

THE PUTNAM COUNTY LEGISLATURE

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

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



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

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

**Tuesday                      June 4, 2024                      7:00 P.M.**

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

**PROCLAMATION**

**Putnam County Youth Bureau High School Senior Recognition Day**

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

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

- 5a. Approval/ Budgetary Amendment (24A041)/ Historian/ Outside Donations/ Society for the Preservation of Putnam County Antiquities & Greenways Inc./ Purchase Civil War Plaque

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

- 5b. Approval/ Budgetary Transfer (24T090)/ District Attorney/ Salary Increase

- 5c. **Approval/ Budgetary Transfer (24T120)/ IT/GIS / Personnel Restructuring / New Position Request / IT Systems Specialist**
- 5d. **Approval/ Fund Transfer (24T127)/ IT & GIS/ Personnel Restructuring / Reclassification**
- 5e. **Approval/ Replace Resolution #141 of 2021/ Personnel/ Military Leave Policy**

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

- 5f. **Approval/ Town of Carmel/ American Rescue Plan Act (ARPA) & Sales Tax Funding Reallocation**
- 5g. **Approval/ Town of Kent/ American Rescue Plan Act (ARPA) & Sales Tax Funding Reallocation**
- 5h. **Approval/ Town of Philipstown/ Sales Tax Funding Reallocation**

**PHYSICAL SERVICES COMMITTEE**  
(Chairman Ellner, Legislators Castellano & Crowley)

- 5i. **Approval/ Budgetary Amendment (24A035)/ DPW/ State and Municipal (SAM) CREST Facilities Grant Award/ Solar Carport**
- 5j. **Approval/ Budgetary Amendment (24A038)/ DPW/ Amend 2024 Consolidated Local Street & Highway Improvement Program (CHIPS)**
- 5k. **Approval/ Budgetary Amendment (24A040)/ DPW/ Risk Manager/ Guide Rail Damage/ Insurance Recoveries**
- 5L. **Approval/ Budgetary Transfer (24T092)/ DPW/ Close Out Capital Projects**
- 5m. **Approval/ Putnam County's Proposed Public Transportation Agency Safety Plan in Conformance with an as Required by the U.S. Department of Transportation's Final Rule (49 C.F.R. PART 673)**
- 5n. **Approval/ Department of Public Works/ Use of Capital Facility Reserve/ (24CP03) (Park Director's House Repairs & Improvement – State of Good Repair)**
- 5o. **Approval/ Department of Public Works/ Use of Capital Facility Reserve/ (24CP04) (Stockpile Building & Grounds Improvements – State of Good Repair)**
- 5p. **Approval/ Department of Public Works/ Use of Capital Facility Reserve/ (24CP05) (New Courthouse Boiler Replacements)**

- 5q. **Approval/ Confirmation of Appointments/ Putnam County Veterans Memorial Park Advisory Board**

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

- 5r. **Approval/ Grant Application/ State and Municipal Facilities (SAM) Grant Program/ Putnam County Fire Training Center**
- 5s. **Approval/ Budgetary Amendment (24A036)/ Emergency Services/ Fire Training Center 23CP14 / ARPA Funding / State and Municipal (SAM) Crest Facilities Grant Program Award**
- 5t. **Approval/ Budgetary Amendment (24A039)/ Sheriff's Department/ Outside Donations/ Howard Stern, Esq. "Project Lifesaver" Program**
- 5u. **Approval/ Budgetary Amendment (24A042)/ Sheriff's Department / NYS Stop-DWI Foundation Inc.**
- 5v. **Approval/ Budgetary Amendment (24A045)/ Sheriff's Department/ T-Commission Funds/ Computer Equipment**
- 5w. **Approval/ Budgetary Amendment (24A046)/ Sheriff's Department/ T-Commission Funds/ Audio Visual Equipment**
- 5x. **Approval/ Confirmation/ Appointments/ Putnam County Emergency Services Safety Advisory Board**

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

- 5y. **Approval/ Budgetary Amendment (24A044)/ Finance/ Independent Auditors/ PKF O'Connor Davies LLP/ American Rescue Plan Act (ARPA)**
- 5z. **Approval/ Budgetary Amendment (24A047)/ DPW/ Sheriff's Correctional Facility Boiler Replacements & Gate Improvements/ Amend Capital Projects (County ARPA Funding School Safety)**
6. **Other Business**
7. **Recognition of Public on Agenda Items**
8. **Recognition of Legislators**
9. **Adjournment**

# Proclamation

## Putnam County Youth Bureau High School Senior Recognition Day June 4, 2024

**WHEREAS**, Putnam County Youth Bureau Senior Recognition is an opportunity to celebrate the contributions young people make to our community every day of the year through volunteer service and service-learning; and

**WHEREAS**, Putnam County recognizes our youth as important community members, and values their unique skills, perspectives, and ideas, as they lead awareness, service, and advocacy activities; and

**WHEREAS**, Youth Bureau volunteers donate their time to programs such as Youth Court, Youth Forum, Youth Board, Teen-N-Kids Mentoring and a wide variety of service activities throughout Putnam County; and

**WHEREAS**, realizing the need for community involvement, the citizens of Putnam County are proud to unite in assisting our youth to achieve their goals and help them to develop good citizenship; and

**WHEREAS**, the accomplishments and achievements of these young citizens deserve the recognition and commendation of their community leaders; now therefore be it

**RESOLVED**, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim June 4, 2024 as Putnam County Youth Bureau High School Senior Recognition Day and thank these high school seniors for their long-standing dedication and commitment to the Putnam County community.

Kevin Byrne, Putnam County Executive

Paul E. Jonke, Chair, Putnam County Legislature

#4a

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

**Francine Romeo**  
*Deputy County Auditor*



**COUNTY AUDITOR**

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

**TO:** Putnam County Legislature

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

**DATE:** May 24, 2024

**RE:** Refund of Taxes

This is the report for May 24, 2024 provided by Real Property Tax Law- Section 556, Paragraph (c).

There was no activity during this reporting period.

#5a

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

**APPROVAL/ BUDGETARY AMENDMENT (24A041)/ HISTORIAN/ OUTSIDE DONATIONS/  
SOCIETY FOR THE PRESERVATION OF PUTNAM COUNTY ANTIQUITIES & GREENWAYS  
INC./ PURCHASE CIVIL WAR PLAQUE**

**WHEREAS, in December 2023, the Putnam County Historian received a donation from George Whipple via the Society for the Preservation of Putnam County Antiquities & Greenways Inc. which was deferred to 2024; and**

**WHEREAS, the County Historian has requested a budgetary amendment (24A041) to utilize these funds for the purchase of a Civil War memorial plaque to be placed at Putnam County Veterans Memorial Park; and**

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

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

**Increase Revenues:**

**10751000 427051                      Historian – Outside Donations                      1,500**

**Increase Expenses:**

**10751000 52110                      Historian – Furniture & Furnishings                      1,500**

**2024 Fiscal Impact – 0 –**

**2025 Fiscal Impact – 0 –**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

MICHAEL LEWIS  
Commissioner Of Finance



cc:all  
Health  
A+A

Reso

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

May 6, 2024

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

2024 MAY - 7 PM 1:58  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2024 Historian's budget:

**Increase Revenues:**

**10751000 427051**                      **Historian – Outside Donations**                      **\$ 1,500.00**

**Increase Expenses:**

**10751000 52110**                      **Historian – Furniture & Furnishings**                      **\$ 1,500.00**

2024 Fiscal Impact - 0  
2025 Fiscal Impact - 0

In December 2023, the Putnam County Historian received a donation from G. Whipple via the Society for the Preservation of Putnam County Antiquities & Greenways Inc. which we deferred to 2024. Jennifer Cassidy, PC Historian, respectfully requests these funds now be used towards the purchase of a Civil War memorial plaque to be placed in the Putnam County Veterans Park.

Please forward to the appropriate committee.

AUTHORIZATION:

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

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

\_\_\_\_\_  
Date                      Chairperson Audit/Designee: \$0 - \$10,000.00                      **24A041**

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

JENNIFER M. CASSIDY  
COUNTY HISTORIAN

**THE PUTNAM COUNTY HISTORIAN**  
**&**  
**PUTNAM COUNTY ARCHIVES**  
68 Marvin Avenue Brewster, New York 10509

SALLIE S. SYPHER  
DEPUTY COUNTY HISTORIAN

TO: Finance Department  
From: Jen Cassidy, Historian's Office  
Date: April 17, 2024  
Re: Deferred Revenue Request to Signs #54162



I would like to request the deferred revenue donation of \$1,500 (check #7013, G. Whipple, Via Society for the Preservation of Putnam County Antiquities & Geenways Inc.) be put into a line for the Historian's budget, 10751000 52110 .

*FURNITURE & FURNISHINGS*

Thank you for your time and attention to this matter.

Sincerely,

Jen Cassidy, ext. 44116



(PHONE) (845) 808-1420  
EMAIL: HISTORIAN@PUTNAMCOUNTYNY.GOV  
WWW.PUTNAMCOUNTYNY.COM/COUNTYHISTORIAN  
FACEBOOK: PUTNAM.HISTORIAN • INSTAGRAM: PUTNAMHISTORIAN



## Susanne Galya

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**From:** Jennifer Cassidy  
**Sent:** Thursday, April 18, 2024 1:44 PM  
**To:** Susanne Galya  
**Subject:** FW: Bronze Plaque Pricing from Masterwork Plaques

Good afternoon,

The deferred revenue request for \$1,500 will be put toward the following project (see quote below) to create a new historic plaque for Veterans Memorial Park as approved by the County Executive's Office in memory of service in the Civil War.

Please advise if you require any further information.

Thank you for your support.

Jen Cassidy  
Ext. 44116

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**From:** Tony Scott <tony@masterworkplaques.com>  
**Sent:** Thursday, April 11, 2024 2:12:19 PM  
**To:** Jennifer Cassidy <Jennifer.Cassidy@putnamcountyny.gov>  
**Subject:** Bronze Plaque Pricing from Masterwork Plaques

### **PUTNAM COUNTY NOTICE**

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The previous order was an 18" X 22" bronze plaque with one etched photograph and an angled steel post - the current price is \$2,350.00 for the plaque and \$325.00 for the post if needed.

Pricing assumes the text fits on this sized plaque.

Tony

### **Tony Scott**

*Sales Representative*  
**Masterwork Plaques Inc.**  
718.283.4109 X405  
718.360.5037 Direct  
[masterworkplaques.com](http://masterworkplaques.com)

[tony@masterworkplaques.com](mailto:tony@masterworkplaques.com)



**From:** Jennifer Cassidy <Jennifer.Cassidy@putnamcountyny.gov>  
**Sent:** Thursday, April 11, 2024 2:03 PM  
**To:** Tony Scott <tony@masterworkplaques.com>  
**Subject:** RE: Your Bronze Plaque Request

OK, do you have a ballpark on pricing for 2024? I have a meeting and want to pitch the idea.

Thanks,  
JMC

**From:** Tony Scott <tony@masterworkplaques.com>  
**Sent:** Thursday, April 11, 2024 1:46 PM  
**To:** Jennifer Cassidy <Jennifer.Cassidy@putnamcountyny.gov>  
**Subject:** RE: Your Bronze Plaque Request

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I have all the specs - all I need from you would be the text, photo and any emblems you might want on it.

Tony

**Tony Scott**

*Sales Representative*  
**Masterwork Plaques Inc.**  
718.283.4109 X405  
718.360.5037 Direct  
[masterworkplaques.com](http://masterworkplaques.com)  
[tony@masterworkplaques.com](mailto:tony@masterworkplaques.com)



**From:** Jennifer Cassidy <Jennifer.Cassidy@putnamcountyny.gov>  
**Sent:** Thursday, April 11, 2024 1:43 PM  
**To:** Tony Scott <tony@masterworkplaques.com>  
**Subject:** RE: Your Bronze Plaque Request

Great! I'd be interested in the same specs that we did the Clinton J. Peterson plaque in 2022. Do you have that information readily available or can you please forward me copy of specs on what we did? It may be under Ellen Cassidy's name.

Thinking of 1-2 of the same size/type with different content.

#5b

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

**APPROVAL/ BUDGETARY TRANSFER (24T090)/ DISTRICT ATTORNEY/ SALARY INCREASE**

**WHEREAS, the Commissioner of Finance has requested a budgetary transfer (24T090) to increase the District Attorney Salary to \$223,700 as of April 1, 2024 pursuant to Judiciary Law 183-a regarding statewide compensation of all District Attorneys in New York State; and**

**WHEREAS, the Personnel Committee and the Audit & Administration Committee have reviewed and approved said budgetary transfer; now therefore be it**

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

**GENERAL FUND:**

**Increase Appropriations:**

10116500 51000 (101)	Pers. Services – District Attorney	20,900
10116500 58002 (101)	FICA	<u>1,599</u>
		<b>22,499</b>

**Decrease Appropriations:**

10199000 54980	Contingency	22,499
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**And be it further**

**RESOLVED, that Resolution # 274 of 2023, setting the Salaries of Officers and Employees Paid from County Funds, is hereby amended to reflect revised salary of the District Attorney to \$223,700 as of April 1, 2024.**

**2024 Fiscal Impact \$22,499  
2025 Fiscal Impact \$22,499**

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

cc:all  
Pers - may  
A+A

Reso

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: **Budgetary Transfer – 24T090**  
DATE: April 16, 2024

2024 APR 16 AM 11:27  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

<u>GENERAL FUND</u>			
<u>INCREASE APPROPRIATIONS:</u>			
10116500 51000 (101)	PERSONNEL SERVICES - DISTRICT ATTORNEY		\$ 20,900.00
10116500 58002 (101)	SOCIAL SECURITY		1,599.00
<u>DECREASE APPROPRIATIONS:</u>			
10199000 54980	CONTINGENCY		\$ 22,499.00
	2024 Fiscal Impact - \$ 22,499		
	2025 Fiscal Impact - \$ 22,499		

This Budget Transfer is required to increase the District Attorney's Salary to \$223,700 as of April 1, 2024, pursuant to Judiciary Law 183-a regarding statewide compensation of all district attorneys in New York State.

24T090

<b>Court</b>	<b>03/28/2024 - 03/26/2025</b>
<b>Albany</b>	<b>223,700</b>
Allegany	221,100
Broome	221,100
Cattaraugus	221,100
Cayuga	221,100
Chautauqua	221,100
Chemung	221,100
Chenango	221,100
Clinton	221,100
Columbia	221,100
Cortland	221,100
Delaware	221,100
Dutchess	221,100
Erie	221,100
Essex	221,100
Franklin	221,100
Fulton	221,100
Genesee	221,100
Greene	221,100
Hamilton	221,100
Herkimer	221,100
Jefferson	221,100
Lewis	221,100
Livingston	221,100
Madison	221,100
Monroe	221,100
Montgomery	221,100
<b>Nassau</b>	<b>232,600</b>
Niagara	221,100
Oneida	221,100
Onondaga	221,100
Ontario	221,100
Orange	221,100
Orleans	221,100
Oswego	221,100
Ostego	221,100
<b>Putnam</b>	<b>223,700</b>
Rensselaer	221,100
Rockland	221,100
St. Lawrence	221,100
Saratoga	221,100
Schenectady	221,100
Schoharie	221,100
Schuyler	221,100
Seneca	221,100
Steuben	221,100
<b>Suffolk</b>	<b>232,600</b>
Sullivan	221,100
Tioga	221,100
Tompkins	221,100
<b>Ulster</b>	<b>223,700</b>
Warren	221,100
Washington	221,100
Wayne	221,100
<b>Westchester</b>	<b>232,600</b>
Wyoming	221,100
Yates	221,100

**Michael Lewis**

---

**From:** County Budget <NYSCOUNTYBUDGET@LIST-NYSAC.US> on behalf of Dave Lucas <0000002c3b287f9f-dmarc-request@LIST-NYSAC.US>  
**Sent:** Friday, April 12, 2024 4:31 PM  
**To:** NYSCOUNTYBUDGET@LIST-NYSAC.US  
**Subject:** DA Salaries 2024  
**Attachments:** County Court Salaries -- April 1 2024.pdf

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There have been some inquiries from counties about DA salary changes for 2024. In general, as described below county DA salaries are linked to County or Supreme Court judge salaries contingent on county population and/or the designation of full-time status for the DA.

The attached document is from the Office of Court Administration (OCA), and it provides a list (by county) of County Judge salaries that went into effect on 4/1/2024. State Supreme Court Judge salaries also changed on 4/1/2024 and went up to \$232,600. The last change in these salaries was 2019.

If you have any questions, please let us know.

**Judiciary Law - JUD § 183-a. Compensation of certain district attorneys**

*Notwithstanding any other provision of law, the district attorney of each county having a population of more than five hundred thousand according to the last federal census, exclusive of the counties of New York, Bronx, Kings, Queens and Richmond, shall receive an annual salary equivalent to that of a justice of the state supreme court together with such additional compensation as the legislative body of such county may provide by local law. Further, that the district attorney of each county having a population of more than one hundred thousand and less than five hundred thousand according to the last federal census, exclusive of the county of Richmond, and the district attorney of any county, the board of supervisors of which has designated such office as a full-time position pursuant to subdivision eight of section seven hundred of the county law, shall receive an annual salary equivalent to that of county judge in the county in which the district attorney is elected or appointed, together with such additional compensation as the legislative body of such county may provide by local law.*

#50

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

**APPROVAL/ BUDGETARY TRANSFER (24T120)/ IT/GIS / PERSONNEL RESTRUCTURING /  
NEW POSITION REQUEST / IT SYSTEMS SPECIALIST**

**WHEREAS, the Director of IT/GIS has submitted a request to create a requested a new position of IT Systems Specialist at a starting salary of \$52,000; and**

**WHEREAS, the County Executive and Personnel Director support the creation of this position; and**

**WHEREAS, said position will be effective 6/3/24; and**

**WHEREAS, the Director of IT/GIS has requested a budgetary transfer (24T120) to utilize money from the computer line to the newly created position, therefore requesting no additional funding; and**

**WHEREAS, the Personnel Committee and the Audit & Administration Committee have reviewed and approved said budgetary transfer; now therefore be it**

**RESOLVED, that Resolution #274 of 2023 setting the Salaries for Officers and Employees paid from County Funds is hereby amended to add the following new position:**

<b>Budget Line:</b>	<b>Position:</b>	<b>Salary:</b>
10168000 51000 (121)	IT Systems Specialist	\$52,000

**And be it further**

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

**GENERAL FUND:**

**Increase Appropriations:**

10168000 51000 (121)	Pers. Serv. – IT Systems Specialist	30,168
10168000 58001 (121)	State Retirement	2,494
10168000 58002 (121)	Social Security	2,308
10168000 58003 (121)	Disability Insurance	48
10168000 58004 (121)	Workers Compensation	72
10168000 58006 (121)	Dental Benefits	835
10168000 58007 (121)	Life Insurance	200
10168000 58008 (121)	Health Insurance	12,627
10168000 58009 (121)	Vision	107

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

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

**10168000 58011 (121)      Flex Plan      901**  
**49,760**

**Decrease Appropriations:**

**10168000 54382      Computer      49,760**

**2024 Fiscal Impact – 0 –**

**2025 Fiscal Impact – 0 –**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_



MICHAEL J. LEWIS  
Commissioner of Finance



cc: all  
Pers  
A+A

Reso

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

2024 MAY - 6 PM 11:41  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: **Budgetary Amendment – 24T120**  
DATE: May 4, 2024

At the request of the Director of IT & GIS, the following budgetary amendment is recommended.

<b>GENERAL FUND:</b>				
<b>INCREASE APPROPRIATIONS:</b>				
10168000 51000 (121)	PERSONNEL SERVICES - IT SYSTEMS SPECIALIST			\$ 30,168.00
10168000 58001 (121)	STATE RETIREMENT			\$ 2,494.00
10168000 58002 (121)	SOCIAL SECURITY			2,308.00
10168000 58003 (121)	DISABILITY INSURANCE			48.00
10168000 58004 (121)	WORKERS COMPENSATION			72.00
10168000 58006 (121)	DENTAL BENEFITS			835.00
10168000 58007 (121)	LIFE INSURANCE			200.00
10168000 58008 (121)	HEALTH INSURANCE			12,627.00
10168000 58009 (121)	VISION			107.00
10168000 58011 (121)	FLEX PLAN			901.00
				<b>\$ 49,760.00</b>
<b>DECREASE APPROPRIATIONS:</b>				
10168000 54382	COMPUTER			<b>\$ 49,760.00</b>
	2024 Fiscal Impact \$ 0			
	2025 Fiscal Impact \$ 0			

Please refer to the attached memorandum from Director Lannon regarding the formal request for permanent status for an IT Systems Specialist within the Office of IT/GIS.



Office of  
Information Technology &  
Geographic Information Systems

Thomas C Lannon, Sr.  
Director

Kevin M Byrne  
County Executive

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## MEMO

To: Kevin M Byrne, County Executive  
CC: Jim Burpoe, Deputy County Executive  
Date: April 26, 2024  
Re: Request for Permanent Status

I am respectfully requesting that we create a permanent position for an IT Systems Specialist within the Office of IT/GIS. I am further requesting that we use the contingency line to fund the position through the end of the year. This position will be primarily focused on cybersecurity with approximately 25% of their time spent on general technology needs. *computer line - Per Mike Lewis*

We have been fortunate to have a prior PILOT intern, Seth Kowitz, who recently graduated with a bachelor's degree in informatics with a focus on cybersecurity and a master's degree in informatics with a focus on data analytics. He has recently become certified in CompTIA Security+, which is a cybersecurity certification.

Having been with us since 2021 Seth has become very familiar with our infrastructure and is currently proving their value by overseeing many aspects of cybersecurity including the sending of phishing campaigns, monitoring and, when needed, responding to the numerous security risks we receive every day, reviewing and modifying security rules with our numerous security appliances among many other cybersecurity tasks. He has also become an asset within the general IT technical world including server management, managing Microsoft 365, assisting our many users with authentication issues, providing computer hardware diagnosis/repair/replacement and general Help Desk duties. This has proven to be an especially critical role when one of our employees went out on long-term medical leave and they were able to step in and provide assistance.

The requested starting salary is \$52,000 annually (plus benefits). The cost to the County is estimated to be \$70,200 (this includes the estimated cost of benefits).

For the remainder of 2024 I am requesting that we use the contingency line to fund the position. I estimate the cost to be \$40,500 for 2024. This assumes \$1350 per week (includes benefits) for 30 weeks (June 3 through December 30).

The title of IT Systems Specialist has already been established with several other employees currently holding the title. This is the best title for the position as it is broad and allows us to use numerous skill sets. I have also discussed this with Paul Eldridge.

If approved in 2024, this position will be included through the normal budget process for the 2025 Budget.

A quick overview of the potential candidate, Seth Kowitz

- Graduated from Carmel High School and currently resides in Carmel
- Graduated with a Master's Degree from SUNY Albany in 2023
  - Bachelors, Informatics with a focus on Cybersecurity
  - Masters, Informatics with a focus on Data Analytics
- Worked as an intern for the Office of IT/GIS since 2021
- Used on a part time basis in 2022 and 2023 while he was still attending school
- Employed as a Temporary Employee, full time since September of 2023
- Held various employment positions (other than Putnam County)
  - CIT – Camp Kiwi
  - Teachers Aid – Temple Beth Elohim
  - Webmaster – First Robotics Competition Team
  - IT Intern – Rockefeller University

# 5d

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

**APPROVAL/ FUND TRANSFER (24T127)/ IT & GIS/ PERSONNEL RESTRUCTURING/  
RECLASSIFICATION**

**WHEREAS, the Director of IT/GIS has requested a restructuring / reclassification due a retirement on April 26, 2024, of a long-term employee; and  
WHEREAS, the Director of IT/GIS has requested to establish two (2) positions; one (1) GIS Technician Part-Time and one (1) GIS Aid Full-Time; and  
WHEREAS, said retiree held the position of Real Property System Supervisor and has offered to come back as a temporary employee as needed; and  
WHEREAS, with the savings that will be realized, the Director of IT/GIS has requested approval of a new permanent Full-time position for a GIS Aid; and  
WHEREAS, said position would be effective June 1, 2024; and  
WHEREAS, the Director of IT/GIS has requested a fund transfer (24T127) to cover said restructuring / reclassification; and  
WHEREAS, the Audit & Administration Committee has reviewed and approved said fund transfer; now therefore be it  
RESOLVED, that the following fund transfer be made:**

<b>Decrease:</b>		
<b>10168000 51000 10101</b>	<b>IT/GIS – Personnel Real Property System Supervisor</b>	<b>40,827</b>
<b>Increase:</b>		
<b>10168000 51094</b>	<b>Temporary Services</b>	<b>12,500</b>
<b>10168000 51000 10112</b>	<b>IT/GIS – Personnel GIS Aid</b>	<b><u>28,327</u></b>
		<b>40,827</b>
	<b>2024 Fiscal Impact – (26,474)</b>	
	<b>2025 Fiscal Impact – (43,371)</b>	

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*reso  
Personnel  
5-14-24*

**TO: Commissioner of Finance**  
**FROM: Sheila Barrett, First Deputy Commissioner of Finance** *SM*  
**DEPT: Finance**  
**DATE: May 13, 2024**

**I hereby request approval for the following transfer of funds:**

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10168000.51000.10101 IT/GIS Personnel Services Real Property System Supv.	10168000.51094 Temporary Services	\$12,500.00	Fund return of retiree as a temporary employ.
10168000.51000.10101 IT/GIS Personnel Services Real Property System Supv.	10168000.51000.10112 IT/GIS Personnel Services GIS <i>Tech Aid</i>	\$28,327.00	Fund GIS Tech position with savings from retirement.
<b>Total</b>		<b>\$40,827.00</b>	

**24T127**

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2024 Fiscal Impact (\$26,474.00)  
 2025 Fiscal Impact (\$43,371.00)

**2024 MAY 13 PM 3:49**  
**LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY**

\_\_\_\_\_  
 Department Head Signature/Designee Date

AUTHORIZATION:

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

\_\_\_\_\_  
 Date County Executive/Designee: \$5,000.01 - \$10,000.00

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

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

*24T127*



Office of  
Information Technology &  
Geographic Information Systems



**Thomas C. Lannon, Sr.**  
*Director*

**Kevin M. Byrne**  
*County Executive*

**MEMO**

To: Mike Lewis, Commissioner of Finance  
From: Tom Lannon, Director, Putnam County Office of IT & GIS  
Date: 5/10/2024  
Re: GIS Position Request for Personnel Committee

As you know we recently had an employee, Arlen Owen, retire from service after over 30 years. Arlene's loss has left us with an urgent need to effectively fill the vacated position. To that point, we are looking to establish two positions, one temporary part time and one permanent full time:

- 1) GIS Tech (temporary part time) @ \$50 per Hour
- 2) GIS Aid (permanent full time) @ \$48,827 Annually

Both of these positions are established in Putnam County.

Financially there will be a zero impact to Putnam County:

Arlene's Current Annual Salary is \$110,398

After retirement payout, the remaining funds available	<b>\$67,301</b>
Establish and fund GIS Tech (Temporary Part Time) for remainder of 2024	\$12,500
Create and fund GIS Aid (Permanent Full Time) for remainder of 2024	\$28,327
Net Saving for 2024	<b>\$26,474</b>

**Within the Fiscal Year 2025 Budget we will continue the two lines with Administrative and Legislative approval:**

Arlene's Current Annual Salary	<b>\$110,398</b>
GIS Tech for (Temporary Part Time)	\$18,200
Create and fund GIS Aid (Permanent Full Time) for remainder of 2024	\$48,827
Net Saving for 2024	<b>\$43,371</b>



PERS 5.14.24 CC: All  
Request For  
Other BUS.

Office of  
Information Technology &  
Geographic Information Systems



**Thomas C. Lannon, Sr.**  
*Director*

**Kevin M. Byrne**  
*County Executive*

**MEMO**

To: Paul Jonke, Personnel Committee Chair  
From: Tom Lannon, Director, Putnam County Office of IT & GIS  
Date: 5/10/2024  
Re: Letter of Necessity for Inclusion in the May 14<sup>th</sup> Personnel Committee

Chairman Jonke

Please accept this memo as my Letter of Necessity for inclusion in the May 14, 2024, Personnel Committee. I apologize for the late notice as I am respectful of the committee deadlines, however it has become apparent that the workload is increasing, and we need to add staff as quickly as possible. We also have a recent graduate that is qualified for the position, and I would like to quickly offer them the position.

We recently had an employee, Arlen Owen, retire from service after over 30 years. Arlene was instrumental in running our GIS Department and has left a void that we are working to fill. Commissioner Lewis will provide the financial overview on how we will fiscally fulfill the endeavor however it is important to note that there is a zero impact to the 2024 budget.

From a personnel standpoint, we are looking to establish two positions, one temporary part time and one permanent full time. The two titles are 1) GIS Tech (part time) 2) GIS Aid (full time). Both are established positions in Putnam County.

The GIS Tech position, will filled by Arlen Owen who has offered to come back to work as needed, no more than one day per week while we catch up on work and train the new candidate. For the second position, GIS Aid, we are looking to underfill the original position that Arlene has vacated. The current position is titled RPS Supervisor and will be vacated.

The reason for the urgency is that we have a potential candidate that is graduating from the University of Buffalo this year with a degree in GIS and will be available in early June. This candidate is very familiar with our GIS structure as they have been an intern with us for 2 years. This has allowed us the opportunity to not only evaluate their work ethic but to also provide training on the exact workings of Putnam County GIS.

2024 MAY 10 PM 6:49  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

MICHAEL J. LEWIS  
*Commissioner Of Finance*



SHEILA M. BARRETT  
*First Deputy Commissioner Of Finance*

DEPARTMENT OF FINANCE

**MEMORANDUM**

Date: May 13, 2024  
To: Diane Schonfeld, Clerk to the Legislature  
From: Sheila Barrett, First Deputy Commissioner of Finance

Please accept 24T127 which addresses the retirement of long-term employee, Arlene Owen, who will return as a temporary employee. With the savings that will be realized, it is also requested that IT/GIS be approved to fund a new position for a GIS Tech. As the retirement on April 26, 2024 caused a lack of coverage in the department, they are trying to fill the gap. The Department has a good candidate whom they wish to start on June 1, 2024.

I appreciate your help in getting this transfer considered for the Personnel Committee meeting on Tuesday, May 14, 2024.

Sincerely,

Sheila M. Barrett  
First Deputy Commissioner of Finance

Cc: Michael Lewis  
Michele Alfano-Sharkey



#5e

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

**APPROVAL/ REPLACE RESOLUTION #141 OF 2021/ PERSONNEL/ MILITARY LEAVE POLICY**

**WHEREAS, it is the policy of the County of Putnam to support those of its employees who volunteer to protect the United States against threats to our Country and vital national interests; and**

**WHEREAS, as a consequence of the terrorist attacks on September 11, 2001, the County of Putnam passed resolution #50 of 2002 and subsequently passed resolution #141 of 2021, in support of employees of the County of Putnam who are members of the Armed Forces, Reserves or National Guard that may be on or called to active military duty; and**

**WHEREAS, under New York State Military Law Section 242, such employees are eligible for paid leave of thirty (30) calendar days or twenty-two (22) days, whichever provides the greater benefit to the employee, in any calendar year or continuous period of absence, while performing ordered military duty; and**

**WHEREAS, the period of ordered, active military duty may exceed the paid military leave provided for under the New York State Military Law; and**

**WHEREAS, it is the intent of the County of Putnam to amend Putnam County resolution #141 of 2021, ensuring a clear path for access to the extended benefits provided by Putnam County; now therefore be it**

**RESOLVED, that this resolution shall replace resolution #141 of 2021 passed on August 3, 2021; and be it further**

**RESOLVED, that the Personnel Officer and the Commissioner of Finance and their respective departments are hereby directed to undertake such administrative acts and tasks as are necessary and proper for carrying out the intention of this resolution; and be it further**

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

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

PAUL ELDRIDGE  
Personnel Officer



ADRIENE IASONI  
Deputy Personnel  
Officer

APPROVAL CC: All  
Personnel mtg

## MEMORANDUM

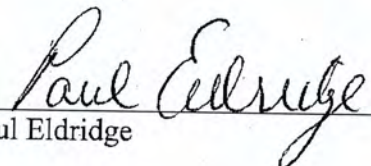
May 7, 2024

**TO:** Diane Schonfeld, Legislative Clerk  
**FROM:** Paul Eldridge, Personnel Officer  
**SUBJECT:** Military Leave Policy Update

The Personnel Department is seeking the approval of the most recent update to the Military Leave Policy, which was adopted August 3, 2021, via resolution #141 of that year. These changes will not alter the benefits available to our employees; they are aimed at assisting in the administration and application of the policy.

Patricia Rau, the primary author of the original policy and the attached proposed updates, will be present at the Personnel Committee meeting for any questions or clarification.

Thank you for your consideration.

