filing, organizing, and shredding, while learning life, and social skills.
- Our classification staff conducted a combined 120 job specification updates, classifications and reclassifications of positions in the year, across all County and non-County agencies.
- Goals related to attracting qualified, talented, and diverse job seekers include recruitment efforts by social media, the Personnel Department webpage, professional organizations, and online recruitment platforms. Through Indeed alone, 54 vacancies were posted in 2024, resulting in 1,434 submitted applications and 131,325 impressions.
- Promoting the many positive aspects of local government employment for recruitment and retention includes informing prospective and current employees about the benefits including the NYS Retirement System, Health, Dental, Vision, tuition re-imbursment, and other benefits, including the Federal Public Service Loan forgiveness program. The link for this program is included on all exam announcements. <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service#qualifying-employment>

- Working closely with the County Executive staff, the Employee Recognition Program selected an employee from a sizable group of submissions. A committee of 5 Union representatives met and reviewed the submissions from various employees and selected the 2023 Employee Recognition winner whose name has been added to the plaque in the County Office Building Lobby.
- The Personnel Officer maintains membership in and holds committee appointments in both New York State Association of Counties (NYSAC) and New York State Association of Personnel and Civil Service Officers (NYSAPCSO). Our benefits administrator sits on the Participating Agency Advisory Council (PAAC) for the New York State Health Insurance Program (NYSHIP) benefits.
- Three of the four bargaining unit contracts successfully negotiated and ratified by the Legislature in 2024. The 4th was recently ratified by union membership and will now be forwarded to the County Legislature for approval.
- Over the course of 2024, Principal Personnel Specialist, Patricia Rau held trainings with departments regarding the Public Facility Access Policy. The training was designed to ensure that all front-facing staff and supervisors understood the policy and felt comfortable in knowing what was and was not allowed under the policy. Training sessions were held virtually and in-person with individual departments to ensure that the unique nature and set up of each department was addressed. Nearly every department was compliant with the request to participate with only two large departments not yet trained; one of which has reached out to schedule training. It is the goal of 2025 to also have all SPOs trained in this policy.
- The new hire orientation has been overhauled, reducing the time employees are pulled from their departments, reducing the physical resources used by providing all materials digitally, and reviewing multiple key employment policies.

VI. Staffing

- After 20 years of dedicated service to our department, Principal Personnel Specialist, Donna Monaco retired in August of 2024.
- To fill the vacancy created by Ms. Monaco's retirement, Patricia Rau was promoted to Principal Personnel Specialist from Senior Personnel Specialist in October 2024.
- Andrea Olenius, who retired in 2023, has returned on a part-time basis to aid in training the personnel maintaining our Non-County agencies.
- Joanne Przymyski completed her traineeship and was appointed to Personnel Technician.
- Phil Costello was provisionally appointed as Assistant Personnel Clerk July of 2024, underfilling Laurie Noel's position as Personnel Specialist, who resigned in October 2023.
- Kiana Toro was appointed as Office Assistant in March of 2024, transferring from the Putnam County Veteran's Office. She replaced Julia Collins who was promoted to Assistant Personnel Clerk but resigned at the beginning of March 2024 to accept a position that allows remote work.
- The Personnel Department is actively recruiting staff to fill our 2 remaining vacant

positions.

VII. Sources of Revenue

- Our only source of revenue is examination filing fees. Fees are determined by the salary of the title for which the exam is being advertised, except for Law Enforcement positions which are set at \$60.
- While not a direct revenue, by efficiently utilizing our new examination and training facility, we have reduced our costs for administering examinations, saving on average \$350 per exam holding.
- Another indirect savings this year was utilizing NYMIR's online NYS mandated trainings, Workplace Violence Prevention and Sexual Harassment Prevention. By not using a private vendor, we realized savings of over \$15,000.

VIII. Goals for 2025

- The Personnel Department will be holding our second annual County Career Expo in April of 2025, partnering with the Department of Public Works to hold the event in the barn venue at Tilly Foster Farm. This space will allow the expo to grow and hopefully have even more County departments in attendance. Our staff will again be on hand to explain the application and hiring processes, discuss civil service examinations, and inform job seekers of the professional and personal benefits of working for Putnam County.
- Reconfigure the office space to more effectively utilize staff to provide services to both County employees and the general public.
- Continue providing additional training and support for new supervisors. Working with our contracted Employee Assistance Program to offer on-site training in addition to supportive services to employees and families in need.
- Promoting online training opportunities available through NYMIR.
- Ongoing review of County policies and procedures for federal and state legislation and law changes.
- Review of harassment and workplace violence reporting procedures in cooperation with the Law Department.
- Initiate the digitizing of inactive personnel records.
- Conclude the final bargaining unit process for a successor agreement.
- Track exit interview data to better understand retention of employees.
- Development of a remote work policy.
- Development of a comprehensive benefits guide for employees.

Department of Planning, Development & Public Transportation

Barbara Barosa, AICP, Commissioner
841 Fair Street, Carmel, NY 10512
Phone: (845) 878-3480
planning@putnamcountyny.gov

I. Description of Department

The Putnam County Department of Planning, Development & Public Transportation is engaged in issues of land use planning, transportation planning, environmental planning, infrastructure planning, and long-range and capital planning. The Department also operates the County public transit system (PART), manages the Climate Smart program, applies for, receives, and manages Federal and State grants, and fosters other economic activities that encourage sustainable development within the County.

Planning. The Department is mandated by the County Charter and the NYS General Municipal Law (GML) to perform land use planning reviews as set forth in GML Sections 239-m and 239-n. These sections of the law state that referral to the County Planning Department for review must occur for amendments to comprehensive plans, new comprehensive plans, adoption or amendments to a zoning ordinance or local law, subdivision plats, special use permits, site plans, variances, or other authorizations issued pursuant to a zoning ordinance by a city, town, or village under certain circumstances. Due to the referral mandate, the County Planning Department can have a significant impact on land use activities within the County. In addition to the GML 239 Sections, the Department also conducts SEQR reviews as an involved or interested agency as well as prepares and conducts SEQR reviews on the County Legislature's behalf for county sponsored projects.

