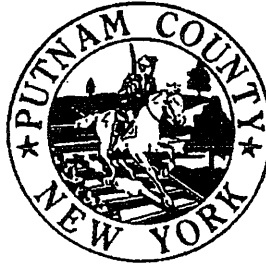


THE PUTNAM COUNTY LEGISLATURE

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**  
**AUDIT & ADMINISTRATION COMMITTEE MEETING**  
**TO BE HELD IN ROOM #318**  
**PUTNAM COUNTY OFFICE BUILDING**  
**CARMEL, NEW YORK 10512**

**Members: Chairman Castellano and Legislators Ellner & Gouldman**

**Monday September 23, 2024**  
**(Immediately following the Economic Development Mtg. at 6:30pm)**

1. Pledge of Allegiance
2. Roll Call
3. Acceptance of Minutes – August 26, 2024
4. 2023 Audit Report/ PFK O'Connor Davies, LLP
5. Correspondence/County Auditor
  - a. Sales Tax Report
  - b. OTB Report
  - c. Transfer/Revenue Report
  - d. 2024 Contingency/Sub-Contingency Report
6. Correspondence/ Commissioner of Finance
  - a. Overtime/Temporary Report
  - b. Approval/ Budgetary Amendment 24A080/ DPW/ Insurance Recoveries/ Guardrail Damages (Also reviewed in Physical)
  - c. Approval/ Budgetary Amendment 24A081/ Health Dept./ Increased Cost of Preschool 3-5 Program (Also reviewed in Health)
  - d. Approval/ Budgetary Amendment 24A082/ Sheriff's Dept./ License Agreement/ Computer Aided Dispatch Records Management System (Also reviewed in Protective)

- e. **Approval/ Budgetary Amendment 24A084/ Sheriff's Dept./ Officer to Attend DRE School & ARIDE Class**
  - f. **Approval/ Budgetary Amendment 24A085/ Soil & Water/ Utilize Soil & Water Conservation District Trust Funds to Purchase Equipment (Also reviewed in Physical)**
  - g. **Approval/ Budgetary Amendment 24A086/ Legal Aid/ Recognize State Aid**
  - h. **Approval/ Budgetary Amendment 24A087/ DPW/ Parks & Recreation Water Sewer Charges (Also reviewed in Physical)**
  - i. **Approval/ Budgetary Amendment 24A088/ DGS/ Repair Mail Vehicle**
7. **Approval/ Fund Transfer 24T258/ Dept. of Social Services/ Fund Correct Budget Line for Agreement with Sheriff's Department (Also reviewed in Health)**
  8. **Approval/ Fund Transfer 24T259/ Dept. of Social Services/ Upgrade of Forensic Interviewer/Outreach Worker to Coordinator of the Child Advocacy Center (Also reviewed in Personnel)**
  9. **Approval/ Fund Transfer 24T262/ Youth Bureau/ Temporary to Cover Maternity Leave (Also reviewed in Personnel)**
  10. **Approval/ Fund Transfer 24T264/ Sheriff's Dept./ Reclassification/ Lieutenant to First Sergeant (Also reviewed in Personnel)**
  11. **Approval/ Fund Transfer 24T265/ Senior Resources/ Reclassification/ Fill Position Equivalent to Positions at other Senior Centers (Also reviewed in Personnel)**
  12. **Approval/ Fund Transfer 24T267/ County Attorney/ Outstanding Legal Services through Year End (Also reviewed in Rules)**
  13. **Approval/ Fund Transfer 24T270/ Dept. of Social Services/ Fund SPO Agreement with Sheriff's Department**
  14. **Approval/ Fund Transfer 24T273/ Emergency Services/ Dispatch Backup Center – 4 Powerphone Licenses (Also reviewed in Protective)**
  15. **Approval/ Fund Transfer 24T280/ Soil & Water/ Utilize NYS Dept. of Agriculture and Markets Funds for Fish Cradles at Kirk Lake (Also reviewed in Physical)**
  16. **Approval/ Fund Transfer 24T290/ Senior Resources/ Vehicle Leasing Expenses through Year End**
  17. **Approval/ Fund Transfer 24T291/ Senior Resources/ Food & Janitorial Expenses due to Increased Meals Served**
  18. **Other Business**
  19. **Adjournment**

#3

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

**Members: Chairman Castellano and Legislators Ellner & Gouldman**

**Monday August 26, 2024**  
**(Immediately following the Rules Mtg. at 6:00pm)**

The meeting was called to order at 7:32pm by Chairman Castellano who requested Legislator Gouldman lead in the Pledge of Allegiance. Upon roll call Legislators Ellner and Gouldman and Chairman Castellano were present.

**Item #3 – Acceptance of Minutes – July 29, 2024**

The minutes were approved as submitted.

**Item #4 – Correspondence/County Auditor**

- a. **Sales Tax Report – Duly Noted**
- b. **Board In Revenue Report – Duly Noted**
- c. **OTB Report – Duly Noted**
- d. **Transfer/Revenue Report – Duly Noted**
- e. **2024 Contingency/Sub-Contingency Report – Duly Noted**

**Item #5 – Correspondence/ Commissioner of Finance**

- a. **Overtime/Temporary Report – Duly Noted**
  
- b. **Approval/ Budgetary Amendment 24A073/ Sheriff's Dept./ ARPA Reallocation/ School Safety Fund New Building at 101 Deacon Smith Hill Rd. (Camp Herrlich) (Also reviewed in Rules)**

Legislator Ellner made a motion to table Budgetary Amendment 24A073; Seconded by Chairman Castellano. All in favor.

- c. **Approval/ Budgetary Amendment 24A075/ Dept. of Social Services/ Repurpose Grant Funds Previously Allocated to Forensic Interviewer/Community Outreach Worker Position (Also reviewed in Health)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

**d. Approval/ Budgetary Amendment 24A076/ Dept. of Social Services/  
Use Opioid Abatement Funds to Purchase Items for Co-Response  
Team (Also reviewed in Health)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**e. Approval/ Budgetary Amendment 24A077/ Finance/ APRA Funding/  
Mobile DMV Equipment (Also reviewed in Rules)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**Item #6 – Approval/ Fund Transfer 24T206/ DPW/ Increased Price – Jail Cleaning  
(Also reviewed in Physical)**

Chairman Castellano made a motion to approve Fund Transfer 24T206; Seconded by Legislator Ellner. All in favor.

**Item #7 – Approval/ Fund Transfer 24T223/ Emergency Services/ Temporary/  
County Fire Instructor Training (Also reviewed in Protective)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**Item #8 – Approval/ Fund Transfer 24T224/ Sheriff's Dept./ Corrections/ Cover  
Salary Shortage due to Incorrect Line Placement (Also reviewed in  
Personnel)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

**Item #9 – Approval/ Fund Transfer 24T245/ Finance/ Additional Services by  
Independent Auditors**

Commissioner of Finance Michael Lewis stated the more Federal funding that comes into the County can necessitate more audits as well.

Chairman Castellano made a motion to approve Fund Transfer 24T245; Seconded by Legislator Gouldman. All in favor.

**Item #10 – Approval/ Fund Transfer 24T250/ Senior Resources/ Contractor Payment  
July-December**

Director of the Office for Senior Resources Michael Cunningham stated with him this evening is Thomas DiMarchi, the new Fiscal Manager in the Office for Senior

Resources. He stated they are at the end of a three (3) year grant. He stated the Putnam County is lead agency for this grant, which partners with five (5) counties. He stated there was a delay in the beginning because of the COVID pandemic and they were granted a one (1) year extension to achieve the goals and spend down the rest of the money. He stated Putnam County has more than achieved their goals, however some of the other participating counties are struggling to do so. He stated there is a consultant working with those counties to assist them in meeting those goals. He stated this is 100% grant funding, there is no County match.

Fiscal Manager DiMarchi stated there is no fiscal impact to the County.

Legislator Sayegh requested clarification if the County has already received this money.

Director Cunningham stated the money is allocated to us and will reimburse qualified expenses. He stated this specific request is to pay the contractor for services rendered through June.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

**Item #11 – Approval/ Offer County Property for Sale Utilizing at Public Auction Pursuant to Chapter 31 of the Putnam County Code/ 100 Zimmer Road, Town of Southeast (Moved from Physical)**

Commissioner Lewis stated if the property goes to auction, there is a 7% fee, but that fee is absorbed by the buyer. He stated if the starting price is \$300,000 and the 7% fee is on top of that, it would be the responsibility of the buyer and the County would collect the full \$300,000. He stated if the property were to be sold through MLS, there is a 5% fee absorbed by the County. He stated in that case, it would be built into the purchase price.

Chairman Castellano questioned which method of sale is better for this property; auction or MLS.

Commissioner Lewis stated he would defer to Commissioner of Planning, Development, & Public Transportation Barbara Barosa and the Administration. He believes the most important thing is to get the property back on the tax rolls. He stated the appraised value is \$290,000.

Chairman Castellano questioned what the assessed value of the property is.

Commissioner Lewis stated he believes the assessed value is \$80,000.

Chairman Castellano stated it is his opinion to sell the property via the auction process.

Commissioner Lewis stated he believed County Executive Byrne was in agreement.

Legislator Nacerino stated either method could be used as long as the County gets the best selling price.

Legislator Jonke stated he believes it should be auctioned.

Chairman Castellano questioned if a date is set for an auction.

Commissioner Lewis stated once a resolution is approved, he believes it could go to auction within 30 days.

Legislator Jonke stated it is important to allow enough time for the auction company to get the word out to entice as many potential bidders as possible.

Chairman Castellano stated an amount needs to be decided. He stated \$320,000 was suggested, but that was including the 7% fee that he now understands would not be the County's responsibility. He questioned if the Administration has provided their opinion on a price.

Commissioner Lewis stated the starting price could be set at the appraised value of \$290,000 and hopefully there is competitive bidding.

Chairman Castellano questioned if the auction would be a sealed bid or if there would be a scheduled auction.

Commissioner Lewis stated there would be a scheduled auction.

Legislator Ellner clarified that when a bid is made, it is visible to all other bidders.

Commissioner Lewis stated that is correct.

Chairman Castellano inquired if any Legislators had suggestions on the starting bid price. He questioned Legislative Counsel if the Legislature needs to include the starting price in their approval.

Legislative Counsel Firriolo stated as amended previously, the resolution before the Committee allows the County Executive to set the initial offer based on the appraisal with the comparative market analysis with the advice and approval of the Legislature, which would be a two-step process. He stated if this is passed, the County Executive would presumably come back to the Legislature with a proposed starting price, and the Legislature would then have to pass another resolution to approve the price. He stated if the Legislature wanted to make this a one-step process, an initial offer could be set in the resolved clause.

Legislator Ellner stated he would be interested in making this a one-step process.

Chairman Castellano questioned if the Legislature could ask County Executive Byrne for his suggested starting price prior to the September 3, 2024 Full Legislative Meeting so it can be considered in its complete form. He stated he would like to see this move along.

Legislative Counsel Firriolo stated if the Committee asks the Administration for a recommended starting price, the resolution could be amended at the Full Legislative Meeting to state that the initial offer amount shall be set at X amount of dollars based upon the recommendation of the Administration.

Chairman Castellano stated he would like to move this forward with the final paragraph of the resolution including the County Executive's recommended auction starting price. He stated he will send a memorandum requesting that the County Executive's recommendation be provided before Thursday, August 29<sup>th</sup> so it can be included on the September 3, 2024 Full Legislative Meeting agenda.

Legislative Counsel Firriolo requested clarification on the amendment.

Chairman Castellano stated the Committee is in agreement to sell the property via auction. He stated the resolution should include the County Executive's recommended starting price; he believes it should be no less than \$290,000. He requested Legislative Counsel Firriolo provide proper wording for these changes.