  
Paul Eldridge

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

Attachments:

- Updated Policy
- Annotated Edit
- Resolution

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

2024 MAY - 7 PM 5: 27  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

**WHEREAS**, it is the policy of the County of Putnam to support those of its employees who volunteer to protect the United States against threats to our Country and vital national interests; and

**WHEREAS**, as a consequence of the terrorist attacks on September 11, 2001, the County of Putnam passed resolution #50 of 2002 and subsequently passed resolution #141 of 2021, in support of employees of the County of Putnam who are members of the Armed Forces, Reserves or National Guard that may be on or called to active military duty; and

**WHEREAS**, under New York State Military Law Section 242, such employees are eligible for paid leave of thirty (30) calendar days or twenty-two (22) days, whichever provides the greater benefit to the employee, in any calendar year or continuous period of absence, while performing ordered military duty; and

**WHEREAS**, the period of ordered, active military duty may exceed the paid military leave provided for under the New York State Military Law; and

**WHEREAS**, it is the intent of the County of Putnam to amend Putnam County resolution #141 of 2021, ensuring a clear path for access to the extended benefits provided by Putnam County; and be it

**RESOLVED**, that this resolution shall replace resolution #141 of 2021 passed on August 3, 2021; and be it further

**RESOLVED**, that the Personnel Officer and the Commissioner of Finance and their respective departments are hereby directed to undertake such administrative acts and tasks as are necessary and proper for carrying out the intention of this resolution; and be it further

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



## **Military Leave Policy**

Putnam County supports the rights and obligations of its employees to serve in the Armed Forces of the United States. The Uniform Services Employment and Reemployment Rights Act (USERRA) of 1994 and New York Military Law §242, provides for job and benefits protection for a period of five years for an individual who has left their job to enter service in the uniformed services of the United States. It also prohibits discrimination in the hiring, promotion, reemployment, termination and benefits of an individual on the basis of their membership in the uniformed services. Putnam County values the sacrifice made by these employees and wish to expand upon these laws.

Employees shall notify their department head, , at least four (4) weeks in advance of the leave, unless notice is precluded by military necessity, or it is impossible or unreasonable to give such notice. It is preferred that notice be provided via the Notification of Military Leave form (attached) and be accompanied by the employee's military orders for such leave. This form is then provided to the Personnel Department, Finance Department and department head or assigned person in the department. Employees may also designate a contact person in the event there are questions during the employee leave using the Military leave Contact Person Designation form. (attached). Should an employee elect to provide verbal notification, both the Personnel Department and Finance Department shall be immediately informed by the employee.

### **Compensation**

Pursuant the New York State Military Law, for any leave taken for military service, excluding regular ROTC training, employees shall receive their regular Putnam County pay for a period of thirty (30) calendar days or twenty-two (22) work days, whichever is more beneficial to the employee.

For a maximum of up to two hundred and sixty (260) working days thereafter an employee will be compensated for the difference between their regular base pay and military pay while on military leave. Base pay shall include both longevity and any payments applicable to employee as a result of an appropriate bargaining agreement. Once the two hundred and sixty (260) working days are depleted, the employee shall only be entitled to payment under the New York State Military Law.

In order to receive a pay differential, the employee must provide a copy of their military orders to their department, the Personnel Department, and the Finance Department. The employee must additionally present proof of military compensation to the Personnel and Finance Departments no later than fourteen 14 days of receipt of first payment by the military. Employees shall not receive pay differential without providing the requisite financial documentation and military orders.

### **Removal From Payroll**

Employees on military leave in excess of the 260 days allowed by this policy shall be removed from the payroll for the duration of their military leave. They shall remain off the payroll, and ineligible for any salary from Putnam County until such time as their return to

work OR a new year begins, and they are allotted a new period of thirty (30) calendar days or twenty-two (22) workdays under the New York State Military Leave Law.

To avoid removal from the payroll, employees may utilize their vacation accruals if they wish.

**Overpayment**

In the event an employee continues to receive full pay from Putnam County while on leave, beyond the initial payment period of 30 or 22 days, they shall immediately notify their department head and the personnel department. If an employee on military leave receives full salary during the period of time in which differential pay should have been issued, or during a time in which they should not have been on the payroll, they shall be responsible for reimbursing Putnam County the amount of the overpayment. The method of repayment shall be negotiated pursuant to appropriate methods in the New York State Taylor Law.

Employees who knowingly collect additional monies and who fail to notify the County may be subject to disciplinary action.

**Benefits**

Employees receiving differential pay while on military leave shall continue to pay their standard contribution for the duration of their differential pay period. Employees removed from the payroll during military leave may elect to continue with their medical, dental, and vision insurance benefits for up to twenty-four (24) months. The cost of the coverage shall be 100%.

Employees that elect to stop their Putnam County health benefits will be subject to a standard waiting period upon their return.

Employees shall continue to accrue vacation, sick leave credits, and personal day credit as per their Collective Bargaining Agreement while they are receiving pay differential.

The benefits shall be made available on the same terms and conditions as such benefits would otherwise have been available.

**Retirement**

During the period of time the employee is receiving pay differential, the County of Putnam shall report the employee's earnings to New York State Retirement System, however, these earnings will be considered non-pensionable as per New York State Law. The employee may subsequently contact the New York State Local Retirement System in order to request service credit. This request may require a service credit payment if contributions were required at the time the earnings were earned.

**Change in leave schedule**

In the event there is a change in the leave schedule, the employee must notify their department immediately.

If the employee is receiving or will be eligible to receive differential pay as a result of, or at any point during the new leave period, the notification must include a copy of both the original and amended orders and proof of military pay. Both the Personnel Department and Finance Department must be notified of any change in the leave period immediately. Failure to notify finance and personnel and failure to provide orders and pay information will result in the employee not receiving pay differential.

### **Returning to work**

Employees on Military Leave are entitled to reinstatement, in accordance with NY Military Law §243, if application is made up to ninety (90) days after the termination of military duty so long as,

- The leave was for less than five years; and
- The position was of a permanent nature; and
- They were not dishonorably discharged from service

Employees on leave for more than thirty (30) days shall provide documentation establishing their eligibility for reemployment by providing one of the following:

- Department of Defense 214 Certificate of Release or Discharge from Active Duty
- Copy of duty orders prepared by the facility where the orders were fulfilled carrying an endorsement indicating completion of the described service
- Letter from the commanding officer of a personnel support activity or someone of comparable authority
- Certificate of completion from military training school
- Discharge certificate showing character of service
- Copy of extracts from payroll documents showing periods of service

Reemployment rights are terminated if the employee is:

- Separated from uniformed service with a dishonorable or bad conduct discharge
- Separated from uniformed service under other than honorable conditions, as characterized by regulations of the uniformed service
- A commissioned officer dismissed by sentence of a general court-martial, in commutation of a sentence of a general court-martial, or, in time of war, by order of the president
- A commissioned officer dropped from the rolls due to absence without authority for at least three months, separation by reason of a sentence to confinement adjudged by a court-martial, or a sentence to confinement in a federal or state penitentiary or correctional institution

Employees who fail to notify Putnam County of a dishonorable discharge from service that occurs while on military leave may be subject to disciplinary action.

The position held by the employee engaged in military leave shall, so far as practicable, be filled only if public interest requires. If deemed necessary, the position shall be filled a substitute appointment.

In the event the position held by the employee on military leave is abolished prior to their return, their name shall be placed on a preferred eligible list.

**Procedure**

1. For leaves indicated by Verbal Notification only
  - Employee verbally notifies their supervisor or department head, Personnel and Finance departments
  - Department Head or Supervisor immediately sends an email to both the Personnel Department and Finance Department as well as any other required person within the department.
  - Department provides completed Request for Personnel Change (RPC)
2. For leaves eligible for pay differential
  - As soon as is practicable, prior to their leave, employee completes the Military Leave Notification form and provides it to their Department Head, Personnel Department, and Finance Department.
  - Employee provides proof of military pay to the Personnel Department and Finance Department
  - Department sends completed RPC to the Personnel Department and Finance Department including orders and military pay information/proof
  - Differential pay begins as soon as possible thereafter \*\*
3. Employee notifies department of their return in accordance with this policy
4. Department prepares and RPC for a return from leave and sends to Finance and Personnel

\*\* County pay is stopped once the NYS mandated 30/22 days ends if military payroll information has not been provided.



## Military Leave Policy

Putnam County supports the rights and obligations of its employees to serve in the Armed Forces of the United States. The Uniform Services Employment and Reemployment Rights Act (USERRA) of 1994 and New York Military Law §242, provides for job and benefits protection for a period of five years for an individual who has left ~~his or her~~their job to enter service in the uniformed services of the United States. It also prohibits discrimination in the hiring, promotion, reemployment, termination and benefits of an individual on the basis of their membership in the uniformed services. Putnam County values the sacrifice made by these employees and wish to expand upon these laws.

### Eligibility

~~Employees are eligible for military leave employment protections up to a maximum of five (5) years.~~

### Notice

~~To qualify e~~Employees shall notify their department head, in writing, at least four (4) weeks in advance of the leave, unless notice is precluded by military ~~neecessity~~necessity, or it is impossible or unreasonable to give such notice. It is preferred that N~~notice should~~ be provided via the Notification of Military Leave form (attached) and ~~should~~ be accompanied by the employee's military orders for such leave. This form ~~must is then~~be provided to the Personnel Department, Finance Department and department head or assigned person in the department. Employees may also designate a contact person in the event there are questions during the employee leave using the Military leave Contact Person Designation form (attached). Should an employee elect to provide verbal notification, both the Personnel Department and Finance Department shall be immediately informed by the employee.

### Compensation

Pursuant the New York State Military Law, F~~for~~ any leave taken for military service, excluding regular ROTC training, employees shall receive their regular Putnam County pay for a period of thirty (30) calendar days or twenty-two (22) work days, whichever is more beneficial to the employee. ~~Employees shall be eligible for a total of two hundred sixty (260) days within a five year period as per the eligibility guidelines.~~

For a ~~period maximum~~ of up to two hundred and sixty (260) working days thereafter an employee will be compensated for the difference between ~~his or her~~their regular base pay and military pay while on military leave. Base pay shall include both longevity and any payments applicable to employee as a result of an appropriate bargaining agreement. Once the two hundred and sixty (260) working days are depleted, the employee shall only be entitled to payment under the New York State Military Law.

In order to receive a pay differential, the employee must provide a copy of their military orders to their department, the Personnel Department, and the Finance Department. The employee must additionally present proof of military compensation to the ~~P~~ersonnel and Finance Departments no later than fourteen 14 days of receipt of first payment by the military. Employees ~~are not entitled to~~shall not receive pay differential without providing the requisite financial



documentation and military orders. In the event an employee continues to receive full pay from Putnam County while on leave, beyond the initial payment period of 30 or 22 days, they shall immediately notify their department head and the personnel department.

In the event an employee continues to receive full pay from Putnam County while on leave, beyond the initial payment period of 30 or 22 days, they shall immediately notify their department head and the personnel department. In the event an employee received full salary during the period of time in which differential pay should have been issued, they shall be responsible for reimbursing Putnam County the amount of the overpayment. The method of repayment shall be negotiated pursuant to appropriate methods in the New York State Taylor Law. Employees who knowingly collect additional monies and who fail to notify the county may be subject to disciplinary action.

**Removal From Payroll**

Employees on military leave in excess of the 260 days allowed by this policy shall be removed from the payroll for the duration of their military leave. They shall remain off the payroll, and ineligible for any salary from Putnam County until such time as their return to work OR a new year begins and they are allotted a new period of thirty (30) calendar days or twenty-two (22) work days under the New York State Military Leave Law.

To avoid removal from the payroll, employees may utilize their vacation accruals if they wish.

**Overpayment**

In the event an employee continues to receive full pay from Putnam County while on leave, beyond the initial payment period of 30 or 22 days, they shall immediately notify their department head and the personnel department. If an employee on military leave receives full salary during the period of time in which differential pay should have been issued, or during a time in which they should not have been on the payroll, they shall be responsible for reimbursing Putnam County the amount of the overpayment. The method of repayment shall be negotiated pursuant to appropriate methods in the New York State Taylor Law.

- Commented [PR1]: Bolded language is from current policy- it has just been moved into its own section
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Employees who knowingly collect additional monies and who fail to notify the County may be subject to disciplinary action.

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**Benefits**

Employee health benefits will continue for the period of time an employee is receiving pay differential. This shall extend to the employee's spouse and children when the employee is enrolled in family coverage.

Employees receiving differential pay while on military leave shall continue to pay their standard contribution for the duration of their differential pay period. Employees removed from the payroll during military leave may elect to continue with their medical, dental, and vision insurance benefits for up to twenty-four (24) months. The cost of the coverage shall be 100%.

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Employees that elect to stop their Putnam County health benefits will be subject to a standard waiting period upon their return.

The Employees shall also continue to accrue vacation, sick leave credits, and personal day credit as per their Collective Bargaining Agreement while they are receiving pay differential.

The benefits shall be made available on the same terms and conditions as such benefits would otherwise have been available.

### Retirement

During the period of time the employee is receiving pay differential, the County of Putnam shall report the employee's earnings to New York State Retirement System, however, these earnings will be considered non-pensionable as per New York State Law. The employee may subsequently contact the New York State Local Retirement System in order to request service credit. This request may require a service credit payment if contributions were required at the time the earnings were earned.

### Change in leave schedule

In the event there is a change in the leave schedule, the employee must notify their department immediately. Notification may be made in any of the following ways:

1. The department head or appointed timekeeper will fill out a Military Leave Amendment Form. This must indicate how they were notified by employee and include a copy of the amended orders OR
2. The contact person designated by the employee completes the Military Leave Amendment Form. This must indicate how they were notified by employee, their relationship to employee, and include a copy of the amended orders OR

The employee may

If the employee is receiving, or will be eligible to receive differential pay as a result of, or at any point during the new leave period, the complete Military Leave Amendment Form and notification must include a copy of both the original and the amended orders and proof of military pay. Both the Personnel Department and Finance Department must be notified of any change in the leave period immediately. Failure to notify finance and personnel and failure to provide orders and pay information will result in the employee not receiving pay differential.

3. Failure to notify the County of amendments to the leave schedule may result in delay of differential pay.

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### Returning to work

Employees on Military Leave are entitled to reinstatement, in accordance with NY Military Law §243, if application is made up to ninety (90) days after the termination of military duty so long as,

- The leave was for less than five years; and
- The position was of a permanent nature; and
- They were not dishonorably discharged from service

Employees on leave for more than thirty (30) days shall provide documentation establishing their eligibility for reemployment by providing one of the following:

- Department of Defense 214 Certificate of Release or Discharge from Active Duty
- Copy of duty orders prepared by the facility where the orders were fulfilled carrying an endorsement indicating completion of the described service
- Letter from the commanding officer of a personnel support activity or someone of comparable authority
- Certificate of completion from military training school
- Discharge certificate showing character of service
- Copy of extracts from payroll documents showing periods of service

Reemployment rights are terminated if the employee is:

- Separated from uniformed service with a dishonorable or bad conduct discharge
- Separated from uniformed service under other than honorable conditions, as characterized by regulations of the uniformed service
- A commissioned officer dismissed by sentence of a general court-martial, in commutation of a sentence of a general court-martial, or, in time of war, by order of the president
- A commissioned officer dropped from the rolls due to absence without authority for at least three months, separation by reason of a sentence to confinement adjudged by a court-martial, or a sentence to confinement in a federal or state penitentiary or correctional institution

Employees who fail to notify Putnam County of a dishonorable discharge from service that occurs while on military leave may be subject to disciplinary action.

The position held by the employee engaged in military leave shall, so far as practicable, be filled only if public interest requires. If deemed necessary, the position shall be filled a substitute appointment.

In the event the position held by the employee on military leave is abolished prior to their return, their name shall be placed on a preferred eligible list.

#### **Procedure**

- ~~1. Four (4) weeks prior to leave, or as soon as possible thereafter, employee completes the military leave notification form prior to the start of the leave, and provide it to their department head or designated timekeeper~~
- ~~2. Department sends the notification form to the Personnel Office and County Finance~~
  - ~~1. Personnel and Finance annotate the employee file For leaves indicated by Verbal Notification only~~
    - ~~o Employee verbally notifies their supervisor or department head, Personnel and Finance departments~~

- o Department Head or Supervisor immediately sends an email to both the Personnel Department and Finance Department as well as any other required person within the department.
- 3. o Department provides completed Request for Personnel Change (RPC).
- 2. For leaves eligible for pay differential
  - o As soon as is practicable, prior to their leave, employee completes the Military Leave Notification form and provides it to their Department Head, Personnel Department, and Finance Department.
  - 4. o Employee then provides proof of military pay to the Personnel Department and Finance Department
  - 5. o Department sends completed RPC to the Personnel Department and Finance Department including orders and military pay information/proof
  - 6. o Differential pay begins as soon as possible thereafter \*\*
- 3. Employee notifies department of their return in accordance with this policy
- 7. 4. Department prepares and RPC for a return from leave and sends to Finance and Personnel

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\*\* County pay is stopped once the NYS mandated 30/22 days ends if military payroll information has not been provided.

DRAFT

#59

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

**APPROVAL/TOWN OF CARMEL AMERICAN RESCUE PLAN ACT (ARPA) & SALES TAX FUNDING REALLOCATION**

**WHEREAS, the Town of Carmel was allocated a total of \$3,437,770 of American Rescue Plan Act (ARPA) and sales tax funding pursuant to Resolutions # 133 & # 134 of 2022; and**

**WHEREAS, the Town of Carmel has requested that the use of a portion of these funds originally approved for the various sewer projects, culvert rehabilitation and repaving of local roads pursuant to Resolutions #133 and #134 of 2022 be modified to provide that the entirety of the ARPA funding of \$1,718,885, and the remaining sales tax funding of \$861,745 be reallocated to other projects; and**

**WHEREAS, the Town has requested that \$465,000 be reallocated to the Carmel Water District #2- Land Acquisition for a New Plant; and**

**WHEREAS, the Town has requested that \$800,000 be reallocated to the Carmel Sewer District #5- Construction of a Water Treatment Plant Project and**

**WHEREAS, the Commissioner of Finance and the County Auditor have confirmed that the Carmel Sewer District #5-Construction of a Water Treatment Plant Project and the Carmel Water District #2 – Land Acquisition for a New Plant are existing, approved projects.**

**WHEREAS, the Town of Carmel has requested that \$1,315,630 be reallocated to various Surface and Paving Projects; and**

**WHEREAS, the County consultant has indicated that the attached list of Surface and Paving Projects is an allowable use of ARPA funds; and**

**WHEREAS, the County Executive has reviewed and recommended said reallocation; and**

**WHEREAS, the *Rules, Enactments and Intergovernmental Relations Committee* has reviewed and approved of this request; now therefore be it**

**RESOLVED, that the Putnam County Legislature approves and authorizes the Town of Carmel ARPA funding of \$1,718,885 originally allocated pursuant to Resolution #133 of 2022 to be expended as follows: \$403,255 to Carmel Water District #2- Land Acquisition for a New Plant, and \$1,315,630 to various Surface and Paying Projects; and be it further**

**RESOLVED, the Putnam County Legislature approves and authorizes the remaining Town of Carmel sales tax funding of \$861,745 originally allocated pursuant to Resolution #134 of 2022 to be expended as follows: \$800,000 to the Carmel Sewer District #5- Construction of a Water Treatment Plant Project, and \$61,745 to the Carmel Water District #2- Land Acquisition for a New Plant.**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

MICHAEL J. LEWIS  
*Commissioner of Finance*



ccAll  
Rules - Other Business

SHEILA BARRETT  
*First Deputy Commissioner of Finance*

ALEXANDRA GORDON  
*Deputy Commissioner of Finance*

DEPARTMENT OF FINANCE

**MEMORANDUM**

TO: Legislator Addonizio, Chair of Rules, Enactments, Intergovernmental Relations Committee

FROM: Michael J. Lewis, Commissioner of Finance

RE: **Letter of Necessity – Town of Carmel (ARPA & Sales Tax Request)**

DATE: May 15, 2024

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Please accept the Town of Carmel's ARPA and Sales Tax Change Request for the upcoming Rules, Enactments and Intergovernmental Relations Committee meeting now rescheduled for Thursday May 16, 2024, as it would have been timely submitted to the legislature for the original date of Tuesday May 21, 2024.

Sincerely,

Michael J. Lewis  
Commissioner of Finance

Cc: Michele Alfano-Sharkey – County Auditor

2024 MAY 16 5 PM 2:26  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

MICHAEL J. LEWIS  
*Commissioner of Finance*



SHEILA BARRETT  
*First Deputy Commissioner of Finance*

DEPARTMENT OF FINANCE

**MEMORANDUM**

TO: Diane Schonfeld, Legislative Clerk

FROM: Michael J. Lewis, Commissioner of Finance – *MJL*

RE: **Town of Carmel – ARPA Funding Change Request**

DATE: May 14, 2024

---

I am respectfully requesting that the Legislature consider the foregoing request from the Town of Carmel for the upcoming Rules, Enactments and Intergovernmental Relations Committee meeting now scheduled for May 16, 2024, as it would have been timely submitted for original date of May 21, 2024. Further, this request should be considered with the other ARPA/Sales Tax Reallocation requests made prior as like agenda items, and as the timing for municipalities to expend ARPA dollars is fast approaching.


Please find the enclosed letter from the Town of Carmel dated April 17, 2024, requesting that the ARPA and sales tax funding from the County be reallocated. The Town has determined that it would be better served reallocating its remaining sales tax funding to the Carmel Water District #2- Land Acquisition for a New Plant Project, and Carmel Sewer District #5 – Construction of a Water Treatment Plant Project. (\$61,745 and \$800,000 respectively). Further, the Town has determined that it would like to reallocate the entirety of its ARPA funds (\$1,718,885) into the Carmel Water District #2- Land Acquisition for a New Plant (\$403,255), and the majority into a new project, for various Surface and Paving Projects (\$1,315,630).

The \$1,315,630 for Surface Paving Projects (see attached detailed list provided by the Town of Carmel) was presented to the County's ARPA Consultant and was deemed ARPA compliant under the requirements of ***EC 9.2 Surface Transportation Projects not receiving funding from DOT: Streamlined Framework***, which is included in the framework contained in the U.S Department of Treasury's Interim Final Rule of 2023. (Please see attached consultant correspondence.)

Attached is a proposed resolution for consideration by the Legislature.

This proposal is supported by the Administration.

Approved:

  
Kevin M. Byrne  
County Executive

APPROVAL/TOWN OF CARMEL AMERICAN RESCUE PLAN ACT (ARPA) & SALES TAX FUNDING REALLOCATION

WHEREAS, the Town of Carmel was allocated a total of \$3,437,770 of American Rescue Plan Act (ARPA) and sales tax funding pursuant to Resolutions # 133 & # 134 of 2022; and

WHEREAS, the Town of Carmel has requested that the use of a portion of these funds originally approved for the various sewer projects, culvert rehabilitation and repaving of local roads pursuant to Resolutions #133 and #134 of 2022 be modified to provide that the entirety of the ARPA funding of \$1,718,885, and the remaining sales tax funding of \$861,745 be reallocated to other projects; and

WHEREAS, the Town has requested that \$465,000 be reallocated to the Carmel Water District #2- Land Acquisition for a New Plant; and

WHEREAS, the Town has requested that \$800,000 be reallocated to the Carmel Sewer District #5- Construction of a Water Treatment Plant Project and

WHEREAS, the Commissioner of Finance and the County Auditor have confirmed that the Carmel Sewer District #5-Construction of a Water Treatment Plant Project and the Carmel Water District #2 – Land Acquisition for a New Plant are existing, approved projects.

WHEREAS, the Town of Carmel has requested that \$1,315,630 be reallocated to various Surface and Paving Projects; and

WHEREAS, the County consultant has indicated that the attached list of Surface and Paving Projects is an allowable use of ARPA funds; and

WHEREAS, the County Executive has reviewed and recommended said reallocation; and

WHEREAS, the *Rules, Enactments and Intergovernmental Relations Committee* has reviewed and approved of this request; now therefore be it

RESOLVED, that the Putnam County Legislature approves and authorizes the Town of Carmel ARPA funding of \$1,718,885 originally allocated pursuant to Resolution #133 of 2022 to be expended as follows: \$403,255 to Carmel Water District #2- Land Acquisition for a New Plant, and \$1,315,630 to various Surface and Paving Projects; and be it further

RESOLVED, the Putnam County Legislature approves and authorizes the remaining Town of Carmel sales tax funding of \$861,745 originally allocated pursuant to Resolution #134 of 2022 to be expended as follows: \$800,000 to the Carmel Sewer District #5- Construction of a Water Treatment Plant Project, and \$61,745 to the Carmel Water District #2- Land Acquisition for a New Plant.



*Office of the Supervisor  
Michael S. Cazzari*

**TOWN OF CARMEL**



[www.ci.carmel.ny.us](http://www.ci.carmel.ny.us)

60 McAlpin Avenue ♦ Mahopac, NY 10541

Tel: (845) 628-1470 ♦ Fax: (845) 628-6836

April 17, 2024

Hon. Kevin Byrne, County Executive  
Putnam County  
40 Gleneida Avenue  
Carmel, NY 10541

RE: Putnam County Sales Tax Shared Base/American Rescue Plan Act

Dear Honorable Kevin Byrne:

This correspondence is an updated request for the Town of Carmel's ARPA funding allocation. Based on the ARPA guidelines the Putnam County Purchasing Director; John Tully, and the Commissioner of Finance; Michael Lewis, conducted a review of my reallocation request and the associated documentation. They contacted the Carmel Town Comptroller Mary Ann Maxwell to suggest the best course of action for the Town of Carmel to take in reference to the Sales Tax and ARPA funding allocation.

As per those suggestions, I request utilizing sales tax funds exclusively for the CSD #5 treatment plant construction. See attached ARPA/Sales Tax Funding chart.

The remaining \$1,315,630 in ARPA funding would be reallocated to the Town of Carmel Highway Department for the paving of approximate 6.49 miles of town roads. A detailed list for paving projects is attached.

Sincerely,

*Michael Cazzari*  
Michael S. Cazzari,  
Town Supervisor

Cc: Town Board  
Town Comptroller  
Putnam County Legislators

**Town of Carmel Highway Department  
2024 Paving (In-Place)**

Lakeside Rd	0.33	Overlook Rd	Dead End	1742.4	22	3	\$ 99.65	\$ 76,397.27
Lakeview Ct	0.26	Entire	Road	1372.8	22	3	\$ 99.65	\$ 60,191.79
Seminary Hill Rd	0.80	Chruch St	Mechanic St	4224	22	3	\$ 99.65	\$ 185,205.50
Mechanic St	0.42	Entire	Road	2217.6	22	3	\$ 99.65	\$ 97,232.89
Interlocken Rd	0.30	Entire	Road	1584	22	3	\$ 99.65	\$ 69,452.06
North Gate Rd	0.51	Entire	Road	2692.8	22	3	\$ 99.65	\$ 118,068.51
Church St	0.18	Entire	Road	950.4	22	3	\$ 99.65	\$ 41,671.24
Mexico Ln	1.01	Entire	Road	5332.8	22	3	\$ 99.65	\$ 233,821.95
Raymond Rd	0.10	Entire	Road	528	22	3	\$ 99.65	\$ 23,150.69
Oskar Dr	0.14	Entire	Road	739.2	22	3	\$ 99.65	\$ 32,410.96
Upper Lake Rd	0.27	Entire	Road	1425.6	22	3	\$ 99.65	\$ 62,506.86
Gregory St	0.13	Entire	Road	686.4	22	3	\$ 99.65	\$ 30,095.89
Baldwin St	0.05	Entire	Road	264	22	3	\$ 99.65	\$ 11,575.34
McMillan Ave	0.27	Entire	Road	1425.6	22	3	\$ 99.65	\$ 62,506.86
Hellman Ln	0.17	Entire	Road	897.6	22	3	\$ 99.65	\$ 39,356.17
Comish Rd	0.40	Entire	Road	2112	22	3	\$ 99.65	\$ 92,602.75
Bella Rd	0.18	Entire	Road	950.4	22	3	\$ 99.65	\$ 41,671.24
Tower Rd	0.24	Entire	Road	1267.2	22	3	\$ 99.65	\$ 55,561.65
Crafts Rd	0.38	Entire	Road	2006.4	22	3	\$ 99.65	\$ 87,972.61
White Pine Ct	0.24	Entire	Road	1267.2	22	3	\$ 99.65	\$ 55,561.65
Prince Ln (Binder)	0.11	Entire	Road	580.8	18	3	\$ 105.15	\$ 21,985.60
Prince Ln (6f TOP)		Entire	Road	580.8	18	2	\$ 99.65	\$ 13,890.41

**TOTAL PAVED 6.49**

**34848.0**

**TOTAL ~ \$ 1,512,889.91**

Report 4/10/24

Formula: L x W/150 X D X Cost per Ton = TOTAL  
Cost per Ton based on Town 2024 Bids

Town of Carmel/Putnam County ARPA/Sales Tax Funding - as of March 2024

CSD #4 Inflow/infiltration	19,370	0	19,370	JRFA rreport completed and submitted to Town in February. Portion of Lake shore pump station I&i work was completed by Savy and Sons 8-21-23. Future work on hold as the Town is wating for decesion from FEMA after the July 2023 storm.
<b>Paving and Drainage of Town Roads</b>	<b>502,770</b>	<b>0</b>	<b>502,770</b>	
CWD #2 Land Acquisition for new plant	465,000	403,255	61,745	Per Joe C./Greg - Eminent domain proceeding to acquire the Marin property should commence soon. Owner likely to take \$450k as partial pmt.
CSD #5 Construction of WWTP	800,000	0	800,000	JRFA working on project. Design to be completed by the EOY. Design needs to be approved Project out to bid in spring 2024. Plant needs to be up and running by 10-1-2025.
Birch Road Culvert Rehabilitation	335,000	0	335,000	Project on hold and will commence in Fall 2023. Scheduled to be completed by EOY.
Paving and Drainage of Town Roads	502,770	0	502,770	Spent 2022 and reimbursed by County 2023.
	<b>2,437,770</b>	<b>403,255</b>	<b>1,218,845</b>	

PROJECT DESCRIPTION	ARPA EXPENDITURE CATEGORY	ARPA Allocation Res#133-2022	Sales Tax Allocation Res#134-2022	YTD Actual ARPA	YTD Actual Sales Tax	YTD ARPA Available	YTD Sales Tax Available	Requested Reallocated by TOC - ARPA	Requested Reallocated by TOC - Sales Tax	Revised ARPA Available Funds	Revised Sales Tx Available Funds
Carmel Sewer District #4 - Inflow/infiltration issue and repair	Clean Water: Centralized Wastewater Collection and Conveyance	751,385	248,615	-	19,370	751,385	229,245	(751,385)	(229,245)	-	-
Carmel Water District #2 - land acquisition new water treatment plant	Clean Water: Other Sewer Infrastructure	232,500	232,500	-	-	232,500	232,500	170,755	(170,755)	403,255	61,745
Carmel Sewer District #5 - construction of water treatment plant	Clean Water: Other Sewer Infrastructure	400,000	400,000	-	-	400,000	400,000	(400,000)	400,000	-	800,000
Lake Secor Birch Road-Culvert Rehabilitation	Clean Water: Stormwater	670,000	335,000	-	335,000	335,000	-	(335,000)	-	-	-
Resurfacing/repaving of roads	Surface Transportation	502,770	502,770	-	502,770	-	-	1,315,630	-	1,315,630	-
		<b>\$ 1,718,885</b>	<b>\$ 1,718,885</b>	<b>\$ -</b>	<b>\$ 857,140</b>	<b>\$ 1,718,885</b>	<b>\$ 861,745</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,718,885</b>	<b>\$ 861,745</b>



May 10, 2024

Michael Lewis  
Commissioner of Finance  
40 Gleneida Avenue  
Putnam County  
Carmel, NY 10512

Dear Mr. Lewis:

After our discussion and review of the paving projects requested by the Town of Carmel, NY we have deemed that project is eligible under the Coronavirus State & Local Fiscal Recovery Funds issued by the Department of Treasury. The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, delivers \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency.

The program ensures that governments have the resources needed to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
- Maintain vital public services, even amid declines in revenue,
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity

The program has four allowable categories:

- Replacing Lost Public Sector Revenue
- Public Health and Economic Impacts
- Premium Pay
- Water, Sewer & Broadband Infrastructure
- Emergency relief from natural disasters
- Support surface transportation projects
- Support Title I projects

We recommend using EC 9.2 for this project. We reviewed the compliance requirements Surface Transportation Projects not receiving funding from DOT: Streamlined Framework  
We have summarized the compliance requirements below:

The U.S. Department of Treasury's Interim Final Rule 2023 (IFR) state the following:

The IFR provides a framework for using SLFRF funds for projects eligible under the 26 surface transportation programs specified in the 2023 CAA (Surface Transportation projects). This eligible use

PKF O'CONNOR DAVIES, LLP

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category is broken out into three pathways. Pathway One outlines how recipients may use SLFRF funds for projects receiving funding from DOT. Pathway Two outlines how recipients may use SLFRF funds for projects that are not receiving funding from DOT. Pathway Three outlines how recipients may use SLFRF funds to satisfy non-federal share requirements for certain Surface Transportation projects or to repay a loan provided under the Transportation Infrastructure Finance and Innovation Act (TIFIA) program. The requirements of titles 23, 40, and 49 of the U.S. code generally apply to this eligible use category

**Subrecipient Monitoring.** SLFRF recipients that are pass-through entities as described under 2 CFR 200.1 are required to manage and monitor their subrecipients to ensure compliance with requirements of the SLFRF award pursuant to 2 CFR 200.332 regarding requirements for pass-through entities.

Accordingly, your organization should develop written policies and procedures for subrecipient monitoring and risk assessment and maintain records of all award agreements identifying or otherwise documenting subrecipients' compliance obligations.

We do believe this project is eligible under Surface Transportation Projects.

We appreciate the opportunity to be of service to you. If you have any questions, please let us know.