The Department plans for transportation and policy relating to public transportation services, highway and roadway infrastructure, parking accessibility, county-wide bridge and sidewalk improvements, bikeway construction and maintenance, capital projects, including water and sewer infrastructure projects, environmental planning, watershed planning activities related to the NYC watershed, and planning initiatives involving County-owned properties. The Department researches and distributes demographic and economic data, including the dissemination of U.S. Census information and works closely with the U.S. Census Bureau during each decennial census to ensure the County receives an accurate and complete count.

The Department participates in transportation planning activities with the New York Metropolitan Transportation Council (NYMTC) – which serves as the Metropolitan Planning Organization

(MPO) for the County. Transportation planning through an MPO is required for the County to receive Federal funds for transportation related projects. Those projects include bikeways, infrastructure for highways and bridges, parking, sidewalks, transportation services, and other transportation modalities. In 2024, the Department performed numerous tasks as part of the comprehensive transportation planning process for Putnam County, and said tasks are detailed in the Unified Planning Work Program (UPWP) posted on the NYMTC website.

The annual preparation and data entry of the regional Transportation Improvement Program (TIP) is an important task undertaken by the Department since the TIP connects Federal dollars to transportation projects. Another key annual task is the preparation and update of the Regional Long-Range Plan (LRP) on which document all TIP projects must first be programmed. The NYMTC UPWP is programmed annually and adopted at the Principal Council Meeting in February. The LRP covers a 20-year period and the TIP a 5-year period. Putnam County, together with NYMTC staff and members, began work on the next LRP (Plan 2055) in 2023 with expected adoption in September 2024. The most recent TIP adoption took place in October 2022 and covers the period of FFY 2023-2027. In 2024, the Commissioner participated in the 2026-2030 TIP brokering sessions, where the County successfully brokered for funding for several infrastructure projects including: \$7,875,000 for Hill Street and Route 6N Intersection Improvements; \$5,670,000 for Haviland Hollow (Route 22 to East Branch Rd) improvements; \$3,560,000 for John Simpson Road and Route 6 Intersection Improvements; \$11,280,000 for Snake Hill Road Reconstruction and Resiliency Improvements; \$14,552,000 for Ludingtonville Road Reconstruction and Resiliency Improvements; and \$800,000 for Traffic Signal Upgrades.

UPWP funding for state fiscal years 2023/2024 and 2024/2025 was allocated to Putnam County in order to complete the planning tasks assigned to the County as well as undertake discretionary planning studies. This included an Intersection Improvement Feasibility Study that analyzed options to improve operations at 12 intersections throughout the County. The County also finalized a Complete Streets Study that recommended improvements to accommodate the needs of all roadway users, improve safety, and enhance livability and sustainability at six intersections and roadways within the County. On-going pavement management through the use of GPR/LIDAR technology is also funded through the UPWP as well as conducting an annual traffic count/crash data collection program. All studies are substantially complete and available on our website.

In addition, the Department provides staff support to the Transportation Advisory Council, County Agriculture and Farmland Protection Board, Soil & Water Conservation Board, Mid-Hudson Economic Development Council, Hudson Valley Regional Council, East of Hudson Watershed Council, Patterns for Progress, and participation with the American Public Transportation Association (APTA), and NYSAC.

Public Transportation. The administration of transit operations by the Department involves an in-depth and extensive amount of record keeping, Federal and State reporting, coordination, contract management, and daily oversight of transit operations and scheduling, all of which are conducted by Department staff. The Department is responsible for preparing annually the Federal National Transit Database (NTD) Report, which is subject to audit by an independent auditor and the NYSDOT Section 17A Annual Financial Report, which details bus operations. Staff prepare FTA grant applications, amendments, budget transfers, flex funds, and TIP actions necessary to accomplish Federal grant agreements. Staff apply for Federal and State grant application(s), including for Section 5311 Transportation Operating Funds and NYS Modernization and Enhancement Program (MEP) funds. Staff complete detailed certification processes for Paratransit and Half-Fare Applicants. Lastly, the Department manages a Civil Rights program including Title VI and DBE as federally required.

II. Services Provided:

Planning & Development. The Department interacts with and advises the County Executive, State and Federal government agencies, the County Legislature, local government officials, and county residents. This interaction takes many forms including data collection and analysis, information dissemination, municipal planning, zoning development project review, research, analysis and recommendations on development projects, land use training, and technical assistance.

Public Transportation. Currently, Putnam County is in its third year of a 5-year contract with MV Contract Transportation, Inc. (MV), which commenced April 1, 2022, and will terminate on March 31, 2027. Along with MV personnel, department staff continued to manage County bus operations during 2024. These services include fixed route public transit (PART), ParaTransit services, and Early Intervention and Preschool children transportation services. The County transit system currently has 46 active vehicles. Putnam County fixed route transportation services for PART routes 1, 2, and 5 costs averaged \$15.53, \$22.64, and \$17.96 respectively per rider in 2024, with Part 3 an anomaly at the high cost of \$42.36 per rider in 2024. The ParaTransit average cost was \$29.67 per rider in 2024, the Trolley cost was \$22.74 per rider and the Croton Falls Commuter Shuttle was \$34.75 per rider. The number of students in the Early Intervention/Preschool Program is stable. In 2024, the average number of EI-PreK students was 80. The public transportation system provided 106,006 riders with rides in 2024 (not including EI-PreK children) and traveled a total of 590,833 miles.

Putnam County continued to operate its seasonal trolley from Memorial Day to Veterans Day (May to November) on Saturdays, Sundays, and Holidays. Support and approval were requested from New York State Department of Transportation and funding is provided by NYS Transportation Operating Assistance (STOA). A new hybrid trolley was ordered in early 2024 and delivered in early 2025; this will replace the other aging trolley in the upcoming season for

our Cold Spring route. However, the older trolley will continue to be operated for tourism events since it is fully owned by the County and has no federal interest.

Environmental Planning including Climate Smart.