Legislative Counsel Firriolo stated he believes the following would encompass the Committee's intent: "Resolved, that pursuant to Section 31-4 of the Putnam County Code, the initial offer amount of the property shall be herein after determined by the County Executive in an amount not less than \$290,000 based on the appraisal and comparative market analysis and with the advice and recommendation of the Legislature."

Chairman Castellano made a motion to pre-file the necessary resolution with the wording provided by Legislative Counsel Firriolo; Seconded by Legislator Ellner. All in favor.

### **Item #12 – Discussion/ Amendments/ Deposit & Investment Policy**

Commissioner Lewis stated changes have been made to the County's Deposit & Investment Policy fairly often due to the status of the economy, the sales tax revenue, and advise of 3 plus 1, the County's cash management consultant. He stated when he came on board at the end of 2021 there was about \$75 million in cash and investments. He stated in 2022, that number increased to about \$115 million, the draft report he has for 2023 shows that number at \$149 million and as of July 31, 2024 the investments alone are about \$170 million. He stated updating the policy gives the County more flexibility to invest in other products. He stated for example, there are caps on how much can be invested in a specific place, and by increasing those caps the County can collect more interest. He stated he is presenting these recommendations to increase some of these caps from \$50 million to \$75 million. He stated some counties have no limits on their investment pools, but he believes the limit is beneficial.

Legislator Gouldman stated having the limit protects the County. He provided the recent example of Signature bank crashing. He stated luckily the County did not lose any money, but if there were no limits a similar event could be catastrophic.

Chairman Castellano questioned if this would be resubmitted next month for approval.

Commissioner Lewis stated he would like to make sure the proposed changes are appropriate.

Chairman Castellano clarified to make this change, it would have to go back to Committee next month with a proposed resolution.

Legislator Sayegh questioned if the \$75 million cap is still within the insurance limit.

Commissioner Lewis stated there is collateral.

**Item #13 – FYI/ 2024 Guardrail & Property Damage Table – Duly Noted**

**Item #14 – Other Business**

**a. Approval/ Budgetary Transfer 24T256/ Sheriff's Dept./ 2 Part-Time Threat Assessment Analysts through Homeland Security Grant**

Chairman Castellano made a motion to waive the rules and accept the Other Business; Seconded by Legislator Ellner. All in favor.

Sheriff Kevin McConville stated he is looking to utilize grant funding under the Threat Assessment Management (TAM) program to fund two (2) part-time TAM Analyst positions. He stated 46 threat assessments were received last school year. He stated some are carried out long term over the course of several months. He stated the use of this funding was approved in the State by the Threat Assessment Fund Manager. He stated the two (2) part time employees will be scheduled opposite one another to get this work done. He stated this will cover these positions through the end of 2025.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

**Item #15 – Adjournment**

There being no further business at 8:15pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.



THE PUTNAM COUNTY LEGISLATURE

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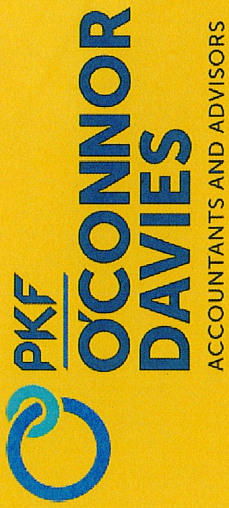
**AGENDA**  
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**(Immediately following the Rules Mtg. at 6:00pm)**

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- 6. Approval/ Fund Transfer 24T206/ DPW/ Increased Price – Jail Cleaning (Also reviewed in Physical)**
- 7. Approval/ Fund Transfer 24T223/ Emergency Services/ Temporary/ County Fire Instructor Training (Also reviewed in Protective)**
- 8. Approval/ Fund Transfer 24T224/ Sheriff's Dept./ Corrections/ Cover Salary Shortage due to Incorrect Line Placement (Also reviewed in Personnel)**
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- 10. Approval/ Fund Transfer 24T250/ Senior Resources/ Contractor Payment July-December**
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- 12. Discussion/ Amendments/ Deposit & Investment Policy**
- 13. FYI/ 2024 Guardrail & Property Damage Table**
- 14. Other Business**
- 15. Adjournment**



**County of Putnam, New York  
Report to the County Legislators  
December 31, 2023**

**Nicholas DeSantis, Partner  
Alan Kassay, Partner**

**September 23, 2024**

#4

**KNOW  
GREATER  
VALUE.**

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## Agenda

Audit Results – PKF O'Connor Davies Opinion on  
Financial Statements

- Fund Balance - General Fund Retrospective
- General Fund - Budget to Actual Summary
- General Fund - Budget to Actual - Revenues
- General Fund - Budget to Actual – Expenditures
- Other Governmental Funds

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## Audit Results

We have completed our audit of the 2023 financial statements of the County of Putnam in accordance with auditing standards generally accepted in the United States of America. **The objective of our audit was to obtain reasonable assurance about whether these financial statements are free of material misstatement.** As part of the scope of our work, we reviewed management's accounting estimates and the accounting treatment afforded to all significant accounting matters.

### *Audit Scope*

Our audit approach was directed at the evaluation of all significant aspects of the County's operations to reduce audit risks to an acceptable level. Our primary focus was not on individual transactions and balances but on the financial statements we are opining on taken as a whole. **We are satisfied that the scope of our audit was sufficient to enable us to express our opinion on these financial statements.**

**We have issued an unmodified ("clean") opinion** relating to the County of Putnam as of December 31, 2023 and for the year then ended.

# Fund Balance – General Fund Retrospective

	Increase (Decrease) 2023 vs 2022	2023	2022	2021	2020
<i>Nonspendable:</i>					
Prepaid expenditures	\$ 146,947	\$ 2,158,798	\$ 2,011,851	\$ 2,409,653	\$ 1,895,830
Leases	(115,940)	-	115,940	-	-
Long term receivables	-	4,000,000	4,000,000	4,000,000	4,000,000
	<u>31,007</u>	<u>6,158,798</u>	<u>6,127,791</u>	<u>6,409,653</u>	<u>5,895,830</u>
<i>Restricted:</i>					
Law Enforcement	(8,467)	549,746	558,213	549,688	630,310
Health	(5,987)	14,321	20,308	20,308	16,433
Driving while intoxicated program	53,936	72,707	18,771	-	24,834
Opiod	1,385,400	1,385,400	-	-	-
Grants and obligations	426,503	1,622,538	1,196,035	3,198,393	2,354,823
	<u>1,851,385</u>	<u>3,644,712</u>	<u>1,793,327</u>	<u>3,768,389</u>	<u>3,026,400</u>
<i>Assigned</i>					
Purchases on order	(643,358)	964,528	1,607,886	1,047,092	1,560,936
Subsequent year's expenditures	1,368,920	3,652,611	2,283,691	2,917,315	2,207,565
Subsequent Year - Retirement	(1,193,196)	1,500,000	2,693,196	2,693,196	3,568,196
Subsequent Year - Future Capital projects	(488,086)	5,250,000	5,738,086	738,086	738,086
Retirement	5,193,196	5,193,196	-	-	-
Future Capital projects	7,500,000	7,500,000	-	-	-
Tax stabilization	2,500,000	7,500,000	5,000,000	3,537,683	3,537,683
Insurance	-	5,800,000	5,800,000	3,800,000	4,000,000
Post Employment	1,000,000	6,000,000	5,000,000	-	-
State aid	-	5,000,000 *	5,000,000	-	-
Callable bond	3,000,000	3,000,000 *	-	-	-
Disaster Recovery	2,000,000	2,000,000 *	-	-	-
Judgements and Settlements	3,000,000	3,000,000 *	-	-	-
	<u>23,237,476</u>	<u>56,360,335</u>	<u>33,122,859</u>	<u>14,733,372</u>	<u>15,612,466</u>
Unassigned	6,597,226	78,139,016 **	71,541,790	65,679,390	43,267,359
Total Fund Balance	28% \$ 31,717,094	\$ 144,302,861	\$ 112,585,767	\$ 90,590,804	\$ 67,802,055

\*\* Represents approximately 44% of the 2024 Appropriations, same as 2022

# General Fund – Budget to Actual Summary

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Total Revenues	\$ 157,991,846	\$ 189,250,187	\$ 184,213,602	\$ (5,036,585)
Total Expenditures	161,513,423	169,496,426	147,391,077	22,105,349
Excess (Deficiency) of Revenues Over Expenditures	(3,521,577)	19,753,761	36,822,525	17,068,764
Total Other Financing Sources (Uses)	(370,000)	(21,368,858)	(4,989,491)	16,379,367
Net Change in Fund Balance	(3,891,577)	(1,615,097)	31,833,034	33,448,131
Fund Balance - Beginning of Year	3,891,577	1,615,097	112,469,827	110,854,730
Fund Balance - End of Year	\$ -	\$ -	\$ 144,302,861	\$ 144,302,861

# General Fund – Budget to Actual Revenues

	Budget		Actual	Variance with Final Budget (Negative)
	Original	Final		
<b>REVENUES</b>				
Real Property Taxes	\$ 30,382,478	\$ 30,382,478	\$ 29,301,109	\$ (1,081,369)
Other Tax Items	5,216,800	5,460,852	5,410,056	(50,796)
Non-Property Taxes	75,895,000	77,205,632	89,627,893	12,422,261
Departmental Income	13,201,784	13,594,832	12,495,701	(1,099,131)
Use of Money and Property	1,022,833	3,559,301	6,598,936	3,039,635
Licenses and Permits	884,700	1,218,108	954,255	(263,853)
Fines and Forfeitures	92,306	102,756	174,283	71,527
Sale of Property and Compensation for Loss	71,100	156,114	120,612	(35,502)
State Aid	21,942,276	25,867,273	25,137,307	(729,966)
Federal Aid	8,133,069	29,497,076	11,598,066	(17,899,010)
Miscellaneous	1,149,500	2,205,765	2,795,384	589,619
<b>Total Revenues</b>	<b>\$ 157,991,846</b>	<b>\$ 189,250,187</b>	<b>\$ 184,213,602</b>	<b>\$ (5,036,585)</b>



# General Fund – Budget to Actual Expenditures

	Budget		Actual	Variance with Final Budget - Positive (Negative)
	Original	Final		
<b>EXPENDITURES</b>				
Current:				
General Government Support	\$ 32,503,610	\$ 34,017,721	\$ 29,353,041	\$ 4,664,680
Education	12,583,694	13,094,876	13,045,098	49,778
Public Safety	43,507,804	44,629,898	39,310,568	5,319,330
Health	15,771,888	18,186,272	15,983,261	2,203,011
Transportation	1,579,276	1,579,276	1,525,288	53,988
Economic Opportunity and Development	38,796,515	40,003,568	32,484,018	7,519,550
Culture and Recreation	7,252,224	8,046,724	7,003,291	1,043,433
Home and Community Services	2,668,693	3,088,372	1,873,341	1,215,031
Employee Benefits Undistributed	6,849,719	6,849,719	6,813,171	36,548
Transfers Out/In	370,000	21,368,858	4,989,491	16,379,367
<b>Total Expenditures</b>	<b>161,883,423</b>	<b>190,865,284</b>	<b>152,380,568</b>	<b>38,484,716</b>
<b>Net Change in Fund Balance</b>	<b>(3,891,577)</b>	<b>(1,615,097)</b>	<b>31,833,034</b>	<b>33,448,131</b>
<b>FUND BALANCE</b>				
Beginning of Year	3,891,577	1,615,097	112,469,827	110,854,730
End of Year	-	-	144,302,861	\$ 144,302,861

# Other Governmental Funds

	Capital Projects Fund	County Road Fund	Road Machinery Funds	Transportation Fund	Special Purpose Fund	Debt Service Funds
<b>Revenues</b>	\$ 11,632,151	\$ 5,763,422	\$ 2,393,181	\$ 3,992,963	\$ 4,314	\$ 7,885,967
<b>Expenditures</b>	(18,745,710)	(4,686,066)	(2,195,441)	(2,617,257)	(123,322)	(7,898,659)
Other financing sources(uses)	5,132,411	-	-	-	-	37,414
Net Change in Fund Balance	(1,981,148)	1,077,356	197,740	1,375,706	(119,008)	24,722
Fund Balance - Beginning	15,000,387	2,767,638	760,537	3,595,550	497,527	165,662
Fund Balance - Ending	\$ 13,019,239	\$ 3,844,994	\$ 958,277	\$ 4,971,256	\$ 378,519	\$ 190,384

All Funds, have positive fund balances at year-end.