Very truly yours,



Elizabeth G. Ballotte  
Partner

PKF O'CONNOR DAVIES, LLP

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# 509

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

**APPROVAL/ TOWN OF KENT / AMERICAN RESCUE PLAN ACT (ARPA) & SALES TAX FUNDING REALLOCATION**

**WHEREAS, the Town of Kent was allocated a total of \$1,320,801 of American Rescue Plan Act (ARPA) and sales tax funding pursuant to Resolutions # 133 & # 134 of 2022; and**

**WHEREAS, the Town of Kent has requested that the use of a portion of these funds originally approved for the Food Security Program pursuant to Resolutions #133 and #134 of 2022 be modified to provide that \$50,000 of the ARPA funding and \$50,000 of the sales tax funding from the Food Security Program be reallocated to other projects; and**

**WHEREAS, the Town has requested that \$30,000 be reallocated to the Ryan's Field Improvements Project; and**

**WHEREAS, the County consultant has indicated that the Ryan's Field Improvements Project is an allowable use of ARPA funds; and**

**WHEREAS, the Town has requested that \$70,000 be reallocated to the Town Hall Renovation Project; and**

**WHEREAS, the Commissioner of Finance and the County Auditor have confirmed that the Town Hall Renovation Project is an existing, approved project.**

**WHEREAS, the County Executive has reviewed and recommended said reallocation; and**

**WHEREAS, the *Rules, Enactments and Intergovernmental Relations Committee* has reviewed and approved of this request; now therefore be it**

**RESOLVED, that the Putnam County Legislature approves and authorizes the Town of Kent ARPA funding of \$50,000 originally allocated pursuant to Resolution #133 to expended as follows: \$15,000 to the Ryan's Field Improvement Project and \$35,000 to the Town Hall Renovation Project; and be it further**

**RESOLVED, the Putnam County Legislature approves and authorizes the Town of Kent sales tax funding of \$50,000 originally allocated pursuant to Resolution #134 to expended as follows: \$15,000 to the Ryan's Field Improvement Project and \$35,000 to the Town Hall Renovation Project.**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

cc: all  
Rules Reso

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: **Town of Kent – ARPA Funding Change Request**  
DATE: April 23, 2024

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Please find enclosed correspondence from the Town of Kent dated March 19, 2024, requesting that the ARPA and sales tax funding from the County be reallocated. The Town has determined that they'll need an additional **\$70,000** for the Town Hall Renovation Project, as costs have exceeded the original project budget. The Town also would like an additional **\$30,000** for improvements at Ryan's Field for the tennis/basketball/pickle ball courts. Finally, the Food Security project will be reduced by **\$100,000**, as Town officials feel that they will not be able to spend the full amount within the designated time frame.

The \$30,000 for Ryan's Field was presented to the County's ARPA Consultant and was deemed ARPA compliant under the requirements of **EC 2.22 Strong Healthy Communities: Neighborhood Features that Promote Health and Safety**, which is one of the seven allowable categories under the U.S. Treasury Final Rule. (Please see attached correspondence.)

This proposal is further supported by the administration.

Attached is a proposed resolution for consideration by the Legislature.

Approved:

Kevin M. Byrne  
County Executive

2024 APR 24 PM 3:27  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY



APPROVAL/TOWN OF KENT AMERICAN RESCUE PLAN ACT (ARPA) & SALES TAX FUNDING REALLOCATION

WHEREAS, the Town of Kent was allocated a total of 1,320,801 of American Rescue Plan Act (ARPA) and sales tax funding pursuant to Resolutions # 133 & # 134 of 2022; and

WHEREAS, the Town of Kent has requested that the use of the funds approved pursuant to Resolutions #133 and #134 of 2022 be modified to provide the reallocation of funds among its existing projects as contained in Resolutions #133 & #134 of 2022 as follows: \$800,500 to the Town Hall Renovation project and \$188,000 to the Food Security Program.

WHEREAS, the Commissioner of Finance and the Administration has confirmed that the foregoing are existing, approved projects; and

WHEREAS, the Town of Kent has further requested that \$30,000 of the funds be reallocated to Ryan's Field Improvements.

WHEREAS the County consultant has indicated that the Ryan's Field Improvements is an allowable use of ARPA funds; and

WHEREAS, the County Executive and the *Rules, Enactments and Intergovernmental Relations Committee* has reviewed and approved of this request; now therefore be it

RESOLVED, that the Town of Kent ARPA funding of originally allocated pursuant to Resolution # 133 of 2022 hereby authorized to be expended on the Town Hall Renovation in the amount of \$400,250, the Food Security Program in the amount of \$94,000, and the Ryan's Field Improvements in the amount of \$8,650.

RESOLVED, that the Town of Kent sales tax funding originally allocated pursuant to Resolution # 134 of 2022 hereby authorized to be expended on the Town Hall Renovation in the amount of \$400,250, the Food Security Program in the amount of \$94,000, and the Ryan's Field Improvements in the amount of \$8,650.

PROJECT DESCRIPTION	ARPA EXPENDITURE CATEGORY	EC CODE	APPROVED ALLOCATION	APRA Allocation		Request	Proposed Allocation	YTD Actual	Available	Revised APRA	
				Allocation Res#133-2022	Sales Tax Allocation Res#134-2022					Available Funds	Sales Tx Available Funds
Renovate old Town Hall Building as a Community Resource Center	Respond to Negative Economic Impacts	2.23	730,500	\$ 365,250	\$ 365,250	\$ 70,000	\$ 800,500	-	\$ 800,500	\$ 400,250	\$ 400,250
Food security pilot program	Respond to Negative Economic Impacts	2.1	288,000	\$ 144,000	\$ 144,000	(100,000)	188,000	-	188,000	94,000	94,000
Library Technology upgrades and information technology instruction for school children	Healthy Childhood	2.14/5.21	50,000	\$ 25,000	\$ 25,000	-	50,000	-	50,000	25,000	25,000
Lake Carmel Dam Engineering	Water and Sewer	5.18	235,000	\$ 117,500	\$ 117,500	-	235,000	-	235,000	117,500	117,500
<b>Ryan's Field Improvements</b>	<b>Government Services-Parks</b>	<b>2.22</b>	-	\$ -	\$ -	<b>30,000</b>	<b>30,000</b>	-	<b>30,000</b>	<b>15,000</b>	<b>15,000</b>
Ryan's Park Driveway improvements	Government Services-Parks	2.22	17,300	\$ 8,650	\$ 8,650	-	17,300	-	17,300	8,650	8,650
			<b>\$ 1,320,800</b>	<b>\$ 660,400</b>	<b>\$ 660,400</b>	<b>\$ -</b>	<b>\$ 1,320,800</b>	<b>\$ -</b>	<b>\$ 1,320,800</b>	<b>\$ 660,400</b>	<b>\$ 660,400</b>



April 11, 2024

Michael Lewis  
Commissioner of Finance  
40 Gleneida Avenue  
Putnam County  
Carmel, NY 10512

Dear Mr. Lewis:

After our discussion and review of the Ryan Park improvements requested by the Town of Kent, NY we have deemed that project is eligible under the Coronavirus State & Local Fiscal Recovery Funds issued by the Department of Treasury. The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, delivers \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency.

The program ensures that governments have the resources needed to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
- Maintain vital public services, even amid declines in revenue,
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity

The program has four allowable categories:

- Replacing Lost Public Sector Revenue
- Public Health and Economic Impacts
- Premium Pay
- Water, Sewer & Broadband Infrastructure
- Emergency relief from natural disasters
- Support surface transportation projects
- Support Title I projects

We recommend using EC 2.22 for this project. We reviewed the compliance requirements Strong Healthy Communities: Neighborhood features that promote health and safety. We have summarized the compliance requirements below:

The U.S. Department of Treasury's FAQ's state the following:

The FAQ states that "Coronavirus State and Local Fiscal Recovery Funds" can be used for the following purposes for outdoor space/parks:

PKF O'CONNOR DAVIES, LLP

PKF O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

- To improve spaces in areas that have been disproportionately impacted by the pandemic. This provision refers to projects in a “Qualified Census Tract” and can include improving park space that will benefit the health and wellness of these communities.
- Maintenance and upkeep issues because of the increased use parks saw during the pandemic. Addressing these issues are allowable expenses under the ARP.

**Subrecipient Monitoring.** SLFRF recipients that are pass-through entities as described under 2 CFR 200.1 are required to manage and monitor their subrecipients to ensure compliance with requirements of the SLFRF award pursuant to 2 CFR 200.332 regarding requirements for pass-through entities.

Accordingly, your organization should develop written policies and procedures for subrecipient monitoring and risk assessment and maintain records of all award agreements identifying or otherwise documenting subrecipients’ compliance obligations.

We do believe this project is eligible under Strong and healthy communities.

We appreciate the opportunity to be of service to you. If you have any questions, please let us know.

Very truly yours,

*Elizabeth G. Ballotte*

Elizabeth G. Ballotte  
Partner

**Jaime McGlasson**  
Supervisor



Phone: (845) 225-3943  
Fax: (845) 306-5621

March 19, 2024

Dear Ms. Caruso,

The Kent Town Board has approved the following changes to the allocation of ARPA funds for Town projects. The Library and Dam allocations will remain the same at \$ 50,000 and \$ 235,000 respectively.

We are changing the amounts for the following projects:

Town Hall we would like to *increase* from \$730,051 to \$800,051 as the expenses to undertake this project are significantly higher than originally anticipated. We are still renovating the building to make it assessable for the community to use the downstairs. The upstairs will be utilized as offices for the town employees.

Food Security will be *reduced* from \$288,000 to \$188,000. We are decreasing funding for this project as we feel that the original monies would not be able to be spent within the designated time. We are reallocating the \$100,000 to two separate projects as follows:

Ryan's Field funding will be *increased* from \$17,300 to \$47,300. We have already completed the entrance for the field and will be using the remaining money (\$30,000) to add to money we already have for improvements of our tennis/basketball/pickle ball court. The entire court needs to be redone. Tree roots have grown under the concrete creating huge bulges all over the court and posing a safety hazard. The total price for the court is \$130,000 so we will be using the \$30,000 to supplement the \$100,000 that the town had already set aside years ago for improvements to the park.

Respectfully,

A handwritten signature in blue ink that reads "Jaime McGlasson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jaime F. McGlasson

Town of Kent Supervisor

cc: Michael Lewis

**TOWN OF KENT**  
25 Sybil's Crossing  
Kent Lakes, New York 10512

Yolanda D. Cappelli  
Town Clerk

Administrative Office  
Tel. (845) 225-2067  
Fax. (845) 306-5282



**RESOLUTION**

**RESCIND RESOLUTION #228 & APPROVE ALLOCATION OF AMERICAN RESCUE PLAN ACT ("ARPA") FUNDS**

On a motion by Councilman Ruthven  
Seconded by Supervisor McGlasson

WHEREAS, the American Rescue Plan Act of 2022 ("ARPA") provided fiscal recovery funds to county governments, as well as other forms of government, pursuant to U.S. Department of Treasury Compliance and Reporting Guidance, for the purpose of alleviating the fiscal stress caused by the COVID-19 pandemic, and the Town of Kent has received funding from ARPA; and

WHEREAS, by Resolution # 228 approved on July 11, 2023, the Town of Kent Town Board allocated ARPA funding received through Putnam County to certain projects with the Town; and

WHEREAS, the Town Board wishes to rescind Resolution #228 and to allocate the ARPA funds to the ARPA Projects as follows:

Town Hall (old)	\$800,501
Lake Carmel Dam	\$235,000
Food Security	\$188,000
Kent Public Library	\$ 50,000
Ryan's Field Improvements	\$ 47,300


(hereinafter, collectively, the "ARPA Projects");

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Kent hereby rescinds Resolution #228 of 2023; and

**BE IT FURTHER RESOLVED**, that the Town Board approves the allocating of the ARPA funds from Putnam County to the ARPA Projects as further described above;

**BE IF FURTHER RESOLVED**, that the Town Board of the Town of Kent hereby ratifies and approves any actions previously taken to give effect to this Resolution.  
Motion carried unanimously

I, Yolanda D. Cappelli, Town Clerk of the Town of Kent, do hereby certify that the above is a true and exact copy of a Resolution adopted by the Town Board of the Town of Kent at a meeting of said Board on March 18, 2024.

  
Yolanda D. Cappelli, Town Clerk

Dated March 18, 2024

## Diane Trabulsy

---

**From:** Jennifer Caruso  
**Sent:** Thursday, May 9, 2024 12:15 PM  
**To:** Diane Trabulsy  
**Cc:** Michael Lewis; Diane Schonfeld; Edward Gordon; Michele Alfano-Sharkey  
**Subject:** ARPA & Sales Tax Reallocation Resolution - Town of Kent  
**Attachments:** Town of Kent ARPA Change Reso DRAFT.docx

Hi Diane,

I met with Diane S. on this last week and the concern was making sure that it was consistent with previous resolutions.

I think that this version accurately describes what Kent is asking for, aligns with Commissioner Lewis' spreadsheet, and is also consistent with the one that the Legislature already passed for Southeast (Which was a similar situation in that Southeast was moving money to both a new project and an existing project, but different in that Kent is not moving all of it out of the project that it's coming from).

Best,  
Jen



### Jennifer L. Caruso

Director of Compliance & Intergovernmental Relations • County Executive's Office

PHONE | 845.808.1001 • WEBSITE | [PUTNAMCOUNTYNY.COM](http://PUTNAMCOUNTYNY.COM)

PUTNAM COUNTY GOVERNMENT NEW YORK

"Empowering Putnam County through dedicated service."

---

APPROVAL/TOWN OF KENT AMERICAN RESCUE PLAN ACT (ARPA) & SALES TAX FUNDING REALLOCATION

WHEREAS, the Town of Kent was allocated a total of \$1,320,801 of American Rescue Plan Act (ARPA) and sales tax funding pursuant to Resolutions # 133 & # 134 of 2022; and

WHEREAS, the Town of Kent has requested that the use of a portion of these funds originally approved for the Food Security Program pursuant to Resolutions #133 and #134 of 2022 be modified to provide that \$50,000 of the ARPA funding and \$50,000 of the sales tax funding from the Food Security Program be reallocated to other projects; and

WHEREAS, the Town has requested that \$30,000 be reallocated to the Ryan's Field Improvements Project; and

WHEREAS, the County consultant has indicated that the Ryan's Field Improvements Project is an allowable use of ARPA funds; and

WHEREAS, the Town has requested that \$70,000 be reallocated to the Town Hall Renovation Project; and

WHEREAS, the Commissioner of Finance and the County Auditor have confirmed that the Town Hall Renovation Project is an existing, approved project.

WHEREAS, the County Executive has reviewed and recommended said reallocation; and

WHEREAS, the *Rules, Enactments and Intergovernmental Relations Committee* has reviewed and approved of this request; now therefore be it

RESOLVED, that the Putnam County Legislature approves and authorizes the Town of Kent ARPA funding of \$50,000 originally allocated pursuant to Resolution #133 to expended as follows: \$15,000 to the Ryan's Field Improvement Project and \$35,000 to the Town Hall Renovation Project; and be it further

RESOLVED, the Putnam County Legislature approves and authorizes the Town of Kent sales tax funding of \$50,000 originally allocated pursuant to Resolution #134 to expended as follows: \$15,000 to the Ryan's Field Improvement Project and \$35,000 to the Town Hall Renovation Project.

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2024 MAY -9 PM 2:05



#5h

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

**APPROVAL/TOWN OF PHILIPSTOWN SALES TAX FUNDING REALLOCATION**

**WHEREAS, the Town of Philipstown was allocated a total of \$739,341 of American Rescue Plan Act (ARPA) and sales tax funding pursuant to Resolutions # 133 & # 134 of 2022; and**

**WHEREAS, the Town of Philipstown has requested that the use of these funds originally approved for the Garrison Landing Water District Project pursuant to Resolutions #133 & #134 of 2022 be modified to provide that the sales tax funding of \$369,670 be reallocated to a different project in the Garrison Landing Water District, that would include a new well ("Well 8"); and**

**WHEREAS, the Commissioner of Finance, and the County Auditor have reviewed and recommended said reallocation; and**

**WHEREAS, the County Executive has reviewed and recommended said reallocation; and**

**WHEREAS, the *Rules, Enactments and Intergovernmental Relations Committee* has reviewed and approved of this request; now therefore be it**

**RESOLVED, that the Town of Philipstown sales tax funding of \$369,670 originally allocated pursuant to Resolution # 134 of 2022 is hereby authorized to be expended on the Garrison Landing Water District -Well 8 Project; and be it further**

**RESOLVED, that the distribution of said funds shall be contingent upon the receiving municipality executing an intermunicipal agreement with Putnam County, as prepared by the Putnam County Attorney, and executed by the Putnam County Executive including such terms as described further in Resolution #133 and #134 of 2022.**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

Revised  
5/21/24

cc:

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: Town of Philipstown – Sales Tax Funding Change Request  
DATE: May 2, 2024

2024 MAY - 9 PM 1:58  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Enclosed, please find correspondence from the Town of Philipstown requesting that the Sales Tax funding be reallocated. Pursuant to Resolutions #133 & 134 of 2022, the County Legislature approved \$739,340 to be used for the Garrison Landing Water District Project. Since this resolution, the Town Supervisor has requested that the Sales Tax portion or \$369,670 be reallocated to a different project in the Garrison Landing Water District, that would include a new well ("Well 8"). This water improvement project correlates to the implementation and tie-in of a new well ("Well 8") to the existing treatment building at the district's water supply facilities to expand their water source capacity which would provide a greater benefit for the Town.

Attached is a proposed resolution for consideration by the Legislature.

Approved:

Kevin M. Byrne  
County Executive

APPROVAL/TOWN OF PHILIPSTOWN SALES TAX FUNDING REALLOCATION

WHEREAS, the Town of Philipstown was allocated a total of \$739,341 of American Rescue Plan Act (ARPA) and sales tax funding pursuant to Resolutions # 133 & # 134 of 2022; and

WHEREAS, the Town of Philipstown has requested that the use of these funds originally approved for the Garrison Landing Water District Project pursuant to Resolutions #133 & #134 of 2022 be modified to provide that the sales tax funding of \$369,670 be reallocated to a different project in the Garrison Landing Water District, that would include a new well ("Well 8"); and

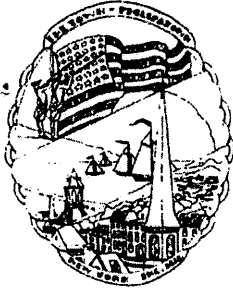
WHEREAS, the Commissioner of Finance, and the County Auditor have reviewed and recommended said reallocation; and

WHEREAS, the County Executive has reviewed and recommended said reallocation; and

WHEREAS, the *Rules, Enactments and Intergovernmental Relations Committee* has reviewed and approved of this request; now therefore be it

RESOLVED, that the Town of Philipstown sales tax funding of \$369,670 originally allocated pursuant to Resolution # 134 of 2022 is hereby authorized to be expended on the Garrison Landing Water District - Well 8 Project; and be it further

RESOLVED, that the distribution of said funds shall be contingent upon the receiving municipality executing an intermunicipal agreement with Putnam County, as prepared by the Putnam County Attorney, and executed by the Putnam County Executive including such terms as described further in Resolution #133 and #134 of 2022.



## TOWN OF PHILIPSTOWN

238 Main St. P.O. Box 155 Cold Spring, NY 10516

JOHN VAN TASSEL, SUPERVISOR (845) 265-3329

TARA K. PERCACCILO  
TOWN CLERK AND TAX COLLECTOR

ROBERT FLAHERTY, COUNCILMAN  
JUDITH FARRELL, COUNCILWOMAN  
JASON ANGELL, COUNCILMAN  
MEGAN COTTER, COUNCILWOMAN

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

From: John Van Tassel  
Supervisor, Town of Philipstown

Re: American Rescue Plan Act of 2021

Date: July 10, 2023

### **Background**

On March 11, 2021, the American Rescue Plan Act ("ARPA") was signed into law and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the Coronavirus State and Local Fiscal Recovery Funds ("CSLFRF") program. This program is intended to provide funding support to State, Territorial, Local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.

Putnam County (the "County") has been allocated \$19.1 million in ARPA funds and has obligated \$ 369,670.00 to the Town of Philipstown (the "Town") to assist with certain water improvements. The Town is extremely grateful for these funds. They will assist in or local recovery efforts and have a significant positive impact on our stakeholders for generations to come. The Town understands that ARPA funds, including those being transferred by the County, may only be used for eligible purposes, as specified by the U.S. Treasury in its Final Rule.

### **Request**

The Town intended to utilize the County obligated ARPA funds to offset various costs associated with a water extension from a water line at the Garrison Institute to tie into the Garrison Landing Water District (GLWD) water distribution system. However, deemed a more appropriate use of funds, the Town would like to repurpose its initial intended use for a different water improvement that would provide a greater benefit for Town stakeholders. The water improvement project correlates to the implementation and tie-in of a new well (well 8) to the existing treatment building at the District's water supply facilities to expand their water source capacity. In connection with this memo, the Town would like to request the County's approval of the use of the obligated ARPA funds for this purpose. Attached please find a preliminary cost estimate for this project. The

estimate has been reviewed by the Town Engineer but should be considered subject to change. ARPA funds would offset \$ 630,000.00 of project costs.

### **ARPA Eligibility**

The Town has engaged the services of an external financial advisor to assist with its own allocation of Federal aid through the ARPA program. The advisor has reviewed details relating to the proposed project and has deemed it to be an eligible use of funds under ARPA expenditure category 5.13 entitled "Drinking Water: Source."

### **Additional Information**

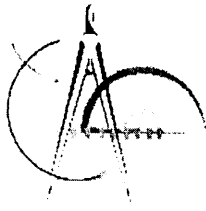
Again, we thank the County for its obligation of aid and we are happy to provide any information that may be helpful for its consideration and approval of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "John Van Tassel", with a large, stylized flourish extending to the right.

John Van Tassel  
Supervisor, Town of Philipstown

Cc: Michael Lewis  
Commissioner of Finance



# TOWN OF PHILIPSTOWN

GLWD - WATER SOURCE IMPROVEMENTS  
Implementation of Well 8 @ Town recreation property

Ronald J. Gainer, PE, PLLC

May 15, 2023

ITEM	Quantity	Units	Unit Price	Total Cost
New well exploration/drilling/testing	1	LS	80,000	80,000
Mobilization/Demobilization (use 4±%)	1	LS	20,000	20,000
Bonds/Insurance (use 3±%)	1	LS	15,000	15,000
Survey/Construction Layout	1	LS	10,000	10,000
Submersible pump/pitless adapter	1	LS	15,000	15,000
Electrical Service to well	1	LS	25,000	25,000
2" water main (mat'l/installation)				
▪ Route 9D crossing	1	LS	30,000	30,000
▪ Extension through HCC property	1500	LF	80	120,000
▪ Tie-in at treatment building	1	LS	10,000	10,000
Pump Controls/Panel	1	LS	20,000	20,000
Chemical treatment/controls	1	LS	15,000	15,000
Rock Removal	300	CY	200	60,000
Select Backfill	200	CY	40	8,000
Exploratory Excavations	4	EA	1,000	4,000
Pavement-Remove/Replace	1	Allowance	20,000	20,000
Testing Services	1	LS	10,000	10,000
Sub-Total, Construction				462,000
15% Contingencies				69,300
Sub-Total, Construction				531,300
Allowance, Legal Services (Easements, etc.)				\$15,000
Allowance, Engineering (Permitting/Design/Bidding/Constr. Services: use 15%)				79,695
Total Construction Cost				625,995
<b>TOTAL CONSTRUCTION COST, USE</b>				<b>630,000</b>

#52

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

**APPROVAL/ BUDGETARY AMENDMENT (24A035)/ DPW/ STATE AND MUNICIPAL (SAM)  
CREST FACILITIES GRANT AWARD/ SOLAR CARPORT**

**WHEREAS, by Resolution #190 of 2023, the Putnam County Legislature authorized and approved a grant application for a State and Municipal (SAM) Crest Grant in the amount of \$100,000 administered by the Dormitory Authority of the State of New York (DASNY) for municipal electrification and renewable energy projects; and**

**WHEREAS, has been awarded a Community Resiliency, Economic Sustainability, and Technology Program (CREST) grant in the amount of \$100,000 for the installation of a Solar Carport and EV Charging Stations; and**

**WHEREAS, a small Solar Carport will be installed at the Donald B. Smith Campus; and**

**WHEREAS, the intent is to install between three (3) or four (4) Charging Stations; and**

**WHEREAS, there is a County Match of 15% totaling \$15,284; and**

**WHEREAS, the Physical Services Committee and the Audit & Administration Committee have reviewed and approved said budgetary amendment; now therefore be it**

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

**CAPITAL FUND:**

**Increase Appropriations:**

**55197000 53000 52415      Capital Exp – SAM Grant – Solar Carport      115,284**

**Increase Estimated Revenues:**

**55197000 437897 52415      State Aid – SAM Grant – Solar Carport      100,000**

**55197000 428601 52415      Transfer In – General      15,284**

**GENERAL FUND:**

**Increase Appropriations:**

**10199000 59020      Transfer Out – Capital      15,284**

**Decrease Appropriations:**

**10199000 54980      General Contingencies      15,284**

**2024 Fiscal Impact – 0 –**

**2025 Fiscal Impact – 0 –**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

Call  
Phys  
Audit

Reso

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Amendment – 24A035 - Revised  
DATE: May 8, 2024

2024 MAY -9 AM 10:56  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Deputy Commissioner of Public Works, the following budgetary amendment is required.

<u>CAPITAL FUND:</u>			
<u>INCREASE APPROPRIATIONS:</u>			
55197000 53000 52415	CAPITAL EXPENDITURES (SAM GRANT - SOLAR CARPORT)		\$ 115,284.00
<u>INCREASE ESTIMATED REVENUES:</u>			
55197000 437897 52415	STATE AID - (SAM GRANT - SOLAR CARPORT)		\$ 100,000.00
55197000 428601 52415	TRANSFER IN - GENERAL		\$ 15,284.00
<u>GENERAL FUND:</u>			
<u>INCREASE APPROPRIATIONS:</u>			
10199000 59020	TRANSFER OUT - CAPITAL		\$ 15,284.00
<u>DECREASE APPROPRIATIONS:</u>			
10199000 54980	GENERAL CONTINGENCIES		\$ 15,284.00
	2024 Fiscal Impact \$ 15,284		
	2025 Fiscal Impact \$ 0		

Putnam County has been awarded a CREST Grant in the amount of \$100,000 for the design and installation of a small Solar Carport at the Donald B. Smith Campus. The intent is to install between 3 to 4 EV charging stations. In addition, there's a County Match of \$15,284 or 15%. Please refer to the attached memo, grant award and project budget.





**BUDGET JUSTIFICATION TEMPLATE**

Project Costs / Tasks	Documentation Type (Quote, Appraisal, Est.)	Expert / Vendor / Contractor	Date of Est.	Cost Est.
1 Engineering Design	Estimate	Barton & Loguidice	4/17/2024	\$ 35,000.00
2 4 Level 2 EV Charging Stations	Vendor Quote	Chargesmart EV	12/21/2023	\$ 34,783.36
3 25 kW Solar Carport - Materials (Trina system)	Vendor quote	Solar Electric Supply, Inc	4/18/2024	\$ 45,500.00
4				
5				
6				
7				
8				
9				
10				
Project Costs / Tasks	Documentation Type (Invoice, AHC/Check #)	Expert / Vendor / Contractor	Date of Cost Incurred	Amount Paid
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

If project has started but is not complete, costs will be listed under both

**PROJECT FUNDING SOURCES DOCUMENTATION NEEDED BY FUNDING SOURCE TYPE**

Type of Funding Source	Documentation Needed
Grantee Equity	<p>We would expect to see a letter from the Grantee's Financial Officer committing the funds necessary to complete the project. The letter should be accompanied by a bank statement or recently audited financial statements specifically lining out the accounts that will fund the project.</p>
Adopted Budget	<p>If any portion of the Project will be funded by a line item from an adopted budget, provide copy of account that will fund the project along with a letter from the Grantee's Financial Officer along with an adopted board resolution must be provided. The resolution should commit the funds necessary to complete the project and identify the source of such funds.</p>
Bonds	<p>Grant funds may not be used to reimburse Project costs initially paid from bond proceeds. Therefore, the amount of bonds issued for this project cannot equal the total project budget. There must be a gap of non-bonded project funding at least equal to the Grant. We would expect to see a letter from the Grantee's Financial Officer confirming that Grant proceeds will not be used to reimburse any costs financed by bonds. The allocation of bond proceeds applicable to the Project should also be included (i.e.sources and uses from Official Statement, or account balances).</p>
Bond Anticipation Notes	<p>Grant funds may be used to reimburse project costs paid from bond anticipation notes before issuance of long term debt. We would expect to see written confirmation that the Grant funds will be used in this capacity. The allocation of bond anticipated notes applicable to the Project should also be included (i.e. sources and uses from Official Statement, or account balances).</p>
Capital Campaign / Fundraising / Donations	<p>Please show the amount that has been committed to date and the amount that has been received in the Grantee's accounts. You may only show the amount received to date as committed to the Project and you must demonstrate how the gap will be bridged until such time all monies are received.</p>
Other Grants	<p>If the project will be funded by other Grants, we would like to see the executed agreement or contract. If the agreement or contract has not yet been executed, please provide an explanation regarding timing of execution and submit any award letters or indicia of Grant awards.</p>

Loans / Line of Credit

Short term loans (i.e. debt that is less than 1 year old) or lines of credit may be paid off with Grant proceeds. Please provide the executed loan documents if available. If the loan has not closed yet, please provide the executed commitment letter along with an estimated timeline for satisfying any conditions to closing. IMPORTANT NOTE: Debt should not be incurred until after GDA has been executed. DASNY can not guarantee GDA execution and reimbursement within 1 year, and any debt that is older than 1 year at the time it is submitted may not be reimbursed).



**DASNY**

**KATHY HOCHUL**  
Governor

**LISA GOMEZ**  
Chair

March 21, 2024

**VIA EMAIL**

Barbara Barosa  
Principle Planner  
County of Putnam  
40 Gleneida Ave  
Carmel, New York 10512

Re: *Community Resiliency, Economic Sustainability, and Technology Program ("CREST")  
Installation of a Solar Carport and EV Charging Stations  
Project ID: 26845*

Dear Barbara Barosa:

As you know, the State has awarded the County of Putnam ("Grantee") a Community Resiliency, Economic Sustainability, and Technology Program ("CREST") grant for the above-referenced project in the amount of \$100,000.00 (the "Grant").

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

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

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

---

**ALBANY (HEADQUARTERS):** 515 Broadway, Albany, NY 12207 | 518-257-3000  
**BUFFALO:** 6047 Transit Road, Suite 103 East Amherst, NY 14051 | 716-884-9780  
**NEW YORK CITY:** 28 Liberty Street, Fl 55, New York, NY 10005 | 212-273-5000  
**ROCHESTER:** 3495 Winton Place, Building C, Suite 1, Rochester, NY 14623 | 585-450-8400

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

[www.dasny.org](http://www.dasny.org)



**DASNY**

Page 2

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

- Completed Grantee Certification signed by two (2) authorized officers;
- Completed Project Certification signed by an authorized officer;
- The Grantee Questionnaire (GQ) requested by DASNY expires after one (1) year;
  - o The GQ on file with DASNY is current, however, DASNY reserves the right to request a new GQ, as needed to complete the review process;
- Financial documentation.

If your organization is a not-for-profit please also see the 'Prior to Final Approval' section in attached FAQs for information regarding the prequalification requirement through NY State Grants Gateway.

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

Should you have any questions concerning the enclosed documentation please either call (518) 257-3177 or email [callcenter@dasny.org](mailto:callcenter@dasny.org) and a member of the Call Center Team will assist.

Sincerely,

*Grants Administration*

**GRANTEE CERTIFICATION**  
**County of Putnam**  
Installation of a Solar Carport and EV Charging Stations  
Project ID: 26845

WE HEREBY WARRANT, REPRESENT AND CERTIFY TO DASNY that:

- The County of Putnam (the "Grantee") has applied for a ("CREST") Grant in the amount of \$100,000.00 (the "Grant"). This Grant will be used for the Installation of a Solar Carport and EV Charging Stations (the "Project"). We understand that the Grant funds may be used only for certain community improvement purposes as set forth in the enabling legislation and that the Grant Disbursement Agreement (GDA) to be executed in connection with this Grant contains a provision that states that Grant funds may not be used to finance a program or Project that will in any way promote or facilitate religious worship, instruction or proselytizing. We have been informed that this provision exists to ensure compliance with Federal and State law. Therefore, as Authorized Officers of the Grantee, we hereby certify the following in connection with the Project to be financed by the Grant:
  - no religious purpose shall be advanced or promoted by the Project or program funded by the Grant;
  - the Project or program will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of services or the use of facilities or furnishings assisted in any way by public funds;
  - the Project or program shall be open to all without regard to religion; and
  - the Grantee shall take affirmative steps to ensure that information is widely disseminated with respect to the following aspects of the Project or program:
    - the Project or program is publicly funded;
    - the Project or program is open to all, regardless of religious affiliation; and
    - the Project or program beneficiaries are not limited to any particular sect or group.
  - the Grantee shall exercise care to make sure the facilities and/or services to be supported in whole or in part by Grant proceeds are available and accessible to all members of the public by ensuring Project location(s) and/or service areas are in proximity to public transportation; sufficient parking; and by choosing Project location(s) and/or service areas that do not restrict use to a certain subset of the population defined by religion;
- We understand that the State of New York, DASNY and other entities that may be involved in the Grant process are relying on the above information in making the determination whether to award the Grant to the Grantee.
- By signing this document, we certify that we are authorized officers for the Grantee and have the authority to submit this Certification.