The New York State Climate Smart Communities Certification (CSC) Program began in 2013 and now boasts 432 registered communities and 159 certified communities. By Resolution #114 of 2019, Putnam County became a registered community by taking the 10-element pledge to reduce greenhouse gas emissions and adapt to a changing climate. In 2024, the County became a Bronze-certified Climate Smart Community. The status remains active for five years after which the municipality must resubmit.

Again, the Department also conducts SEQR reviews as an involved or interested agency as well as prepares and conducts SEQR reviews on the Legislature's behalf for county sponsored projects.

III. Mission Statement:

The Department of Planning, Development, and Public Transportation is dedicated to enhancing the lives of the Putnam County residents through comprehensive land use, environmental, and transportation planning services. Operating with a commitment to excellence, we provide essential support in land use reviews, public transit operations, and climate-smart initiatives. Our mission encompasses securing state and federal grants, conducting regional studies, and offering educational training to empower local planning and zoning boards. We strive to foster sustainable development and improve community connectivity, ensuring that our initiatives not only meet the needs of today but also preserve our environment for future generations. Together, we are committed to building a vibrant and resilient Putnam County.

IV. Population Served:

The work of the Department of Planning, Development and Public Transportation affects and involves all residents of the County, either directly by services offered or indirectly through land use, environmental and infrastructure planning.

V. Significant Events & Accomplishments in 2024:

In 2024, Putnam County successfully submitted for and became a Bronze-Certified Climate Smart Community on June 21, 2024 after earning 145 points from 18 completed actions including but not limited to creating a CSC Task Force, partnerships with other agencies/municipalities in an effort to mitigate climate change, creation of a Community GHG Inventory, as well as a government building energy audit with resulting energy efficiency upgrades to interior and exterior lights, building energy management systems and HVAC, solar installations at several County office buildings, and adoption of a Complete Street Policy. The final report detailing all of the work can also be found at <https://climatesmart.ny.gov/actions->

[certification/participating-communities/certification-report/?tx_sjcert_certification%5Bcertification%5D=224&tx_sjcert_certification%5Baction%5D=show&tx_sjcert_certification%5Bcontroller%5D=Certification&cHash=f4474d5ff49e16520df8fe3d8cd49d30](https://www.putnamcountynj.gov/certification/participating-communities/certification-report/?tx_sjcert_certification%5Bcertification%5D=224&tx_sjcert_certification%5Baction%5D=show&tx_sjcert_certification%5Bcontroller%5D=Certification&cHash=f4474d5ff49e16520df8fe3d8cd49d30).

In 2024, the FTA conducted its regularly scheduled Triennial Review which audits the County's compliance of its bus operations and all programs that are funded utilizing FTA monies; such Reviews are done every three years. The areas of review are fully explained in the Triennial Review Workshop Manual. The County only received one deficiency in the entirety of the audit for incorrect reporting of its unliquidated obligations on its Federal Financial Reports (FFRs). All deficiencies have been resolved, and the County remains in good standing with the FTA.

In 2024, the Department also received several funding award notifications for projects including the Fair Street Salt Storage Facility (WQIP \$408,500); electric landscaping equipment (NYSERDA \$15,000); a solar array atop the Transit Facility (NYSERDA \$125,000); Fire Training Center renovations (CREST \$200,000); Solar EV Charging Carport at the Donald B. Smith Campus (CREST \$100,000); pedestrian improvement projects (Congressional \$5.5 million); 2024 Project Administration (FTA \$100,000); and five replacement buses/rolling stock (FTA \$750,000).

Automatic Passenger Counters (APC) installed in December 2023 went live in 2024 and utilize infrared technology to generate passenger count and FTA compliant statistical reporting of the fixed transit routes. The APC technology is beta run parallel to the manual reporting system in order to test the new system for accuracy. In the long run, the APCs will improve efficiencies through our NTD reporting and further enable the County to analyze ridership patterns, bus stop utilization, and will provide for higher levels of accuracy than manual collection and reporting and will improve the transit system as a whole.

The Empire State Trail Access Point project was completed. The trailhead, located at 629 Rte. 311, was officially opened to the public on May 15, 2024.

Our Department has continued discussions over route efficiency and ways to make use of emerging technology to serve more Putnam County residents. In December 2024, we entered into a contract with VIA to replace the current PART 3 route which provides transportation from Putnam Plaza through the Town of Patterson, parts of Carmel, Southeast and Kent with an on-demand response dispatch and ride system or Microtransit system. It utilizes a smartphone app to dispatch smaller handicap accessible vans to reach a greater geography and to capture more riders more economically.

Additionally, our department began work on or completed a number of smaller but very important and impactful improvements to our transit system. These include the addition of the Putnam County Veterans Residence and the Carmel VA Clinic as available stops, the ongoing

refinement of the County's GTFS feed which will enable better integration with new transit-related technologies and a redesign of our bus schedules, which are available online and in print.

VI. Staffing: In 2024, Department staff included:

- Barbara Barosa, Commissioner
- Vincent Tamagna, Transportation Manager through August 2024
- Sean Bennett, Planner I
- Carrie DeMarchi, Senior Planning Assistant
- Ilona Campo, Planning Assistant/Climate Smart Coordinator
- Linda Lund, Senior Account Clerk
- Roe Cialini, Principal Typist
- Patricia Simone, Confidential Secretary through May 2024
- Kaitlyn Musial, Part-time Clerk
- Rosemary Ferreri, Part-time Clerk, hired November 2024

VII. Sources of Revenue: The Department staff is substantially funded with Federal and State funds, including project administration funding through FTA and NYSDOT and transportation planning through NYMTC UPWP funding. Additionally, the Department is continually seeking funding opportunities available in order to program funds awarded through successful application submissions to Federal and State agencies and in connection with/for the County's capital plan. In 2024, the Department programmed millions of dollars for County-wide capital projects/studies and administered many of the grants awarded from start to completion. The Department prepared and submitted various applications for grant funding opportunities in 2024 including, among others, seeking grant funding for 2024 Project Administration, rolling stock bus purchases, a Quonset hut for the County Veteran's Museum, intersection improvements at Rte. 311 and Terry Hill, a Strategic Plan for county-owned facilities, renovations to the Fire Training Center, an ADA Ramp at the County Office Building, installation/renovations for ADA bathrooms at the County Office Building, a Solar EV Charging Carport at the Donald B. Smith campus, a solar array on the Transit Facility, electric landscaping equipment, and traffic signal replacements.