## Summary – Closing Points

Issued an **UNMODIFIED OPINION (CLEAN)**

Received the **Certificate of Achievement in Financial Reporting**  
- 32 of the last 33 years

### **Moody's Bond Rating at Aa2 -**

*"Obligations judged to be of high quality and subject to very low credit risk".*

### **Tax Anticipation Notes**

Last issued Tax Anticipation Notes in December 2015, 8th year in a row.  
Reduced need to borrow from \$17 million in 2013, to \$0 in 2015  
Saving annual interest expense by as much as \$165,000 per year,

### **Issued Report to Those Charged With Governance -**

"Management Letter", No Material weaknesses noted.

### **New GASB Pronouncements:**

GASB Statement No. 87 - Leases. Implemented in 2022.  
GASB Statement No. 96 - Subscription-Based Information Technology Agreements (SBITA). 2023.

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#5a

Sales Tax	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	+or(-) Same Period
January	\$ 3,910,113	\$ 4,117,955	\$ 4,235,351	\$ 4,472,651	\$ 4,699,597	\$ 4,966,930	5,536,978	4,810,372	6,071,784	6,673,020	7,112,139	439,119
February	3,270,383	3,234,919	3,828,416	3,797,974	4,062,844	4,228,841	4,573,894	4,483,277	5,047,591	5,979,925	6,138,980	159,055
March	5,708,091	4,670,041	5,932,547	5,174,049	5,383,664	5,792,011	5,949,514	8,065,989	8,250,002	7,952,761	7,642,006	(310,755)
April**	4,077,701	4,248,878	4,354,716	4,344,286	4,696,971	4,674,670	3,538,226	5,264,056	6,424,074	6,652,126	6,581,464	(70,662)
May	5,793,860	6,075,331	5,946,190	6,367,505	6,807,221	7,425,730	5,011,290	7,975,256	9,113,026	10,361,506	8,845,599	(1,515,906)
June	4,053,988	3,621,035	4,666,527	3,983,941	4,182,456	4,557,885	5,146,439	6,789,670	4,685,857	5,311,513	5,512,815	201,303
July	4,320,542	4,558,502	4,372,322	4,952,664	4,835,632	5,266,612	4,871,906	6,094,635	6,393,098	6,737,854	7,635,468	897,614
August	4,179,098	4,312,904	4,286,170	4,754,633	4,815,929	5,368,556	4,918,555	6,017,886	6,254,546	6,609,400	6,963,785	354,385
September	5,997,983	5,347,273	6,377,884	5,821,648	7,067,806	7,331,396	9,125,106	8,508,962	8,459,469	9,682,066		
October	4,179,344	4,311,976	4,555,008	4,449,271	4,840,611	5,244,815	4,917,403	5,730,039	6,397,048	6,520,201		
November*	4,513,878	4,190,564	4,407,709	4,616,873	4,715,091	4,959,534	4,492,906	5,514,058	6,265,506	6,722,976		
December	5,881,014	5,264,022	6,092,242	6,056,492	7,037,269	6,186,904	8,678,973	8,798,537	8,601,579	9,246,964		
Actual	\$ 55,885,996	\$ 53,953,400	\$ 59,055,082	\$ 58,791,988	\$ 63,145,092	\$ 66,003,884	66,761,192	78,052,738	81,963,580	88,450,310	56,432,257	
Budget/(Rev)	\$ 52,495,824	\$ 53,953,400	\$ 54,739,000	\$ 57,366,282	\$ 58,513,608	\$ 60,484,333	65,705,798	60,404,887	65,000,000	74,750,000	77,500,000	
Over/(Under)Budget	3,390,172	(0)	4,316,082	1,425,706	4,631,484	5,519,551	1,055,394	17,647,851	16,963,580	13,700,310	(21,067,743)	154,153



YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2024 8 24A078	Mental Health Case Mgmt	10041000	54647		SUB CONTRACTORS	588.00 D	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Adult St Aid	10038000	434944		MH STATE AID ENHANCEMENTS/COLA	7,194.00 C	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Case Mgmt	10037000	434946		MH ST AID ADULT CASE MG	8,328.00 C	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health CSS	10036000	434951		CSS SUB CONTRACT	2,301.00 C	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Housing	10034000	434903		MH ST AID SUPPORTED HOUSING	45,455.00 C	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Case Mgmt	10042000	434981		MH ST AID	6,878.00 C	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Case Mgmt	10040000	434981		MH ST AID	16,878.00 C	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Case Mgmt	10041000	434981		MH ST AID	588.00 C	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Legal	10431000	54646	10120	CONTRACTS	591.00 D	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Legal	10431000	54646	10115	CONTRACTS	544.00 D	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Case Mgmt	10046000	54647		SUB CONTRACTORS	164.00 D	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Case Mgmt	10044000	54647		SUB CONTRACTORS	1,115.00 D	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Case Mgmt	10043000	54647		SUB CONTRACTORS	5,342.00 D	REFLECT ADJUSTED ST AID LEVELS

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YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2024 8 24A078	Mental Health Case Mgmt	10039000	434947		MH ST AID CF CASE MG	1,165.00 C	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Case Mgmt	10042000	54647		SUB CONTRACTORS	6,878.00 D	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Case Mgmt	10040000	54647		SUB CONTRACTORS	16,878.00 D	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Case Mgmt	10039000	54647		SUB CONTRACTORS	1,165.00 D	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Adult St Aid	10038000	54647		SUB CONTRACTORS	7,194.00 D	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Case Mgmt	10037000	54647		SUB CONTRACTORS	8,328.00 D	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health CSS	10036000	54647		SUB CONTRACTORS	2,301.00 D	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Housing	10034000	54647		SUB CONTRACTORS	45,455.00 D	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Legal	10431000	434981	10120	MH ST AID	591.00 C	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Legal	10431000	434981	10115	MH ST AID	544.00 C	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Case Mgmt	10046000	434981		MH ST AID	164.00 C	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Case Mgmt	10044000	434981		MH ST AID	1,115.00 C	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A078	Mental Health Case Mgmt	10043000	434981		MH ST AID	5,342.00 C	REFLECT ADJUSTED ST AID LEVELS
2024 8 24A079	Legal Aid Society	25117000	54951	10224	ALT TO INCARCERATION	290,404.00 D	AID TO DEFENSE DISCOVERYREFORM



YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2024 8 24A079	Legal Aid Society	25117000	430890	10224	CRIMINAL JUSTICE DISCOVERY	290,404.00 C	AID TO DEFENSE DISCOVERY/REFORM
2024 8 24T217	Highway Facilities	10511100	54510		MACHINE MAINTENANCE	4,500.00 C	TO ALLOCATE WATER TO FACILITIE
2024 8 24T217	Highway Facilities	10511100	54321		BOTTLED WATER	4,500.00 D	TO ALLOCATE WATER TO FACILITIE
2024 8 24T218	Sheriff - Narcotics	14311000	54370		AUTOMOTIVE	3,000.00 C	CVR. CURRENT AND FUTURE MAINT.
2024 8 24T218	Sheriff - Patrol Marine	17003000	54410		SUPPLIES AND MAT	2,000.00 C	CVR. CURRENT AND FUTURE MAINT.
2024 8 24T218	Sheriff - Patrol Marine	17003000	54710		MAINT AND REPAIRS	2,000.00 D	CVR. CURRENT AND FUTURE MAINT.
2024 8 24T218	Sheriff - Patrol Marine	17003000	54710		MAINT AND REPAIRS	3,000.00 D	CVR. CURRENT AND FUTURE MAINT.
2024 8 24T219	Health - Nursing	11401000	52130		COMPUTER EQUIPMENT	255.00 C	REPLACE INOPERABLE CLR PRINTER
2024 8 24T219	Health Admin	10401000	52130		COMPUTER EQUIPMENT	255.00 D	REPLACE INOPERABLE CLR PRINTER
2024 8 24T220	District Attorney	10116500	54313		BOOKS AND SUPPLEMENTS	5,000.00 D	LAW BOOKS
2024 8 24T220	District Attorney	10116500	54682		SPECIAL SERVICES	5,000.00 C	LAW BOOKS
2024 8 24T221	Youth Bureau	10731000	54311		PRINTING AND FORMS	1,410.40 D	FUNDS NEEDED FOR PRINTING
2024 8 24T221	Youth Bureau	10731000	54410		SUPPLIES AND MAT	1,410.40 C	REVERSAL 24T169
2024 8 24T222	Emergency Services	10398900	54162		SIGNS	800.00 C	ADDITIONAL FUNDS FOR POSTAGE

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024	8	24T222	Emergency Services	10398900	54314		POSTAGE	800.00	D	ADDITIONAL FUNDS FOR POSTAGE
2024	8	24T225	Health - Community Health Assessment Fed	26401001	54782	10205	SOFTWARE ACCESSORIES	75.00	D	PURCHASE MONITOR WALL MOUNT
2024	8	24T225	Health - Community Health Assessment Fed	26401001	54640	10205	EDUCATION AND TRAINING	75.00	C	PURCHASE MONITOR WALL MOUNT
2024	8	24T226	Health - Lead	11015000	54640		EDUCATION AND TRAINING	1,558.00	C	XRF REPAIR
2024	8	24T226	Health - Lead	11015000	54510		MACHINE MAINTENANCE	1,558.00	D	XRF REPAIR
2024	8	24T227	Health - Education State	21401000	52110		FURNITURE AND FURNISHINGS	38.00	C	COVER EMPLOYEE TRAVEL
2024	8	24T227	Health - Education State	21401000	54510		MACHINE MAINTENANCE	150.00	C	COVER EMPLOYEE TRAVEL
2024	8	24T227	Health - Education State	21401000	54675		TRAVEL	188.00	D	COVER EMPLOYEE TRAVEL
2024	8	24T228	Youth Bureau	10731000	54410	10114	SUPPLIES AND MAT	200.00	D	CRAFTS SUPPLIES FOR YTH MENT.
2024	8	24T228	Youth Bureau	10731000	54989	10114	MISCELLANEOUS	200.00	C	FUNDS NEEDED FOR YTH CRAFTS
2024	8	24T229	County Clerk	10141000	54510		MACHINE MAINTENANCE	1,000.00	C	MILEAGE REIMBURSEMENT FOR BANK
2024	8	24T229	DMV	10141100	54675		TRAVEL	1,000.00	D	MILEAGE REIMBURSEMENT FOR BANK
2024	8	24T230	Health Admin	10401000	54410		SUPPLIES AND MAT	100.00	D	REPLACE OLD VACUUM
2024	8	24T230	Health Admin	10401000	54510		MACHINE MAINTENANCE	100.00	C	REPLACE OLD VACUUM