**Please sign and return this document to DASNY by either signing pen to paper and sending the pdf OR by typing your full name into signature line(s) below as indicated. Please return these documents to [callcenter@dasny.org](mailto:callcenter@dasny.org) from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.**

\_\_\_\_\_  
Authorized Officer (sign or type)

\_\_\_\_\_  
Printed Name (print or type)

\_\_\_\_\_  
Title (print or type)

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Authorized Officer (sign or type)

\_\_\_\_\_  
Printed Name (print or type)

\_\_\_\_\_  
Title (print or type)

\_\_\_\_\_  
Dated

**PROJECT CERTIFICATE OF THE  
County of Putnam**

Community Resiliency, Economic Sustainability, and Technology Program (the "CREST")  
For the Installation of a Solar Carport and EV Charging Stations  
(Project ID: 26845)

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

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

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

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

**Please sign and return this document to DASNY by either signing pen to paper and sending the pdf OR by typing your full name into signature line(s) below as indicated. Please return these documents to [callcenter@dasny.org](mailto:callcenter@dasny.org) from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.**

By (sign or type): \_\_\_\_\_

Name (print or type): \_\_\_\_\_

Title (print or type) \_\_\_\_\_



Joseph Bellucci  
Deputy Commissioner



Thomas Feighery  
Commissioner

**DEPARTMENT OF PUBLIC WORKS**

842 Fair Street  
Carmel, New York 10512  
Phone: 845-878-6331 Fax: 845-808-1908

**MEMORANDUM**

TO: Michael Lewis, Commissioner of Finance

FROM: Joe Bellucci, Deputy Commissioner of Public Works

DATE: April 23, 2024

RE: Request for DBS Campus Solar Carport Budgetary Amendment

Please accept this memorandum as a request for the Legislature to consider the enclosed budgetary amendment.

The consideration of this resolution tonight will allow the Putnam County Department of Public Works to utilize \$100,000 in SAM CREST funding to design and install a small Solar Carport (20 -25 kw) comprised of between 70 and 80 photovoltaic modules at the Donald B. Smith Campus. The Donald B. Smith government campus is comprised of various county offices, including the Department of Emergency Services Operations Center, the Department of Social Services, I.T. Department, the Department of Senior Resources including the Carmel Friendship Center, amongst others. These offices utilize government vehicles that currently are gas powered, but the County would like to begin to convert some of its fleet to hybrid and electric.

Underneath the solar carport, we plan to install 3-4 EV charging stations. Total estimated cost for the project is \$100,000 which includes costs for design, purchase and installation of the solar facilities that would be used to supplement the solar facilities already installed for the buildings at the Donald B. Smith Campus.

Cc: Michele Sharkey, County Auditor  
Barbara Barosa, Commissioner of Planning

PUTNAM COUNTY LEGISLATURE

Resolution #190

Introduced by Legislator: William Gouldman on behalf of the Physical Services Committee at a Regular Meeting held on October 3, 2023.

page 1

**APPROVAL/ GRANT APPLICATION/ STATE AND MUNICIPAL FACILITIES GRANT PROGRAM/ MUNICIPAL ELECTRIFICATION AND RENEWABLE ENERGY PROJECTS**

**WHEREAS, Section 5-2(E) of the Putnam County Code provides that an applicant of any grant application that does not require local Putnam County ("the County") matching funds shall notify the Putnam County Legislature ("the Legislature") of the submission of a grant application and, further, if the Legislature objects to such grant application, the applicant shall not apply for said grant; and**

**WHEREAS, by and through the State of New York and the Office of Senator Peter Harckham, the County has the opportunity to apply for a State and Municipal ("SAM") Crest Grant in the amount of \$100,000 administered by the Dormitory Authority of the State of New York ("DASNY") for municipal electrification and renewable energy projects; and**

**WHEREAS, the purpose of the grant funds is to subsidize the costs associated with projects that support the transition to a fossil fuel-free, clean energy future of which the County is desirous of same; and**

**WHEREAS, there is no matching fund requirement by the County to accept the SAM Crest grant for the Project; now therefore be it**

**RESOLVED, that the Legislature authorizes and approves the County's submission, by the Department of Planning, Development and Public Transportation, of its application for a \$100,000 grant administered through DASNY and awarded by the SAM Crest Facilities Grant Program; and be it further**

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

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

**APPROVED**

  
COUNTY EXECUTIVE      DATE 10/11/23

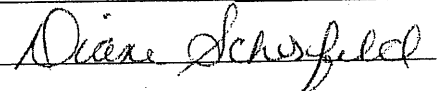
State of New York

ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on October 3, 2023.

Dated: October 5, 2023

Signed: 

Diane Schonfeld  
Clerk of the Legislature of Putnam County

#5j

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

**APPROVAL/ BUDGETARY AMENDMENT (24A038)/ DPW/ AMEND 2024 CONSOLIDATED LOCAL STREET & HIGHWAY IMPROVEMENT PROGRAM (CHIPS)**

**WHEREAS, the Commissioner of Finance has requested a budgetary amendment (24A038) to amend the 2024 CHIPS County Capital Project Budget to equal the adopted NYS Budget; and**

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

**Increase Appropriations:**

**55112000 53000 52412 CHIPS 2024 735,692**

**Increase Estimated Revenues:**

**55112000 435011 52412 State Aid – CHIPS 2024 735,692**

**2024 Fiscal Impact – 0 –**

**2025 Fiscal Impact – 0 –**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

*cc: alle  
Phys  
A+A*

*Reso*

DEPARTMENT OF FINANCE

**MEMORANDUM**

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: **Budgetary Amendment – 24A038**  
DATE: May 4, 2024

2024 MAY - 6 PM 11:41  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Increase Appropriations:**

55112000 53000 52412                      CHIPS 2024                      735,692

**Increase Estimated Revenues:**

55112000 435011 52412                      State Aid - CHIPS 2024                      735,692

Fiscal Impact - 2024 - \$ 0  
Fiscal Impact - 2025 - \$ 0

This Resolution is required to amend the 2024 CHIPS County capital project budget to equal the adopted NYS Budget. Please find attached correspondence from the NYS Department of Transportation.

Please forward to the appropriate committee.



Department of Transportation

KATHY HOCHUL Governor

MARIE THERESE DOMINGUEZ Commissioner

2024 MAY -3 PM 2:31

Handwritten notes: 'ing KIC/AIC CC:TF JTB SAJH H AH'

April 30, 2024

RECEIVED PUTNAM COUNTY

JOHN TULLY HIGHWAY SUPERINTENDENT COUNTY OF PUTNAM 842 FAIR ST CARMEL NY 10612

Dear Mr. Tully:

The 2024-25 State Budget provides funding to support the repair, rehabilitation, and modernization of local roads and bridges. The Budget includes \$598.1 million in Consolidated Local Street and Highway Improvement Program (CHIPS) funding, \$150 million in PAVE-NY funding, and \$100 million in Extreme Winter Recovery (EWR) funding and \$100 million in Pave Our Potholes (POP). Also included are reappropriations of rollover funds remaining from previous State fiscal year CHIPS, PAVE-NY, EWR and POP appropriations. Please provide a copy of this letter to the chief financial officer for your municipality.

The next quarterly SFY 2024-25 CHIPS, PAVE-NY, EWR and POP reimbursements are scheduled to be made on June 26, 2024. Requests for the June payments must be for expenditures made on or after December 26, 2022 through May 17, 2024. Refer to the Program Guidelines on the CHIPS website (www.dot.ny.gov/programs/chips) regarding eligible project activities and program requirements. The County of Putnam has the following funding amounts available for the June payments.

Table with 4 columns: Program, Total Balance, 24-25 Apportionment Balance, Cumulative Rollover Balance. Rows include CHIPS, PAVE NY, EWR, POP.

The instructions for applying for the June 26, 2024 reimbursements are located on the back of this letter and on the CHIPS website. The New York State Department of Transportation (NYSDOT) Regional Office must receive all program payment submission items no later than May 23, 2024. Please sign the certification on each page of the reimbursement request forms and keep a copy of the completed forms for your files. Your NYSDOT municipal code for entry on the forms is 840000.

Municipalities may mail or e-mail their Documentation Checklists, reimbursement request forms, and supporting documentation to their NYSDOT Region. Guidance for e-mail submissions may be obtained on the CHIPS website. Contact information:

Giselle Conrad NYSDOT Regional CHIPS Representative New York State Department of Transportation 4 Byramt Boulevard Poughkeepsie, NY 12603 dot.sm.r08.CHIPS@dot.ny.gov

If you have any questions, please contact Giselle Conrad at 845-431-5731.

Respectfully yours, [Signature]

Matthew T. Haas Director, Office of Integrated Modal Services

## **INSTRUCTIONS FOR APPLYING FOR REIMBURSEMENT**

Each program payment submission should include a Documentation Checklist (found on the CHIPS website, under Forms and Instructions), summary reports of Checklist information, ADA compliant curb ramp photos (if applicable), invoices, and proof of payment. Failure to submit the required supporting documentation for each program payment submission may delay the processing of your reimbursement requests.

### **APPLYING FOR CHIPS/PAVE-NY/EWR/POP CAPITAL PAYMENT FUNDS REMAINING FROM PREVIOUS STATE FISCAL YEARS (ROLLOVER FUNDS) AND/OR CURRENT STATE FISCAL YEAR CAPITAL FUNDS**

**WHAT ARE ROLLOVER FUNDS?** "Rollover" funds are a municipality's unreimbursed CHIPS/PAVE-NY/EWR/POP Capital funds from one or more previous State Fiscal Year (SFY) apportionments.

**HOW DO YOU KNOW IF YOU HAVE ROLLOVER FUNDS AVAILABLE?** For municipalities with rollover funds remaining, the total cumulative rollover amount available is stated in the letter on the reverse of these instructions.

#### **RULES FOR REIMBURSEMENT OF ROLLOVER FUNDS:**

- A. There is an 18-month look back cut-off date for this payment. This means that expenditures incurred prior to the date indicated in the letter would not be eligible for reimbursement, even if a municipality has rollover balances from an earlier CHIPS/PAVE-NY/EWR/POP apportionment.
- B. Eligible expenditures made for CHIPS/PAVE-NY/EWR/POP Capital projects between the dates noted in the letter will be eligible for reimbursement from the CHIPS/PAVE-NY/EWR/POP Capital rollover fund balances before any payment can be made from the current CHIPS/PAVE-NY/EWR/POP Capital apportionment.

#### **SHOWING THE USE OF ROLLOVER FUNDS AND CURRENT STATE FISCAL YEAR FUNDS ON THE REIMBURSEMENT REQUEST FORMS FOR THE CURRENT CHIPS (CP73) /PAVE-NY (CP75) /EWR (CP74) /POP (CP75) CAPITAL PAYMENT**

Requestors can enter expenditure dates that cross state fiscal years on the CHIPS/PAVE-NY/EWR/POP form(s).

1. The beginning expenditure date entered for this payment should be the 18-month look back cut-off date referenced in the letter; expenditures incurred prior to this date would not be eligible for reimbursement.
2. The ending expenditure date entered for this payment should be the ending expenditure date referenced in the letter.

**NOTE: THE CERTIFICATION SIGNATURE DATE ENTERED ON THE CP73/CP74/CP75(s) MUST FALL WITHIN OR AFTER THE EXPENDITURE DATES WHICH WERE ENTERED ON SUCH FORMS BUT SHOULD NOT OCCUR AFTER THE SCHEDULED PAYMENT DATE FOR THIS PAYMENT CYCLE.**

#5K

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

**APPROVAL/ BUDGETARY AMENDMENT (24A040)/ DPW/ RISK MANAGER/ GUIDE RAIL  
DAMAGE/ INSURANCE RECOVERIES**

**WHEREAS, the Risk Manager has requested a budgetary amendment (24A040) to recognize reimbursement for guide rail damages from the following Insurance Companies:**

- **USAA - \$6,906.08 – Stoneleigh Avenue**
- **Allstate - \$7,723.40 – Peekskill Hollow Rd & Jeanne Drive**
- **United Farm Family Ins. Co. - \$6,991.95 – Croton Falls Road**

**And**

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

**Increase Revenues:**

<b>10511000 426801</b>	<b>DPW Rd/Bridges – Insurance Recoveries</b>	<b>21,621.43</b>
------------------------	--	------------------

**Increase Expenses:**

<b>10511000 54410</b>	<b>DPW Rd/Bridges – Supplies &amp; Materials</b>	<b>5,933.43</b>
<b>10511000 54647</b>	<b>DPW Rd/Bridges – Sub-Contractors</b>	<b><u>15,688.00</u></b>
		<b>21,621.43</b>

**2024 Fiscal Impact – 0 –  
2025 Fiscal Impact – 0 –**

Legislator Addonizio \_\_\_\_\_  
 Legislator Castellano \_\_\_\_\_  
 Legislator Crowley \_\_\_\_\_  
 Legislator Ellner \_\_\_\_\_  
 Legislator Gouldman \_\_\_\_\_  
 Legislator Montgomery \_\_\_\_\_  
 Legislator Nacerino \_\_\_\_\_  
 Legislator Sayegh \_\_\_\_\_  
 Chairman Jonke \_\_\_\_\_

cc:all  
Phys  
A+A

Reso



MICHAEL LEWIS  
Commissioner Of Finance

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

May 6, 2024

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

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2024 Department of Public Works budget.

2024 MAY - 7 PM 1:57  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

**Increase Revenues:**

**10511000 426801                      DPW Rd/Bridges – Insurance Recoveries                      \$21,621.43**

**Increase Expenses:**

**10511000 54410                      DPW Rd/Bridges – Supplies & Materials                      \$ 5,933.43**  
**10511000 54647                      DPW Rd/Bridges – Sub-Contractors                      15,688.00 ✓**  
**\$21,621.43**

2024 Fiscal Impact - 0  
2025 Fiscal Impact - 0

The PC DPW has been compensated for guardrail damages resulting from three separate accidents. This amendment is required for the County to proceed with the repairs.

AUTHORIZATION:

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

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

\_\_\_\_\_  
Date                      Chairperson Audit/Designee: \$0 - \$10,000.00                      **24A040**

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

Progressive – Ck# 6007714651 - \$4,573.90  
Utica National Insurance Group – Ck# 2223811 - \$10,623.60

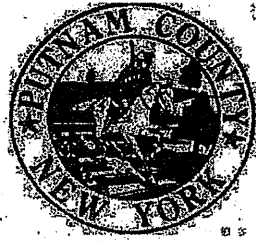




**JOHN D. CHERICO**  
*First Deputy County Attorney*

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

**CONRAD J. PASQUALE**  
*Senior Deputy County Attorney*



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

**DANIEL J. RAVO**  
*Deputy County Attorney*

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

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

**DEPARTMENT OF LAW**

**TO:** Michael Lewis, Finance  
**FROM:** Mat C Bruno, Risk Manager  
**DATE:** April 9, 2024  
**RE:** Property Damage Reimbursement

A handwritten signature in black ink, appearing to be "MCB", written over the "FROM:" line.

Enclosed please find USAA 4/01/2024, in the amount of \$6906.08 made payable to Putnam County representing payment for the property damage claim below:

Claim Number	Date of Accident	Reimbursement	Ins. Co	Driver
	11/21/2023	\$6906.08	USAA	

Please credit the Department of Public Works for this payment.

Thank you.

MCB/da

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

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



0001930 SP 5282 -C31-P01931-I -11363-554552824123

PUTNAM COUNTY  
48 GLENEIDA AVE  
CARMEL NY 10512-1702



USAA  
9800 Fredericksburg Rd  
San Antonio TX 78288

INVOICE #:  
USAA #:  
POLICYHOLDER:

LOSS RPT #: 802  
LOSS DATE: 11/21/2023  
LOB: P&C  
CLAIMS REP: R5478  
CHECK #:  
CHECK DATE: 04/01/2024

ADDITIONAL INFO: PUJOUÉ ASHLEY, CYS CYSAS ---

EXPLANATION OF PAYMENT	TOTAL PAYMENT AMOUNT
Claim	\$**6,906.08

# Putnam County DPW

Road Name:	Stoneleigh Av							Date: 11/21/2023
Police Report #	BL-299906-23							
Materials Description	Quantities:	Material Cost	Total:	Equipment Description	Equip Cost Per Hr.	Hrs. Of use	Cost:	Total
Box Beam	0	\$687.60		(1) Post Pounder W/2 Operators	\$422.66	6	\$2,536.00	
W-Beam Rail	4	\$213.97	\$ 855.88	(1) Pickup truck & trailer	\$35.00	6	\$210.00	
Post	7	\$ 87.40	\$ 611.80	(1) Mechanics Truck	\$25.00	6	\$150.00	
Hardware	56	\$ 1.65	\$ 92.40	(2) Flagger & Equipment for Traffic Control	\$350.00	6	\$2,100.00	
Shelf Angles	0	\$ 16.95	-					
<b>Total Materials:</b>			<i>1,560.08</i>					
<b>Equipment/Labor:</b>				<b>Total</b>		<b>0</b>	<b>\$4,996.00</b>	
Notes:								Administrative Fee: \$350.00
								Material: \$1,560.08
								Equip/Labor: \$4,996.00
								<b>Total: \$6,906.08</b>

Dad Accident 11/21/23 ✓



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

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

**CONRAD J. PASQUALE**  
*Senior Deputy County Attorney*



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

**DANIEL J. RAVO**  
*Deputy County Attorney*

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

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

**DEPARTMENT OF LAW**

**TO:** Michael Lewis, Finance  
**FROM:** Mat C Bruno, Risk Manager  
**DATE:** April 11, 2024  
**RE:** Property Damage Reimbursement

A handwritten signature in black ink, appearing to be "Mat C Bruno", is written over the "FROM:" line of the header.

Enclosed please find Allstate check # \_\_\_\_\_ dated 4/02/2024, in the amount of \$7723.40 made payable to Putnam County representing payment for the property damage claim below:

Claim Number	Date of Accident	Reimbursement	Ins. Co	Driver
	02/19/2024	\$7723.40	Allstate	

Please credit the Department of Public Works for this payment.

Thank you.

MCB/da

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

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



# Putnam County DPW

Road Name: PEEKSKILL HOLLOW RD & JEANNE DR

Police Report # 2024-03334

Materials Description	Quantities:	Material Cost/(Each)	Total:	Equipment Description	Equip Cost Per	Hrs. Of use	Cost:	Date: 2/19/2024
Box Beam	1	\$ 687.60	\$ 687.60	(1) Post Pounder W/2 Operators	\$422.66	6	\$2,536.00	
W-Beam Rail	0	\$ -	\$ -	(1) Pickup truck & trailer	\$35.00	6	\$210.00	
Post	8	\$ 87.40	\$ 699.20	(1) Mechanics Truck	\$25.00	6	\$150.00	
Hardware	0	\$ -	\$ -	(2) Flaggers & Equipment for Traffic Control	\$350.00	6	\$2,100.00	
Shelf Angles	8	\$ 16.95	\$ 135.60					
Type J End	1	\$ 715.00	\$ 715.00					
Pair Splice Plated	1	\$ 140.00	\$ 140.00					
<b>Total Materials:</b>			<b>2,377.40x</b>		\$832.66			
				<b>Total</b>		<b>0</b>	<b>\$4,996.00</b>	

**Equipment/Labor:**

Administrative F	\$350.00
Material:	\$2,377.40
Equip/Labor:	\$4,996.00
<b>Total:</b>	<b>\$7,723.40</b>

Notes:

Allstate Check #





5  
Coben Falls Rd  
+ Sandy St  
1/12/24

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

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

**CONRAD J. PASQUALE**  
*Senior Deputy County Attorney*



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

**DANIEL J. RAVO**  
*Deputy County Attorney*

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

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

**DEPARTMENT OF LAW**

**TO:** Michael Lewis, Finance  
**FROM:** Mat C Bruno, Risk Manager  
**DATE:** April 25, 2024  
**RE:** Property Damage Reimbursement

A handwritten signature in black ink, appearing to be "Mat C Bruno".

Enclosed please find United Farm Family Insurance Company check #  
dated 4/18/2024, in the amount of \$6991.95 made payable to  
Putnam County representing payment for the property damage claim below:

Claim Number	Date of Accident	Reimbursement	Ins. Co	Driver
	01/12/2024	\$6991.95	United Farm Family Insurance Company	

Please credit the Department of Public Works for this payment.

Thank you.

MCB/da

48 GLENEIDA AVENUE, CARMEL, NEW YORK 10512

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

5

# Putnam County DPW

Road Name:		CROTON FALLS RD & SANDY ST									
Police Report #		BL-01048-24									
		Date: 12/01/2024									
		1/12/24									
Materials Description	Quantities:	Material Cost	Total:	Equipment Description	Equip Cost Per Hr.	Hrs. Of use	Cost:	Total			
Box Beam	1	\$916.80	\$ 916.80	(1) Post Pounder W/2 Operators	\$422.66	6	\$2,536.00				
W-Beam Rail	0	\$213.97	\$ -	(1) Pickup truck & trailer	\$35.00	6	\$210.00				
Post	9	\$ 87.40	\$ 786.60	(1) Mechanics Truck	\$25.00	6	\$150.00				
Hardware	0	\$ 1.65	\$ -	(2) Flagger & Equipment for Traffic Control	\$350.00	6	\$2,100.00				
Shelf Angles	9	\$ 16.95	\$ 152.55								
SPLICE PLATTES	1	\$140.00	\$ 140.00								
Total Materials:			#####								
Equipment/Labor:				Total				\$4,996.00			
								Administrative Fee:	\$350.00		
								Material:	\$1,995.95		
								Equip/Labor:	\$4,996.00		
								<b>Total:</b>	<b>\$7,341.95</b>		

Does Not include

\$ 6991.95

Notes:

#52

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

**APPROVAL/ BUDGETARY TRANSFER (24T092)/ DPW/ CLOSE OUT CAPITAL PROJECTS**

**WHEREAS, the Commissioner of the Department of Public Works has requested a budgetary transfer (24T092) to close out various CP Projects and transfer funds to the Capital Project Reserve for future projects; and**

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

**CAPITAL FUND:**

**Decrease Estimated Appropriations:**

55197000 532005 51509	20CP05 – COB Exterior Rehabilitation	41.76
55197000 532301 51509	23CP01 – 6N Highway Garage	1,903.57
55197000 532302 51509	23CP02 – Tilly Foster Barn Bldg #9	17.38
55197000 532303 51509	23CP03 – Law Department	66.81
55197000 532304 51509	23CP04 – Koehler Senior Center	3,361.14
55197000 532307 51509	23CP07 – District Attorney’s Office	4,088.85
55197000 532308 51509	23CP08 – Personnel Department	18.74
55197000 532309 51509	23CP09 – DSS Legal	116.91
55197000 532310 51509	23CP10 – Nelsonville Substation	56.80

**Increase Estimated Appropriations:**

55197000 53000 51509	County Facility Renovations	9,671.96
----------------------	-----------------------------	----------

**2024 Fiscal Impact – 0 –  
2025 Fiscal Impact – 0 –**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

MICHAEL J. LEWIS  
Commissioner of Finance



cc:all  
Phys - may  
A+A  
Reso

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance - MJL  
RE: **Budgetary Transfer - 24T092**  
DATE: April 16, 2024

2024 APR 22 PM 1:34  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Deputy Commissioner of Public Works, the following budgetary transfer is necessary.

**CAPITAL FUND:**

**Decrease Estimated Appropriations:**

55197000 532005 51509	CP2005 - COB Exterior Rehab	\$ 41.76
55197000 532301 51509	CP2301 - 6N Highway Garage	1,903.57
55197000 532302 51509	CP2302 - Tilly Foster Barn # 9	17.38
55197000 532303 51509	CP2303 - Law Department	66.81
55197000 532304 51509	CP2304 - Koehler Sr. Center	3,361.14
55197000 532307 51509	CP2307 - District Attorney's Office	4,088.85
55197000 532308 51509	CP2308 - Personnel Department	18.74
55197000 532309 51509	CP2309 - DSS Legal	116.91
55197000 532310 51509	CP2310 - Nelsonville Substation	56.80

**Increase Estimated Appropriations:**

55197000 53000 51509	County Facility Renovations	\$ 9,671.96
----------------------	-----------------------------	-------------

24T092

Fiscal Impact - 2024 - \$ 0  
Fiscal Impact - 2025 - \$ 0

This Resolution is required to close out various CP projects and transfer to the Capital Project reserve for future projects.

Please forward to the appropriate committee.

24T092

#5m

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

**APPROVAL/ PUTNAM COUNTY’S PROPOSED PUBLIC TRANSPORTATION AGENCY SAFETY PLAN IN CONFORMANCE WITH AND AS REQUIRED BY THE U.S. DEPARTMENT OF TRANSPORTATION’S FINAL RULE (49 C.F.R. PART 673)**

**WHEREAS, the U.S. Department of Transportation, by and through the Federal Transit Administration (“FTA”), provides funding and/or financial assistance to transit providers to, among other things, develop new transportation systems and improve, maintain and operate existing systems; and**

**WHEREAS, the County of Putnam (“County”) is a direct recipient of FTA funding and/or financial assistance and, as such, must comply with FTA rules and regulations, more particularly, as set forth in 49 C.F.R. Part 673 et seq. (“Final Rule”); and**

**WHEREAS, the Final Rule requires that recipients of FTA grant funds and/or financial assistance under 49 U.S.C. Sec. 5307 and operate a public transportation system must develop a Public Transportation Agency Safety Plan (“Safety Plan”) that includes the processes and procedures necessary for implementing Safety Management Systems (“SMS”); and**

**WHEREAS, the SMS components of the Safety Plan include, without limitation, safety management policy, safety risk management, safety assurance, and safety promotion; and**

**WHEREAS, the Bipartisan Infrastructure Law amends FTA’s final rule under 49 U.S.C. Sec. 5329(d)(5) to require recipients receiving Section 5307 funding and serving an urbanized area greater than 200,000 to establish a Safety Committee by July 31, 2022. As such, the County will be utilizing MV Transportation’s previously established Committee consisting of three management and three frontline employee representatives; and**

**WHEREAS, the County, as a transit operator, is required to certify on/before July 1, 2024, that it has developed its Safety Plan and such Plan meets all of the requirements of the Final Rule; and**

**WHEREAS, the County, by and through the Department of Planning, Development and Public Transportation, in furtherance of the objectives of 49 C.F.R. Part 673 et seq., has drafted its Safety Plan pursuant to the Final Rule, such Safety Plan attached hereto as Exhibit “A;” now therefore be it**

**RESOLVED, that the County Executive, together with the Putnam County Legislature, support the County’s continued participation in approved FTA services, programs and activities, as well as continue to be a recipient of FTA funding and/or financial assistance therefor; and be it further**

**RESOLVED, that the County Executive, together with the Putnam County Legislature, support and approve for submission by the Department of Planning, Development and Public Transportation to the FTA the County’s Safety Plan for review and approval, which Safety Plan is attached hereto as “Exhibit A;” and be it further**

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

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

From Commissioner of Planning  
Barbara Barosa

cc: all  
Phys Reso

**APPROVAL/PUTNAM COUNTY'S PROPOSED PUBLIC TRANSPORTATION AGENCY SAFETY PLAN IN CONFORMANCE WITH AND AS REQUIRED BY THE U.S. DEPARTMENT OF TRANSPORTATION'S FINAL RULE (49 C.F.R. PART 673)**

WHEREAS, the U.S. Department of Transportation, by and through the Federal Transit Administration ("FTA"), provides funding and/or financial assistance to transit providers to, among other things, develop new transportation systems and improve, maintain and operate existing systems; and

WHEREAS, the County of Putnam ("County") is a direct recipient of FTA funding and/or financial assistance and, as such, must comply with FTA rules and regulations, more particularly, as set forth in 49 C.F.R. Part 673 *et seq.* ("Final Rule"); and

WHEREAS, the Final Rule requires that recipients of FTA grant funds and/or financial assistance under 49 U.S.C. Sec. 5307 and operate a public transportation system must develop a Public Transportation Agency Safety Plan ("Safety Plan") that includes the processes and procedures necessary for implementing Safety Management Systems ("SMS"); and

WHEREAS, the SMS components of the Safety Plan include, without limitation, safety management policy, safety risk management, safety assurance, and safety promotion; and

WHEREAS, the Bipartisan Infrastructure Law amends FTA's final rule under 49 U.S.C. Sec. 5329(d)(5) to require recipients receiving Section 5307 funding and serving an urbanized area greater than 200,000 to establish a Safety Committee by July 31, 2022. As such, the County will be utilizing MV Transportation's previously established Committee consisting of three management and three frontline employee representatives; and

WHEREAS, the County, as a transit operator, is required to certify on/before July 1, 2024, that it has developed its Safety Plan and such Plan meets all of the requirements of the Final Rule; and

WHEREAS, the County, by and through the Department of Planning, Development and Public Transportation, in furtherance of the objectives of 49 C.F.R. Part 673 *et seq.*, has drafted its Safety Plan pursuant to the Final Rule, such Safety Plan attached hereto as Exhibit "A;" now therefore be it

RESOLVED, that the County Executive, together with the Putnam County Legislature, support the County's continued participation in approved FTA services, programs and activities, as well as continue to be a recipient of FTA funding and/or financial assistance therefor; and be it further

RESOLVED, that the County Executive, together with the Putnam County Legislature, support and approve for submission by the Department of Planning, Development and Public

2024 MAY - 7 PM 1:57  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY



Transportation to the FTA the County's Safety Plan for review and approval, which Safety Plan is attached hereto as "Exhibit A;" and be it further

RESOLVED, that this resolution shall take effect immediately.

# Putnam County Public Transportation Agency Safety Plan (ASP)

Pursuant to Federal Transit Administration (FTA) 49 C.F.R. Part 673, an operator a of public transportation system and recipient of 5307 funds serving an urbanized area with a population of 200,000 or more is required to develop for implementation an ASP in accordance with the aforesaid statutes. The full text of Part 673 is available at [Federal Register - PTASP](#).

Under Part 673, Putnam County is required to maintain documents that describe its ASP, including those related to implementation and results from processes and activities. Also, Putnam County may have existing documentation that describes processes, procedures, and other information required in Part 673. Where applicable, reference to these documents in Putnam County's ASP has been made.

## 1. Transit Agency Information

<b>Transit Agency Name</b>	Putnam County PART (Putnam Area Rapid Transit)		
<b>Transit Agency Address</b>	841 Fair Street, Carmel, NY 10512		
<b>Name and Title of Accountable Executive</b>	Kevin Byrne, Putnam County Executive		
<b>Name of Chief Safety Officer or SMS Executive</b>	Barbara Barosa, Commissioner of Planning, Development & Public Transportation		
<b>Mode(s) of Service Covered by This Plan</b>	Fixed Route Paratransit	<b>List All FTA Funding Types (e.g., 5307, 5337, 5339)</b>	5307, 5311, 5339
<b>Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)</b>	Fixed Route Bus Service Complimentary Paratransit		
<b>Urbanized Area (UZA) Served</b>	New York – Newark, NY-NJ-CT		
<b>Does the agency provide transit services on behalf of another transit agency or entity?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<b>Description of Arrangement(s)</b> N/A
<b>Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided</b>	N/A		

## 2. Plan Development, Approval, and Updates

<b>Name of Entity That Drafted This Plan</b>	Putnam Area Rapid Transit (PART)	
<b>Signature by the Accountable Executive</b>	<b>Signature of Accountable Executive</b>	<b>Date of Signature</b>
	<hr/> Kevin Byrne	
<b>Approval by the Board of Directors or an Equivalent Authority</b>	<b>Name of Individual/Entity That Approved This Plan</b>	<b>Date of Approval</b>
	Putnam County Legislature	
	<b>Relevant Documentation (Title and Location)</b>	
	Resolution #      of 2024 (see Attachment A) Resolution # 125 of 2022	
<b>Certification of Compliance</b>	<b>Name of Individual That Certified This Plan</b>	<b>Date of Certification</b>
	Vincent Tamagna	
	<b>Relevant Documentation (Title and Location)</b>	
	Putnam County Director of Transportation, 841 Fair Street, Carmel, NY 10512	

<b>Version Number and Updates</b>			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	Pgs. 1-13	Initial Plan	April 2021
2	Pgs. 2-5,9-16	General Revisions & Establishment of a Safety Committee	June 2022
3	Pgs. 1 - 19	General Revisions & Administration Change	May 2024

<b>Annual Review and Update of the Agency Safety Plan</b>
<i>Describe the process and timeline for conducting an annual review and update of the ASP.</i>
Putnam County's ASP is a newly established document that will continue to be reviewed/updated annually as needed by the County's Director of Transportation, Chief Safety Officer, and the Accountable Executive before/by July 1 of each year. Once reviewed, the Legislature will approve by Resolution (see <b>Attachment A</b> ), and the Accountable Executive will approve any new changes and sign the updated ASP into effect. Putnam County's ASP incorporates by reference Attachment A-F. In addition to the annual review and update process, the ASP is also reviewed/updated when, among others, the approaches in the Plan do not effectively mitigate safety deficiencies, there are changes to the delivery of transportation services, there is a substantial change in financial resources available to Putnam County, and/or there is a significant change to Putnam County's organizational structure.