Currently, the Department manages/ administers numerous State and Federal grants related to transit operations. Concurrently with grant administration, there are many implementation activities involved with each grant, e.g., contracts with suppliers of equipment or professional services, quarterly reports, in-kind match documentation, submission of reimbursement requests and supporting documentation to the respective agencies and overseeing compliance with Federal and State statutory and regulatory requirements that requires significant work from our department in order to secure this funding.

VIII. Goals for 2025:

In 2025, the Department shall submit applications to Federal and State agencies for funding as directed by the County Executive and as authorized by the Legislature.

The On-Demand Pilot with VIA is expected to begin service on March 4. We will continue working with our contracted operator to ensure the best demand-response Microtransit pilot program possible. This means fine-tuning the details of our service area and design, implementing a substantial outreach and public information campaign and listening to our riders so the service enhancements including increased scheduling flexibility, expanded coverage area and Saturday service translate to both increased ridership and more efficient service.

The County's DBE Goal Methodology must be updated every three years, and an updated document is due August 1, 2025.

The County's Public Transportation Agency Safety Plan (PTASP) must be updated annually by/before July 1 of each year.

The construction of the final portion of the Maybrook Bikeway II Phase A (Bridge #5 – over the East Branch Croton River) project is expected to begin in early March and be completed within nine months. This construction will conclude the outstanding piece of the project that dates back to 2016 and close out four FTA grants.

A Cashless Fare System RFP will be prepared, advertised, and awarded in 2025. The efficient and convenient measure for riders and staff will bring payment for the transit system into a tap and go system to enhance the Putnam Area Rapid Transit's rider experience.

Climate Smart goals for 2025 include installing a 54kW solar panel array atop the Transit Facility, erecting a solar carport at the Donald B. Smith campus, applying for grants as needed, evaluating options for EV charging and fleet transition at the Transit Facility, exploring options related to residential and county facility composting, continuing to host quarterly Climate Smart Task Force and as-needed composting meetings, and documenting other county sustainability initiatives.

A UPWP-funded study of the PART transit system will be initiated in 2025, exploring system-wide improvements. Key issues addressed will include an assessment of the overall route network, an analysis of various options for providing service to parts of Putnam County which are not currently served by the PART system, ways to leverage constantly evolving transit-related technologies, improvements to bus-stop amenities, and identifying and gaining a better understanding of ridership demographics.

Additional goals for 2025 include working to reinvigorate the Transportation Advisory Council through filling all positions and resuming regularly scheduled meetings, planned route changes to the 2025 Cold Spring Trolley service based on community feedback and working closely with IT and GIS to produce updated brochures and maps for the Putnam and Maybrook Trailways.

Probation Department

John F. Osterhout II, Probation Director
40 Gleneida Avenue, Carmel, New York 10512
845-808-1111

I. Description of Department

Mandated by Section 256 of the New York State Executive Law, Probation provides the primary support function to our justice system. As the investigative and supervisory arm of the courts, the Probation Department is involved in virtually all phases of the family court and criminal court process. Officers have dual roles of law enforcement and case management and offer those under supervision the opportunity for pro-social change through supervision and partnerships with service providers in our community.

II. Services Provided

- Intake Services for Family Court
 - Interview youth issued Juvenile Delinquent Appearance Tickets and determine if they should be referred to the court or enrolled in a diversion program overseen by the Probation Department.
 - Manage Persons in Need of Supervision (PINS) complaints and adjustment services.
 - Voluntary Assessment and Case Planning for the Youth Part of Superior Court.
 - Prepare Family Court petitions for residents seeking access to the court to address issues of family offense, custody, visitation, support, and paternity.
 - 316 complaints were handled this year, including 177 family offense petitions seeking orders of protection.
- Assisting the Courts
 - Supervisory representative present at County Court sessions to advise and serve the court.
 - Officer assigned to assist specialty courts.
 - Integrated Domestic Violence Court.
 - Treatment Court/Judicial Diversion Court.
 - Veterans Service Court.
 - Specialized Coordinator to support Treatment Court.
- Investigation
 - Pre-Plea and Pre-Sentence reports.
 - Certificate of Relief from Disabilities Investigations.
 - Interstate and Intrastate Transfer Investigations.
 - Pre-Dispositional, Custody and Home Study investigations for Family Court.
 - 334 investigations were completed this year.

- Supervision
 - Pre-trial
 - Juveniles (Juvenile Delinquents and PINS)
 - Adults convicted of crimes.
 - In 2024, an average of 361 individuals were under supervision in any given month.
- Public Safety
 - Home Contacts at probationers' residences.
 - Arrest probation violators when needed or based upon a warrant.
 - Drug and alcohol testing.
 - Ignition Interlock monitoring for all probation and conditional discharge clients convicted of DWI.
- Victim Service
 - Monitor probationer compliance with orders of protection.
 - Obtain victim statements for courts during investigation stage.
 - Connect victims with services in the community.
 - Collect and disburse restitution payments. In 2024, we disbursed \$19,008.99 to crime victims.
- Alternatives to Incarceration:
 - Assign and monitor community service ordered by local courts. 167 individuals were placed this year.
 - Install and oversee electronic monitoring as ordered.
- Coordination and administration of the County's STOP DWI Program.

III. **Mission Statement**

The mission of the Putnam County Probation Department is to protect the safety and wellbeing of the people of Putnam County by diligently supervising the juveniles and adults placed under our direction by the family and criminal courts.

We also strive to assist these individuals in addressing their various problems and needs in order to become productive members of the community. Additionally, we assist crime victims in restoring their lives through reparation and with referrals to community resources.

IV. **Population Served**

The Probation Department works with justice-involved youth, adults, and their families in hopes of reducing recidivism and enhancing community safety. As such, we serve all the residents of Putnam County and the courts that handle these matters. In addition, we serve those who are reluctantly involved with the courts, both victims and those seeking access to Family Court when their home life is less than ideal.