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2024 8 24T231	Historian	10751000	54682		SPECIAL SERVICES	600.00 C	FUNDS NEEDED FOR TRAVEL
2024 8 24T231	Historian	10751000	54675		TRAVEL	600.00 D	FUNDS NEEDED FOR TRAVEL
2024 8 24T232	Board of Elections	10145000	52110		FURNITURE AND FURNISHINGS	567.00 D	OFFICE CHAIRS
2024 8 24T232	Board of Elections	10145000	54314		POSTAGE	567.00 C	OFFICE CHAIRS
2024 8 24T233	Highway Roads & Bridges	10511000	54410		SUPPLIES AND MAT	180.00 C	FOR PURCHASE OF STRIPING TOOL
2024 8 24T233	Highway Traffic	10331000	52180		OTHER EQUIPMENT	180.00 D	FOR PURCHASE OF STRIPING TOOL
2024 8 24T234	County Clerk	10141000	54675		TRAVEL	100.00 C	LEGAL PUBLICATION COST
2024 8 24T234	County Clerk	10141000	54664		ADVERTISING	100.00 D	LEGAL PUBLICATION COST
2024 8 24T235	Health - Lead	11015000	54640		EDUCATION AND TRAINING	50.00 C	ADD'TL MINOR CHRGS ON FNL BILL
2024 8 24T235	Health - Lead	11015000	54510		MACHINE MAINTENANCE	50.00 D	ADD'TL MINOR CHRGS ON FNL BILL
2024 8 24T236	Board of Elections	10145000	54314		POSTAGE	1,800.00 C	12 TRAINING ROOM TABLES
2024 8 24T236	Board of Elections	10145000	52110		FURNITURE AND FURNISHINGS	1,800.00 D	12 TRAINING ROOM TABLES
2024 8 24T236	Board of Elections	10145000	52110		FURNITURE AND FURNISHINGS	2,300.00 D	12 TRAINING ROOM TABLES
2024 8 24T236	Board of Elections	10145000	51093		OVERTIME	2,300.00 C	12 TRAINING ROOM TABLES

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 8 24T237	OSR	10762000	54783	10166	LICENSING SOFTWARE	300.00	D	MATTER OF BALANCE LICENSE FEE
2024 8 24T237	OSR	10762000	54989		MISCELLANEOUS	300.00	C	MATTER OF BALANCE LICENSE FEE
2024 8 24T238	Health - Lead	11015000	54989		MISCELLANEOUS	350.00	D	PURCHASE SWIFFER GIVEAWAYS
2024 8 24T238	Health - Lead	11015000	54329		PROMOTIONAL MATERIALS	350.00	C	PURCHASE SWIFFER GIVEAWAYS
2024 8 24T239	Early Intervention	10405900	54483		ASSISTIVE TECH	3,400.00	C	PURCHASE NEW CAR SEATS
2024 8 24T239	Early Intervention	10405900	54410		SUPPLIES AND MAT	3,400.00	D	PURCHASE NEW CAR SEATS
2024 8 24T240	Health - Nursing	11401000	54989		MISCELLANEOUS	80.00	C	CORRECT LINE FOR CAR WASHES
2024 8 24T240	Health - EHS	12401000	54989		MISCELLANEOUS	80.00	C	CORRECT LINE FOR CAR WASHES
2024 8 24T240	Health - EHS	12401000	54370		AUTOMOTIVE	80.00	D	CORRECT LINE FOR CAR WASHES
2024 8 24T240	Health - Nursing	11401000	54370		AUTOMOTIVE	80.00	D	CORRECT LINE FOR CAR WASHES
2024 8 24T241	Health - Community Health Assessment Fed	26401001	54640	10205	EDUCATION AND TRAINING	60.00	C	PURCHASE USB ADAPTER
2024 8 24T241	Health - Community Health Assessment Fed	26401001	54782	10205	SOFTWARE ACCESSORIES	60.00	D	PURCHASE USB ADAPTER
2024 8 24T242	Probation	10314000	54634		TELEPHONE	2,000.00	D	COVER TELEPHONE - END OF YEAR
2024 8 24T242	Probation	10314000	54445		LAB ANALYSIS	2,000.00	C	COVER TELEPHONE - END OF YEAR

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2024 8 24T243	DSS WMS	10116000	51094		TEMPORARY	200.00 C	MURAL PAINTS
2024 8 24T243	DSS Overhead	10120000	54410		SUPPLIES AND MAT	200.00 D	MURAL PAINTS
2024 8 24T244	Emergency Services	10398900	54162		SIGNS	620.00 D	SIGNS FOR RADIO SITES
2024 8 24T244	Emergency Services	10398900	54313		BOOKS AND SUPPLEMENTS	620.00 C	SIGNS FOR RADIO SITES
2024 8 24T245	Finance	10131000	54646		CONTRACTS	15,000.00 C	COVER 3 ADDITIONAL SINGLE AUDIT
2024 8 24T245	Audit	10132000	54111		INDEPENDENT AUDIT	15,000.00 D	COVER 3 ADDITIONAL SINGLE AUDIT
2024 8 24T246	District Attorney	10116500	54989		MISCELLANEOUS	1,620.00 D	FINGERPRINTING
2024 8 24T246	District Attorney	10116500	54682		SPECIAL SERVICES	1,620.00 C	FINGERPRINTING
2024 8 24T247	Health - Lead	11015000	54310		OFFICE SUPPLIES	130.00 C	PURCHASE COMPUTER MOUSES
2024 8 24T247	Health - Lead	11015000	54782		SOFTWARE ACCESSORIES	130.00 D	PURCHASE COMPUTER MOUSES
2024 8 24T248	Youth Court	10087000	54640	10184	EDUCATION AND TRAINING	600.00 D	NYS HIGHWAY SAFETY SYMPOSIUM
2024 8 24T248	Youth Court	10087000	54640		EDUCATION AND TRAINING	1,000.00 C	NYS HIGHWAY SAFETY SYMPOSIUM
2024 8 24T248	Youth Court	10087000	54675		TRAVEL	600.00 C	NYS HIGHWAY SAFETY SYMPOSIUM
2024 8 24T248	Youth Court	10087000	54675	10184	TRAVEL	1,000.00 C	NYS HIGHWAY SAFETY SYMPOSIUM

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2024 8 24T248	Youth Court	10087000	54640	10184	EDUCATION AND TRAINING	1,000.00 D	NYS HIGHWAY SAFETY SYMPOSIUM
2024 8 24T248	Youth Court	10087000	54640	10184	EDUCATION AND TRAINING	1,000.00 D	NYS HIGHWAY SAFETY SYMPOSIUM
2024 8 24T249	OSR	10677900	52650		MOTOR VEHICLES	706.54 D	PRICE INCREASE ON NEW BUSES
2024 8 24T249	OSR	10677900	54989		MISCELLANEOUS	706.54 C	PRICE INCREASE ON NEW BUSES
2024 8 24T251	Early Intervention	10405900	54483		ASSISTIVE TECH	250.00 C	STAFF TRAVEL TO TRAINING
2024 8 24T251	Early Intervention	10405900	54640		EDUCATION AND TRAINING	250.00 D	STAFF TRAVEL TO TRAINING
2024 8 24T252	Highway Admin	10149000	54675		TRAVEL	200.00 D	MORE FREQUENT TRIPS W/TOLLS
2024 8 24T252	Highway Admin	10149000	54310		OFFICE SUPPLIES	200.00 C	MORE FREQUENT TRIPS W/TOLLS
2024 8 24T253	DSS Admin	10102000	52110		FURNITURE AND FURNISHINGS	551.00 D	REAPPRO - REPLACE 2 BRKN CHAIRS
2024 8 24T253	DSS WMS	10116000	51094		TEMPORARY	551.00 C	REAPPRO - REPLACE 2 BRKN CHAIRS
2024 8 24T254	Health - Education State	21401000	54782		SOFTWARE ACCESSORIES	305.00 D	VENNGAGE RENEWAL
2024 8 24T254	Health - Education State	21401000	52130		COMPUTER EQUIPMENT	200.00 C	PURCHASE OFFICE SUPPLIES
2024 8 24T254	Health - Education State	21401000	54310		OFFICE SUPPLIES	200.00 D	PURCHASE OFFICE SUPPLIES
2024 8 24T254	Health - Education State	21401000	52130		COMPUTER EQUIPMENT	305.00 C	VENNGAGE RENEWAL

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2024 8 24T255	Transit - PART	95630000	54370		AUTOMOTIVE	3,455.00 C	DECREASE
2024 8 24T255	Transit - PART	95630000	52680		OTHER EQUIPMENT	3,455.00 D	INCREASE
2024 8 24T257	Health - EHS	12401000	54320		FOOD	200.00 C	PURCHASE INCIDENTALS
2024 8 24T257	Health - EHS	12401000	54410		SUPPLIES AND MAT	200.00 D	PURCHASE INCIDENTALS
2024 8 24T260	DSS Admin	10102000	54311		PRINTING AND FORMS	20.00 D	BUS CRD PURCHASE - RADICCHI
2024 8 24T260	DSS Admin	10102000	54410		SUPPLIES AND MAT	20.00 C	BUS CRD PURCHASE - RADICCHI
2024 8 24T261	DSS Overhead	10120000	54782		SOFTWARE ACCESSORIES	400.00 D	PURCHASE REPLACMT PATCH CABLE
2024 8 24T261	DSS Overhead	10120000	52130		COMPUTER EQUIPMENT	400.00 C	PURCHASE REPLACMT PATCH CABLE
2024 8 24T263	District Attorney	10116500	54682		SPECIAL SERVICES	200.00 C	FINGERPRINTING
2024 8 24T263	District Attorney	10116500	54989		MISCELLANEOUS	200.00 D	FINGERPRINTING
2024 8 24T266	Youth Bureau	10731000	54408		SPECIAL PROJECTS	300.00 D	BUILDING BRIDGES ART PROGRAM
2024 8 24T266	Youth Bureau	10731000	54989		MISCELLANEOUS	300.00 C	FUNDS NEEDED FOR ART PROGRAM
2024 8 24T268	Emergency Services	10398900	54313		BOOKS AND SUPPLEMENTS	100.00 C	MORE FUNDS NEEDED
2024 8 24T268	Emergency Services	10398900	55370		CHRGBK AUTOMOTIVE	100.00 D	MORE FUNDS NEEDED

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2024 8 24T269	Health - Education State	21401000	54320		FOOD	500.00 C	PURCHASE STANDING DESK
2024 8 24T269	Health - Education State	21401000	52110		FURNITURE AND FURNISHINGS	500.00 D	PURCHASE STANDING DESK
2024 8 R#190/24	Corrections	10315000	58002		SOCIAL SECURITY	147.00 C	CVR. SGT. SALARY SHORTAGE FICA
2024 8 R#190/24	Corrections	10315000	51000		PERSONNEL SERVICES	1,925.00 C	CVR. SGT. SALARY SHORTAGE
2024 8 R#190/24	Jail Fed	10315001	51000	10032	PERSONNEL SERVICES	1,925.00 D	CVR. SGT. SALARY SHORTAGE
2024 8 R#190/24	Jail Fed	10315001	58002	10032	SOCIAL SECURITY	147.00 D	CVR. SGT. SALARY SHORTAGE FICA
2024 8 R#191/24	Emergency Services	10398900	54540		RADIO COMMUNICATIONS	20,000.00 C	FUNDS NEEDED FOR TEMP 2024
2024 8 R#191/24	Emergency Services	10398900	51094		TEMPORARY	20,000.00 D	FUNDS NEEDED FOR TEMP 2024
2024 8 R#193/24	OEOP CAC	22070000	54640	10221	EDUCATION AND TRAINING	12,326.00 D	TO MAXIMIZE GRANT FUNDS
2024 8 R#193/24	OEOP CAC	22070000	54989	10221	MISCELLANEOUS	11,200.00 D	TO MAXIMIZE GRANT FUNDS
2024 8 R#193/24	OEOP CAC	22070000	54710	10221	MAINT AND REPAIRS	9,000.00 C	TO MAXIMIZE GRANT FUNDS
2024 8 R#193/24	OEOP CAC	22070000	52140	10221	AUDIO VISUAL EQUIPMENT	14,526.00 C	TO MAXIMIZE GRANT FUNDS
2024 8 R#193/24	OEOP Crime Victims	22071000	58002		SOCIAL SECURITY	5,130.00 C	TO MAXIMIZE GRANT FUNDS
2024 8 R#193/24	OEOP Crime Victims	22071000	51000		PERSONNEL SERVICES	25,106.00 C	TO MAX GRANT FUNDS 601302104



YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2024 8 R#193/24	OEOP Crime Victims	22071000	54640		EDUCATION AND TRAINING	13,000.00 D	TO MAXIMIZE GRANT FUNDS
2024 8 R#193/24	OEOP Crime Victims	22071000	52140		AUDIO VISUAL EQUIPMENT	14,526.00 D	TO MAXIMIZE GRANT FUNDS
2024 8 R#193/24	OEOP CAC	22070000	58002		SOCIAL SECURITY	1,929.00 C	TO MAXIMIZE GRANT FUNDS
2024 8 R#193/24	OEOP CAC	22070000	51000		PERSONNEL SERVICES	3,523.00 C	TO MAX GRANT FUNDS 601302104
2024 8 R#193/24	OEOP CAC	22070000	54640		EDUCATION AND TRAINING	2,250.00 D	TO MAXIMIZE GRANT FUNDS
2024 8 R#193/24	OEOP CAC	22070000	54410		SUPPLIES AND MAT	902.00 D	TO MAXIMIZE GRANT FUNDS
2024 8 R#193/24	OEOP CAC	22070000	52110		FURNITURE AND FURNISHINGS	2,300.00 D	TO MAXIMIZE GRANT FUNDS
2024 8 R#193/24	OEOP Crime Victims	22071000	52110		FURNITURE AND FURNISHINGS	2,710.00 D	TO MAXIMIZE GRANT FUNDS
2024 8 R#194/24	Mental Health Legal	10431000	52110	10206	FURNITURE AND FURNISHINGS	2,500.00 D	CRISIS INTRVNTN SPEC-FURNITURE
2024 8 R#194/24	Mental Health Legal	10431000	52130	10206	COMPUTER EQUIPMENT	300.00 D	CRISIS INTRVNTN SPEC-MONITORS
2024 8 R#194/24	Mental Health Legal	10431000	52180	10206	OTHER EQUIPMENT	1,500.00 D	CRISIS INTRVNTN SPEC-SAFETYVES
2024 8 R#194/24	Mental Health Legal	10431000	434983	10206	OASAS ABATEMENT	4,300.00 C	CO-RESPNSE TEAM CRISIS INT SP
2024 8 R#200/24	Capital Projects	51997000	428601	52419	TRANSFER FROM OTHER FUND	31,039.00 C	ARPA REALLOCATION
2024 8 R#200/24	Finance	10131000	449898	52229	ARPA	31,039.00 D	ARPA REALLOCATION

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 8 R#200/24	To Road	10990100	59020	52229	TRANSFER TO CAPITAL	31,039.00	C	ARPA REALLOCATION
2024 8 R#200/24	Finance	10131000	449898	52419	ARPA	31,039.00	C	ARPA REALLOCATION
2024 8 R#200/24	To Road	10990100	59020	52419	TRANSFER TO CAPITAL	31,039.00	D	ARPA REALLOCATION
2024 8 R#200/24	Capital Projects	55197000	53000	52229	CAPITAL EXPENDITURES	31,039.00	C	ARPA REALLOCATION
2024 8 R#200/24	Capital Projects	51997000	53000	52419	CAPITAL EXPENDITURES	31,039.00	D	ARPA REALLOCATION
2024 8 R#200/24	Capital Projects	55197000	428601	52229	TRANSFER FROM OTHER FUND	31,039.00	D	ARPA REALLOCATION
2024 8 R#201/24	OSR	10762000	54989	10166	MISCELLANEOUS	23,040.00	C	AYDEN JONES JULY-DEC PAYMENTS
2024 8 R#201/24	OSR	10762000	54646	10166	CONTRACTS	23,040.00	D	AYDEN JONES JULY-DEC PAYMENTS
2024 8 R#2024-167	Finance	10131000	449898	52405	ARPA	720,000.00	C	ARPA PCSO
2024 8 R#2024-167	Capital Projects	53097000	53000	52223	CAPITAL EXPENDITURES	875,000.00	C	ARPA PCSO
2024 8 R#2024-167	Capital Projects	53097000	428601	52223	TRANSFER FROM OTHER FUND	875,000.00	D	ARPA PCSO
2024 8 R#2024-167	To Road	10990100	59020	52223	TRANSFER TO CAPITAL	155,000.00	D	ARPA PCSO
2024 8 R#2024-167	To Road	10990100	59020	52405	TRANSFER TO CAPITAL	720,000.00	D	ARPA PCSO
2024 8 R#2024-167	Finance	10131000	449898	52403	ARPA	155,000.00	C	ARPA PCSO

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2024 8 R#2024-167	Finance	10131000	449898	52223	ARPA	875,000.00 D	ARPA PCSO
2024 8 R#2024-167	To Road	10990100	59020	52223	TRANSFER TO CAPITAL	875,000.00 C	ARPA PCSO
					Debits		3,304,239.94
					Credits		3,304,239.94

#5d

**2024 Contingency Report**

		2,547,527.00
<b><u>Beginning Balance 1/1/24</u></b>		
Res26	Sheriff Scaap funds	56,489.00
Res87	Pretrial Grant	86,366.00
<b>Subtotal General Contingency</b>		<b><u>\$ 2,690,382.00</u></b>
<b>Deductions:</b>		
Res24	Reclass Senior Caseworker	(18,055.00)
Res28	Contract Puma	(63,050.45)
Res39	Runaway & Homeless Youth Allocation	(19,462.00)
Res41	Planning Section 5307/5339 Allocation	(32,631.00)
Res46	Insurance	(13,218.00)
Res52	Courthouse- HVAC	(435,000.00)
Res68	PBA contract settlement	(569,983.00)
Res74	DPW -prorated cost pump & installation fees	(20,720.00)
Res89	TD Auto settlement	(102,500.00)
Res101	Litigation	(250,000.00)
Res115	District Attorney Salary	(22,499.00)
Res122	Solar Carport- Sam grant	(15,284.00)
		(1,562,402.45)
<b>Total</b>		<b><u>\$ 1,127,979.55</u></b>
<b><u>Proposed Deductions:</u></b>		
24A081	Preschool 3-5 Program	(324,000.00)
24T267	Legal Services	(150,000.00)
24A087	Wastewater Sewer	(22,500.00)
		<u>(496,500.00)</u>
<b>Pending Balance 9/23/24</b>		<b><u><u>\$631,479.55</u></u></b>

Note:

R= resolution

A= proposed budgetary amendment

# **2024 Subcontingency Report**

4981- Subcontingency ( Peer Influence Peers)

**Beginning Balance 1/1/24** **\$ 36,000.00**

**Subtotal Subcontingency** **\$ 36,000.00**

**Deductions:**

**Total** 0.00  
**\$ 36,000.00**

**Proposed Deductions:**

**Pending Balance 9/23/24** **\$36,000.00**

Note:

R= resolution

A= proposed budgetary amendment

# 2024 Subcontingency Report

4982- (Salaries)

**Beginning Balance 1/1/24** \$ 12,725.00

**Subtotal Subcontingency** \$ 12,725.00

**Deductions:**

**Total** 0.00  
**\$ 12,725.00**

**Proposed Deductions:**

**Pending Balance 9/23/24** \$12,725.00

Note:

R= resolution

A= proposed budgetary amendment

# 2023 Subcontingency Report

4985- Maintenance & Repairs

**Beginning Balance 1/1/24** \$ 45,000.00

**Subtotal Subcontingency** \$ 45,000.00

**Deductions:**

24LT01	cover nails,paint, plumbing & cleaning supplies for Park	(10,000.00)
24LT02	Tilly-nails, paint, cleaning and plumbing supplies	(10,000.00)
24LT03	cover nails,paint, plumbing & cleaning supplies for Park	(5,000.00)
24LT04	Tilly-nails, paint, cleaning and plumbing supplies	(10,000.00)

**Total** \$ 10,000.00

**Proposed Deductions:**

**Pending Balance 9/23/24** \$10,000.00

Note:

R= resolution

A= proposed budgetary amendment

# 2024 Subcontingency Report

4998- Subcontingency (IT & GIS)

**Beginning Balance 1/1/24** **\$ 54,000.00**

**Subtotal Subcontingency** **\$ 54,000.00**

**Deductions:**

**Total** 0.00  
**\$ 54,000.00**

**Proposed Deductions:**

**Pending Balance 9/23/24** \$54,000.00

Note:

R= resolution

A= proposed budgetary amendment



#6a

MICHAEL LEWIS  
COMMISSIONER OF FINANCE




KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

**MEMORANDUM**

TO: Diane Schonfeld, Legislative Clerk

DATE: September 13, 2024

FROM: Michael J. Lewis, Commissioner of Finance 

SUBJECT: **Overtime/Temporary Help Recap for Audit and Administrative Committee Meeting**

2024 SEP 17 PM 12:42  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

Please include the attached report in the Audit and Administrative Committee Agenda for its next meeting.