### 3. Safety Performance Targets

<b>Safety Performance Targets – Calendar Year 2023</b>						
<i>Specify performance targets based on the safety performance measures submitted to the National Transit Database and established under the National Public Transportation Safety Plan.</i>						
Mode of Transit Service	Fatalities (Total)	Fatalities (Rate per 100,000 VRM)	Injuries (Total)	Injuries (Rate per 100,000 VRM)	Safety Events (Total)	Safety Events (Rate per 100,000 VRM)
PART	0	0	0	0	0	0
Paratransit	0	0	0	0	0	0

Mode of Transit Service	VRMs in 2023 (Total)	Total Major Mechanical Failures 2023 (NTD Form R-20)	System Reliability Rate (Miles Between Major Mechanical Failures)	Total Non-Major “Other” Mechanical Failures 2023 (NTD Form R-20)	System Reliability Rate (Miles Between Other Mechanical Failures)
PART	426,497	2	213,248.5	5	85,299.4
Paratransit	115,811	0	0	2	57,905.5

<b>Safety Performance Target Coordination</b>		
<i>Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.</i>		
In the past, MV Transportation has worked with New York State DOT (NYSDOT) to support their ASP by analyzing historical trends to establish safety performance targets. Presently, the Accountable Executive shares Putnam County’s adopted ASP with NYMTC, NYSDOT, and the FTA for reflection of the previous calendar year’s NTD data.		
Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	New York State Department of Transportation (NYSDOT)	May 6, 2024
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	New York Metropolitan Transportation Council (NYMTC)	May 6, 2024
Targets Transmitted to Federal Transit Administration	Federal Agency Name	Date Targets Transmitted
	Federal Transit Administration (FTA)	May 6, 2024
Plan Submitted to FTA	Federal Transit Administration (FTA)	May 6, 2024

## 4. Safety Management Policy

### Safety Management Policy Statement

*Use the written statement of safety management policy, including safety objectives.*

Putnam County's transit services, under the operation of MV Transportation, are committed to providing safe services to its employees, contractors, and riders. Every employee and contractor are directed and empowered to administer the System Safety Program Plan (SSPP) (see **Attachment B**) as well as the Safety Management System Plan (SMS) and its specific activities for the prevention, control, and resolution of unsafe conditions and actions. The primary objectives of the SSPP and SMS are to proactively identify and mitigate safety hazards and risks, promote a positive safety culture, and maintain regulatory compliance. To meet that commitment, MV Transportation adopted a site specific (Division 239) SSPP (full Plan available upon request) in January 2024 that consists of Safety Management Policy, Safety Assurance, and Safety Promotion. MV's safety objectives are to:

- Ensure that effective safety management systems and processes are integrated into all of its transit activities.
- Designate an individual responsible for the safety function who reports directly to the Chief Executive Officer of the company and authorize that individual to develop and implement programs to promote safety.
- Ensure all employees and contractors are aware that safety is its primary responsibility, and MV is held accountable for delivering the highest level of safety in its daily work activities.
- Clearly define the safety accountabilities and responsibilities to all employees and contractors.
- Provide all employees and contractors with appropriate safety information and skills training.
- Develop and embrace a positive safety culture.
- Ensure a culture of open reporting of all safety hazards, ensuring that no action will be taken against any employee who discloses a safety concern through the proper chain of command.
- Promote and maintain a positive safety culture with positive recognition and reinforcement of safe behaviors.
- Ensure all equipment, systems and services meet safety performance standards through periodic audits and inspections.
- Establish performance metrics and measures of safety performance against safety performance indicators and safety performance targets.
- Continually develop and improve safety processes through actively monitoring, measuring, and reviewing performance against objectives and targets.
- Conduct safety and management reviews to improve safety performance and ensure that relevant and corrective actions are taken.
- Comply with all state and federal regulatory requirements and standards.

### Safety Management Policy Communication

*Describe how the safety management policy is communicated throughout the agency. Include dates where applicable.*

Putnam County's Safety Management Policies are communicated to each MV Transportation employee upon hire and regularly enforced through a structured training program to ensure safety leadership. MV Transportation will use on-the-job, classroom and specialty training to contribute to a successful safety and health program. Training will be reinforced through regular follow-ups with both new and veteran employees. The SSPP is also an integral part of the employee safety program. MV Transportation uses three motivational techniques on a regular basis: communication, incentives/awards/recognition, and employee feedback surveys. Employees are responsible for, among other things, participating in safety programs, abiding by safety rules and regulations, reporting incidents/accidents and hazards, and promoting and maintaining a safe work environment.

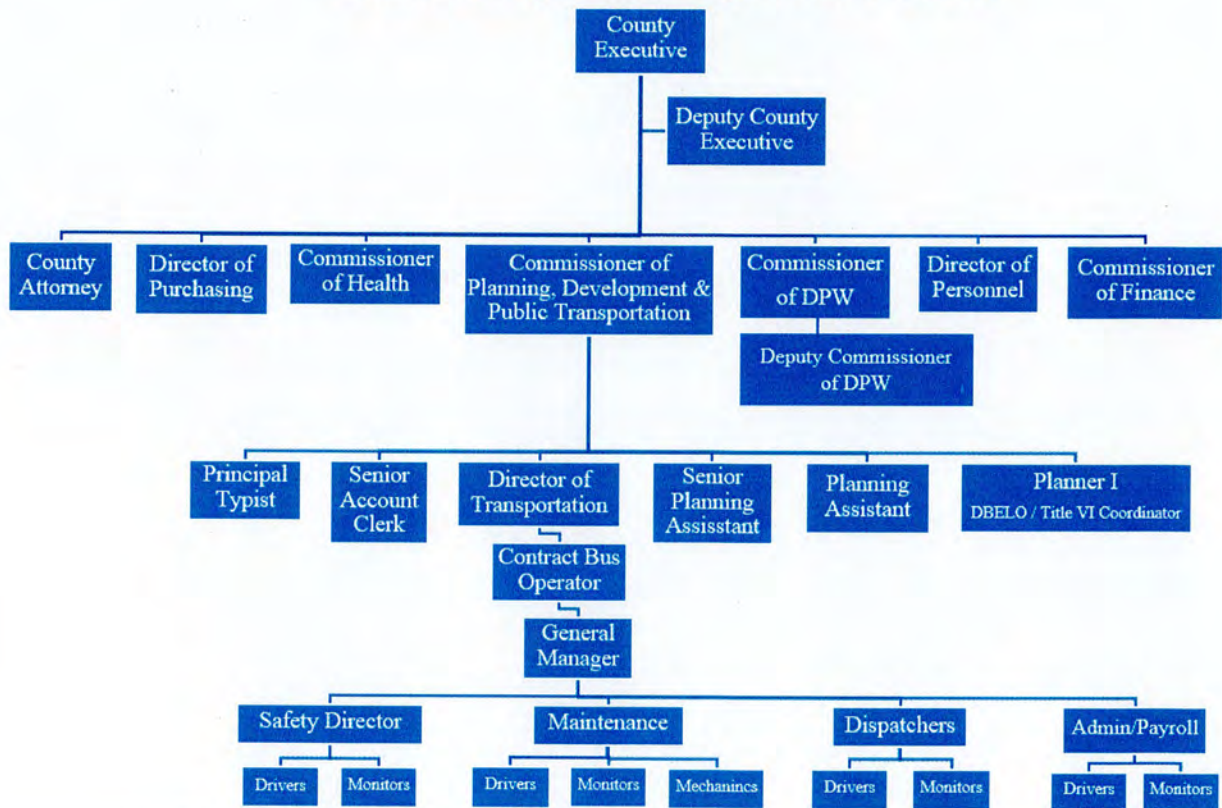
**Authorities, Accountabilities, and Responsibilities**

Describe the role of the following individuals for the development and management of the transit agency's Safety Management System (SMS).

<b>Accountable Executive</b>	Kevin Byrne, <i>County Executive</i>
<b>Chief Safety Officer or SMS Executive</b>	Barbara Barosa, <i>Commissioner of Planning, Development &amp; Public Transportation</i>
<b>Agency Leadership and Executive Management</b>	Vincent Tamagna, <i>Director of Transportation</i> Sheralee Malverty, <i>MV Div. 239 General Operations Manager</i>
<b>Key Staff</b>	MV Transportation Div. 239, General Operations and Management*

**Putnam County Transit Organizational Chart**

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



\*Subject to existing contractual relationship.

## **Employee Safety Reporting Program**

*Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).*

The Employee Safety Reporting Program (ESRP) is intended to help the Accountable Executive and other senior managers get important safety information from across the transit agency. The ESRP follows a tiered management protocol that begins with a notification from the General Operations Manager to MV Transportation Corporate Office and Putnam County (as the certified holder of this Plan). The Accountable Executive is the Putnam County Executive who will receive immediate notice on major safety and facility issues and/or events.

There are two types of safety reporting programs: mandatory and voluntary.

- **Mandatory:** Employees must report hazards that are compliance based and address regulatory issues. Employees are required to immediately report every incident and accident to the General Operations Manager and Director of Transportation. An employee's failure to report or provides false information of an unsafe hazard or act may result in disciplinary action.
- **Voluntary:** Employees are strongly encouraged to report hazards and can report anonymously. Every employee is empowered to report any unsafe hazard / risk to their supervisor or senior management without fear of retribution or penalty.

### **Reporting:**

Reports can be made using the SMS Hazard/Risk Report Form (see **Attachment C**) and shall be completed immediately so proactive measures can be taken as soon as possible. Input by employees into the Employee Safety Reporting Program (ESRP) can include safety concern reporting, operational system description, hazard identification, safety deficiencies, risk assessments, potential consequences of hazards, or recommended safety risk mitigations. Information collected through the ESRP will feed into the hazard identification and analysis process.

## 5. Safety Risk Management

### Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

It is the policy of Putnam County to (i) minimize injury, damages, pain and suffering for people involved in vehicular mishaps involving Putnam County vehicles and (ii) promptly respond, report, and thoroughly investigate these occurrences. All incidents, including near misses and minor events, should be reported as soon as possible – whether or not the incident did or could have resulted in personal injuries, illnesses, or property damage. The incidents shall be immediately reported from the scene. Bus Operators complete a written report on incidents and/or injuries occurring on or near the bus. These reports are to be filled out *before* leaving the incident scene. Simultaneously, the operator at the scene shall immediately contact Law Enforcement, MV Transportation Dispatch, the General Operations Manager, and the Putnam County Director of Transportation to provide incident details. Reports are reviewed by the General Manager, who determines preventability.

- **Safety Hazard Identification:** It is the employees' responsibility to identify and report conditions that have the potential to cause accidents, injuries, or other losses. Reports and concerns from passengers, operators, mechanics, and other individuals should also be taken into account by field or management personnel and noted by employees. When a hazard has been identified by a driver, it will be tracked in a Safety Risk Register log and analyzed. Analysis may include a description of the hazard, supporting results documents, photos, and/or suggestions for resolution. Unless a hazard can be eliminated, its safety risk must then be managed. MV Transportation analyzes this in terms of how likely it is to happen (probability or frequency) and how bad it could be (severity). Near-miss reporting will be collected through DriveCam Systems, Seon Surveillance Systems, and through the ESRP. Additionally, the Hazard Probability Table (see **Attachment D**) is used to assess the probability level that an incident/accident is likely to occur.
- **Safety Risk Assessment:** After assessment of the severity and probability of a hazard, a determination will be made regarding acceptance of the risk or taking corrective action. The Risk Assessment Frequency/ Severity Matrix (see **Attachment D**) is a useful tool in determining the severity of an event or situation based on how frequent it occurs.
- **Safety Risk Mitigation:** This step is used to develop possible mitigation strategies that address identified safety risks. Mitigation will involve identifying facts, establishing root causes, and suggesting methods for preventing reoccurrence. The **Putnam County Transit Safety Management Team** includes the Safety Manager, the Maintenance Manager, the MV General Operations Manager, and the Putnam County Director of Transportation who will conduct periodic reviews to ensure that the risk level is being mitigated and reduction in hazard frequency is taking place. These reviews can include, but are not limited to, daily/monthly facility and equipment inspection reports, safety data sheets, personal protective equipment, and the use of technology. Technology use includes the use of GPS, DriveCam, and Seon Surveillance Systems to monitor driver and passenger safety as needed.



## 6. Safety Assurance

### Safety Performance Monitoring and Measurement

*Describe activities to monitor the system for compliance with procedures for operations and maintenance.*

Data is constantly collected through the transit agency's Safety Assurance activities. Leading indicators are used to anticipate and prevent injuries and accidents. This data source can include information collected from road observations, ride checks, surveillance systems, or the ESRP. The DriveCam and Seon Surveillance Systems are the best tools for future success as they measure the unsafe behaviors present in the existing operation.

- DriveCam is used to identify behavior-based risky driving that is likely to result in near-miss incidents or collisions. Mounted on the windshield inside of Putnam County vehicles behind the rearview mirror, the camera is able to capture sights, sounds (inside and outside the vehicle), and video in real time. The event recorder is always recording, but not saving. It only saves video and audio when activated by excessive forces, such as hard braking, swerving or a crash. The event recorder captures the 8 seconds before the activation time and 4 seconds afterward, then provides real-time feedback. Once collected, the recordings are downloaded to DriveCam's Data Center. The event recorder will capture a wide outside view of the situation ahead and inside view of the driver and whatever is visible through the side and rear windows. The inside view is crucial for isolating many driver behaviors such as cell phone use, drowsiness, or inadequate mirror checks.
- Seon Surveillance Systems is another monitoring tool that Putnam County utilizes to record on-board events in real-time. The interior and exterior mounted camera system captures and monitors driver and public interaction and day to day operations. Video management software allows us to automatically download on-board security footage that can be used to address and review safety concerns. Seon affords the ability to review a safety question or occurrence with both interior and exterior footage.

*Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.*

The Mitigation Monitoring plan helps ensure safety performance monitoring and measurement activities are performed to confirm that mitigations are effective, appropriate, and fully implemented. While the Mitigation Monitoring plan addresses the mitigation activities, the Corrective Action Plan documents the corrective action and helps address short-term defects or compliance issues. The Corrective Action Plan is intended to eliminate the behavior that caused the event, while Mitigation Monitoring is used to continuously monitor the hazard. The Mitigation Monitoring process is owned by the location's management team, with assistance from the Regional Safety Director. A periodic audit of contractor safety plans, Safety Data Sheets, and Personal Protective Equipment requirements is conducted by the Safety Team and General Manager.

*Describe activities to conduct investigations of safety events, including the identification of causal factors.*

Prior to the implementation of a proposed change in the operating environment, an assessment is performed by using the Hazard/Risk Report form (see **Attachment D**) to determine if the change will impact safety performance or if there are any new hazards that will be present. If a new hazard is identified, it is put through the Safety Risk Management (SRM) process and evaluated. A risk mitigation strategy will be created or modified to mitigate risk for that change. Once the change is made it will be monitored for effectiveness.

*Describe activities to monitor information reported through internal safety reporting programs.*

The data and information that will be collected through Safety Assurance activities will tell how the transit services provider is doing and what area's improvements can be made. Insight through these sources may trigger more frequent reviews and a revised strategy to ensure that mitigations are effective.

## 7. Safety Promotion

### Competencies and Training

*Describe the safety training program for all agency employees and contractors directly responsible for safety.*

It is the policy of Putnam County (through MV Transportation) that all employees will undergo new hire training based upon type of service and experience level. Job-specific training programs have been developed to enhance safety skills necessary for safe, secure, and reliable customer service. This includes, without limitation, training for operators, trainers, supervisors, maintenance staff, operations, and management personnel. All MV Transportation operators receive refresher or remedial training, as necessary, throughout their employment with the Company. This can include, but is not limited to, defensive driving techniques, ADA and Wheelchair Securement activities, Fatigue Management, Pedestrian and Bicyclist awareness, as well as hands-on training. Additionally, all MV Transportation personnel are subjected to drug/alcohol screens upon hire and periodically throughout the month in accordance with MV's Zero Tolerance Policy.

### Safety Communication

*Describe processes and activities to communicate safety and safety performance information throughout the organization.*

Every month, a fleet safety and injury prevention topic is reviewed to refresh fundamental and key learning points (see **Attachment E**). Monthly safety messages follow themes such as February's "Why I Love Safety", May's "The Summer of Safety Kick-Off", and October's "Destination Zero is our Ghoul". These messages encourage a positive and engaging safety environment.

Examples of 2024 Fleet Safety Topics include:

- Left Turns & Pedestrians Winter Driving
- Right Turns & Pedestrians ADA Sensitivity & Mobility Device Securement
- Intersections & Pedestrians
- Distracted Driving & Distracted Pedestrians
- Following Distance & Pre-Trip Inspections
- Adverse Weather

Annual refresher training on key areas is also conducted along with periodic promotion of prevention activities. Monthly maintenance training focuses on OSHA compliance for shop safety. Information concerning safety hazards or issues is provided to employees through new hire orientation, location safety committee meeting minutes, company-wide or departmental meetings, Safety Team briefings, monthly safety meetings, bulletin board postings, memos, or other written communications. Safety Point Notices are also given to certain employees who are in violation of a safety traffic law or safety point that is addressed in the MV Transit Employee Handbook. Such notices are delivered by the General Manager and Safety Manager directly to the employee within 24 hours of receipt of such violation. Following the violation, the employee must be retrained in the area for which they are deficient before they can be placed back into revenue service. Employees will receive training pay for the missed operation period.

## 8. Safety Committee

### Establishment of a Safety Committee

*Describe the process used to develop a Safety Committee consisting of an equal number of frontline employee representatives and management representatives using a joint labor-management process.*

In February 2022, the FTA published a Dear Colleague letter to inform the transit industry about the Bipartisan Infrastructure Law changes to Public Transportation Agency Safety Plan (PTASP) requirements.<sup>1</sup> In accordance with the new law, transit agencies that serve an urbanized area (UZA) with a population of greater than 200,000 people and receive Section 5307 funding are required to establish a Safety Committee under 49 U.S.C § 5329(d)<sup>2</sup> **Pursuant to the amended 49 U.S.C. § 5329(d) and in compliance with the new law, the Department of Planning, Development, and Public Transportation has elected to have MV Transportation's Division 239 (Putnam County) Safety Committee represent the County.** As the largest privately-owned transportation company in North America, MV's goal is to provide the safest transportation possible in the provision of passenger transportation services. Additionally, Division 239 is under contractual obligation by the County to abide by all federal, state, and local regulations. Under their own corporate obligation, Division 239 was required to establish a site-specific Safety Committee. This company specific concept of a Safety Committee dates back to the original establishment of MV Transportation in 1975, however, Division 239's Safety Committee was newly revitalized in 2021. This site-specific Safety Committee now consists of three management (Safety Manager, General Manager, Road Supervisor) and three frontline employee (Driver, Monitor, Mechanic) representatives (see **Attachment F**).

Throughout the Coronavirus pandemic, Putnam County Transit took its mitigation efforts seriously and put the safety of its employees and riders at the forefront. Biological safety hazards were/are to be reported in the same manner as vehicular mishaps. Recently, there have been no health safety concerns reported. Staff efforts to reduce the spread of the virus included:

- Daily fumigations and sanitizations of all buses and trolleys.
- Disinfection of frequently touched surfaces.
- Daily and as needed temperature checks of public facing employees.
- Abiding by the federal mask requirement on all modes of public transit at the height of the pandemic (now recommended but not mandatory).
- The purchasing and distribution of PPE supplies (masks, wipes, gloves, hand sanitizer, etc.) to employees, management representatives, and riders.
- Shutting down routes with high numbers of infected individuals for 1-2 week intervals.
- Ensuring sick employees stay home and prompt identification and isolation of sick persons.
- Marking off seats to encourage social distancing.
- When possible, using phone, email, or Microsoft Teams in place of face-to-face interactions.

In accordance with the Safety Risk Management section of this Plan, The Committee is taking the following manners to identify and implement safety strategies:

- The Committee is required to meet quarterly and as needed. At these quarterly meetings, staff walk around and evaluate the building and bus yard for safety hazards that need addressing. Once evaluations are complete, staff return to the safety conference room to document and discuss additional concerns. Meeting notes are then typed and posted to employee bulletin boards.
- Putnam County, through the operations of MV Transportation, provides routine training to mitigate both pedestrian and vehicular accidents. As such, monthly training and "safety blasts" are mandatory for all operators. Training is critical, which is why the General Manager monitors safety statistics and responds with training accordingly. Performance targets are reviewed, and goals are set forth annually as part of the Safety Risk Management program.
- Although rare, assault on PART drivers is mitigated first and foremost by driver initiated de-escalation tactics (please remain seated, first warning, reminder of audio/video surveillance, etc.). If those tactics are unsuccessful the driver then alerts dispatch who once again announces over the radio that if the passenger does not comply then authorities will be alerted. If the passenger continues the physical/verbal abuse, the driver is required to pull over and alert the authorities who then compile an incident report. Transit worker assault drills are also conducted between dispatch, management, and the Putnam County Sheriff's Office to prepare for potential assault situations on transit operators.

<sup>1</sup> [PTASP-Dear-Colleague-Letter-February-17-2022.pdf](#)

<sup>2</sup> [Bipartisan-Infrastructure-Law-Changes-to-49-U-S-C-5329%28d%29.pdf](#)

## Additional Information

Supporting Documentation
<ul style="list-style-type: none"> <li>● Attachment A:               <ul style="list-style-type: none"> <li>- Resolution #*** of 2024</li> <li>- Resolution #125 of 2022</li> </ul> </li> <li>● Attachment B: MV Transportation System Safety Program Plan*</li> <li>● Attachment C: SMS Hazard/Risk Report Form</li> <li>● Attachment D:               <ul style="list-style-type: none"> <li>- Hazard Probability Table</li> <li>- Risk Assessment Frequency / Severity Matrix</li> <li>- Hazard Resolution Table</li> </ul> </li> <li>● Attachment E:               <ul style="list-style-type: none"> <li>- 2024 MV Safety Calendar</li> <li>- 2024 MV Safety Calendar Weekly Fundamental</li> </ul> </li> <li>● Attachment F: 2024 MV Safety Committee Membership</li> </ul>

### List of Acronyms Used in the ASP

Acronym	Word or Phrase
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
NTD	National Transit Database
NYMTC	New York Metropolitan Transportation Council
NYS DOT	New York State Department of Transportation
PART	Putnam Area Rapid Transit
SMS	Safety Management System
SRM	Safety Risk Management
SSPP	System Safety Program Plan
VRM	Vehicle Revenue Miles

\*Full 50pg Plan maintained in Director of Transportation's office and available upon request.

# Attachment A

\*Insert 2024 Reso. here\*

PUTNAM COUNTY LEGISLATURE

Resolution #125

Introduced by Legislator: Carl L. Albano on behalf of the Physical Services Committee at a Regular Meeting held on July 5, 2022.

page 1

**APPROVAL/ PUTNAM COUNTY'S PROPOSED PUBLIC TRANSPORTATION AGENCY SAFETY PLAN IN CONFORMANCE WITH AND AS REQUIRED BY THE U.S. DEPARTMENT OF TRANSPORTATION'S FINAL RULE (49 C.F.R. PART 673)**

WHEREAS, the U.S. Department of Transportation, by and through the Federal Transit Administration ("FTA"), provides funding and/or financial assistance to transit providers to, among other things, develop new transportation systems and improve, maintain and operate existing systems; and

WHEREAS, the County of Putnam ("County") is a direct recipient of FTA funding and/or financial assistance and, as such, must comply with FTA rules and regulations, more particularly, as set forth in 49 C.F.R. Part 673 *et seq.* ("Final Rule"); and

WHEREAS, the Final Rule requires that recipients of FTA grant funds and/or financial assistance under 49 U.S.C. Sec. 5307 and operate a public transportation system must develop a Public Transportation Agency Safety Plan ("Safety Plan") that includes the processes and procedures necessary for implementing Safety Management Systems ("SMS"); and

WHEREAS, the SMS components of the Safety Plan include, without limitation, safety management policy, safety risk management, safety assurance and safety promotion; and

WHEREAS, the County, as a transit operator, is required to certify on/before July 20, 2021, that it has developed its Safety Plan and such Plan meets all of the requirements of the Final Rule; and

WHEREAS, the Bipartisan Infrastructure Law amends FTA's final rule under 49 U.S.C. Sec. 5329(d)(5) to require recipients receiving Section 5307 funding and serving an urbanized area greater than 200,000 to establish a Safety Committee by July 31, 2022. As such, the County will be utilizing MV Transportation's previously established Committee consisting of three management and three frontline employee representatives; and

WHEREAS, the County, by and through the Department of Planning, Development and Public Transportation, in furtherance of the objectives of 49 C.F.R. Part 673 *et seq.* and 49 U.S.C. Sec. 5329(d)(5), has drafted its Safety Plan pursuant to the Final Rule, such Safety Plan attached hereto as Exhibit "A;" now therefore be it

RESOLVED, that the County Executive, together with the Putnam County Legislature, support the County's continued participation in approved FTA services, programs and activities, as well as continue to be a recipient of FTA funding and/or financial assistance therefor; and be it further

RESOLVED, that the County Executive, together with the Putnam County Legislature, support and approve for submission by the Department of Planning, Development and Public Transportation to the FTA the County's Safety Plan for review and approval, which Safety Plan is attached hereto as "Exhibit A;" and be it further

RESOLVED, that this resolution shall take effect immediately.

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

State of New York

ss:

County of Putnam



I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on July 5, 2022.

Dated: July 7, 2022

Signed: Diane Schonfeld

Diane Schonfeld  
Clerk of the Legislature of Putnam County

## **Attachment B**

# **SYSTEM SAFETY PROGRAM PLAN**

for

**MV Transportation, Inc.**



**MV TRANSPORTATION, INC.**

## **Division 239**

**Putnam, NY**

November 2023

# Attachment C

MV Transportation SMS Hazard/Risk Report Form	
<b>This report concerns:</b>	<input type="checkbox"/> Hazard <input type="checkbox"/> Risk <input type="checkbox"/> Near Miss <input type="checkbox"/> Other
<b>Hazard Type:</b>	<input type="checkbox"/> Policy/Procedure <input type="checkbox"/> Operational <input type="checkbox"/> Environmental <input type="checkbox"/> Equipment/Design <input type="checkbox"/> Training
<b>REPORTED BY:</b>	<input type="checkbox"/> Employee <input type="checkbox"/> Customer/Passenger <input type="checkbox"/> Other: <span style="font-size: small;">ie: PD or FD</span>
<b>NAME:</b>	<b>LOCATION:</b>
<b>Description of Safety Concern:</b>	
<b>PHOTOS:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Hazard Analysis:</b> <small>According to Hazard Severity Matrix</small>	<input type="checkbox"/> 1 Catastrophic <input type="checkbox"/> 2 Critical <input type="checkbox"/> 3 Marginal <input type="checkbox"/> 4 Negligible
<b>Recommended Safety Risk Mitigation:</b>	
<b>Supervisor/Safety Manager Comments/Actions:</b>	
<b>Supervisor/Safety Manager:</b>	



# Attachment D

## 1 HAZARD PROBABILITY TABLE

Probability Level	Description
<b>A – Frequent</b>	Likely to occur frequently. Continually experienced in the fleet/inventory.
<b>B – Probable</b>	Likely to occur several times in life of an item. Likely to occur frequently in the fleet/inventory.
<b>C – Occasional</b>	Likely to occur sometime in life of an item. Likely to occur several times in the fleet/inventory.
<b>D – Remote</b>	Unlikely, but possible to occur in the life of an item. Reasonably expected in the fleet/inventory.
<b>E – Improbable</b>	So unlikely, occurrence is not expected. Unlikely to occur, but possible in the fleet/inventory.


## 2 RISK ASSESSMENT FREQUENCY/SEVERITY MATRIX

Frequency	Severity			
	1 Catastrophic	2 Critical	3 Marginal	4 Negligible
A – Frequent	1/A	2/A	3/A	4/A
B – Probable	1/B	2/B	3/B	4/B
C – Occasional	1/C	2/C	3/C	4/C
D – Remote	1/D	2/D	3/D	4/D
E – Improbable	1/E	2/E	3/E	4/E

## 3 HAZARD RESOLUTION TABLE

Severity / Frequency	Resolution
1/A   1/B   1/C   2/A   2/B   3/A	Unacceptable—correction required.
1/D   2/C   2/D   3/B   3/C	Unacceptable—correction may be required after review by CEO.
1/E   2/E   3/D   3/E   4/A   4/B	Acceptable—with review by CEO.
4/C   4/D   4/E	Acceptable—without review.

# Attachment E

 2024 MV Safety Calendar					
	Fleet Topics	Injury Prevention Topic	Maintenance Topic	Monthly Task	Companywide Stand Down
<b>January</b>	Left Turns & Pedestrians Winter Driving	Slips, Trips, & Falls	Slips, Trips, & Falls	Facility Inspection Complete OSHA Log 2023	
<b>February</b>	Right Turns & Pedestrians ADA Sensitivity & Mobility Device Securement	Strains & Sprains Back Safety	Machine Guarding	Facility Inspection Post 2022 OSHA 300A Summary or 2/1 Mobility Device Securement Refresher	Safety Stand Down February 8th "Why I Love Safety"
<b>March</b>	Intersections & Pedestrians	Fatigue Management/ Wellness	HazCom	Facility Inspection OSHA Log Review Q1 Self-Audit	
<b>April</b>	Distracted Driving & Lidacted Pedestrians	Emergency Vehicle Evacuation/Security Awareness	Electrical	Facility inspection Remove OSHA 300A Summary on 4/30 National Distracted Driving Awareness Month	Safety Stand Down April 18th "Safety 350"
<b>May</b>	Fixed Objects & Reference Points	Heat Stress	Heat Stress	Facility inspection Review & Update Heat Stress Plan	Summer of Safety Kick-off Memorial Day
<b>June</b>	Mobility Device Securement	Bloodborne Pathogens	Bloodborne Pathogens	Facility inspection National Safety Month (NSC.org/nsm) Q2 Self-Audit	Safety Stand Down June 20th "Best Customer Experience"
<b>July</b>	Customer Service & ADA Sensitivity	HazCom/LOTO	Lock Out Tag Out	Facility Inspection Mobility Device Recertification's Due	
<b>August</b>	Following Distance & Pre- Trip inspections	Ergonomics	PPE (Personal Protective Equipment)	Facility Inspection OSHA Log Review	Safety Stand Down August 15th "Pedestrian and Bicyclist"
<b>September</b>	pedestrians & Cyclists	Injury and illness Prevention Drug & Alcohol Program Refresher	IIPP (Injury Prevention Program)	Facility Inspection Review & Update IPP (Injury and Illness Prevention Plan) Q3 Self-Audit	
<b>October</b>	Distracted Driving & Distracted Pedestrians	Fire Safety / Fire Extinguisher Training	Fire Safety / Fire Extinguisher Training	Facility inspection Review & Update Facility Emergency Action Plan (Safety Policy #21)	Safety Stand Down October 24th "Destination Zero is our Goal"
<b>November</b>	Adverse Weather	Emergency Action Plan/ Fire Drill / Security Awareness	Emergency Action Plan/ Fire Drill / Security Awareness	Facility Inspection Conduct Annual Fire Drill	
<b>December</b>	Defensive Driving & Pedestrians	Customer Service & De- escalation Strategies	Housekeeping	Facility Inspection OSHA Log Review Q4 Self-Audit	Safety Stand Down December 12th "- 2 Days of Safety"

The guidance in this document is not legally binding in its own right and will not be relied upon by the Federal Transit Administration as a separate basis for affirmative enforcement action or other administrative penalty. Compliance with the guidance in this document (as distinct from existing statutes and regulations) is voluntary only, and noncompliance will not affect rights and obligations under existing statutes and regulations.



## 2024 MV Safety Calendar Weekly Fundamental

	Week 1	Week 2	Week 3	Week 4	Week 5
<b>January</b>	Square Your Turns	Penguin Shuffle	Following Distance in Adverse Conditions	3 Points of Contact	Adverse Weather Precautions
<b>February</b>	Reference Points	Right Side Fixed Objects	Person First	4 Down, 3 Around	
<b>March</b>	3 Zones of an Intersection - Green Zone	3 Zones of an Intersection - Yellow	National Drug & Alcohol Facts Week	3 Zones of an Intersection - Red Zone	
<b>April</b>	Safety 360	Emergency Vehicle Evacuation	Distracted Driving	Distracted Pedestrians	
<b>May</b>	Hydration	Reference Points	Right Side Fixed Objects	Mirrors 101	Rollaway Prevention
<b>June</b>	National Safety Month Week 1 (NSC.org)	National Safety Month Week 2 (NSC.org)	National Safety Month Week 3 (NSC.org)	National Safety Month Week 4 (NSC.org)	
<b>July</b>	4th of July Safety	The Best Customer Experience	Safe On, Safe Off	How May I Assist you?	Look, Think, Plan
<b>August</b>	Start Safe - Pre-trip Inspections	Back to School Back to Basics	BTS - Sharing The Road/ Ped Bicyclist	Proper Bending / Lifting	
<b>September</b>	Pedestrian Safety	3-Zones of the intersection	Expect the Unexpected with Pedestrians	15 Second Eye-Lead Time	
<b>October</b>	Fire Safety	Cognitive Distractions	National School Bus Safety Week	Destination Zero	Halloween Safety
<b>November</b>	National Drowsy Driving Week	Following Distance in Adverse Conditions	Thanksgiving Safety	Security Awareness	
<b>December</b>	12 Days of Safety	Penguin Shuffle	Distracted Driving	Safety 360	

# Attachment F

## MV Transportation Division 239 Safety Committee Membership

Name	Title
Sheralee Malverty	<i>General Operations Manager</i>
Meghan Maglio	<i>Safety Manager</i>
Mohamed Yohan	<i>Road Supervisor</i>
Jacques Dantec	<i>Putnam Area Rapid Transit (PART) Driver</i>
Tonianne Smith	<i>Early Intervention (EI) Pre-K Monitor</i>
Willi Guzman	<i>Mechanic</i>

*\*MV Transportation Safety Committees first established in 1975 along with company\**

*\*Division 239 Safety Committee newly revitalized in November 2021\**

*\*The Safety Committee meets on a quarterly basis\**

### Duties

#### Covid Period

- Monitor COVID-19 levels and adjust routes/employee coverage accordingly.
- Purchase and distribute PPE supplies to employees, management representatives, and riders as needed.
- Identify and isolate infected individuals discretely and in compliance with State and CDC guidelines.

#### Quarterly Reviews

- Meet quarterly and as needed.
- Staff evaluate the building and bus yard for safety hazards that need addressing.
- Staff document and discuss additional concerns.
- Staff document meeting notes and then post to employee bulletin boards.
- Provide mandatory monthly training and “safety blasts” to all operators.
- Mitigate both pedestrian and vehicular accidents and identify ineffective strategies.
- Monitor safety statistics.
- Identify safety deficiencies for continuous improvement.
- Review and set performance targets and goals on an annual basis.