V. Significant Events & Accomplishments in 2024

- A Probation Officer completed the Basic Course for Peace Officers and the Fundamentals of Probation Practice School. She also completed the Initial Firearms Course.
- A Senior Probation Officer attended the New York State Probation Officer's Annual Conference in Syracuse this year. This represents New York State's premier training opportunity for probation officers.
- Our Treatment Court Coordinator and a Senior Probation Officer attended the annual NY Association of Treatment Court Professionals' Conference.
- All officers were certified in the state's new risk assessment instrument for adult offenders.
- Our officer assigned to domestic violence cases attended regional forums in the spring and fall as part of New York's attempt to encourage coordinated community responses to domestic violence.
- A probation officer completed NYS's 70-hour Instructor Development Course to become certified as a criminal justice general topics instructor.
- Senior Probation Officer Acosta, a thirty-year veteran of the department, retired in December 2024.
- For the first time since before the COVID-19 pandemic, we partnered with STOP DWI programs in the Hudson Valley to present the Mid-Hudson STOP DWI Conference in April 2024. Over 200 law enforcement, prosecution and probation staff attended this year's conference.

VI. Staffing

- When fully staffed, the Probation Department is comprised of 19 full-time staff members and a part-time employee who assists with administering the STOP DWI program. Remaining fully staffed has been difficult with the departure of four employees this year. At the close of 2024, we had two probation officer and two probation assistant vacancies, with remaining staff picking up extra duties to fill the void. We hope to be fully staffed again early in 2025.

VII. Sources of Revenue

The Probation Department's approved budget in 2024 was \$2,648,479.00. The following sources of revenue help offset that expense:

- State Block Funding for Probation: \$206,462
- Grants
 - Alternatives to incarceration: \$8,431.19
 - GTSC Ignition Interlock Grant: \$8,843.25
 - Pre-Trial Grant: \$130,809
- STOP DWI Funding for Probation: \$25,100
- Fees and Surcharges
 - DWI Fee: \$14,040.40

- Administrative Fee: \$11,067.50
- Drug Testing Fee: \$14,852.50
- Surcharges: \$1,238.49

The Putnam County STOP-DWI Program, which is administered by the Probation Department, is funded entirely by fine money paid by those convicted of DWI offenses. There is no cost to Putnam County taxpayers. In 2024, the program had an approved budget of \$107,700.00. To date, \$121,208.78 in fine revenue was received. This is without having received the fourth quarter payment. In 2024, the program had \$93,707.89 in actual expenses.

VIII. Goals for 2025

- Fill empty probation assistant and probation officer positions with the goal of becoming fully staffed within the first quarter of the year.
- Arrange for new officers to complete their mandatory initial four months of training.
- Expand delivery of Ready, Set, Work! program to include Treatment Court participants.
- Identify a new resource for domestic violence offender accountability groups that can be delivered in-house or in coordination with a local agency.
- Work with NYS DCJS to finalize a supervisory training course for Probation Supervisors.
- Arrange firearms requalification and defensive tactics training for sworn staff.
- STOP DWI Program to help coordinate and deliver the Mid-Hudson STOP DWI Conference for law enforcement and prosecutors.

Purchasing and Central Services

John Tully, Director
40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1088

Description of Department

The Purchasing Department is an internal service unit responsible for acquiring goods, services, and materials required for all County operations. This Department plays a vital role in managing the procurement process, from identifying suppliers and negotiating contracts to ensuring timely delivery and maintaining cost-effectiveness. The Purchasing Department collaborates with various internal stakeholders, such as departments requiring specific resources, as well as external vendors, to streamline the procurement workflow and uphold the County's financial objectives. Efficient procurement practices, strategic sourcing, and vendor relationship management are key focus areas for the Purchasing Department to optimize resource allocation and enhance overall operational efficiency.

Services Provided

- Procurement of all goods and services
- Courier and mailroom services for all County Departments

Mission Statement

Our mission is to manage the procurement of goods and services to support the operational needs of all Putnam County agencies. With a commitment to integrity, efficiency, and excellence, we aim to establish and nurture partnerships with reliable suppliers, negotiate advantageous terms, and ensure the highest standards of quality and value. Through innovation and continuous improvement, our Purchasing Department strives to contribute to the overall success of the organization by optimizing costs, minimizing risks, and fostering sustainable and ethical practices in the supply chain. We are dedicated to exceeding the expectations of internal stakeholders while maintaining compliance with legal and ethical standards.

Population Served

Purchasing Department Services are available to all Putnam County agencies with an extension of our appropriate bids/proposals to other qualifying municipal agencies.

Significant Events & Accomplishments in 2024

- Continued to offer and provide group and individual training to all departments on the use of the purchase requisition module in MUNIS
- Processed 3,962 purchase orders valued at \$76,424,005
- Issued 33 Requests for Bid (RFB's)
- Issued 7 Requests for Proposal (RFP's)
- Expansion of fleet leasing and fuel management through WEX

Notable Solicitations / Procurements include:

- Fire Training Center Demolition, Site Work, Foundation and Construction of New Facility
- PIN 8762.13 – Sprout Brook Road Bridge Replacement
- PIN 8756.09 – Fair Street Reconstruction
- PIN 8756.84 – Maybrook Bikeway II, Phase A – Bridge over East Branch Croton River
- Foundation, Slab and Construction of a Pre-Engineered Operations Facility for DPW
- Demand Response Services for Putnam County Transit
- Integrated Co-Occurring Substance Misuse and Mental Health Treatment Services
- Comprehensive Healthcare Services for the Correctional Facility
- ADA Restroom Renovations at the County Office Building
- Encumbrance of all allocated ARPA funding through various contracts and procurements

Staffing

Purchasing and Central Services consists of three (3) full-time and five (5) part-time employees. Three (3) part-time employees provide interoffice courier services and mailroom support. One (1) part-time employee serves as the Asset Manager / Procurement Coordinator and one (1) part-time employee serves as a clerk to support all department needs with a current focus on asset management.

Sources of Revenue

Primary funding source of the department is property tax, we offset the impact on this tax with other revenues generated from various rebates and procurement card incentives. Additionally, as our mission indicates, the department has a direct impact on the county budget through our role in securing goods and services at optimal costs for the county.