Enclosure

Overtime Temporary - RECAP - 2024

As of Date: September 13, 2024

Org Description	Org	Object	Project	Acct. Description	2023 Actual	2024 Original Budget	2024 Revised Budget	2024 Actual	2024 Distributed Budget	2024 Available	2024 Percent
<b>Capital Projects - Interoperable PS</b>	<b>53097000</b>	<b>51094</b>	<b>51601</b>	<b>TEMPORARY</b>	<b>7,485.00</b>	<b>18,405.00</b>	<b>18,405.00</b>	<b>14,332.50</b>	<b>12,741.92</b>	<b>4,072.50</b>	<b>77.87%</b>
DPW - Engineering	10144000	51094		TEMPORARY	19,048.57	35,000.00	35,000.00	35,418.59	24,230.77	(418.59)	101.20%
DPW - Parks & Recreation	10711000	51093		OVERTIME	24,432.09	26,000.00	26,000.00	28,307.56	18,000.00	(2,307.56)	108.88%
DPW - Roads & Bridges	10511000	51093		OVERTIME	71,522.28	50,000.00	50,000.00	59,956.33	34,615.38	(9,956.33)	119.91%
DSS - Administration	10102000	51093		OVERTIME	14,125.64	16,000.00	16,000.00	12,912.15	11,076.92	3,087.85	80.70%
DSS - State Fuel	10614100	51093		OVERTIME	0.00	0.00	3,999.00	3,998.74	2,768.54	0.26	99.99%
Emergency Services - Dispatch	13398900	51093		OVERTIME	387,967.09	200,000.00	200,000.00	173,891.99	138,461.54	26,108.01	86.95%
Emergency Services - Dispatch	10401000	51094		TEMPORARY	30,268.50	16,558.00	26,558.00	23,261.44	18,386.31	3,296.56	87.59%
Finance	10131000	51093		OVERTIME	12,242.35	17,500.00	17,500.00	13,620.18	12,115.38	3,879.82	77.83%
Health - EHS - Drinking Water	12022000	51094		TEMPORARY	19,819.80	19,900.00	19,900.00	15,746.64	13,776.92	4,153.36	79.13%
Health - Health Education State	21401000	51093		OVERTIME	0.00	1,000.00	1,000.00	798.97	692.31	201.03	79.90%
Health - Nursing	11401000	51093		OVERTIME	20,294.28	23,000.00	33,000.00	27,052.20	22,846.15	5,947.80	81.98%
Personnel	10143000	51094		TEMPORARY	3,675.78	45,000.00	45,000.00	37,199.35	31,153.85	7,800.65	82.67%
Planning	10802000	51094		TEMPORARY	11,126.25	10,000.00	10,000.00	9,390.00	6,923.08	610.00	93.90%
Purchasing	10134500	51093		OVERTIME	2,896.09	5,200.00	5,200.00	3,961.63	3,600.00	1,238.37	76.19%
Sheriff - BCI - Homeland Security	32311000	51093	10177	OVERTIME	3,135.83	6,965.00	6,965.00	10,497.37	4,821.92	(3,532.37)	150.72%
Sheriff - Bicycle Patrol	17004000	51093		OVERTIME	12,022.55	17,500.00	17,500.00	13,755.45	12,115.38	3,744.55	78.60%
Sheriff - Civil Division	15311000	51094		TEMPORARY	21,125.00	21,600.00	21,600.00	16,350.00	14,953.85	5,250.00	75.69%
Sheriff - Oscawana	17003000	51093		OVERTIME	27,422.16	25,000.00	25,000.00	22,940.64	17,307.69	2,059.36	91.76%
<b>Sheriff - Road Patrol - ERT Callouts</b>	<b>17311000</b>	<b>51093</b>	<b>10102</b>	<b>OVERTIME</b>	<b>67,306.96</b>	<b>86,400.00</b>	<b>100,993.00</b>	<b>79,841.19</b>	<b>69,918.23</b>	<b>21,151.81</b>	<b>79.06%</b>
Sheriff - Road Patrol - Traffic Saf.	17311002	51093	10021	OVERTIME	9,649.29	12,144.00	12,144.00	12,333.52	8,407.38	(189.52)	101.56%
Sheriff - Security Services	19311000	51094		TEMPORARY	174,772.50	145,000.00	145,000.00	122,782.50	100,384.62	22,217.50	84.68%
Sheriff - Youth	16311000	51093		OVERTIME	206,297.13	190,000.00	190,000.00	164,726.84	131,538.46	25,273.16	86.70%

\*\* New Departments in bold.

MICHAEL LEWIS  
Commissioner Of Finance



cc All  
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SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

August 27, 2024

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

2024 SEP - 6 PM 12: 10  
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 Department of Public Works budget:

**Increase Revenues:**

**10511000 426801 DPW Rd/Bridges – Insurance Recoveries \$14,419.76**

**Increase Expenses:**

**10511000 54410 DPW Rd/Bridges – Supplies & Materials \$ 4,077.84**

**10511000 54647 DPW Rd/Bridges – Sub-Contractors 10,341.92**

**\$14,419.76**

2024 Fiscal Impact - 0  
2025 Fiscal Impact - 0

The PC DPW has been compensated for guardrail damages resulting from two 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 **24A080**

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

State Farm – Payment# 1 28 067578 J - \$7,246.85  
Geico Indemnity Co – Ck# 252746146 - \$7,172.91

**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*

**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:** August 23, 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 memo.

Enclosed please find Geico check # 252746146, dated 08/19/2024, in the amount of \$7172.91 made payable to Putnam County representing payment for the property damage claim below:

Claim Number	Date of Accident	Reimbursement	Ins. Co
8799910340000001	2/10/2024	\$7172.91	Geico

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*

Detailed Payment Summary

GEICO INDEMNITY CO  
Field Claim Center: 04 Woodbury

NO. N 252746146

Date: 08/19/2024

P.O. BOX 9507  
FREDERICKSBURG, VA 22403-9526

Claim #: 8799910340000001  
Date of Loss: 02/12/2024

Claimant Name: Putnam County  
Insured Name:  
Tax ID / SS# /  
Atty ADJ Code:  
Adjuster Code: FAQ2

Pay To:  
Putnam County

\*000021799910340000001001876\*



Brown and Brown  
48 Gleneida Ave  
Carmel Ny 10512-1702



Total Amount:  
\$\*\*\*7,172.91

Payment Type:  
LOSS

IP AND FEATURE AND AMOUNT

02 APD \$\*\*\*7172.91

In Payment Of  
Property Damage Coverage  
021024

Visit [geico.com](http://geico.com)

Now, parties involved in a GEICO claim can track the progress of the claim, view damage photos and more at [geico.com](http://geico.com)! \*GEICO policyholders can make a payment, change drivers or vehicles and request additional coverages.\* Not insured with GEICO? 15 minutes could save you 15% or more on car insurance. Of course, we're also available for policy or claim service 24/7 at 1-800-841-3000.

\*These online services are unavailable to Assigned Risk policyholders and Commercial policyholders.

clmschck

PLEASE DETACH AND KEEP FOR YOUR RECORDS



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

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

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



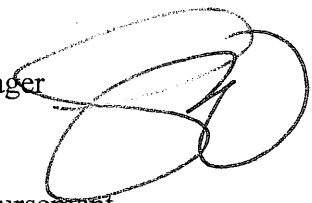
**HEATHER M. ABISSI**  
*Senior Deputy County Attorney*

**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:** August 20, 2024  
**RE:** Property Damage Reimbursement



Enclosed please find State Farm check # 1 28 067578, dated 08/07/2024, in the amount of \$7246.85 made payable to Putnam County representing payment for the property damage claim below:

Claim Number	Date of Accident	Reimbursement	Ins. Co
1 28 067578	06/25/24	\$7246.85	State Farm

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*

PAYMENT NO 1 28 067578 J  
PAYMENT AMOUNT \$7,246.85  
ISSUE DATE 08-07-2024  
AUTHORIZED BY JIMENEZ, CHRISTIAN  
PHONE (844) 292-8615

CLAIM NO 52-69W7-48X  
LOSS DATE 06-25-2024  
POLICY NO 3361-734-52A  
INSURED FREILICH, MARY ANN F

PUTNAM COUNTY  
48 GLENEIDA AVE  
CARMEL NY 10512-1702

REMARKS Invoice for prop damages

COVERAGE DESCRIPTION	ON BEHALF OF	AMOUNT
PROPERTY DAMAGE LIABILITY	COUNTY, PUTNAM	7,246.85

RETAIN STUB FOR RECORDS





MICHAEL LEWIS  
Commissioner Of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance  
ALEXANDRA GORDON  
Deputy Commissioner of Finance

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Health  
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#6C 3250

DEPARTMENT OF FINANCE

August 29, 2024

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

2024 AUG 29 AM 11:32  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, C dated February 14, 2010, I am advising you of the following request to amend the 2024 Health Department budget:

**Increase Revenues:**

<b>10296000</b>	<b>Health – Preschool 3 to 5 Program</b>	
432773	Education -Transportation Handicapped Child 3-5	<b><u>\$ 476,000</u></b>

**Increase Expenses:**

<b>10296000</b>	<b>Health – Preschool 3 to 5 Program</b>	
54414	Care at Private Institution	<b><u>\$ 800,000</u></b>

**Decrease Contingency:**

<b>10199000</b>	<b>Contingency</b>	
54980	General Contingencies	<b><u>\$ 324,000</u></b>

2024 Fiscal Impact \$324,000  
2025 Fiscal Impact – 0

This resolution is required to meet the increased cost of providing services for children enrolled in the Health Department’s Preschool 3 to 5 Program. A detailed explanation of the increases is attached.

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 **24A081**

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

**MICHAEL J. NESHEIWAT, MD**  
INTERIM COMMISSIONER OF HEALTH



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

## MEMORANDUM

**TO:** Michael Lewis, Commissioner of Finance

**FROM:** William A. Orr, Jr., Senior Fiscal Manager *WAO*

**DATE:** August 27, 2024

**RE:** **Budgetary Amendment**

Please review and approve the Budgetary Amendment for the following Health Department accounts, and upon approval, please forward it to the Legislative Committee.

**Increase Revenue Line: 10296000-432773 \$476,000**  
Preschool – Education and Transportation Handicap Child 3 to 5

**Total Revenue Increase: \$476,000**

**Increase Expense Line: 10296000-54414 \$800,000**  
Preschool – Care at Private Institution

**Decrease Contingency: (\$324,000)**

**Fiscal Impact (\$324,000)**

Please see attached supporting documents.

WAO: mb



**There continues to be a substantial increase in number of children receiving services every year, as illustrated by the below-referenced chart.**

	June 2023	June 2024	June 2025 (Anticipated)
Center Based	91	106	116
SEIT	115	121	128

Our Center-based Program has seen an increase of 15 children from 2023 to 2024. Each child who enrolls in a school program costs an average \$44,000. An increase of 15 children will increase our budget \$660,000 in 2024.

**School-Based Programs Increase in Rates, as illustrated by the below-referenced chart.**

Program	23-24 Rate	24-25 Rate	Increase
Blythdale	\$41,905.00	\$43,707.00	\$1,802.00
ACDS	\$45,832.00	\$47,803.00	\$1,971.00
Easter Seals	\$43,593.00	\$45,468.00	\$1,875.00
Westchester ARC	\$36,826.00	\$42,635.00	\$5,809.00

**Increase in Special Education Itinerant Services (SEIT) Rates**

Rates increased \$10.00 per hour effective 7/1/2024, per NY state. Most of our children receive anywhere from two to five hours of SEIT per day, two to three days per week. The increase of \$10.00 per hour will result in an increase of approximately \$2,000.00 additional cost per child per school year. Below is a breakdown of actual costs and anticipated costs for SEIT. Anticipated increase in children coupled with the increased cost of SEIT, will result in a \$120,000.00 increase in 2024.

	June 2023	June 2024	June 2025 (Anticipated)
SEIT # of children	115	121	128
Monthly Cost	\$115,000.00	\$125,000.00	\$145,000.00

**Nursing Services**

Nurses provide care for our medically fragile children which include monitoring feeding tubes, suctioning airways, administering medication, monitoring seizure disorders, and overall health related well-being so children can participate in classroom settings. The nurses are with the children all day, from bus pick up to bus drop off at the child's home. Preschool saw a large increase in these services starting in 2023 and anticipate a higher increase for 2024/2025 due to severity of children's medical diagnoses. This new added expense will cost \$245,000 in 2024.

	Nurse Costs
23/24 School Year	\$245,000.00
24/25 Summer	\$54,000.00
24/25 School Year	\$350,000.00 (anticipated)

MICHAEL LEWIS  
Commissioner Of Finance



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#60d RCO

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

September 3, 2024

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

Dear Ms. Schonfeld

2024 SEP -5 PM 1:33  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2024 Putnam County Sheriff Department's budget.

Increase Revenues:

13311000		Sheriff Comm	
	427701	Miscellaneous	<u>\$31,000</u>

Increase Expenses:

13311000		Sheriff Comm	
	54783	Licensing Software	<u>\$31,000</u>

2024 Fiscal Impact - 0  
2025 Fiscal Impact - 0

The County has entered into a License and Services agreement with Tyler Technologies, Inc. for a Computer Aided Dispatch/Records Management System ("Software"). The Agreement allows the County to grant Affiliated Organizations, which are government entities separate from the County, access to the Software hosted on the County's servers. Access to the same Software will benefit them in responding to emergency situations. The County agreed to allow the Town of Kent and the Villages of Cold Spring and Brewster access to the Software at no cost to them other than an annual maintenance fee as outlined in the three Memorandums of Agreement (attached).

Please forward to the appropriate Committee.