## **Diane Schonfeld**

---

**From:** Barbara Barosa  
**Sent:** Tuesday, May 7, 2024 12:28 PM  
**To:** Diane Schonfeld  
**Cc:** Diane Trabulsky; Matthew Covucci; Vincent Tamagna; Ilona Campo; Compton Spain  
**Subject:** RE: Putnam County Public Transportation Agency Safety Plan  
**Attachments:** Resolution-PTASP Submission-May 16, 2024.docx; Putnam County PTASP 2024 DRAFT (002).docx

Good Afternoon Diane,

Attached please find a proposed Resolution and supporting documentation for Putnam County's Public Transportation Agency Safety Plan respectfully requested to be placed on the next Physical Services Meeting agenda for the Legislature's review/consideration.

Thank you,  
Barbara

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

# 5n

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

**APPROVAL/ DEPARTMENT OF PUBLIC WORKS/ USE OF CAPITAL FACILITY RESERVE/  
(24CP03) (Park Director’s House Repairs & Improvement – State of Good Repair)**

**WHEREAS, the Commissioner of Public Works has proposed the use of \$15,000 from the Capital Facility Reserve to fund Project #24CP03 – Park Director’s House Repairs & Improvements – State of Good Repair; and**

**WHEREAS, in continuance with the facility improvement program established in 2023, an assessment was made of the Park Director’s house; and**

**WHEREAS, it was determined that elements of the building envelope such as siding, soffit/fascia, gutters and windows need replacement; and**

**WHEREAS, the front entry stairs are also in need of structural repair or replacement; and**

**WHEREAS, the estimate reflects the plan to utilize department staff to accomplish this work in-house; and**

**WHEREAS, these repairs and improvements will not only improve the aesthetics but will also harden the building envelope and increase energy efficiency; and**

**WHEREAS, the Physical Services Committee has reviewed and approved this request; now therefore be it**

**RESOLVED, that the Putnam County Legislature approves and authorizes the expenditure of \$15,000 from the Capital Facility Reserve fund budget line 55197000 53000 51509 as follows:**

**24CP03 – Park Director’s House Repairs & Improvements – State of Good Repair**

**Project cost not to exceed \$15,000**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

Phy Mtg.  
May  
CC

Joseph Bellucci  
Deputy Commissioner



Thomas Feighery  
Commissioner

DEPARTMENT OF  
PUBLIC WORKS

842 Fair Street  
Carmel, New York 10512  
Phone: 845-878-6331 Fax: 845-808-1908

2024 MAY - 9 AM 10:50  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY  
AMH

MEMORANDUM

TO: Diane Schonfeld, Clerk, County Legislature  
FROM: Alexis M. Hawley, Assistant Supervisor of Planning & Design  
CC: Thomas Feighery, Commissioner  
Joseph Bellucci, Deputy Commissioner  
Michael Lewis, Commissioner of Finance  
DATE: May 8, 2024  
RE: Physical Services – 24CP03 – Park Director’s House Repairs & Improvements – State of Good Repair

Please approve the necessary resolution to authorize 24CP03 in an amount not to exceed \$15,000.

Last year, a programmatic need for facility improvements was established and the Board authorized funding for repairs and improvements to several County facilities. In continuance of that program, an assessment was made of the Park Director’s house and it was determined that elements of the building envelope such as siding, soffit/fascia, gutters and windows need replacement. Also, the front entry stairs are in need of structural repair or replacement.

The estimate reflects the plan to utilize department staff to accomplish this work in-house. These repairs and improvements will not only improve the aesthetics but will also harden the building envelope and increase energy efficiency.

We respectfully request your authorization of the funds necessary to continue our programmatic work to keep our facilities in a state of good repair.

Thank you for the consideration.

#50

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

**APPROVAL/ DEPARTMENT OF PUBLIC WORKS/ USE OF CAPITAL FACILITY RESERVE/  
(24CP04) (Stockpile Building & Grounds Improvements – State of Good Repair)**

**WHEREAS, the Commissioner of Public Works has proposed the use of \$200,000 from the Capital Facility Reserve to fund Project #24CP04 – Stockpile Building & Grounds Improvements – State of Good Repair; and**

**WHEREAS, the County’s stockpiles (Putnam Lake, Sodom Road, 6N, Cold Spring, Putnam Valley, Fair Street) are critical to DPW’s operations year round and must be kept in a state of good repair; and**

**WHEREAS, in continuance with the facility improvement program established in 2023, an assessment was made on the condition of the County’s stockpiles; and**

**WHEREAS, it was determined that various repairs and improvements are necessary at all locations; and**

**WHEREAS, attached is a list of intended repairs and estimated costs per stockpile location; and**

**WHEREAS, the Physical Services Committee has reviewed and approved this request; now therefore be it**

**RESOLVED, that the Putnam County Legislature approves and authorizes the expenditure of \$200,000 from the Capital Facility Reserve fund budget line 55197000 53000 51509 as follows:**

**24CP04 – Stockpile Building & Grounds Improvements – State of Good Repair**

**Project cost not to exceed \$200,000**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_



cc All  
Phys

Joseph Bellucci  
Deputy Commissioner



Thomas Feighery  
Commissioner

DEPARTMENT OF  
PUBLIC WORKS  
842 Fair Street  
Carmel, New York 10512  
Phone: 845-878-6331 Fax: 845-808-1908

2024 MAY 10 AM 2:00  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

**MEMORANDUM**

TO: Diane Schonfeld, Clerk, County Legislature

FROM: Alexis M. Hawley, Assistant Supervisor of Planning & Design *AMH*

CC: Thomas Feighery, Commissioner  
Joseph Bellucci, Deputy Commissioner  
Michael Lewis, Commissioner of Finance

DATE: May 10, 2024

RE: Physical Services – 24CP04 – Stockpile Building & Grounds Improvements – State of Good Repair

---

Please approve the necessary resolution to authorize 24CP04 in an amount not to exceed \$200,000.

The County's stockpiles (Putnam Lake, Sodom Road, 6N, Cold Spring, Putnam Valley, Fair Street) are critical to DPW's operations year round and must be kept in a state of good repair. Continuing with the facilities condition assessment program, we evaluated the condition of our stockpiles and determined that various repairs and improvements are necessary at all locations. **Attached** is a list of intended repairs and estimated costs per stockpile location.

We respectfully request your authorization of the funds necessary to continue our programmatic work to keep all of our County facilities in a state of good repair.

Thank you for the consideration.

PUTNAM LAKE:

Task	Estimated Amount
Gate Repairs	15k
Salt Building Carpentry Repairs	10k
LED Lighting	\$2,500
Painting	\$2,500
Paving	\$25k
<b>Total</b>	<b>\$55k</b>

SODOM RD:

Task	Estimated Amount
Gate Repair	\$15k
LED Lighting	\$2,500
Fuel Station Carpentry	\$5k
Salt Building Section Repair	\$45k
Painting	\$2,500
Paving	\$25k
<b>Total</b>	<b>\$95k</b>

COLD SPRING:

Task	Estimated Amount
LED Lighting	\$2,500
Salt Building Texture 111 Carpentry	\$5k
Paving	\$25k
<b>Total</b>	<b>\$32,500</b>

6N:

Task	Estimated Amount
Gate Repair	\$15k
LED Lighting	\$2,500
<b>Total</b>	<b>\$17,500</b>

**TOTAL- \$200,000**

# 5p.

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

**APPROVAL/ DEPARTMENT OF PUBLIC WORKS/ USE OF CAPITAL FACILITY RESERVE/  
(24CP05) (New Courthouse Boiler Replacements)**

**WHEREAS, the Commissioner of Public Works has proposed the use of \$300,000 from the Capital Facility Reserve to fund Project #24CP05 – New Courthouse Boiler Replacements; and**

**WHEREAS, two (2) existing boilers at the New Courthouse have been deemed irreparable; and**

**WHEREAS, DPW has undertaken efforts to repair the boilers in the past and kept them operational, however, recent cracking is too large and extensive to repair; and**

**WHEREAS, DPW is proposing to replace the two (2) cast iron boilers with a single steel commercial boiler; and**

**WHEREAS, although redundancy will be lost, the steel boiler will provide the same energy output as was being supplied by the two (2) failed boilers, and will not be prone to cracking which caused the recent failure, and**

**WHEREAS, DPW is proposing to do the work with County forces and was advised that replacement costs may be upward of \$300,000; and**

**WHEREAS, DPW is awaiting a firm quote and will update the Board when it is received; and**

**WHEREAS, the Physical Services Committee has reviewed and approved this request; now therefore be it**

**RESOLVED, that the Putnam County Legislature approves and authorizes the expenditure of \$300,000 from the Capital Facility Reserve fund budget line 55197000 53000 51509 as follows:**

**24CP05 – New Courthouse Boiler Replacements**

**Project cost not to exceed \$300,000**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

cc.

Prop. mtg  
may

Joseph Bellucci  
Deputy Commissioner



Thomas Feighery  
Commissioner

DEPARTMENT OF  
PUBLIC WORKS  
842 Fair Street  
Carmel, New York 10512  
Phone: 845-878-6331 Fax: 845-808-1908

2024 MAY - 9 AM 10:50  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

**MEMORANDUM**

TO: Diane Schonfeld, Clerk, County Legislature

FROM: Alexis M. Hawley, Assistant Supervisor of Planning & Design *AMH*

CC: Thomas Feighery, Commissioner  
Joseph Bellucci, Deputy Commissioner  
Michael Lewis, Commissioner of Finance

DATE: May 8, 2024

RE: Physical Services – 24CP05 – New Courthouse Boiler Replacements

Please approve the necessary resolution to authorize 24CP05.

The two existing boilers at the New Courthouse have been deemed irreparable. While the Facilities Division has undertaken efforts to repair the boilers in the past and kept them operational, recent cracking is too large and extensive to repair.

DPW is proposing to replace the two existing cast iron boilers with a single steel commercial boiler. Although redundancy will be lost, the steel boiler will provide the same energy output as was being supplied by the two failed boilers. It will also not be prone to the cracking that caused the recent failure.

DPW is proposing to do the work with County forces and was advised that replacement costs may be upward of \$300,000. DPW is awaiting a firm quote and will update the Board when it is received.

We respectfully request your authorization of the funds necessary to replace the boilers so that the new system is in place ahead of the Fall heating season.

Thank you for the consideration.

#59

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

**APPROVAL/ CONFIRMATION OF APPOINTMENTS/ PUTNAM COUNTY VETERANS  
 MEMORIAL PARK ADVISORY BOARD**

**WHEREAS, Section 25-28 of the Putnam County Code provides for the  
 appointment of members to the Putnam County Veterans Memorial Park Advisory Board  
 by the County Executive subject to confirmation by the Putnam County Legislature; and  
 WHEREAS, the County Executive has appointed the following:**

**Chris Ruthven, Parks and Recreation Director, for the remainder of a three (3) year  
 term, said term to expire December 31, 2024.**

**Karl Rohde, Veterans Service Agency Director, for a three (3) year term, said term  
 to expire December 31, 2026.**

**Brennan Mahoney, Veteran and Joint Veterans Council Member, for the remainder  
 of a three (3) year term, said term to expire December 31, 2025.**

**Anthony DeDuco, Veteran and Joint Veterans Council Member, for the remainder  
 of three (3) year term, said term to expire December 31, 2025.**

**Bruce Cortalano, Veteran of the Armed Services, for a three (3) year term, said  
 term to expire December 31, 2026.**

**James Gilchrist, Parks and Open Space Experience, for a three (3) year term, said  
 term to expire December 31, 2026.**

**Nina Kallmeyer, Parks and Open Space Experience, for the remainder of a three  
 (3) year term, said term to expire December 31, 2025.**

**Jim Hoffman, Parks and Open Space Experience, for the remainder of a three (3)  
 year term, said term to expire December 31, 2024.**

**Richard Buck, Not a Veteran or Parks and Open Space Experience, for the  
 remainder of a three (3) year term, said term to expire December 31, 2025.**

Legislator Addonizio \_\_\_\_\_  
 Legislator Castellano \_\_\_\_\_  
 Legislator Crowley \_\_\_\_\_  
 Legislator Ellner \_\_\_\_\_  
 Legislator Gouldman \_\_\_\_\_  
 Legislator Montgomery \_\_\_\_\_  
 Legislator Nacerino \_\_\_\_\_  
 Legislator Sayegh \_\_\_\_\_  
 Chairman Jonke \_\_\_\_\_

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

**WHEREAS, the Physical Services Committee of the Putnam County Legislature has reviewed and approved said appointments; now therefore be it**

**RESOLVED, that pursuant to Section 25-28(B) of the Putnam County Code, the Putnam County Legislature hereby confirms the above appointments to the Putnam County Veterans Memorial Park Advisory Board made by the County Executive; and be it further**

**RESOLVED, that these appointments comply with any requirements to file an Oath of Office pursuant to the New York State Public Officers Law.**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_



cc: All  
Phyp. May  
Reso

PUTNAM COUNTY EXECUTIVE  
KEVIN M. BYRNE

Memorandum

Date: May 7, 2024

To: Paul Jonke  
Chairman, Putnam County Legislature

CC: Diane Schonfeld  
Clerk, Putnam County Legislature

From: Kevin M. Byrne  
Putnam County Executive

In accordance with (§) 25-28 of the Putnam County Code, it is my privilege to appoint Mr. Brennan Mahoney, Mr. Bruce Cortalano, Mr. Anthony DelDuco, Mr. James Gilchrist, Ms. Nina Kallmeyer, Mr. James Hoffman, Mr. Richard Buck, Veterans Service Agency Director Karl Rohde, and Parks and Recreation Director Chris Ruthven to the Putnam County Veterans Memorial Advisory Board.

The selection of these nine candidates was the result of a public outreach effort followed by a thorough vetting and interview process conducted by members of my staff. Upon review, it is my belief these nine qualified candidates are well-positioned to serve the board and Putnam County.

I respectfully ask that the Legislature place the appointments of these candidates on the next appropriate agenda meeting with the intention they be confirmed during the next full legislative meeting afterwards.

Listed below are the names of all appointees and the corresponding positions they will serve based on the last time the position was confirmed by the Legislature.

Attached for your review are the resumes of all candidates.

- Chris Ruthven (Resolution #287 of 2012)  
Parks and Recreation Director  
**Reappointment**  
Term: 1/1/22 – 12/31/24
- Karl Rohde (Resolution #52 of 2015)  
Veterans Service Agency Director  
**Reappointment**  
Term: 1/1/24 – 12/31/26
- Brennan Mahoney (Resolution #52 of 2015)  
Veteran and Joint Veterans Council Member  
**Replacing Peter Pennelle**  
Term: 1/1/23-12/31/25

2024 MAY -7 PM 4:53  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

- Anthony DelDuco (Resolution #52 of 2015)  
Veteran and Joint Veterans Council Member  
**Replacing James Hoffman**  
Term: 1/1/23-12/31/25
  
- Bruce Cortalano (Resolution #52 of 2015)  
Veteran of the Armed Services  
**Replacing Gilbert Tarbox**  
Term: 1/1/24 – 12/31/26
  
- James Gilchrist (Resolution #53 of 2015)  
Parks and Open Space Experience  
**Reappointment to Existing Position**  
Term: 1/1/24 – 12/31/26
  
- Nina Kallmeyer (Resolution #287 of 2012)  
Parks and Open Space Experience  
**Replacing Randall Fleischer**  
Term: 1/1/23 – 12/31/25
  
- Jim Hoffman (Resolution #254 of 2015)  
Parks and Open Space Experience  
**Replacing Richard Simon**  
Term: 1/1/22 – 12/31/24
  
- Richard Buck (Resolution #52 of 2015)  
Shall Not Need Park/Open Space Experience or be a Veteran  
**Replacing Vincent Favale**  
(Mr. Buck is a Veteran)  
Term: 1/1/23 – 12/31/25



#5r

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

**APPROVAL/ GRANT APPLICATION/ STATE AND MUNICIPAL FACILITIES (SAM) GRANT PROGRAM/ PUTNAM COUNTY FIRE TRAINING CENTER**

**WHEREAS, Section 5-2(E) of the Putnam County Code provides that an applicant of any grant application that does not require local Putnam County ("the County") matching funds shall notify the Putnam County Legislature ("the Legislature") of the submission of a grant application and, further, if the Legislature objects to such grant application, the applicant shall not apply for said grant; and**

**WHEREAS, by and through the State of New York and the Office of Senator Peter Harckham, the County has the opportunity to apply for a State and Municipal ("SAM") Crest Grant in the amount of \$100,000 administered by the Dormitory Authority of the State of New York ("DASNY") for Renovations to the Putnam County Fire Training Center; and**

**WHEREAS, the purpose of the grant funds is to subsidize the costs associated with the Project; and**

**WHEREAS, there is no matching fund requirement by the County to accept the SAM Crest grant for the Project; now therefore be it**

**RESOLVED, that the Putnam County Legislature authorizes and approves the County's submission, by the Department of Planning, Development and Public Transportation, of its application for a \$100,000 grant administered through DASNY and awarded by the SAM Crest Facilities Grant Program for the Project; and be it further**

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

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

Rec'd from Commissioner of Planning  
Barbara Barosa

CC: All  
Protective  
5/21

APPROVE

**APPROVAL/ GRANT APPLICATION/ STATE AND MUNICIPAL FACILITIES GRANT PROGRAM/ PUTNAM COUNTY FIRE TRAINING CENTER**

WHEREAS, Section 5-2(E) of the Putnam County Code provides that an applicant of any grant application that does not require local Putnam County ("the County") matching funds shall notify the Putnam County Legislature ("the Legislature") of the submission of a grant application and, further, if the Legislature objects to such grant application, the applicant shall not apply for said grant; and

WHEREAS, by and through the State of New York and the Office of Senator Peter Harckham, the County has the opportunity to apply for a State and Municipal ("SAM") Crest Grant in the amount of \$100,000 administered by the Dormitory Authority of the State of New York ("DASNY") for Renovations to the Putnam County Fire Training Center; and

WHEREAS, the purpose of the grant funds is to subsidize the costs associated with the Project; and

WHEREAS, there is no matching fund requirement by the County to accept the SAM Crest grant for the Project; now therefore be it

RESOLVED, that the Legislature authorizes and approves the County's submission, by the Department of Planning, Development and Public Transportation, of its application for a \$100,000 grant administered through DASNY and awarded by the SAM Crest Facilities Grant Program for the Project; and be it further

RESOLVED, that this resolution shall take effect immediately.

2024 MAY 14 PM 4:45  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

**CHAIR**  
ENVIRONMENTAL CONSERVATION

**COMMITTEES**  
ALCOHOLISM AND SUBSTANCE USE DISORDERS  
CODES  
INSURANCE  
LOCAL GOVERNMENT  
TRANSPORTATION  
VETERANS, HOMELAND SECURITY  
AND MILITARY AFFAIRS

**THE SENATE  
STATE OF NEW YORK**



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

**ALBANY OFFICE**  
ROOM 315  
LEGISLATIVE OFFICE BUILDING  
ALBANY, NEW YORK 12247  
(518) 455-2340

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

May 6, 2024

Dear Grantee,

Congratulations! Putnam County Bureau of Emergency Services has been allocated **\$100,000** through the Community Resiliency, Economic Sustainability, and Technology (CREST) Grant.

Such funding, pending approval from the Dormitory Authority (DASNY), may be spent towards capital projects, a guideline has been included as a separate attachment. Please note that the **CREST** grant is a reimbursement, but the project should not begin/be purchased until DASNY has awarded the Grant Disbursement Agreement (GDA).

Our Grants Director, Sarah Perez, will be in contact to provide the preliminary paperwork and address any questions or concerns you may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter B. Harckham'.

Senator Peter B. Harckham  
SD 40

## Diane Schonfeld

---

**From:** Barbara Barosa  
**Sent:** Tuesday, May 7, 2024 12:48 PM  
**To:** Michael Lewis; Diane Schonfeld  
**Cc:** Kevin Byrne; James Burpoe; John Tully; Robert Lipton  
**Subject:** RE: Funding for the Bureau of Emergency Services

Diane,

I need to go to the Legislature to request approval to submit the funding paperwork. I will prepare and submit Reso to you by tomorrow for next week's Physical. I will be there for the Transportation Safety Plan already, so I can speak to this project as well.

Thanks,  
Barbara

---

**From:** Michael Lewis <Michael.Lewis@putnamcountyny.gov>  
**Sent:** Tuesday, May 7, 2024 12:42 PM  
**To:** Diane Schonfeld <Diane.Schonfeld@putnamcountyny.gov>  
**Cc:** Kevin Byrne <Kevin.Byrne@putnamcountyny.gov>; James Burpoe <James.Burpoe@putnamcountyny.gov>; Barbara Barosa <Barbara.Barosa@putnamcountyny.gov>; John Tully <John.Tully@putnamcountyny.gov>; Robert Lipton <Robert.Lipton@putnamcountyny.gov>  
**Subject:** FW: Funding for the Bureau of Emergency Services

Diane – Subsequent to the Budgetary Amendment that I proposed back on April 24, to go before Physical, we've received last night from Senator Harckman's office that the County was awarded \$100,000 towards the FTC project. Barbara will need to submit paperwork to DASNY. Once we have the Commitment Letter/GDA, I'll replace the ARPA funds with the CREST Grant in the amount of \$100k. I still want this to go before Physical to keep this project moving forward. If you want, please add to the agenda and Bob/Barbara or myself can speak to it.

TY Mike



### Michael J. Lewis

Commissioner of Finance • Putnam County Department of Finance  
**PHONE | 845.808.1075 Ext 49325 • WEBSITE | [PUTNAMCOUNTYNY.COM](http://PUTNAMCOUNTYNY.COM)**  
PUTNAM COUNTY GOVERNMENT NEW YORK  
"Empowering Putnam County through dedicated service."

---

**From:** Barbara Barosa <[Barbara.Barosa@putnamcountyny.gov](mailto:Barbara.Barosa@putnamcountyny.gov)>  
**Sent:** Tuesday, May 7, 2024 10:44 AM

**To:** Kevin Byrne <[Kevin.Byrne@putnamcountyny.gov](mailto:Kevin.Byrne@putnamcountyny.gov)>; James Burpoe <[James.Burpoe@putnamcountyny.gov](mailto:James.Burpoe@putnamcountyny.gov)>  
**Cc:** John Tully <[John.Tully@putnamcountyny.gov](mailto:John.Tully@putnamcountyny.gov)>; Michael Lewis <[Michael.Lewis@putnamcountyny.gov](mailto:Michael.Lewis@putnamcountyny.gov)>; Robert Lipton <[Robert.Lipton@putnamcountyny.gov](mailto:Robert.Lipton@putnamcountyny.gov)>  
**Subject:** FW: Funding for the Bureau of Emergency Services

Good news! Senator Harckham has awarded the County BES \$100,000 for capital projects. I will work on the paperwork to use to cover the funding shortfall at the Fire Training Center.

Best,  
Barbara

**From:** Sarah Perez <[perezs@nysenate.gov](mailto:perezs@nysenate.gov)>  
**Sent:** Monday, May 6, 2024 6:29 PM  
**To:** Matthew Covucci <[Matthew.Covucci@putnamcountyny.gov](mailto:Matthew.Covucci@putnamcountyny.gov)>  
**Cc:** Barbara Barosa <[Barbara.Barosa@putnamcountyny.gov](mailto:Barbara.Barosa@putnamcountyny.gov)>  
**Subject:** Funding for the Bureau of Emergency Services

### **PUTNAM COUNTY NOTICE**

**THIS EMAIL IS FROM AN EXTERNAL SENDER! DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way! REMEMBER: NEVER provide your user ID or password to anyone for any reason!**

Hello Matt,

Senator Harckham has a \$100,000 allocation for the Putnam County Bureau of Emergency Services in the form of a CREST grant. Attached I have provided the CREST application and a list of acceptable projects.

When submitting please submit the following documents:

- Completed application
- Deed
- Vendor quotes
- Project description
- Memo stating the organization will cover the costs above the allocation

Let me know if you have any questions.

Thank you,

**Sarah Perez (She/Her), Grants Director**  
Office of Senator Harckham  
**Phone:** 518-455-2340  
**Email:** [perezs@nysenate.gov](mailto:perezs@nysenate.gov)

#58

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

**APPROVAL/ BUDGETARY AMENDMENT (24A036)/ EMERGENCY SERVICES/ FIRE TRAINING CENTER 23CP14/ ARPA FUNDING / STATE AND MUNICIPAL (SAM) CREST FACILITIES GRANT PROGRAM AWARD**

**WHEREAS, by Resolution #180 of 2023, the Putnam County Legislature authorized and approved the repurposing of \$1 million of ARPA funding from Resolution #135 of 2022 for the procurement and installation of the Fire Training Center; and**

**WHEREAS, by Resolution #178 of 2023, the Putnam County Legislature authorized and approved \$1.3 million from the Capital Facility Reserve (23CP14) for the Fire Training Facility; and**

**WHEREAS, by Resolution #179 of 2023, the Putnam County Legislature authorized and approved an additional \$300,000 to be earmarked for the demolition, site work, and foundation preparation of the new Fire Training Center Project; and**

**WHEREAS, by Resolution #191 of 2023, the Putnam County Legislature authorized and approved the County's submission, by the Department of Planning, Development and Public Transportation, of its application for a State and Municipal (SAM) Crest Grant in the amount of \$200,000 administered by the Dormitory Authority of the State of New York (DASNY); and**

**WHEREAS, with the current budget of \$1.3 million, the Commissioner of Emergency Services stated that it has been estimated that an additional \$300,000 will be needed to award all phases of the project due to construction market price increases since the summer of 2023, and the entire scope of work was not clearly and fully defined until our consultants began surveying and developing the site plans in February/March; and**

**WHEREAS, on November 20, 2023, the Commissioner of Planning received notice that the State awarded the County of Putnam a Community Resiliency, Economic Sustainability, and Technology Program (CREST) grant for the Fire Training Center Project in the amount of \$200,000; and**

**WHEREAS, the Commissioner of Emergency Services has requested a budgetary amendment (24A036) to account for the DASNY award of \$200,000 and the approval of \$100,000 to cover the additional \$300,000 needed for the project; and**

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

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_



MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

cc: all  
Prot  
A+A

RESO

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: **Budgetary Amendment – 24A036**  
DATE: April 24, 2024

2024 APR 24 PM 4:50  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Capital Fund:**

**Increase Appropriations:**

55197000 532314 51509 Capital - 23CP14 - Fire Training Center \$ 300,000

**Increase Estimated Revenues:**

55197000 449898 51509 Federal Aid - ARPA CFDA 21.027 \$ 100,000

55197000 437897 51509 State Aid - SAM Grant - FTC Project ID 26380 \$ 200,000

**Decrease Appropriations:**

53097000 53000 51601 Capital - Interoperable Public Safety Communication \$ 100,000

**Decrease Estimated Revenues:**

53097000 449898 51601 Federal Aid - ARPA CFDA 21.027 \$ 100,000

Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

Please refer to Commissioner Lipton's communication attached regarding the additional request.



## Michael Lewis

---

**From:** Robert Lipton  
**Sent:** Monday, April 22, 2024 11:30 AM  
**To:** Michael Lewis  
**Cc:** John Tully; Thomas Feighery; Joseph Bellucci; Alexis Hawley; Barbara Barosa  
**Subject:** Fire training center

Mike,

The Purchasing Department recently issued a bid for the demolition, site work and foundation necessary to complete that phase of the FTC project. I am also working with the purchasing department on the procurement of the assembly of the system once it is received. I am told that the engineers estimate for the bid of the site work is \$300k. Given that our current budget for the entire project stands at \$1.3 million we estimate that another \$300,000 will be needed to award all phases of the project. Commissioner Barosa has confirmed that our grant request of \$200K from DASNY has been approved. Therefore, we need a budgetary amendment to account for the DASNY funding along with seeking approval for the remaining \$100k from reserve.

Some of the justification for the additional funds are as follows:

- 1.) Across the board construction market price increases since Summer of 23.
- 2.) Outsourcing certain aspects of the work involved, specifically demolition, which was determined to be dangerous for PCDPW to do in house and would require a specialized demolition contractor.
- 3.) Entire scope of work wasn't clearly and fully defined until our consultants began surveying and developing the site plans in February/March.
- 4.) Our consultants also based their estimate on a similar, recently completed project.

In full disclosure, this request currently has a fiscal impact of \$300k beyond what was originally planned. The current budget includes an appropriation from the capital reserve account of \$200k which we were hoping to return if our grant applications were successful. As of now, only the Senator Harckham CREST grant (DASNY) was approved. We will keep you posted on the others, one of which is a CFA shared services grant for \$500k.

Bob

Robert Lipton  
Commissioner  
Putnam County  
Bureau of Emergency Services  
112 Old Route 6  
Carmel, NY, 10512  
Robert.lipton@putnamcountyny.gov  
845-808-4000 Ext 41101



**DASNY**

**KATHY HOCHUL**  
Governor

**LISA GOMEZ**  
Chair

November 20, 2023

**VIA EMAIL**

Barbara Barosa  
Principal Planner  
County of Putnam  
40 Gleneida Ave  
Carmel, New York 10512

Re: *Community Resiliency, Economic Sustainability, and Technology Program ("CREST")  
Demolition and Site Preparation for the New Burn Building Training Center and Fire Tower  
Project ID: 26380*

Dear Barbara Barosa:

As you know, the State has awarded the County of Putnam ("Grantee") a Community Resiliency, Economic Sustainability, and Technology Program ("CREST") grant for the above-referenced project in the amount of \$200,000.00 (the "Grant").

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

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

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

---

**ALBANY (HEADQUARTERS):** 515 Broadway, Albany, NY 12207 | 518-257-3000  
**BUFFALO:** 6047 Transit Road, Suite 103 East Amherst, NY 14051 | 716-884-9780  
**NEW YORK CITY:** 28 Liberty Street, Fl 55, New York, NY 10005 | 212-273-5000  
**ROCHESTER:** 3495 Winton Place, Building C, Suite 1, Rochester, NY 14623 | 585-450-8400

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**NEW YORK'S FUTURE.**

[www.dasny.org](http://www.dasny.org)



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

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

Authorized Officer #1: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Authorized Officer #2: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

If your organization is a not-for-profit please also see the 'Prior to Final Approval' section in attached FAQs for information regarding the prequalification requirement through NY State Grants Gateway.

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

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

Sincerely,

Sarah D. Antonacci  
Assistant Director, Grants Administration

**GRANTEE CERTIFICATION  
County of Putnam**

Demolition and Site Preparation for the New Burn Building Training Center and Fire Tower  
Project ID: 26380

WE HEREBY WARRANT, REPRESENT AND CERTIFY TO DASNY that:

- The County of Putnam (the "Grantee") has applied for a ("CREST") Grant in the amount of \$200,000.00 (the "Grant"). This Grant will be used for the Demolition and Site Preparation for the New Burn Building Training Center and Fire Tower (the "Project"). We understand that the Grant funds may be used only for certain community improvement purposes as set forth in the enabling legislation and that the Grant Disbursement Agreement (GDA) to be executed in connection with this Grant contains a provision that states that Grant funds may not be used to finance a program or Project that will in any way promote or facilitate religious worship, instruction or proselytizing. We have been informed that this provision exists to ensure compliance with Federal and State law. Therefore, as Authorized Officers of the Grantee, we hereby certify the following in connection with the Project to be financed by the Grant:
  - no religious purpose shall be advanced or promoted by the Project or program funded by the Grant;
  - the Project or program will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of services or the use of facilities or furnishings assisted in any way by public funds;
  - the Project or program shall be open to all without regard to religion; and
  - the Grantee shall take affirmative steps to ensure that information is widely disseminated with respect to the following aspects of the Project or program:
    - the Project or program is publicly funded;
    - the Project or program is open to all, regardless of religious affiliation; and
    - the Project or program beneficiaries are not limited to any particular sect or group.
  - the Grantee shall exercise care to make sure the facilities and/or services to be supported in whole or in part by Grant proceeds are available and accessible to all members of the public by ensuring Project location(s) and/or service areas are in proximity to public transportation; sufficient parking; and by choosing Project location(s) and/or service areas that do not restrict use to a certain subset of the population defined by religion;
- We understand that the State of New York, DASNY and other entities that may be involved in the Grant process are relying on the above information in making the determination whether to award the Grant to the Grantee.
- By signing this document, we certify that we are authorized officers for the Grantee and have the authority to submit this Certification.