Goals for 2025

Procurement

- Continuing the effort from 2024, we plan to implement website improvements for Bidders and Vendors through Vendor Self Service (VSS) which will streamline services and provide better efficiency.
- We will continue to offer education and training to departments on Purchasing processes and systems as well as review available modules to integrate contract/bid management into our existing financial system.
- PIN 8761.97 – Stoneleigh Avenue at Drewville Road Intersection Improvements is anticipated to be let and awarded in early to mid-2025.
- PIN 8759.05 – Bikeway IV is anticipated to be let mid-2025.
- Develop a “quick user guide” for procurements to help streamline the process for using Departments
- Develop a “cheat sheet” to distribute to fiscal departments for assistance when entering requisitions
- Work cooperatively with the Law Department to streamline contracts through procurement processes
- Develop a procedure for tracking vendor insurances tied to Purchase Orders/Contracts (possibly through VSS)
- Develop a plan for ongoing review of existing RFPs to capture current data and identify issues that will support renewal efforts and decision making.
- Update County website to reflect active contracts/bids to allow using Departments and other municipalities easy access to the information
- Encourage more extensive use of the P-Card for departmental transactions
- Encourage vendors to establish ACH accounts to make for a more efficient payment process
- Finalize updated procurement policy Add more businesses to the shop online feature in MUNIS

Asset Management

- **County-Wide Vehicle Fleet Management:**
 - Implement a comprehensive system for reporting vehicle fleet performance, focusing on utilization rates, maintenance needs, fuel consumption, and

overall cost-efficiency. This will enable better fleet optimization and decision-making.

- **Purge of Inactive Assets in MUNIS:**
 - Review and purge any “active” assets listed in MUNIS that have been disposed of, decommissioned, or are no longer in use. This will help ensure that the system reflects only those assets currently in service.
- **Restructure MUNIS Asset Subclassifications:**
 - Restructure and refine the subclassifications in MUNIS, making it easier to track, categorize, and report assets effectively across departments.
 - Ensure assets are categorized appropriately to ensure greater accuracy in reporting on fixed assets.
- **Inventory of County-Owned Real Property and Buildings:**
 - Conduct a comprehensive inventory of all county-owned real property and buildings, ensuring that all subsidiary assets (e.g., furniture, fixtures, equipment) are classified and reported in accordance with their appropriate categories.
- **Realignment of Property Disposition Practices:**
 - Revise and realign our property disposition practices to ensure they are fully consistent with county policies, providing clear guidelines for the sale, donation, or disposal of surplus or obsolete assets

Tourism

Tara Keegan, Tourism Director
40 Gleneida Ave. Carmel, NY 10512
(845) 808-1015
tara.keegan@putnamcountyny.gov
www.visitputnam.org

I. Description of Department

Tourism is a major driver of economic development. Putnam County Tourism is responsible for promoting the area to a regional and national audience using a multi-pronged, research-based and targeted marketing strategy through digital, print, television and radio advertising and social media.

II. Services Provided

According to [the most recent report from Tourism Economics](#),¹ in 2023 Putnam County Tourism generated \$86 million from traveler spending (an \$8 million increase from 2022). Putnam County had the strongest growth (11%) in the Hudson Valley Region. Each household in Putnam County would need to pay an additional **\$296** to replace the taxes contributed by visitors to our economy. This \$296 in savings multiplied by the approximately 34,900 households in Putnam County (US Census) total over \$10.3M in savings to the taxpayers of Putnam County.

III. Mission Statement

Putnam County Tourism is more than a Tourism Promotion Agency, it is an advocate and champion for Putnam County which improves our reputation and sparks visitor interest in Putnam County as a great place to visit, live, work and play. The tourism office also advertises a wide range of community events within the county.

IV. Population Served

Putnam County Tourism is a revenue generator and an investment in the county which benefits everyone of its residents.

V. Significant Accomplishments 2024

Traveler Spending Growth by Sector:

- Lodging increased by \$2 million.
- Recreation increased by \$2 million.
- Food & Beverage increased by \$3 million.

¹ Aug. 2024, Tourism Economics, Economic Impact of Visitors in New York 2023, <https://esd.ny.gov/sites/default/files/media/document/Hudson-Valley-New-York-Tourism-Economic-Impact-2023.pdf>

- Retail & Service Stations increased by \$1 million.
- Transportation remained the same with a value of \$2 million.
- Second Homes increased by \$1 million.

Other Significant Accomplishments:

- Worked closely with tourism partners within Hudson Valley Tourism
- Created a robust mix of print, radio, digital and TV campaigns to increase visitation to Putnam County.
 - The Tourism Department aired three commercials, in 2024: two through New12 and one on the Paramount+ Streaming Platform. All three commercials are featured on the County’s YouTube Channel.
 - Discover Putnam [New12]: [Discover Putnam Commercial 1 2024 Putnam County Government, New York](#)
 - Discover Putnam – Summer [New12]: [Summer fun in Putnam County - Putnam County Government, New York](#)
 - One Tank Away – Putnam County [Paramount+]: [Visit Putnam Promo - One Tank Away - Putnam County Government, New York](#)
- Enhancements have been made to the Tourism website to include quick links to published articles highlighting attractions for visitors to the County.

Complimentary Promotion

To assist organizations throughout the County, the Tourism Department created a new Complimentary Promotional Service to keep residents as well as visitors into the area aware of events happening in the County. [DISCOVER PUTNAM - COMPLIMENTARY PROMOTION ASSISTANCE](#)

Social Media

The Department of Tourism utilizes two social media platforms: Facebook and Instagram.

- Facebook
 - Views: 174,905
 - Reach: 58,456
 - Page Followers: 1,768 (254 follower increase in 2024)
 - Page Likes: 1,471
 - Visits: 5,586
- Instagram [@tourputnamny]
 - Views: 94,567
 - Reach: 16,758

- Followers: 1,728 (265 follower increase in 2024)
- Visits: 1,421

Film Putnam:

A collaborative project with Putnam County EDC & supported by Putnam County IDA

The goal of Film Putnam is to create and establish policies and procedures that will ensure filmmakers view Putnam County as film friendly. This includes streamlining paperwork, creating a website and establishing clear lines of communication with the municipalities in the county. Film Putnam endeavors to be a central contact point for production companies and will serve as a liaison with government departments and agencies.