24A082

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

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

Putnam County Sheriff's Office

3 County Center  
Carmel, NY 10512

# Invoice

DATE	INVOICE #
8/8/2024	2860

BILL TO
TOWN OF KENT 25 SYBIL'S CROSSING KENT LAKES, NY 10512

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
MAINTENAN...	1	YEARLY MAINTENANCE FEE AS PER MOA FOR ACCESS TO TYLER TECH SOFTWARE FOR CAD/RMS BETWEEN COUNTY OF PUTNAM AND TOWN OF KENT  COUNTY CONTRACT 2024145	25,000.00		25,000.00
				<b>Total</b>	\$25,000.00

**Memorandum of Agreement**

**between**  
**COUNTY OF PUTNAM**  
**and**  
**TOWN OF KENT**

This Memorandum of Agreement (“Agreement”) made by and between the **County of Putnam**, a municipal corporation of the State of New York, having an office and place of business at 40 Gleneida Avenue, Carmel, New York 10512, acting by and through the Putnam County Sheriff’s Office (hereinafter referred to as the “County”), and the **Town of Kent**, a municipal corporation of the State of New York, having an office and place of business at 25 Sybil’s Crossing, Kent Lakes, New York 10512 (hereinafter referred to as the “Town”) (collectively, the “Parties”).

WHEREAS, the County entered into a License and Services agreement with Tyler Technologies, Inc. on or about July 21, 2022 (hereinafter referred to as the “L& S Agreement”) for a Computer Aided Dispatch/Records Management System (“Software”); and

WHEREAS, the Agreement allows the County to grant an Affiliated Organization, which is a government entity separate from the County, access to the Software hosted on the County’s servers; and

WHEREAS, it is in the best interest of the Parties to have access to the same Software in responding to emergency situations; and

WHEREAS, The County agrees to allow the Town access to the Software at no cost to the Town, other than a yearly maintenance fee.

NOW, THEREFORE, in consideration of the terms and conditions herein contained, parties agree as follows:

1. County agrees to allow the Town access to the Software with maintenance and support services in accordance with the terms and conditions set forth in the L&S Agreement, a copy of which is attached hereto as Exhibit "A".
2. Town agrees to utilize the Software in accordance with the terms and conditions set forth in the L&S Agreement.
3. In exchange for access to the Software, the Town agrees to pay the County an annual maintenance fee. For the first year of the MOA, the Town shall pay the County Twenty-Five Thousand Dollars (\$25,000.00). For the second year of the MOA, the Town shall pay the County Thirty Thousand Dollars (\$30,000.00). The annual maintenance fee shall increase by 3% to 5% every year thereafter.
4. This Agreement shall commence on January 1, 2024, and shall terminate concurrently with the L&S Agreement entered into by the County and Tyler Technologies, Inc. Either party may terminate this Agreement, when it is determined to be in their best interest, upon sixty days (60) written notice. In such event, the annual maintenance fee shall be prorated up to the effective date of termination. Once the Agreement has been terminated the Town will no longer have access to the Software.
5. If the County receives written notice from Tyler Technologies, Inc. that the Town has violated the terms of the L&S Agreement, this MOA will terminate immediately and Town's access to the Software shall be revoked.
6. Each party shall indemnify, defend, and hold the other harmless from all loss, cost, claims and suits, including reasonable attorney's fees and disbursements, caused by its negligence or breach of the L&S Agreement and/or the MOA.



7. Both parties do hereby agree to obtain and thereafter continue to keep in full force and in effect their general liability insurance coverage relative to the various services to be performed herein with limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate, with the other party named as additional insured thereon. Each party shall, at the request of the other, provide proof of said insurance in the form of a Certificate of Insurance or other similar documentation.
8. All notices of any nature referred to in this Agreement shall be in writing and sent to the respective addresses set forth below. Such notice shall be deemed to be given and received when deposited in the United States mail, postage prepaid, addressed to:

TO THE COUNTY:           COUNTY ATTORNEY  
48 Gleneida Avenue  
Carmel, New York 10512

PUTNAM COUNTY SHERIFF  
3 County Center  
Carmel, New York 10512

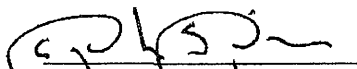
TO THE TOWN:           TOWN OF KENT  
25 Sybil's Crossing  
Kent Lakes, New York 10512

9. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments, and writings. It will not be released, discharged, changed, or modified except by an instrument in writing signed by a duly authorized representative of each of the parties.
10. This Agreement will be construed and enforced in accordance with the laws of the State of New York. Any and all disputes and/or legal actions or proceedings arising out of this Agreement shall be venued in Putnam County, New York.

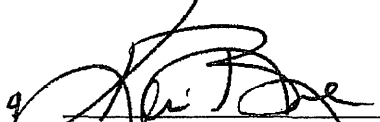
11. In no event will either party be liable to the other party, or be deemed to have breached the Agreement, for any failure or delay in performing its obligations under the Agreement if and to the extent such failure or delay is caused by any circumstances beyond such party's reasonable control, including acts of God, flood, fire, earthquake, pandemic, epidemic, problems with the Internet, shortages in materials, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.
12. If any provision of the Agreement is invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability will not affect any other term or provision of the Agreement.
13. Any document executed and delivered in connection with the Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.
14. To the extent permitted by applicable law, electronic signatures may be used for the purpose of executing this Agreement. The use of said electronic signatures shall have the same force and effect of law and shall be deemed binding.

**READ & APPROVED:**


**THE COUNTY OF PUTNAM:**

  
 \_\_\_\_\_  
 C. Compton Spain  
 Putnam County Attorney

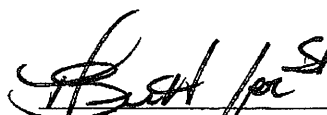
Date: 3-14-24

  
 \_\_\_\_\_  
 Kevin M. Byrne  
 Putnam County Executive


Date: 3/18/24

  
 \_\_\_\_\_  
 Mat C. Bruno, Sr.  
 Putnam County Risk Manager

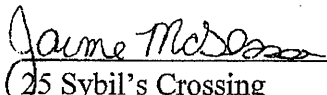
Date: 3-8-24

  
 \_\_\_\_\_  
 Kevin McConville  
 Putnam County Sheriff

Date: 3/6/24

  
Date 3/19/24  
Michael J. Lewis  
Commissioner of Finance

TOWN OF KENT:

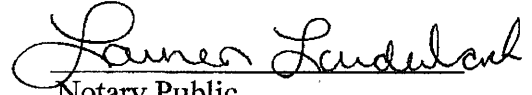
  
Date 2/28/24  
25 Sybil's Crossing  
Kent Lakes, New York 10512

By: Jaime McGlasson Supervisor  
Please Print Name & Title

**ACKNOWLEDGMENT OF** KENT:

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

On the 28 day of February in the year of 2024, before me, the undersigned, personally appeared Jaime McGlasson personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signatures on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

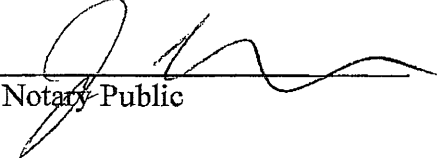
  
Notary Public

LAUREN LOUDERBACK  
Notary Public, State of New York  
No. 01LO6377030  
Qualified in Putnam County  
Commission Expires June 25, 2026

**ACKNOWLEDGMENT OF** PUTNAM COUNTY:

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

On the 28<sup>th</sup> day of March in the year of 2024, before me, the undersigned, personally appeared Kevin H. Byrne personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signatures on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

  
Notary Public

JENNIFER L CARUSO  
NOTARY PUBLIC, STATE OF NEW YORK  
Registration No. 02CA6395487  
Qualified in Putnam County  
My Commission Expires Sept. 15, 2027

**EXHIBIT "A"**



### Exhibit C Maintenance and Support Agreement

We will provide you with the following maintenance and support services for the Tyler Software. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

1. **Term.** We provide maintenance and support services on an annual basis. The initial term commences on the Effective Date and remains in effect for eighteen (18) months. The term will renew automatically for additional one (1) year terms unless terminated in writing by either party at least thirty (30) days prior to the end of the then-current term.
2. **Maintenance and Support Fees.** Your maintenance and support fees commencing on the Effective Date through the first eighteen (18) months, are waived. Beginning month nineteen, your initial maintenance and support fees for the Tyler Software are listed in the Investment summary and your payment obligations are set forth in the Invoicing and Payment Policy. We reserve the right to suspend maintenance and support services if you fail to pay undisputed maintenance and support fees within thirty (30) days of our written notice. We will reinstate maintenance and support services only if you pay all past due maintenance and support fees, including all fees for the periods during which services were suspended.
3. **Maintenance and Support Services.** As long as you are not using the Help Desk as a substitute for our training services on the Tyler Software, and you timely pay your maintenance and support fees, we will, consistent with our then-current Support Call Process:
  - 3.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (limited to the then-current version and the immediately prior version); provided, however, that if you modify the Tyler Software without our consent, our obligation to provide maintenance and support services on and warrant the Tyler Software will be void;
  - 3.2 provide telephone support during our established support hours, currently Monday through Friday from 8:00 a.m. to 9:00 p.m. (Eastern Time Zone). Emergency 24-hours per day, 7 days per week, telephone support for New World Public Safety CAD only. After 9:00 p.m., the New World CAD phone support will be provided via pager and a support representative will respond to CAD service calls within 30 minutes of call initiation.
  - 3.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;
  - 3.4 provide you with a copy of all major and minor releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and

3.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with our then-current release life cycle policy.

4. Client Responsibilities. We will use all reasonable efforts to perform any maintenance and support services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain a VPN for backup connectivity purposes.
5. Hardware and Other Systems. If you are a self-hosted customer and, in the process of diagnosing a software support issue, it is discovered that one of your peripheral systems or other software is the cause of the issue, we will notify you so that you may contact the support agency for that peripheral system. We cannot support or maintain Third Party Products except as expressly set forth in the Agreement.

In order for us to provide the highest level of software support, you bear the following responsibility related to hardware and software:

- (a) All infrastructure executing Tyler Software shall be managed by you;
  - (b) You will maintain support contracts for all non-Tyler software associated with Tyler Software (including operating systems and database management systems, but excluding Third-Party Software, if any); and
  - (c) You will perform daily database backups and verify that those backups are successful.
6. Other Excluded Services. Maintenance and support fees do not include fees for the following services: (a) initial installation or implementation of the Tyler Software; (b) onsite maintenance and support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (c) application design; (d) other consulting services; (e) maintenance and support of an operating system or hardware, unless you are a hosted customer; (f) support outside our normal business hours as listed in our then-current Support Call Process; or (g) installation, training services, or third party product costs related to a new release. Requested maintenance and support services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) weeks' advance notice.
7. Current Support Call Process. Our current Support Call Process for the Tyler Software is attached to this Exhibit C at Schedule 1.

**YEARLY MAINTENANCE PER MOA TO TYLER TECHNOLOGY**

DATE: 9/3/2024

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, N.Y. 10512

Dear Commissioner Lewis:

Check #310490 in the amount of \$3,000

**From: VILLAGE OF COLD SPRING**

Please apply to the corresponding 2024 revenue account#:

	13311000.427701	\$3,000.00
Also increase expenditure lines:	13311000.54783	\$3,000.00
	<i>Sheriff Comm: Licensing Software</i>	

These are funds received per county contract 2024146 for access to Tyler Technology software for CAD and RMS.