**Please sign and return this document to DASNY by either signing pen to paper and sending the pdf OR by typing your full name into signature line(s) below as indicated. Please return these documents to [callcenter@dasny.org](mailto:callcenter@dasny.org) from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.**

\_\_\_\_\_  
Authorized Officer (sign or type)

\_\_\_\_\_  
Printed Name (print or type)

\_\_\_\_\_  
Title (print or type)

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Authorized Officer (sign or type)

\_\_\_\_\_  
Printed Name (print or type)

\_\_\_\_\_  
Title (print or type)

\_\_\_\_\_  
Dated

**PROJECT CERTIFICATE OF THE  
County of Putnam**

Community Resiliency, Economic Sustainability, and Technology Program (the "CREST")  
For the Demolition and Site Preparation for the New Burn Building Training Center and Fire Tower  
(Project ID: 26380)

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

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

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

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

**Please sign and return this document to DASNY by either signing pen to paper and sending the pdf OR by typing your full name into signature line(s) below as indicated. Please return these documents to [callcenter@dasny.org](mailto:callcenter@dasny.org) from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.**

By (sign or type): \_\_\_\_\_

Name (print or type): \_\_\_\_\_

Title (print or type) \_\_\_\_\_

PUTNAM COUNTY LEGISLATURE

Resolution #180

Introduced by Legislator: Ginny Nacerino on behalf of the Protective Services Committee at a Regular Meeting held on September 5, 2023.

page 1

**APPROVAL/ BUDGETARY AMENDMENT (23A043)/ EMERGENCY SERVICES/ RESOLUTION #135 OF 2022 ARPA FUNDING EARMARKED FOR RADIOS - POLICE & FIRE/ REPURPOSE FOR FIRE TRAINING CENTER/ CAPITAL FACILITY RESERVE FUNDS 23CP14**

WHEREAS, per Resolution #135 of 2022, ARPA funds were earmarked to go towards the Statewide Interoperable Communications Grant (SIGG) Targeted Grant Program to allow the County to enhance their public safety operations by strengthening communications infrastructure which is critical in emergency situations; and

WHEREAS, it has been determined that the County will continue to utilize SIGG – Formula Grant awards towards this project and can repurpose \$1 million to go towards the procurement and installation of the Fire Training Center and other project related costs that will serve the fire fighters from Putnam County’s fire departments and surrounding are departments; and

WHEREAS, the County’s consultant has indicated that the Fire Training Center is an allowable use of ARPA funds which is classified under the 3.4 Public Sector Capacity category which includes investment to support emergency response; and

WHEREAS, the Commissioner of the Bureau of Emergency Services has requested a budgetary amendment (23A043) to repurpose these funds; and

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

RESOLVED, that the following budgetary amendment be made:

**CAPITAL FUND:**

**Increase Appropriations:**

55197000 532314 51509	Capital – 23CP14 – Fire Training Center (ARPA Funding)	1,000,000
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**Increase Estimated Revenues:**

55197000 449898 51509	Federal Aid – ARPA CFDA 21.027	1,000,000
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**Decrease Appropriations:**

53097000 53000 51601	Capital – Interoperable Public Safety Communication	1,000,000
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**Decrease Estimated Revenues:**

53097000 449898 51601	Federal Aid – ARPA CFDA 21.027	1,000,000
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2023 Fiscal Impact – 0 –

2024 Fiscal Impact – 0 –

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

**APPROVED**

State of New York


ss:

County of Putnam

 9/14/23  
 COUNTY EXECUTIVE      DATE

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on September 5, 2023.

Dated: September 7, 2023

Signed: 

Diane Schonfeld  
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #179

Introduced by Legislator: Ginny Nacerino on behalf of the Protective Services Committee at a Regular Meeting held on September 5, 2023.

page 1

**APPROVAL/ BUDGETARY AMENDMENT (23A039)/ EMERGENCY SERVICES/ FIRE TRAINING CENTER/ LOCAL ASSISTANCE & TRIBAL CONSISTENCY FUNDS (LATCF) AND CAPITAL FACILITY RESERVE FUNDS 23CP14**

**WHEREAS, the Commissioner of the Bureau of Emergency Services has requested a budgetary amendment (23A039) to earmark funds for the demolition, site work, and foundation preparation of the new Fire Training Center Project; and**

**WHEREAS, \$50,000 will be funded from the Local Assistance & Tribal Consistency Funds (LATCF) which were received earlier this year; and**

**WHEREAS, another \$50,000 will be funded from the Bureau of Emergency Services' operating budget; and**

**WHEREAS, pending receipt of \$200,000 from Grant proceeds, said funds will be placed back in the Capital Facility Reserve Fund for this Capital Project 23CP14; and**

**WHEREAS, the Bureau of Emergency Services will continue to monitor and apply for any grants that would support this important project; and**

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

**GENERAL FUND:**

**Increase Appropriations:**

**10990100 59020                      Transfer Out – Capital Fund                      100,000**

**Decrease Appropriations:**

**10398900 54710                      BES - Maintenance & Repairs                      50,000**

**Increase Estimated Revenues:**

**10131000 440893                      Federal Aid – LATCF Funds CFDA 21.032                      50,000  
(Did not apply for funds)**

**CAPITAL FUND:**

**Increase Appropriations:**

**55197000 532314 51509                      Capital – 23CP14 – Fire Training Center                      300,000**

**Decrease Appropriations:**

**55197000 53000 51509                      Capital – Facility Renovation Reserve                      200,000**

State of New York

ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on September 5, 2023.

Dated: September 7, 2023

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

**Diane Schonfeld**  
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #179

Introduced by Legislator: Ginny Nacerino on behalf of the Protective Services Committee at a Regular Meeting held on September 5, 2023.

page 2

**Increase Estimated Revenues:**

55197000 428601 51509      Transfer In – General Fund      100,000

2023 Fiscal Impact – 0 –

2024 Fiscal Impact – 0 –

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

**APPROVED**

*Kevin Rome* 9/14/23  
COUNTY EXECUTIVE      DATE

State of New York

ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on September 5, 2023.

Dated: September 7, 2023

Signed: *Diane Schonfeld*

Diane Schonfeld  
Clerk of the Legislature of Putnam County



PUTNAM COUNTY LEGISLATURE

Resolution #191

Introduced by Legislator: William Gouldman on behalf of the Physical Services Committee at a Regular Meeting held on October 3, 2023.

page 1

**APPROVAL/ GRANT APPLICATION/ STATE AND MUNICIPAL FACILITIES GRANT PROGRAM/ PUTNAM COUNTY FIRE TRAINING CENTER**

**WHEREAS, Section 5-2(E) of the Putnam County Code provides that an applicant of any grant application that does not require local Putnam County ("the County") matching funds shall notify the Putnam County Legislature ("the Legislature") of the submission of a grant application and, further, if the Legislature objects to such grant application, the applicant shall not apply for said grant; and**

**WHEREAS, by and through the State of New York and the Office of Senator Peter Harckham, the County has the opportunity to apply for a State and Municipal ("SAM") Crest Grant in the amount of \$200,000 administered by the Dormitory Authority of the State of New York ("DASNY") for Renovations to the Putnam County Fire Training Center; and**

**WHEREAS, the purpose of the grant funds is to subsidize the costs associated with the Project; and**

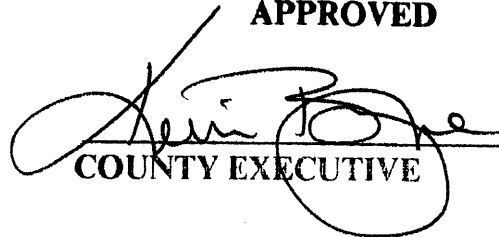
**WHEREAS, there is no matching fund requirement by the County to accept the SAM Crest grant for the Project; now therefore be it**

**RESOLVED, that the Legislature authorizes and approves the County's submission, by the Department of Planning, Development and Public Transportation, of its application for a \$200,000 grant administered through DASNY and awarded by the SAM Crest Facilities Grant Program for the Project; and be it further**

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

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

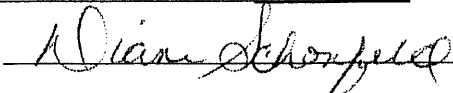
**APPROVED**

  
COUNTY EXECUTIVE      10/11/23  
DATE

State of New York  
ss:  
County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on October 3, 2023.

Dated: October 5, 2023

Signed: 

Diane Schonfeld  
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #178

Introduced by Legislator: Ginny Nacerino on behalf of the Protective Services Committee at a Regular Meeting held on September 5, 2023.

page 1

**APPROVAL/ DEPARTMENT OF PUBLIC WORKS/ USE OF CAPITAL FACILITY RESERVE/ (23CP14) FIRE TRAINING CENTER**

**WHEREAS, the Department of Public Works has proposed the use of \$1.3 million from the Capital Facility Reserve to fund Project #23CP14 – Fire Training Facility; and**

**WHEREAS, the County’s existing Fire Training Facility is outdated and currently unusable due to long ongoing safety issues; and**

**WHEREAS, without a viable fire training facility, local emergency services personnel are forced to travel to and train at neighboring County’s facilities; and**

**WHEREAS, the lack of a training facility within the County contributes to the difficulty in the retention and recruitment of emergency services personnel and fails to fulfill the County’s strong commitment to the safety and preparedness of our emergency services community; and**

**WHEREAS, funding will be used for the demolition of the existing facility and the necessary site work, purchase, and installation of a new facility; and**

**WHEREAS, a new, modern, and safe Putnam County Fire Training Facility will afford our local agencies the opportunity to train and prepare for emergency situations so that they are best equipped to ensure for the safety and well-being of County residents during an emergency response; and**

**WHEREAS, \$1 million of ARPA funding will be transferred to the Capital Facility Reserve funds by Resolution #180 of 2023, \$50,000 will also be transferred from Bureau of Emergency Services Maintenance & Repairs and \$50,000 from Federal Aid (LATCF) Grant funds by Resolution #179 of 2023; and**

**WHEREAS, the balance of \$200,000 will come from existing Capital Facility Reserve funds; and**

**WHEREAS, the Protective Services Committee has reviewed and approved this request; now therefore be it**

**RESOLVED, that the Putnam County Legislature approves and authorizes the expenditure of \$1.3 million from the Capital Facility Reserve Fund budget line 55197000 53000 51509 as follows:**

**23CP14 – Fire Training Center**

Project cost not to exceed \$1.3 million

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

**APPROVED**

State of New York

ss:

County of Putnam

COUNTY EXECUTIVE      9/14/23  
DATE

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on September 5, 2023.

Dated: September 7, 2023

Signed:

Diane Schonfeld  
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #179

Introduced by Legislator: Ginny Nacerino on behalf of the Protective Services Committee at a Regular Meeting held on September 5, 2023.

page 1

**APPROVAL/ BUDGETARY AMENDMENT (23A039)/ EMERGENCY SERVICES/ FIRE TRAINING CENTER/ LOCAL ASSISTANCE & TRIBAL CONSISTENCY FUNDS (LATCF) AND CAPITAL FACILITY RESERVE FUNDS 23CP14**

WHEREAS, the Commissioner of the Bureau of Emergency Services has requested a budgetary amendment (23A039) to earmark funds for the demolition, site work, and foundation preparation of the new Fire Training Center Project; and  
WHEREAS, \$50,000 will be funded from the Local Assistance & Tribal Consistency Funds (LATCF) which were received earlier this year; and  
WHEREAS, another \$50,000 will be funded from the Bureau of Emergency Services' operating budget; and  
WHEREAS, pending receipt of \$200,000 from Grant proceeds, said funds will be placed back in the Capital Facility Reserve Fund for this Capital Project 23CP14; and  
WHEREAS, the Bureau of Emergency Services will continue to monitor and apply for any grants that would support this important project; and  
WHEREAS, the Protective Services Committee and the Audit & Administration Committee have reviewed and approved said budgetary amendment; now therefore be it  
**RESOLVED**, that the following budgetary amendment be made:

**GENERAL FUND:**

**Increase Appropriations:**

10990100 59020                      Transfer Out – Capital Fund                      100,000

**Decrease Appropriations:**

10398900 54710                      BES - Maintenance & Repairs                      50,000

**Increase Estimated Revenues:**

10131000 440893                      Federal Aid – LATCF Funds CFDA 21.032                      50,000  
(Did not apply for funds)

**CAPITAL FUND:**

**Increase Appropriations:**

55197000 532314 51509                      Capital – 23CP14 – Fire Training Center                      300,000

**Decrease Appropriations:**

55197000 53000 51509                      Capital – Facility Renovation Reserve                      200,000

State of New York

ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on September 5, 2023.

Dated: September 7, 2023

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

Diane Schonfeld  
Clerk of the Legislature of Putnam County



#56

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

**APPROVAL/ BUDGETARY AMENDMENT (24A039)/ SHERIFF’S DEPARTMENT/ OUTSIDE DONATIONS/ HOWARD STERN, ESQ. “PROJECT LIFESAVER” PROGRAM**

**WHEREAS, the Putnam County Sheriff’s Department received a donation from Howard Stern, Esq. for the purchase of one (1) Project Lifesaver bracelet for the “Project Lifesaver” program; and**

**WHEREAS, the Putnam County Sheriff has requested a budgetary amendment (24A039) to recognize the funds received for this program currently run by the Sheriff’s Youth and Community Services Division; and**

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

**Increase Estimated Revenues:**

**16311000 427051                      Community & Youth – Outside Donation                      300.00**

**Increase Appropriations:**

**16311000 54410                      Community & Youth – Supplies/ Materials                      300.00**

**2024 Fiscal Impact – 0 –**

**2025 Fiscal Impact – 0 –**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_



cc:all  
Prot  
A+A

Reso

MICHAEL LEWIS  
Commissioner Of Finance

SHEILA BARRETT  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

May 6, 2024

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

2024 MAY -7 PM 1:58  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following **2024** budgetary amendment which has been submitted for approval.

Increase Estimated Revenues:

16311000 427051 Community & Youth – Outside Donation \$ 300.00

Increase Appropriations:

16311000 54410 Community & Youth – Supplies/Materials \$ 300.00

2024 Fiscal Impact -0-  
2025 Fiscal Impact -0-

This amendment recognizes funds presented to the Putnam County Sheriff's Department by Howard Stern, Esq, for the purchase of one Project Lifesaver bracelet for the "Project Lifesaver" program currently run by the Sheriff's Youth and Community Services division.

AUTHORIZATION:

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

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

Date \_\_\_\_\_ Chairperson Audit/Designee: \$0 - \$10,000.00 **24A039**

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



KEVIN J. MCCONVILLE  
SHERIFF

PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300



THOMAS H. LINDERT  
UNDERSHERIFF

May 2, 2024

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, N.Y. 10512

Dear Commissioner Lewis:

I am advising you of the following request to amend the 2024 Putnam County Sheriff's Department budget:

**Increase Revenues:**

16311000 427051      Community and Youth-Outside Donations      \$300.00

**Increase Appropriations:**

16311000 54410      Community and Youth-Supplies & Materials      \$300.00

2024 Fiscal Impact -0-  
2025 Fiscal Impact -0-

This amendment recognizes funds presented to the Putnam County Sheriff's Department, from Howard Stern, Esq for the purchase of one (1) Project Lifesaver bracelet, for the "Project Lifesaver" program, currently run by the Sheriff's Youth and Community Services division.

Sincerely,

Thomas H. Lindert  
Undersheriff

PUTNAM COUNTY SHERIFF'S OFFICE  
INTER-OFFICE MEMORANDUM

May 1, 2024

**To: Sheriff Kevin J. McConville  
Undersheriff Thomas Lindert**

**Attn: Kristin Van Tassel**

**From: Deputy Claire Pierson *CP***

**Subject: Donation for Project Lifesaver**

This member is writing to inform you of a donation received from Howard Stern, Esq in the amount of \$300.00 for the purchase of one (1) Project Lifesaver bracelet. Mr. Stern was a participant in the Putnam/Northern Westchester Fire Police Association seminar that took place on May 24, 2024 at which member gave a presentation on the Project Lifesaver program.



Howard Stern  
4 Sunset Dr  
Bedford Hills, NY 10507-1818

THE LAW OFFICE OF HOWARD STERN  
2 WILLIAM STREET, SUITE 304, WHITE PLAINS, NY 10601 (914) 683-0505

**SPEED - MEMO**

TO: Deputy Claire  
Pierson

DATE: 4-24-25

RE: Donation

Deputy: "Tracking" Device

I'm sure you will remember  
me from last nites Excellent Fire-Police  
Presentation. Here is a contribution to help  
one family! Gotta start somewhere!

Also Walmart for donations is:

<https://www.walmart.com/nonprofits>

Let me know if I can help  
Stay safe

Howard

#50

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

**APPROVAL/ BUDGETARY AMENDMENT (24A042)/ SHERIFF'S DEPARTMENT / NYS STOP-DWI FOUNDATION INC.**

**WHEREAS, the Putnam County Sheriff has requested a budgetary amendment (24A038) to recognize the revenue received from the NYS Stop-DWI Foundation Inc to reimburse the Sheriff's BCI and Patrol divisions for overtime expenses associated with DRE Callouts; and**

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

**Increase Estimated Revenues:**

<b>32311000 443890</b>	<b>Sheriff BCI – Public Safety Other</b>	<b>329.94</b>
<b>17311000 443890</b>	<b>Sheriff Patrol - Public Safety Other</b>	<b><u>265.28</u></b>
		<b>595.22</b>

**Increase Appropriations:**

<b>32311000</b>	<b>Sheriff BCI</b>	
<b>51093</b>	<b>Overtime</b>	<b>306.50</b>
<b>58002</b>	<b>Social Security</b>	<b>23.44</b>
<b>17311000</b>	<b>Sheriff – Patrol</b>	
<b>51093</b>	<b>Overtime</b>	<b>246.43</b>
<b>58002</b>	<b>Social Security</b>	<b><u>18.85</u></b>
		<b>595.22</b>

**2024 Fiscal Impact – 0 –**

**2025 Fiscal Impact – 0 –**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_



cc: all  
Prot  
A+A

Reso

MICHAEL LEWIS  
Commissioner Of Finance

SHEILA BARRETT  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

May 6, 2024

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

2024 MAY - 7 PM 1:58  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following **2024** budgetary amendment which has been submitted for approval.

Increase Estimated Revenues:

32311000	443890	Sheriff BCI – Public Safety Other	\$ 329.94
17311000	443890	Sheriff Patrol – Public Safety Other	265.28
			<u>\$ 595.22</u>

Increase Appropriations:

32311000		Sheriff BCI	
	51093	Overtime	\$ 306.50
	58002	Social Security	23.44
17311000		Sheriff – Patrol	
	51093	Overtime	246.43
	58002	Social Security	18.85
			<u>\$ 595.22</u>

2024 Fiscal Impact -0-  
2025 Fiscal Impact -0-

This amendment recognizes revenue received from the NYS Stop-DWI Foundation Inc to reimburse the Sheriff's BCI and Patrol divisions for overtime expenses associated with DRE callouts.

AUTHORIZATION:

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

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

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

24A038

42

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



**KEVIN J. MCCONVILLE**  
SHERIFF

**PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300**



**THOMAS H. LINDERT**  
UNDERSHERIFF

**Deputy Outside Services**

DATE: 4/19/2024

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, N.Y. 10512

Dear Commissioner Lewis:

Check #9022 in the amount of \$595.22

From: NYS STOP-DWI FOUNDATION INC.

Is reimbursement for hours of service of a DRE call on January 29 and another on January 30, 2024. This was a grant through NYS Governor's Traffic Safety Committee.

Please apply to corresponding revenue account # 32311000.443890 \$ 329.94

Please apply to corresponding revenue account # 17311000.443890 \$265.28

Additionally, please increase expenditure lines:

32311000.51093	\$ 306.50
32311000.58002	\$ 23.44
17311000.51093	\$ 246.43
17311000.58002	\$ 18.85

Very truly yours,

Kristin D. Van Tassel  
Fiscal Manager





#5V

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

**APPROVAL/ BUDGETARY AMENDMENT (24A045)/ SHERIFF'S DEPARTMENT/ T-COMMISSION FUNDS/ COMPUTER EQUIPMENT**

**WHEREAS, the Putnam County Sheriff has requested a budgetary amendment (24A045) to utilize T-Commission Reserve Funds to purchase five (5) Laptop Computers for the Correctional Facility; and**

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

**Increase Revenue:**

**10315000 426605                      Jail – Inmate T-Com Use of Reserve                      4,613.35**

**Increase Appropriations:**

**10315000 52130                      Jail – Computer Equipment                      4,613.35**

**2024 Fiscal Impact – 0 –**

**2025 Fiscal Impact – 0 –**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

MICHAEL LEWIS  
Commissioner Of Finance



*Protective 5-21-24 Other Bas. #12a*  
SHEILA BARRETT  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

May 15, 2024

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

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following budgetary amendment **24A045** which was submitted for approval.

**Increase Revenue:**  
**10315000 426605**

**Jail – Inmate T-Com Use of Reserve** **\$ 4,613.35**

**Increase Appropriations:**  
**10315000 52130**

**Jail – Computer Equipment** **\$ 4,613.35**

2024 Fiscal Impact -0-  
2025 Fiscal Impact -0-

Sheriff McConville respectfully requests the use of T-Commission reserve funds to purchase five lap top computers for the Correctional Facility.

AUTHORIZATION:

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

\_\_\_\_\_  
Date County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000

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

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

Putnam County Correctional Facility T-Commission Acct check # 1013 ~ \$4,613.35

40 GLENEIDA AVENUE ~ CARMEL NEW YORK 10512 ~ Tel (845) 808-1075 ~ Fax (845) 808-1910

*24A045*





**KEVIN J. MCCONVILLE**  
SHERIFF

**PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300**



**THOMAS H. LINDERT**  
UNDERSHERIFF

May 14, 2024

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, NY 10512

Dear Commissioner Lewis:

I have authorized the expenditure of Inmate T-Commission Funds to purchase 5 Lap Top Computers. The IT Department has reviewed our request and supplied us with a quote to meet our needs.

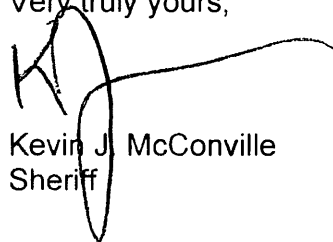
Accordingly, enclosed find check #1013 in the amount of four thousand six hundred thirteen and 35/100 dollars (\$4,613.35). It is respectfully requested that \$4,613.35 of said funds be placed into Munis budget line #10315000, account code #52130, so that the purchase can be completed.

This will have no fiscal impact on the County or Sheriff's Department Budget.

Please ensure that the necessary information is provided to the legislature to meet the five (5) day notice for committee action.

Thank you for your attention to this matter.

Very truly yours,



Kevin J. McConville  
Sheriff

KJM/jg  
Enclosure

# Using phone #



Pricing Proposal  
Quotation #: 24838380  
Created On: 5/9/2024  
Valid Until: 6/8/2024

**NY-County of Putnam**

**Inside Account Executive**

**Annmarie Walz**  
Putnam County Sheriff's Office  
3 County Center  
Camel, NY 10512  
UNITED STATES  
Phone: 845-808-1800 Ext. 41118  
Fax:  
Email: [annmarie.walz@putnamcountyny.gov](mailto:annmarie.walz@putnamcountyny.gov)

**Niall El-Adawy**  
300 Davidson Ave  
Somerset, NJ 08873  
Phone: 732-652-7686  
Fax:  
Email: [niall\\_eladawy@shi.com](mailto:niall_eladawy@shi.com)

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Dell Latitude 3540 - Intel Core i7 - 1355U / up to 5 GHz - Win 11 Pro - Intel Iris Xe Graphics - 8 GB RAM - 256 GB SSD NVMe, Class 35 - 15.6" IPS 1920 x 1080 (Full HD) - Wi-Fi 6E - BTS - with 1 Year Basic Onsite Service after remote diagnosis with Hardwa Dell - Part#: FP6K5 Contract Name: Sourcewell- Technology Products & Solutions Contract #: 121923-SHI Note: Participant ID# 34562 / Low Stock	5	\$922.67	\$4,613.35

Total \$4,613.35

IT/GIS Dept. Reviewed  
 Approved  Not Approved  
*Queen Dunlop*

**Additional Comments**

Dell has a no-returns policy on all products. If an item is DOA, missing, wrong, or visibly damaged in transit, SHI must be notified within 24 hours.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.  
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



**KEVIN J. MCCONVILLE**  
SHERIFF

*Audit 5123*

**PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300**



*Protective 52124* *Other Bus #12a* *#12b*

**THOMAS H. LINDERT**  
UNDERSHERIFF

**2024 MAY 16 PM 1:15  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY**

To: Diane Schonfeld, Legislative Clerk

From: Sheriff Kevin McConville *[Signature]*

Date: May 16, 2024

Subject: Letter of Necessity, Budgetary Amendments **A24045** and A24046

This letter is being sent as a request to place on the Protective Services Committee meeting agenda for Tuesday, May 21, 2024, the utilization of Inmate T-Commission Funds for the purchase of laptop computers and to enhance and improve the Correctional Facilities Computer Network Video Recorder, to expand retention of such data for a period of a year.

We look forward to a favorable response.

# 503

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

**APPROVAL/ BUDGETARY AMENDMENT (24A046)/ SHERIFF'S DEPARTMENT/ T-COMMISSION FUNDS/ AUDIO VISUAL EQUIPMENT**

**WHEREAS, the Putnam County Sheriff has requested a budgetary amendment (24A046) to utilize T-Commission Reserve Funds to purchase two (2) New Computer Network Video Recorders (NVRs) to replace the current equipment which pose retention issues; and**

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

**Increase Revenue:**

**10011000 426605 Jail Maintenance – Inmate T-Com Use of Reserve 205,146.11**

**Increase Appropriations:**

**10011000 52640 Jail Maintenance – Audio Visual Equipment 205,146.11**

**2024 Fiscal Impact – 0 –**

**2025 Fiscal Impact – 0 –**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

MICHAEL LEWIS  
Commissioner Of Finance



SHEILA BARRETT  
Deputy Commissioner Of Finance

*Protective*  
*5-21-24*  
*Other Bills*  
*#126*

DEPARTMENT OF FINANCE

May 15, 2024

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

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following budgetary amendment **24A046** which was submitted for approval.

**Increase Revenue:**

**10011000 426605 Jail Maintenance – Inmate T-Com Use of Reserve \$ 205,146.11**

**Increase Appropriations:**

**10011000 52640 Jail Maintenance – Audio Visual Equipment \$ 205,146.11**

2024 Fiscal Impact -0-  
2025 Fiscal Impact -0-

Sheriff McConville respectfully requests the use of T-Commission reserve funds to purchase two new computer NVRs (Network Video Recorders) to replace the current equipment which pose retention issues.

**AUTHORIZATION:**

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

\_\_\_\_\_  
Date County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000

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

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

Putnam County Correctional Facility T-Commission Acct check # 1012 ~ \$205,146.11

40 GLENEIDA AVENUE ~ CARMEL NEW YORK 10512 ~ Tel (845) 808-1075 ~ Fax (845) 808-1910

*24A046*



**KEVIN J. MCCONVILLE**  
SHERIFF

**PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300**



**THOMAS H. LINDERT**  
UNDERSHERIFF

May 14, 2024

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, NY 10512

Dear Commissioner Lewis:

I have authorized the expenditure of Inmate T-Commission Funds to purchase 2 New Computer NVR's (Network Video Recorder) to expand the storage retention to one year for the Correctional Facility Camera System. The current NVR's were purchased in 2016 and are at their end of life span, and pose retention issues.

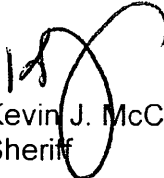
Accordingly, enclosed find check #1012 in the amount of two hundred five thousand one hundred forty-six and 11/100 dollars (\$205,146.11). It is respectfully requested that \$205,146.11 of said funds be placed into Munis budget line #10011000, account code #52640, so that the purchase can be completed.

This will have no fiscal impact on the County or Sheriff's Department Budget.

Please ensure that the necessary information is provided to the legislature to meet the five (5) day notice for committee action.

Thank you for your attention to this matter.

Very truly yours,

  
Kevin J. McConville  
Sheriff

KJM/jg  
Enclosure

Prepared For:

PUTNAM COUNTY - 1123690 - CARMEL, NY - NVR " Survey Assessment recommendatitons

Pricing per NYS OGS Contract, Group 77201 –Award 23150–  
Contract PT68863

Prepared By:

Securitas Technology Corporation  
3800 Tabs Drive  
Uniontown, OH 44685  
Phone: 1-855-331-0359  
Tracy McCue  
Sr Account Executive Regional Enterprise  
914-872-4312  
tracy.mccue@securitates.com

Project Site:

PUTNAM COUNTY - 1123690  
3 COUNTY CENTER  
CARMEL, NY, 10512

This proposal based on the NVR assessment survey for the upgrade / replacement of your antiquated NVRs migrating to new NVRs that will have 1 year storage competence. Work to be done during normal business hours. Securitas Tech will take old NVRs off line and they can remain on site incase you need to obtain video off the old units . Scope is to replace with new and record from day one of cut over .



# 1 Proposal Schedules:

## 1.1 Material Schedule:

### Material Line Items

American Dynamics	ADVER168R5DJ	1	\$68,122.15	\$68,122.15
VideoEdge Rack Mount NVR, 168TB RAID 5				
American Dynamics	ADVER120R5N2H	1	\$37,125.14	\$37,125.14
VideoEdge 2U HC NVR, 120TB RAID 5 (144 Total), 4 NIC				
American Dynamics	ADIRSR52008P	1	\$48,693.46	\$48,693.46
AD 10Gb iSCSI Base-T 8-Port RAID5 Storage System, 200TB Usab				
American Dynamics	ADERSR5200	1	\$39,146.69	\$39,146.69
VE 12Gb SAS Expansion RAID5 Storage System, 200TB Usable (24				

Group Subtotal: \$193,087.4  
4

Freight and Handling: \$6,666.67

Material Schedule Subtotal: \$199,754.11

**2 Purchase Investment Summary:**

**Pricing Breakdown**

Material Schedule:	\$199,754.11
Labor Schedule:	\$5,392.00
Subcontracting & Cable Schedule:	\$0.00
	Total: \$205,146.11

\*Prices quoted do not include Sales or Use tax. Applicable Sales and Use tax will be added to the quoted prices.

**Billing Terms:**

Payment Terms: Due Upon Receipt.

Pricing per NYS OGS Contract, Group 77201-Award 23150-Contract PT68863

This proposal is valid for 30 days

Thank you for the opportunity to provide this proposal. Please sign, date and return the proposal in its entirety to

EMail: [tracy.mccue@securitates.com](mailto:tracy.mccue@securitates.com)

Please issue any Purchase Order or other contract documents to Securitas Technology Corporation

Client Expected Completion Date: 05-30-2024

This Agreement shall not become binding on Securitas Technology Corporation until approved and accepted by Securitas Technology Corporation management as provided below.

Seller:

Buyer:

Securitas Technology Corporation

\_\_\_\_\_  
Company

\_\_\_\_\_  
Trade, partnership or corporate name if different from above.