Hudson River Valley sites and locations available in Putnam County Include:

Farms & Barns	Mansions & castles	Villages with Main Streets
Historic Properties	Scenic Roads	Biking & Rail Trails
Museums	Art Galleries	Antique Shops
Mountains	Dense Forest	Lakes
Hudson River	Golf Courses	Municipal Buildings

2024 Film Projects in Putnam County:

- Netflix Film *Knives Out 3 “Wake Up Dead Man”* in Cold Spring, NY



- Netflix/Universal Series ***The Four Seasons*** in Cold Spring, Kent & Putnam Valley, NY



Logo & Intake Form

A new logo and intake form was created. The fillable electronic form is to help streamline the process to connect filmmakers with the correct municipality for filming permits within Putnam County. [Discover Putnam - FILM INTAKE FORM](#)



Rev 250

In February 2022 Governor Kathy Hochul signed into law an amendment to the 2021 law establishing the “New York State Two Hundredth Commemoration Act”. The purpose of the bill to establish a commission to facilitate the planning and development of the commemoration of the 250th anniversary of the American Revolution in New York

State.

Tourism, Parks & Recreation and Cultural Affair programs across the state are to find and promote attractions that highlight the American Revolution as well as other significant movements that transpired in New York State's History.

The Tourism Department has started preparing to promote all aspects of Rev250 in Putnam County.

- A logo for the County was designed.



- A Rev250 Landing Page has been created listing Itinerary of historical facts, locations to visit and events to attend that highlight the American Revolution in the County. [Putnam County Revolutionary New York 250 - Putnam County, New York](#)
- Putnam County has landmarks featured on the Rev250 landing page for Hudson Valley Tourism. [Take A Revolutionary Tour - Hudson Valley Tourism](#)

VI. Staffing: The Tourism Department currently consists of a Director of Tourism, and a part-time assistant.

VII. Sources of Revenue:

As stated previously, Putnam County Tourism is a revenue generating source for the county funded by visitor spending. The Film Putnam project is also a source of revenue for the county. While the revenue to fund the department comes from the tax levy, the ROI is 10.3M in saving to the taxpayers of Putnam County.

Collaboration With Other Departments: The success of tourism in Putnam County is a testament to the power of collaboration, and we thank every department we have worked with in 2024.

- Putnam County EDC
- Putnam County IDA
- Putnam County Law Department

- Putnam County Parks
- Putnam County Historian
- Putnam County Department of Public Works
- Putnam County IT
- Veterans Affairs
- Putnam County Transportation
- Putnam County Sheriff's Department
- Bureau of Emergency Services
- Putnam County Clerk
- Putnam County Legislators
- Putnam County Youth Bureau
- Cornell Cooperative Extension of Putnam County

VIII. Goals for 2025

- To remain focused on engagement with potential new tourism projects and to advocate for the success of such projects.
- Attract visitors from New York City, the surrounding tri-state area, as well as other drivable markets.
- To create & launch a Digital Travel Guide.
- Produce the audio tour "Road to Putnam" highlighting stops throughout the County of historical significance during the American Revolutionary War.
- Produce a Welcome to Putnam Video for County Website and for commercial distribution.
- Partner with Content Creators.
- Increase visitor spending.
- Utilize data and analysis to ensure we are spending dollars effectively and efficiently.
- Promote Putnam County to international visitors and tour groups.
- Increase social media reach on both Facebook and Instagram.
- Establish Putnam County as a destination of choice within the Hudson Valley.

Film Putnam Goals for 2025

- Develop and launch Film Putnam website.
- Promote the NYS Tax Incentive to attract filming.
- Build relationships with local and regional film professionals.
- Actively encourage production companies to film in Putnam County.

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Veterans Service Agency



Karl Rohde, Director
110 Old Route 6 Building #3 Carmel NY 10512
845-808-1620
PCVeterans@Putnamcountyny.gov

I. Description of Department

Rather small and compact Department. Three employees, all full time: Director, Deputy Director, and administrative assistant.

The Director is required by State law to be an accredited Veterans Service Officer. That accreditation enables the Director to file claims with the Veterans Administration (VA) on behalf of Veterans. County policy requires the Deputy Director to also be an accredited VSO. VA only allows Veterans to be certified as VSO's. Hence both the Director and Deputy Director must be Veterans.

II. Services Provided

- Filing Compensation Claims with the VA for Veterans
- Filing Dependent Indemnity Compensation (DIC) claims for eligible surviving spouse and dependent children with the VA
- Assist in obtaining copies of military records and/or military awards
- Assist in correcting military records
- Assist in upgrading discharge status (Often a Veteran with a less than Honorable Discharge can be denied Veterans compensation or VA healthcare)
- Assist Family members in getting burial benefits from the VA
- Assist Veterans or Family members in obtaining NYS Veterans benefits
- File for VA Non-Service Connected Pensions for Veterans

- Survivors Pensions with the VA
- Manage the Senator Vincent Leibell Veterans Residence
 - Facility at full capacity (12)
 - As our Veterans Population ages there are more responsibilities at the residence
 - There is a need for a Social Worker or case management person assigned to the residence
 - The residents have significant transportation needs
 - Leases must be reworked with the Law Department to make a clear distinction between our responsibilities and the resident responsibilities
- Putnam County Veterans Sitrep (Newsletter)
- Assist in the proper burial in indigent Veterans up to and including fully funding the burial
- Interface with outside organizations to further assist our population served (e.g. Dwyer Vet to Vet of Putnam, Guardian Revival, Westchester Vet Center, NYS Social Worker Association Veterans Advisory Committee, Putnam County Suicide Task Force to name a few)
- Veteran Advisory Committees for Congressman Lawlor, NYS Senators Harckham and Rolison and Assemblyman Slater
- Non-County Veteran's services offered via office space provided:
 - Readjustment Counselor (Clinical Social Worker) From the VA Vet Center 1 day per week
 - Guardian Revival/Dwyer Vet2Vet 2 days per week
 - Veteran Service Officer NYS Department of Veterans Affairs 1 day per week

III. **Mission Statement**

Putnam County Veterans Service Agency ensures that all veterans and their dependents receive maximum benefits from the federal Department of Veterans Affairs and other agencies at all levels of government. As advocates for veterans and their families, Putnam County Accredited representatives assist in navigating the complex process of accessing and applying for various Veterans Affairs (VA) benefits, including disability compensation, pensions, education assistance, healthcare, and burial benefits. In addition, provide guidance and assistance with all military matters of concern.

IV. **Population Served**

- Veterans
 - The Veterans population in Putnam is approximately 3,871
 - Also served by this office are Veterans outside of Putnam

- We are certified by the VA (federal) so any Veteran that needs assistance is given that assistance without regard to home address
 - Putnam Veterans who move out of Putnam are at times reluctant to change VSO's
- Surviving spouses of Veterans
- Veteran's families (other than spouse)
- Active-Duty Service Members

V. Significant Events & Accomplishments in 2024

The main accomplishment of this office as always is helping Veterans through the labyrinth of the VA. It is often daunting and tedious for a Veteran, especially if that Veteran has a major health concern.

Accomplishments:

- Total Appointments 514
 - This does not include walk-ins or phone assistance (we try to discourage walk-ins)
 - There has been a noticeable increase in walk-ins (we will begin in February 2025 to track them)
- Hired new Deputy Director
 - Certified Training completed as VSO
 - Managed and enhanced department budget

(In last year's report we included monetary award totals. There have been some changes in the way the VA disperses that information. They no longer send us the individual award letters for each Veteran whose claim has been decided. That means currently we do not have ready access to numbers.)

Significant Events:

- 9/11 Remembrance Ceremony with Youth Bureau
- Intrepid trip with Youth Bureau
- Row of Honor
 - Over 600 flags
 - Developing program and ability to raise funds to replace worn and tattered flags

- Continue to work in conjunction with DPW and Putnam County Joint Veterans Council
- Working to make the event more manageable
- Chowdown
 - Joint effort with Dwyer Vet2Vet and Guardian Revival
 - Over 500 meals served (Veterans, Veteran's guest, and volunteers)
 - Worked closely with the staff at the Putnam County Golf course
- Guardian Revival/Dwyer Vet2Vet
 - 3 Ballgames at Renegades Stadium
 - Donation of money from ShopRite to Dwyer
 - "Help Bag Hunger" program at ShopRite
 - Coordinate Equine Therapy Programs



VI. Staffing

- Staff includes 3 people: Director, Deputy Director and Administrative Assistant (All full time.)
- Staff Changes
 - Hired new Deputy Director
 - Tanya Pennella, Retired Army Lt. Colonel
 - She completed training as VSO
 - Certified VSO
 - Hired new Administrative Assistant
 - Barbara Schech, former County employee
 - Former Administrative Assistant, Kiana Toro, moved to another department within the county

- Veterans Assistant retired
 - Steve Seid
- The office also augments the 3 person staff by participating in the Pilot Program

VII. Sources of Revenue

- Rent from 12 Veterans at residence
 - House manager gets rent reduced
- New State Division of Veterans Services Grant
- Dwyer Vet2Vet (Via NYS OMH and then in contract with Guardian Revival to run programs)

VIII. Goals for 2025

- Increase County participation in Veterans Residence
- Hire a part time social worker or case manager (for residence)
- Develop program for the Row of Honor
- Groundbreaking at new Veterans Museum
 - This is due to a grant through NYS Assemblyman Slater



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Outside Agencies

All Putnam County Agencies Annual Reports can be found in a separate report titled Putnam County Outside Agencies 2025 Annual Report. This report is available electronically and is located on our website at:

www.putnamcountyny.com/annualreports

Or use this QR Code:



Putnam County Outside Agencies

- CAREERS Support Solutions
- Constitution Island Association
- Putnam Community Action Partnership (CAP)/Westchester Community Opportunity Program
- Cornell Cooperative Extension
- Putnam County Economic Development Corporation
- Putnam County Arts Council
- Putnam County Humane Society
- Putnam County Industrial Development Agency
- Putnam County Legal Aid Society
- Putnam County Libraries Association
- Putnam County Society for the Prevention of Cruelty to Animals
- Putnam Federation of Sporting Clubs
- Putnam History Museum
- Southeast Museum

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Putnam County

2025 Annual Report

Appendix

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**Putnam County Charter Authority for the
State of the County Address and Departmental Annual Reports**

[T]he County Executive shall: [b]e responsible for keeping the County Legislature fully advised of the financial condition. Putnam County Charter, §3.02(d).

The Commissioner of Finance shall: . . . [s]ubmit an Annual Update Document (Annual Financial Report) to the Office of the New York State Comptroller on or before 120 days (currently May 1) after the County fiscal year end (Currently December 31). The Annual Update Document (Annual Financial Report) should contain audited financial information, if practicable; [s]ubmit regular or special financial statements to the County Executive and the County Legislature as they may require; [and] [s]ubmit such other reports as may be required by law. . . .Putnam County Charter, §4.02(f)(1)-(3).

On or before the fifteenth (15th) day of March of each year, at a regular or special meeting of the Putnam County Legislature, the County Executive shall present a State of the County Address. This report will include a review of the important highlights of the Annual Report submitted by the Commissioner of Finance pursuant to § 4.02(f) of this Charter, and by the County Executive pursuant to § 3.02(d) of this Charter. Further, the County Executive shall present each legislator with a summary and written report as prepared by the management of each County administrative unit or County department under the supervision of the Executive Branch. The County Executive shall be expected to inform the County Legislature of current trends in the cost, quality of delivery of service, and a current assessment of the need of each of the above described units and departments under his or her supervision. The County Executive shall also, at this time, report on the potential impact on the County budget of intergovernmental assistance. Members of the County Legislature shall, at the conclusion of the County Executive's address, have an opportunity during this meeting to ask questions or otherwise seek clarification from the County Executive. Putnam County Charter, §7.09.