3 Westchester Plaza  
\_\_\_\_\_

Elmsford NY10523  
\_\_\_\_\_

Address

\_\_\_\_\_  
Address

Tracy McCue, Sr Account Executive Regional Enterprise

\_\_\_\_\_  
Account Representative Name & Title

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Securitas Technology Corporation Management

\_\_\_\_\_  
Authorized Signature      Date

\_\_\_\_\_  
Securitas Technology Corporation Management Signature      Date

## Terms and Conditions

1. **GENERAL** - This document and all pages or other items attached hereto, (hereinafter called the Document, Contract, Agreement or Proposal) will constitute a contract between Securitas Technology Corporation (hereinafter STC) and the Buyer (as listed on the attached) when accepted by STC. If the Buyer issues an order instead of executing this Document and said order references this Document, then this Document shall be deemed to have been signed by the Buyer and any of the terms or provisions of the Buyer's order which are in any way inconsistent with or in addition to the terms and conditions in this contract shall not be binding on either party unless accepted in writing by STC's authorized representatives. Buyer acknowledges and agrees that it has read, understands and agrees to all of the terms and conditions in this Document and agrees to purchase, license, or lease all of the equipment and/or services described herein at the prices and payment terms contained herein. STC's Proposal is valid for a period of thirty (30) days from the date of the Proposal.
2. **DELIVERY** - Delivery quoted was based on the best information available from the manufacturers and/or STC's current inventory at the time of Proposal. STC is not responsible for any delays in shipments from manufacturers or changes in STC's inventory level between time of Proposal and receipt of order or signed Contract from the Buyer. Delivery and/or completion dates are based upon prompt receipt of any and all necessary documents from Buyer. Shipments are scheduled after acceptance of an order in accordance with Buyer's requirements. Unless specifically stated to the contrary, however, where existing priorities and schedules prevent strict compliance with requested delivery dates, orders are entered as close as possible to the requested date and Buyer is advised of deviations, if any, in the shipping or completion schedule. STC reserves the right to make delivery in installments. STC shall not be liable for delays or failure in delivery, manufacture or completion or for any other default by reason of any occurrence or contingency beyond its reasonable control. **IN SUCH EVENT, BUYER AGREES THAT NO REMEDY (INCLUDING, BUT NOT LIMITED TO, INCIDENTAL OR CONSEQUENTIAL DAMAGES FOR LOST PROFITS, LOST SALES, INJURY TO PERSON OR PROPERTY OR ANY OTHER CAUSE) SHALL BE AVAILABLE TO IT.** All shipments will be FOB point of origin. Freight charges will be at Buyer's expense and will be added to the price contained herein.
3. **ACCEPTANCE, TRANSFER OF TITLE, RISK OF LOSS, AND DELIVERY AND INSTALLATION DATES.** This Section 3 applies to all items other than services provided to Buyer hereunder. **A. ACCEPTANCE:** Buyer shall be deemed to have accepted the items provided hereunder according to the following: (i) For delivery and installation orders for equipment ("D&I Orders"), Buyer's acceptance will occur upon substantial completion of installation of the item or beneficial use. At STC's request, Buyer will execute a written acknowledgment of the installation date(s) for all of the items transferred under such D&I Order; or (ii) For shipped Orders, Buyer's acceptance will occur upon delivery of the equipment and/or software to Buyer, which for purposes of acceptance will be deemed to have occurred when the items are shipped from STC's shipping point to a Buyer's location, which for software may occur by physical shipment, electronic delivery or notice to Buyer that the software is available for download. **B. TRANSFER OF TITLE AND RISK OF LOSS:** Title, risk of loss, and the right to use the equipment will pass to Buyer upon Buyer's acceptance thereof according to Subsection A above. Notwithstanding the foregoing, under no circumstances will title to any software be transferred hereunder.
4. **PRICES** - The prices stated are exclusive of any transportation charges (except as covered in Section 2 above), insurance, and federal, state, municipal or other government tax, including sales and use taxes, now or hereinafter imposed upon the production, storage, sale, transportation or use of the products described herein. Such taxes or other charges applied directly to the sale hereunder shall be paid by the Buyer, or in lieu thereof the Buyer shall provide an exemption certificate acceptable to the authorities. By ruling of New York State and New York City sales tax authorities, all lease payments are fully taxable, as they include rental and use of the equipment, use of loaner equipment, parts, etc.
5. **PAYMENT** - Unless otherwise specifically stated to the contrary in the Proposal, the terms of payment are as follows, without notice, demand, reduction or set-off: **A. EQUIPMENT AND INSTALLATION-** Thirty percent (30%) is due at time of order acceptance (equipment will not be ordered and work will not begin until deposit is received), with the balance due in monthly progress payments covering equipment received and labor performed Net ten (10) days from invoice date. **B. RECURRING SERVICES -** Billed in advance. **OVERDUE INVOICES** - If Buyer fails to pay or dispute in writing any amount when due and such failure continues for thirty (30) days or more, Buyer shall pay interest at the rate of one and one half percent (1.5%) per month or the maximum rate permitted by law, (whichever is less) on the entire unpaid balance for each month or portion thereof that payment is late.
6. **INSTALLATION** - Buyer is to provide 110V AC at all outdoor camera locations, monitoring and/or control locations, and/or other locations specified. Where possible, STC utilizes low voltage equipment; as a result, wiring is not required (by code) to be placed inside conduit. Any conduit required by Buyer is at additional cost. If air plenum ceilings exist, code requires the use of conduit or plenum approved cable. The installation price in the Proposal is based on non-air plenum ceilings (i.e., no conduit or plenum approved cable), unless otherwise stated herein. If conduit or plenum approved cable is required, it will be at Buyer's expense, above and beyond installation price quoted. Unless otherwise indicated in the Proposal, Buyer is to provide trenching where necessary for cable runs. If aerial runs are required and Buyer-owned poles are available, STC will utilize them when possible and permissible. Public utility poles cannot be used as they are proprietary to the public utility companies. Any poles necessary to complete aerial runs will be provided and set by Buyer at Buyer's expense, unless otherwise stated in Proposal. STC's Proposal for installation includes all cable, connectors, ties and other necessary hardware, unless otherwise stated in Proposal or covered herein. Buyer understands and agrees that no subcontract labor, materials, and/or special equipment (i.e., skylift bucket truck) are included in Proposal unless so stated and, if necessary, will be at the Buyer's additional expense. Unless otherwise indicated in Proposal, all installation work will be performed by non-union technical personnel. If Buyer-provided lighting is insufficient for an adequate video picture, Buyer will provide additional lighting at Buyer's own expense.
7. **DRAWINGS, PROPRIETARY INFORMATION -** A. Drawings. Buyer shall provide STC with an electronic version of drawings for the performance of the Services. Buyer shall provide STC to-scale AUTOCAD drawings in electronic format. If Buyer cannot provide these drawings, an additional charge may accrue for STC to create drawings necessary for the completion of the Services. **PROPRIETARY INFORMATION.** Any drawings, specifications, equipment lists, and all information provided by STC herein (partial or complete) as instruments of service are and shall remain the property of STC whether the project for which they are made is executed or not. Drawings, specifications, equipment lists, etc. shall be returned to STC on demand or at the end of the project unless specifically purchased from STC or authorized in writing by STC. They are not to be used on other projects or extensions to this project, or to obtain other bids, except by agreement in writing and with appropriate compensation to STC. They are not to be reproduced in whole or part without written consent.
8. **AUDIO/VIDEO EQUIPMENT** - If the equipment purchased or leased from STC contains audio monitoring or video equipment, state and federal law requires public notice of the use of this equipment. Buyer will use such equipment in accordance with all applicable laws.
9. **BONDING** - Unless otherwise agreed upon and included in writing in the proposal, STC will not provide a performance or bid bond in connection with the equipment or services covered in this Contract.
10. **OWNERSHIP OF SOFTWARE AND HARDWARE CONTAINING SOFTWARE** - Any computer application program and/or documentation (collectively "Software") that is provided by STC under this agreement is owned by STC or one of its original equipment manufacturers and is protected by United States and international copyright laws and international treaty provisions. Any breach of this agreement will automatically terminate Buyer's right to use this Software, and Buyer is obligated to immediately return such Software to STC. Buyer may not copy the Software for any reason other than per the dictates of any end user software license agreement. Buyer may not reverse-engineer, disassemble, decompile or attempt to discover the source code of any Software. Buyer acknowledges that any breach of this section shall result in irreparable injury to STC for which the amount of damages would be unascertainable. Therefore, STC may, in addition to pursuing any and all remedies provided by law, seek an injunction against Buyer from any court having jurisdiction, restraining any violation of this section.
11. **TERMINATION AND CHANGE MANAGEMENT -** A. A contract may be terminated by the Buyer only if agreed to in writing by STC. If STC agrees to termination, it will be subject to additional conditions and termination charges as follows: If any equipment covered by the Proposal has been delivered and/or installed, payment for said equipment and/or installation will be due in full. If equipment has yet to be delivered, the Proposal may be terminated only if agreed to by the manufacturer and Buyer shall pay either a 25%-of-retail-price restocking charge or manufacturer's percentage restocking applied to the retail price, whichever is higher, plus all freight charges. Buyer also shall pay on demand any other associated charges necessary to protect STC from loss. **B. Change Management.** Either party may initiate a change by advising the other party in writing of the change believed to be necessary. As soon thereafter as



practicable, STC shall prepare and forward to Buyer a cost estimate for the adjustment to the price, and a schedule impact of the change, and any effect on STC's ability to comply with any of its obligations under this Agreement, including warranties and guarantees. Buyer shall advise STC in writing of its approval or disapproval of the change. If Buyer approves the change, STC shall perform the Services as changed. If Buyer disapproves, the proposed change may be referred to senior management of the Parties.

12. LIMITED WARRANTY AND INDEMNIFICATION – Buyer acknowledges that STC has not represented, warranted, or guaranteed that the equipment sold or leased herein will prevent any loss by burglary, hold-up, fire, or otherwise, or that the equipment will in all cases provide the protection for which it is installed or intended. Nor has STC made any representations, guarantees, or warranties to third parties that the equipment will prevent any such loss or provide them with protection. The parties agree that STC is only selling or leasing equipment and is not undertaking to be an insurer for the Buyer or any third parties against loss, injury, or damage that may result to the person or property of the Buyer or to the person or property of others. Buyer agrees to assume all risk for loss, injury, or damage to the person or property of Buyer arising from or pertaining to the use, possession, operation, or installation of the equipment. Buyer also agrees to indemnify STC and hold STC harmless from any and all claims, costs, expenses, damages, and liabilities of third parties, including attorney's fees, arising from or pertaining to the use, possession, operation, or installation of equipment. Buyer further agrees to defend, protect, and indemnify STC for any damage or loss suffered by STC as a result of Buyer's breach of any term or condition herein. The Buyer's agreement to indemnify and hold STC harmless will continue for as long as the equipment is in use and extends to all claims of third parties, including claims based on intentional conduct, active or passive negligence, or strict or product liability on the part of the STC, its agents, servants, or employees. STC warrants that the equipment provided will conform to its associated documentation under normal use and operating conditions for a period of ninety (90) days from the date of acceptance. If, during this warranty period, any of the equipment or parts are defective or malfunction, they will be repaired or replaced, at STC's sole option, free of charge. Warranty repair is done 8am – 5 pm Monday through Friday, excluding holidays. This warranty will not apply if the damage or malfunction occurs, through no fault of STC, while the system is in the possession of the Buyer, or because the system has been adjusted, added to, altered, abused, misused or tampered with by the Buyer, or otherwise operated or used contrary to the operating instructions. If inspection by STC fails to disclose any defect covered by this limited equipment warranty, the equipment will be repaired or replaced at Buyer's expense and STC's regular service charges will apply. STC is not the manufacturer or developer of any equipment, software, or products sold, leased, or provided hereunder, nor is it the designer of record of any system installed hereunder. STC's design efforts are limited to providing the intended results of the design efforts of others. STC will indemnify and hold harmless the Buyer from any judgments obtained by third parties based on claims of bodily injury to third parties, or direct damage to the tangible property of third parties, to the extent caused by the wrongful or negligent acts of STC, its officers, directors, agents or employees and occurring while STC employees are performing service on equipment at Buyer's site.

13. DISCLAIMER OF WARRANTIES - WITH THE EXCEPTION OF THE WARRANTIES SET FORTH HEREIN, STC MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, THAT THE SYSTEM OR SERVICE SUPPLIED MAY NOT BE COMPROMISED, OR THAT THE SYSTEM OR SERVICE WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED. IN NO EVENT WILL STC, ITS EMPLOYEES, AGENTS OR REPRESENTATIVES BE RESPONSIBLE FOR CONSEQUENTIAL, SPECIAL OR INCIDENTAL DAMAGES OF ANY NATURE WHATSOEVER. STC MAKES NO WARRANTIES CONCERNING ANY EQUIPMENT OR DEVICES ATTACHED TO BUYER'S SYSTEM UNLESS SUCH EQUIPMENT OR DEVICES WERE ORIGINALLY PURCHASED AND INSTALLED UNDER THIS AGREEMENT.

14. INFRINGEMENT INDEMNIFICATION - If STC has received from the manufacturers of the Software and/or systems STC installed hereunder an agreement to indemnify and/or defend any claim or suit or proceeding brought against STC based on a claim that the sale, use or transfer of any system is an infringement of any third party's patent or property rights, then STC shall indemnify Buyer and defend Buyer against all such claims to the extent (and only to the extent) such an indemnity and/or defense is provided by the pertinent (system) manufacturers

15. LIMITED LIABILITY - UNDER NO CIRCUMSTANCES SHALL EITHER PARTY BE LIABLE IN ANY WAY FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOST BUSINESS OR PROFITS, WHETHER OR NOT FORESEEABLE AND WHETHER OR NOT BASED IN BREACH OF

WARRANTY, CONTRACT, OR NEGLIGENCE OR OTHERWISE IN CONNECTION WITH THE MANUFACTURE, USE OR SALE OF THE PRODUCTS OR SERVICES PROVIDED HEREUNDER. NOTWITHSTANDING THE FOREGOING IF FOR ANY REASON EITHER PARTY IS FOUND TO BE LIABLE, IN NO EVENT SHALL SUCH PARTY'S LIABILITY EXCEED THE GREATER OF THE AMOUNT PAID UNDER THIS AGREEMENT OR \$75,000.

16. OTHER - Governing Law: This Agreement shall be governed by the laws of the State of New York and shall be construed in accordance therewith. Any disputes shall be tried in a court of competent jurisdiction in the State of New York. If any provision of this Agreement is declared by any arbitrator or court of competent jurisdiction to be invalid for any reason, such invalidity shall not affect the remaining provisions which shall be fully severable and the Agreement shall be construed and enforced as if such invalid provisions had never been included. For tracking of equipment covered by leases and service contracts as well as tracking of warranty on purchased equipment STC may attach an STC sticker and/or bar code label to the equipment prior to delivery. If the equipment is not covered by a lease or service contract and you do not want the stickers attached, STC must be advised at time of ordering. Buyer represents that it is not subject to any economic or trade sanctions and will immediately notify STC if it becomes subject to such sanctions, in which event STC shall be entitled to immediately terminate this Agreement.

17. ELECTRONIC SIGNATURE LAW - The parties agree that Buyer's request in any form to receive items, whether by fax, e-mail or other tangible or nontangible means, shall be sufficient to subject any such items delivered pursuant to such request or otherwise produced or delivered to Buyer, to the terms of this Document. Any requirement of a further signed writing to make such a request a binding obligation of Buyer, or to subject any such items is expressly waived by Buyer. The parties agree that application of a cursive or facsimile signature and transmittal of an electronic copy of this Document or other ordering document shall be sufficient to bind each party to the terms of this Document, and that an electronic reproduction of this agreement or other ordering documents shall be given the same legal effect as a written document signed by a party. THIS PROPOSAL IS PROVIDED TO BUYER IN RESPONSE TO BUYER'S REQUEST FOR EQUIPMENT AND/OR SERVICES FROM STC AND IS SUBJECT TO ANY LIMITATIONS SPECIFIED BY BUYER (e.g. BUDGET CONSTRAINTS, LIMITED AREAS OF COVERAGE, ETC). BUYER UNDERSTANDS AND AGREES THAT NO WARRANTY OR GUARANTEE CAN BE MADE THAT A SECURITY SYSTEM WILL PROVIDE COMPLETE PROTECTION FROM ANY LOSS BY BURGLARY, HOLDUP, FIRE, OR OTHERWISE, AND NO SUCH GUARANTEE OR WARRANTY IS PROVIDED HEREIN. THE STC TERMS AND CONDITIONS (THE "TERMS AND CONDITIONS") ARE ATTACHED TO THIS PROPOSAL AND ARE INCORPORATED HEREIN BY THIS REFERENCE, AND BUYER HAS READ THE SAME AND THE REMAINING PARTS OF THIS PROPOSAL. IN CASE OF ANY CONFLICT BETWEEN ANY PROCEEDING PORTION OF THIS PROPOSAL AND THE TERMS AND CONDITIONS, THE TERMS AND CONDITIONS SHALL CONTROL. This Document constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior agreements with respect thereto, whether written or oral. This Document may only be modified in a writing executed by both parties.



**KEVIN J. MCCONVILLE**  
SHERIFF

**PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300**



**THOMAS H. LINDERT**  
UNDERSHERIFF

*Audit  
5/23*

*Protective  
5/21/24*

*Other Bus.  
#12a*

*#12b*

To: Diane Schonfeld, Legislative Clerk

From: Sheriff Kevin McConville

Date: May 16, 2024

Subject: Letter of Necessity, Budgetary Amendments A24045 and A24046

2024 MAY 16 PM 1:15  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

This letter is being sent as a request to place on the Protective Services Committee meeting agenda for Tuesday, May 21, 2024, the utilization of Inmate T-Commission Funds for the purchase of laptop computers and to enhance and improve the Correctional Facilities Computer Network Video Recorder, to expand retention of such data for a period of a year.

We look forward to a favorable response.

#5+

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

**APPROVAL/ CONFIRMATION/ APPOINTMENTS/ PUTNAM COUNTY EMERGENCY SERVICES SAFETY ADVISORY BOARD**

**WHEREAS, Section 25-38 of the Putnam County Code provides for the appointment of members to the Putnam County Emergency Services Safety Advisory Board by the County Executive subject to confirmation by the Putnam County Legislature; and**

**WHEREAS, the County Executive has appointed the following:**

**Robert Cuomo, Putnam County Bureau of Emergency Services Representative, for the remainder of a three (3) year term; said term to expire December 31, 2025.**

**Frank DiMarco, Putnam County Chief's Association Representative, for the remainder of a three (3) year term; said term to expire December 31, 2024.**

**Nat Prentice, Putnam County Community Representative, for the remainder of a three (3) year term, said term to expire December 31, 2024.**

**William Walters, Experience or familiarization with the New York State Uniformed Building and Fire Code, for a three (3) year term, said term to expire December 31, 2026.**

**Eileen Barrett, Putnam County Community Representative, for a three (3) year term, said term to expire December 31, 2026.**

**WHEREAS, the Protective Services Committee of the Putnam County Legislature has reviewed and approved said appointments; now therefore be it**

**RESOLVED, that pursuant to Section 25-38(B) of the Putnam County Code, the Putnam County Legislature hereby confirms the above appointments to the Putnam County Emergency Services Safety Advisory Board made by the County Executive; and be it further**

**RESOLVED, that these appointments comply with any requirements to file an Oath of Office pursuant to the New York State Public Officers Law.**

Legislator Addonizio \_\_\_\_\_  
 Legislator Castellano \_\_\_\_\_  
 Legislator Crowley \_\_\_\_\_  
 Legislator Ellner \_\_\_\_\_  
 Legislator Gouldman \_\_\_\_\_  
 Legislator Montgomery \_\_\_\_\_  
 Legislator Nacerino \_\_\_\_\_  
 Legislator Sayegh \_\_\_\_\_  
 Chairman Jonke \_\_\_\_\_



Protective  
5-21-24  
No. All

PUTNAM COUNTY EXECUTIVE  
KEVIN M. BYRNE

Memorandum

Date: May 14, 2024

To: Paul Jonke  
Chairman, Putnam County Legislature

CC: Diane Schonfeld  
Clerk, Putnam County Legislature

From: Kevin M. Byrne  
Putnam County Executive

2024 MAY 14 PM 4:30  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

In accordance with (§) 35-38 of the Putnam County Code, and upon the recommendation of the members of the board, it my privilege to appoint Mr. Robert Cuomo, Mr. Frank DiMarco, Mr. Nat Prentice, Mr. William Walters, and re-appointment of Ms. Eileen Barrett to the Putnam County Emergency Services Safety Advisory Board. Each candidate is well-qualified and knowledgeable in the fields they represent.

I respectfully ask that the Legislature place the appointments of these candidates on the next appropriate agenda meeting with the intention they be confirmed during the next full legislative meeting afterwards.

Listed below are the names of all appointees and the corresponding positions they will serve. As noted in the attached memo from Commissioner Lipton, the board is actively working to fill the two EMS positions on the board as well.

Attached for your review are the resumes of all candidates:

- **Robert Cuomo (Appointment)**  
Putnam County Bureau of Emergency Services Representative  
Term expires December 31, 2025
- **Frank DiMarco (Appointment)**  
Putnam County Chief's Association Representative (Replacing current board member who has resigned from the position)  
Term Expires: December 31, 2024



- **Nat Prentice (Appointment)**  
Putnam County Community Representative (Replacing current board member who has resigned from the position)  
Term Expires: December 31, 2024
  
- **William Walters (Appointment)**  
Experience or familiarization with the New York State Uniformed Building and Fire Code  
Term Expires: December 31, 2026
  
- **Eileen Barrett (Re-Appointment)**  
Putnam County Community Representative  
Term Expires: December 31, 2026



# PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES



Kevin M. Byrne  
County Executive


Robert A. Lipton  
Commissioner of Emergency Services

J. Ralph Falloon  
Deputy Commissioner of Emergency Services

Christopher E. Shields  
Director of Emergency Management

Robert Cuomo  
Director of Emergency Medical Services

## **MEMORANDUM**

**To:** Kevin M. Byrne, County Executive  
**From:** Robert A. Lipton, Commissioner   
**Re:** Emergency Services Safety Advisory Board  
**Date:** May 10, 2024

---

Per Article 3 of the ESSAB By-Laws:

"Appointment Procedure of the Putnam County Emergency Services Safety Advisory Board Rules and Regulations";

"The Putnam County Emergency Services Safety Advisory Board will make recommendations to the County Executive who will appoint members. Consummation is then needed by the Putnam County Legislature. All members shall serve without compensation."

The Board respectfully requests the appointment of Robert Cuomo, Chairman, representing the Bureau of Emergency Services, who is replacing Eric Gross' remaining term which expires on December 31, 2025.

The Board respectfully requests the appointment of Frank DiMarco, representing the Chief's Association, who is replacing Kevin Neary's three-year term which expires on December 31, 2024.

The Board respectfully requests the appointment of Nat Prentice, representing the Putnam County Community, who is replacing Mary Frances McCarthy's three-year term which expires on December 31, 2024.

The Board respectfully requests the appointment of William Walters, representing the NYS Uniformed Building and Fire Code, who is replacing Eric Peters for a three-year term commencing January 1, 2024 to expire December 31, 2026.

The Board respectfully requests the re-appointment of Eileen Barrett, representing the Putnam County Community for a three-year term commencing January 1, 2024 to expire December 31, 2026.

There are two open EMS positions in which the Board is inquiring about the availability of Cathy Lewis and Michael Mocuiski.

Thank you.

#54

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

**APPROVAL/ BUDGETARY AMENDMENT (24A044)/ FINANCE/ INDEPENDENT AUDITORS/  
PKF O'CONNOR DAVIES LLP/ AMERICAN RESCUE PLAN ACT (ARPA)**

**WHEREAS, on January 10, 2024, the County amended their engagement with PKF O'Connor Davies LLP to assist the County with grant compliance and subrecipient monitoring in connection with the American Rescue Plan Act (ARPA); and**

**WHEREAS, the County's ARPA consultant and her team have provided the County and its subrecipients with effective management and oversight with continuous meetings with both the Administration and our local Towns and Villages; and**

**WHEREAS, pursuant to the U.S. Treasury's 2022 Final Rule, recipients may elect up to 10% of their ARPA allocation to administer these projects; and**

**WHEREAS, the Commissioner of Finance is recommending a budgetary amendment (24A044) to cover an additional \$70,000 to adhere to the current U.S. Treasury Guidelines of obligating the County and subrecipient projects through the end of 2024; and**

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

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

**CAPITAL FUND:**

**Increase Appropriations:**

**58989000 53000 52228      Capital – ARPA Administrative Costs                      70,000**

**Increase Estimated Revenues:**

**58989000 428601 52228      Transfer In – General    70,000**

**Decrease Appropriations:**

**55197000 53000 52229      Capital – ARPA Highway Infrastructure Studies (70,000)**

**Decrease Estimated Revenues:**

**55197000 428601 5229      Transfer In – General    (70,000)**

**GENERAL FUND:**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

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

**Increase Appropriations:**

**10990100 59020 52228      Transfer Out – Capital (ARPA Adm. Costs)      70,000**

**Increase Estimated Revenues:**

**10131000 449898 52228      Federal Aid – ARPA CFDA 21.027      70,000**

**Decrease Appropriations:**

**10990100 59020 52229      Transfer Out – Capital (ARPA Highway  
Infrastructure Studies      (70,000)**

**Decrease Estimated Revenues:**

**10131000 449898 52229      Federal Aid – ARPA CFDA 21.027      (70,000)**

**2024 Fiscal Impact – 0 –**

**2025 Fiscal Impact – 0 –**

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

cc: All  
Audit  
Reso

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

2024 MAY 16 AM 10:30  
LEGISLATURE  
PUTNAM COUNTY  
CARNEL, NY

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: **Budgetary Amendment – 24A044**  
DATE: May 16, 2024

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

**Capital Fund:**

<b><u>Increase Appropriations:</u></b>		
58989000 53000 52228	Capital - ARPA Administrative Costs	\$ 70,000
<b><u>Increase Estimated Revenues:</u></b>		
58989000 428601 52228	Transfer in - General	\$ 70,000
<b><u>Decrease Appropriations:</u></b>		
55197000 53000 52229	Capital - ARPA Highway Infrastructure Studies	\$ (70,000)
<b><u>Decrease Estimated Revenues:</u></b>		
55197000 428601 52229	Transfer in - General	\$ (70,000)

**General Fund:**

<b><u>Increase Appropriations:</u></b>		
10990100 59020 52228	Transfer Out - Capital (ARPA Administrative Costs)	\$ 70,000
<b><u>Increase Estimated Revenues:</u></b>		
10131000 449898 52228	Federal Aid - ARPA CFDA 21.027	\$ 70,000
<b><u>Decrease Appropriations:</u></b>		
10990100 59020 52229	Transfer Out - Capital (ARPA Highway Infrastructure Studies)	\$ (70,000)
<b><u>Decrease Estimated Revenues:</u></b>		
10131000 449898 52229	Federal Aid - ARPA CFDA 21.027	\$ (70,000)

Fiscal Impact - 2024 - \$ 0  
Fiscal Impact - 2025 - \$ 0

Back on January 10, 2024, the County amended their engagement with PKF O'Connor Davies LLP to assist the County with grant compliance and subrecipient monitoring in connection with the American Rescue Plan Act (ARPA). Since that time, the County's ARPA consultant and her team have provided the County and its subrecipients with effective management and oversight with continuous meetings with both the administration and our local Town and Villages. Pursuant to the US Treasury's 2022 Final Rule, recipients may elect up to 10% of their ARPA allocation to administer these projects. Therefore, an additional \$70,000 is recommended to adhere to the current US Treasury Guidelines of obligating County and subrecipient projects through the end of 2024.

#52

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

**APPROVAL/ BUDGETARY AMENDMENT (24A047)/ DPW/ SHERIFF'S CORRECTIONAL FACILITY BOILER REPLACEMENTS & GATE IMPROVEMENTS/ AMEND CAPITAL PROJECTS (County ARPA Funding School Safety)**

**WHEREAS, the Department of Public Works Commissioner has requested a budgetary amendment (24A047) to amend Capital Projects 52403 – Correctional Facility Boiler Replacements, 52404 – Correctional Facility Gate Improvements and 52405 – Correctional Facility Life Safety Systems; and**

**WHEREAS, this funding will allow for DPW to proceed with these projects and the accelerated completion goal before the next heating season specific to the Boiler Replacement Project; and**

**WHEREAS, DPW in conjunction with the Capital Committee has identified a budgetary savings in Capital Project 53405 – Correctional Facility Life Safety Systems which will cover the shortfall for the Boiler Project; and**

**WHEREAS, \$125,000 from the PCSO School Safety – ARPA funding will cover the Gate Improvements Project; and**

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

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

**CAPITAL FUND:**

**Increase Appropriations:**

53097000 53000 52403	Capital – PCSO Boiler Project	130,000
53097000 53000 52404	Capital – PCSO Gate Improvements	125,000

**Increase Estimated Revenues:**

53097000 428601 52403	Transfer In – General	130,000
53097000 428601 52404	Transfer In – General	125,000

**Decrease Appropriations:**

53097000 53000 52405	Capital – PCSO Life Safety	130,000
53097000 53000 52223	Capital – PCSO School Safety – ARPA	125,000

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_

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

**Decrease Estimated Revenues:**

53097000 428601 52405      Transfer In – General      130,000  
53097000 428601 52223      Transfer In – General      125,000

**GENERAL FUND:**

**Increase Appropriations:**

10990100 59020 52204      Transfer Out – Capital – ARPA – PCSO  
Gate Improvements      125,000

**Increase Estimated Revenues:**

10131000 449898 52204      Federal Aid – ARPA CFDA 21.027      125,000

**Decrease Appropriations:**

10990100 59020 52223      Transfer Out – Capital – ARPA – PCSO  
School Safety      125,000

**Decrease Estimated Revenues:**

10131000 449898 52223      Federal Aid – ARPA CFDA 21.027      125,000

2024 Fiscal Impact – 0 –  
2025 Fiscal Impact – 0 –

Legislator Addonizio \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Chairman Jonke \_\_\_\_\_



cc: all  
A+A

Reso

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: **Budgetary Amendment – 24A047**  
DATE: May 22, 2024

At the request of the Commissioner of Public Works, the following budgetary amendment is requested.

**Capital Fund:**

**Increase Appropriations:**

53097000 53000 52403	Capital - PCSO Boiler Project	\$ 130,000
53097000 53000 52404	Capital - PCSO Gate Improvements	\$ 125,000

**Increase Estimated Revenues:**

53097000 428601 52403	Transfer in - General	\$ 130,000
53097000 428601 52404	Transfer in - General	\$ 125,000

**Decrease Appropriations:**

53097000 53000 52405	Capital - PCSO Life Safety	\$ 130,000
53097000 53000 52223	Capital - PCSO School Safety - ARPA	\$ 125,000

**Decrease Estimated Revenues:**

53097000 428601 52405	Transfer in - General	\$ 130,000
53097000 428601 52223	Transfer in - General	\$ 125,000

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2024 MAY 23 AM 9:38

**General Fund:**

**Increase Appropriations:**

10990100 59020 52204	Transfer Out - Capital (ARPA PCSO Gate Improvements)	\$	125,000
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**Increase Estimated Revenues:**

10131000 449898 52204	Federal Aid - ARPA CFDA 21.027	\$	125,000
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**Decrease Appropriations:**

10990100 59020 52223	Transfer Out - Capital (ARPA PCSO School Safety -ARPA)	\$	125,000
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**Decrease Estimated Revenues:**

10131000 449898 52223	Federal Aid - ARPA CFDA 21.027	\$	125,000
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Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

Please refer to Deputy Commissioner Bellucci's letter of necessity and memorandum for the purpose of this budgetary amendment.



**MEMORANDUM**

TO: Diane Schonfeld, Clerk, County Legislature

FROM: Thomas Feighery, Commissioner of Public Works

A handwritten signature in cursive script that reads "Thomas Feighery".

CC: Alexis M. Hawley, Asst. Supervisor of Planning & Design  
Joe Bellucci, Deputy Commissioner of Public Works  
Michael Lewis, Commissioner of Finance  
Michele Sharkey, County Auditor

DATE: May 22, 2024

RE: LETTER OF NECESSITY- AMEND CAPITAL PROJECT 52403-  
SHERIFF'S/CORRECTIONAL FACILITY BOILER REPLACEMENTS,  
PCSO/CORRECTIONAL FACILITY GATE IMPROVEMENTS AND  
PCSO/CORRECTIONAL FACILITY LIFE SAFETY SYSTEMS

---

Please accept this memorandum as a letter of necessity for the Legislature to consider the amended Capital Projects 52403- PCSO/Correctional Facility Boiler Replacements, 52404 PCSO/Correctional Facility Gate Improvements and 52405 PCSO/Correctional Life Safety Systems.

This funding will allow for the Department of Public Works to proceed with these projects and the accelerated completion goal before next heating season specific to the Boiler Replacement Project. This accelerated completion schedule is the reason for the extra costs associated with said work.

The Department of Public Works in conjunction with the Capital Committee has identified a budgetary savings in Project 52405- Sheriff's/Correctional Facility Life Safety Systems Modernization which will cover the shortfall for the PCSO/Correctional Facility project.

The budgetary backup information is attached.

PUTNAM COUNTY LEGISLATURE

Resolution #135

Introduced by Legislator: Toni Addonizio on behalf of the Rules, Enactments & Intergovernmental Relations Committee at a Regular Meeting held on July 5, 2022.

page 1

APPROVAL/ BUDGETARY AMENDMENT (22A044)/ COMMISSIONER OF FINANCE/ COUNTY ARPA PROJECTS

WHEREAS, the American Rescue Plan Act of 2021 ("ARPA") provides fiscal recovery funds to county governments, as well as other forms of government, pursuant to US Department of Treasury Compliance and Reporting Guidance, for the purpose of alleviating the fiscal stress caused by the COVID-19 pandemic, and

WHEREAS, Putnam County has been allocated \$19.1 million through ARPA, which may be used to provide certain government services; and

WHEREAS, County Executive Odell has proposed that Putnam County ARPA funds be allocated with a focus on infrastructure as it pertains to school safety, mental health, substance abuse, food insecurity, clean water, roads, bridges, and buildings to aid in the recovery from the COVID 19 pandemic; and

WHEREAS, the Commissioner of Finance has requested a budgetary amendment (22A044) to address these infrastructure needs; and

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

RESOLVED, that the following budgetary amendment (22A044) be made:

Increase Estimated Appropriations:

53097000 53000 52223	ARPA – School Safety – Infrastructure Upgrades	2,000,000
53097000 53000 51601	ARPA – Radios – Police & Fire	2,500,000
53097000 53000 52224	ARPA – Sheriff Dept Software	1,500,000
58989000 53000 52225	ARPA – Stabilization Center	2,500,000
58989000 53000 52226	ARPA – Cap Mobile Food Pantry	130,000
58989000 53000 52227	ARPA – Second Chance Food Pantry Refrigeration Units	25,000
58989000 53000 52228	ARPA – Administrative Expenses	30,000
55197000 52660 52204	ARPA – Highway Equipment	100,000
55197000 53000 52229	ARPA – Highway Infrastructure Studies	303,707
55997000 53000 51622	Fair Street - PIN 8756.09	325,000
		<u>9,413,707</u>

Decrease Estimated Revenues:

State of New York

ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on July 5, 2022.

Dated: July 7, 2022

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

Diane Schonfeld  
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #135

Introduced by Legislator: Toni Addonizio on behalf of the Rules, Enactments & Intergovernmental Relations Committee at a Regular Meeting held on July 5, 2022.

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05000 45710L 50245	Bond Proceeds - Peekskill Hollow Rd	1,000,000
05000 45710M 52202	Bond Proceeds - Infrastructure	1,000,000
05000 45710M 52204	Bond Proceeds - Highway Equipment	500,000
05000 45710G 51622	Bond Proceeds - Fair Street	90,000
05000 45710H 51716	Bond Proceeds - Stoneleigh/Drew	185,000
05000 45710M 51912	Bond Proceeds - Drewville Rd Br	988,800
05000 45710M 51914	Bond Proceeds - Sprout Brook Rd Br	520,000
		<u>4,283,800</u>

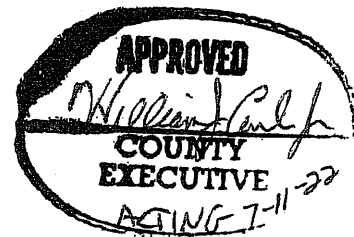
Increase Estimated Revenues:

53097000 449898 52223	ARPA - School Safety - Infrastructure Upgrades	2,000,000
53097000 449898 51601	ARPA - Radios - Police & Fire	2,500,000
53097000 449898 52224	ARPA - Sheriff Dept Software	1,500,000
58989000 449898 52225	ARPA - Stabilization Center	2,500,000
58989000 449898 52226	ARPA - Cap Mobile Food Pantry	130,000
58989000 449898 52227	ARPA - Second Chance Food Pantry Refrigeration Units	25,000
58989000 449898 52228	ARPA - Administrative Expenses	30,000
55197000 449898 50245	ARPA - Peekskill Hollow Road	1,000,000
55197000 449898 52202	ARPA - Highway Infrastructure	1,000,000
55197000 449898 52206	ARPA - Highway Equipment	600,000
55197000 449848 52229	ARPA - Highway Infrastructure Studies	303,707
55997000 449848 51622	ARPA - Fair Street - PIN 8756.09	415,000
55197000 449848 51716	ARPA - Stoneleigh /Drew PIN 8761.97	185,000
55197000 449848 51912	ARPA - Drewville Rd Bridge PIN 8757.65	988,800
55197000 449848 51914	ARPA - Sprout Brook RD Br PIN 8762.13	520,000
		<u>13,697,507</u>

2022 Fiscal Impact - 0 -

2023 Fiscal Impact - 0 -

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.



State of New York

ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on July 5, 2022.

Dated: July 7, 2022

Signed: *Diane Schonfeld*

Diane Schonfeld  
Clerk of the Legislature of Putnam County