Very truly yours,

Kristin D. Van Tassel  
Fiscal Manager





2024147

**Memorandum of Agreement  
between  
COUNTY OF PUTNAM  
and  
VILLAGE OF COLD SPRING**

This Memorandum of Agreement (“Agreement”) made by and between the **County of Putnam**, a municipal corporation of the State of New York, having an office and place of business at 40 Gleneida Avenue, Carmel, New York 10512, acting by and through the Putnam County Sheriff’s Office (hereinafter referred to as the “County”), and the **VILLAGE OF COLD SPRING**, a municipal corporation of the State of New York, having an office and place of business at 85 Main Street, Cold Spring, New York 10516 (hereinafter referred to as the “Village”) (collectively, the “Parties”).

WHEREAS, the County entered into a License and Services agreement with Tyler Technologies, Inc. on or about July 21, 2022 (hereinafter referred to as the “L& S Agreement”) for a Computer Aided Dispatch/Records Management System (“Software”); and

WHEREAS, the Agreement allows the County to grant an Affiliated Organization, which is a government entity separate from the County, access to the Software hosted on the County’s servers; and

WHEREAS, it is in the best interest of the Parties to have access to the same Software in responding to emergency situations; and

WHEREAS, The County agrees to allow the Village access to the Software at no cost to the Village, other than a yearly maintenance fee.

NOW, THEREFORE, in consideration of the terms and conditions herein contained, parties agree as follows:

1. County agrees to allow the Village access to the Software with maintenance and support services in accordance with the terms and conditions set forth in the L&S Agreement, a copy of which is attached hereto as Exhibit "A".
2. Village agrees to utilize the Software in accordance with the terms and conditions set forth in the L&S Agreement.
3. In exchange for access to the Software, the Village agrees to pay the County an annual maintenance fee in the amount of Three Thousand Dollars (\$3,000.00) for the duration of the agreement.
4. This Agreement shall commence on January 1, 2024, and shall terminate concurrently with the L&S Agreement entered into by the County and Tyler Technologies, Inc. Either party may terminate this Agreement, when it is determined to be in their best interest, upon sixty days (60) written notice. In such event, the annual maintenance fee shall be prorated up to the effective date of termination. Once the Agreement has been terminated the Village will no longer have access to the Software.
5. If the County receives written notice from Tyler Technologies, Inc. that the Village has violated the terms of the L&S Agreement, this MOA will terminate immediately and Village's access to the Software shall be revoked.
6. Each party shall indemnify, defend, and hold the other harmless from all loss, cost, claims and suits, including reasonable attorney's fees and disbursements, caused by its negligence or breach of terms of the L&S Agreement and/or the MOA.
7. Both parties do hereby agree to obtain and thereafter continue to keep in full force and in effect their general liability insurance coverage relative to the various services to be performed herein with limits of not less than \$1,000,000.00 per occurrence and

\$2,000,000.00 annual aggregate, with the other party named as additional insured thereon.

Each party shall, at the request of the other, provide proof of said insurance in the form of a Certificate of Insurance or other similar documentation.

8. All notices of any nature referred to in this Agreement shall be in writing and sent to the respective addresses set forth below. Such notice shall be deemed to be given and received when deposited in the United States mail, postage prepaid, addressed to:

TO THE COUNTY: COUNTY ATTORNEY  
48 Gleneida Avenue  
Carmel, New York 10512

PUTNAM COUNTY SHERIFF  
3 County Center  
Carmel, New York 10512

TO THE VILLAGE: VILLAGE OF COLD SPRING  
85 Main Street  
Cold Spring, New York 10516


9. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments, and writings. It will not be released, discharged, changed, or modified except by an instrument in writing signed by a duly authorized representative of each of the parties.
10. This Agreement will be construed and enforced in accordance with the laws of the State of New York. Any and all disputes and/or legal actions or proceedings arising out of this Agreement shall be venued in Putnam County, New York.
11. In no event will either party be liable to the other party, or be deemed to have breached the Agreement, for any failure or delay in performing its obligations under the Agreement if and to the extent such failure or delay is caused by any circumstances beyond such party's reasonable control, including acts of God, flood, fire, earthquake, pandemic, epidemic, problems with the Internet, shortages in materials, explosion, war, terrorism,

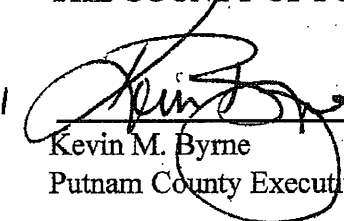
invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.

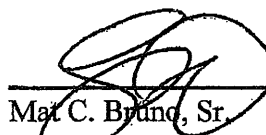
12. If any provision of the Agreement is invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability will not affect any other term or provision of the Agreement.
13. Any document executed and delivered in connection with the Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.
14. To the extent permitted by applicable law, electronic signatures may be used for the purpose of executing this Agreement. The use of said electronic signatures shall have the same force and effect of law and shall be deemed binding.

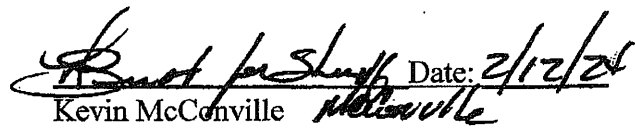
**READ & APPROVED:**

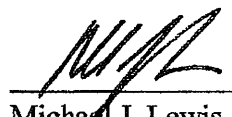
**THE COUNTY OF PUTNAM:**

  
\_\_\_\_\_  
C. Compton Spain  
Putnam County Attorney  
Date: 2-27-24

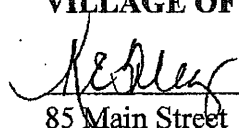
  
\_\_\_\_\_  
Kevin M. Byrne  
Putnam County Executive  
Date: 3/5/24

  
\_\_\_\_\_  
Mat C. Bruno, Sr.  
Putnam County Risk Manager  
Date: 2-27-24

  
\_\_\_\_\_  
Kevin McConville  
Putnam County Sheriff  
Date: 2/12/24

  
\_\_\_\_\_  
Michael J. Lewis  
Commissioner of Finance  
Date 2/29/24

**VILLAGE OF COLD SPRING:**

  
\_\_\_\_\_  
85 Main Street  
Cold Spring, New York 10516  
Date: 2/8/2024  
By: KATHLEEN E. FOLEY, MAYOR  
Please Print Name & Title

**ACKNOWLEDGMENT OF VILLAGE:**

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

On the 8<sup>th</sup> day of February in the year of 2024, before me, the undersigned, personally appeared Kathleen E. Foley personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signatures on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Cathy L. Costello  
Notary Public **Cathy L. Costello**  
**Notary Public, State of New York**  
**No. 01CO6118728**  
**Qualified in Putnam County**  
**Commission Expires Nov. 15, 2024**

**ACKNOWLEDGMENT OF PUTNAM COUNTY:**

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

On the 5<sup>th</sup> day of March in the year of 2024, before me, the undersigned, personally appeared Kevin Byrne personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signatures on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Jennifer L. Caruso  
Notary Public

**JENNIFER L CARUSO**  
**NOTARY PUBLIC, STATE OF NEW YORK**  
**Registration No. 02CA6395487**  
**Qualified in Putnam County**  
**My Commission Expires Sept. 15, 2027**

**EXHIBIT "A"**



### Exhibit C Maintenance and Support Agreement

We will provide you with the following maintenance and support services for the Tyler Software. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

1. **Term.** We provide maintenance and support services on an annual basis. The initial term commences on the Effective Date and remains in effect for eighteen (18) months. The term will renew automatically for additional one (1) year terms unless terminated in writing by either party at least thirty (30) days prior to the end of the then-current term.
2. **Maintenance and Support Fees.** Your maintenance and support fees commencing on the Effective Date through the first eighteen (18) months, are waived. Beginning month nineteen, your initial maintenance and support fees for the Tyler Software are listed in the Investment summary and your payment obligations are set forth in the Invoicing and Payment Policy. We reserve the right to suspend maintenance and support services if you fail to pay undisputed maintenance and support fees within thirty (30) days of our written notice. We will reinstate maintenance and support services only if you pay all past due maintenance and support fees, including all fees for the periods during which services were suspended.
3. **Maintenance and Support Services.** As long as you are not using the Help Desk as a substitute for our training services on the Tyler Software, and you timely pay your maintenance and support fees, we will, consistent with our then-current Support Call Process:
  - 3.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (limited to the then-current version and the immediately prior version); provided, however, that if you modify the Tyler Software without our consent, our obligation to provide maintenance and support services on and warrant the Tyler Software will be void;
  - 3.2 provide telephone support during our established support hours, currently Monday through Friday from 8:00 a.m. to 9:00 p.m. (Eastern Time Zone). Emergency 24-hours per day, 7 days per week, telephone support for New World Public Safety CAD only. After 9:00 p.m., the New World CAD phone support will be provided via pager and a support representative will respond to CAD service calls within 30 minutes of call initiation.
  - 3.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;
  - 3.4 provide you with a copy of all major and minor releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and

3.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with our then-current release life cycle policy.

4. Client Responsibilities. We will use all reasonable efforts to perform any maintenance and support services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain a VPN for backup connectivity purposes.
5. Hardware and Other Systems. If you are a self-hosted customer and, in the process of diagnosing a software support issue, it is discovered that one of your peripheral systems or other software is the cause of the issue, we will notify you so that you may contact the support agency for that peripheral system. We cannot support or maintain Third Party Products except as expressly set forth in the Agreement.

In order for us to provide the highest level of software support, you bear the following responsibility related to hardware and software:

- (a) All infrastructure executing Tyler Software shall be managed by you;
  - (b) You will maintain support contracts for all non-Tyler software associated with Tyler Software (including operating systems and database management systems, but excluding Third-Party Software, if any); and
  - (c) You will perform daily database backups and verify that those backups are successful.
6. Other Excluded Services. Maintenance and support fees do not include fees for the following services: (a) initial installation or implementation of the Tyler Software; (b) onsite maintenance and support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (c) application design; (d) other consulting services; (e) maintenance and support of an operating system or hardware, unless you are a hosted customer; (f) support outside our normal business hours as listed in our then-current Support Call Process; or (g) installation, training services, or third party product costs related to a new release. Requested maintenance and support services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) weeks' advance notice.
7. Current Support Call Process. Our current Support Call Process for the Tyler Software is attached to this Exhibit C at Schedule 1.



**YEARLY MAINTENANCE PER MOA TO TYLER TECHNOLOGY**

DATE: 8/26/2024

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, N.Y. 10512

Dear Commissioner Lewis:

Check #034322 in the amount of \$3,000

**From: VILLAGE OF BREWSTER**

Please apply to the corresponding 2024 revenue account#:

	13311000.427701	\$3,000.00
Also increase expenditure lines:	13311000.54783	\$3,000.00
	<i>Sheriff Comm: Licensing Software</i>	

These are funds received per county contract 2024146 for access to Tyler Technology software for CAD and RMS.

Very truly yours,

Kristin D. Van Tassel  
Fiscal Manager



**Memorandum of Agreement  
between  
COUNTY OF PUTNAM  
and  
VILLAGE OF BREWSTER**

This Memorandum of Agreement (“Agreement”) made by and between the **County of Putnam**, a municipal corporation of the State of New York, having an office and place of business at 40 Gleneida Avenue, Carmel, New York 10512, acting by and through the Putnam County Sheriff’s Office (hereinafter referred to as the “County”), and the **VILLAGE OF BREWSTER**, a municipal corporation of the State of New York, having an office and place of business at 50 Main Street, Brewster, New York 10509 (hereinafter referred to as the “Village”) (collectively, the “Parties”).

WHEREAS, the County entered into a License and Services agreement with Tyler Technologies, Inc. on or about July 21, 2022 (hereinafter referred to as the “L& S Agreement”) for a Computer Aided Dispatch/Records Management System (“Software”); and

WHEREAS, the Agreement allows the County to grant an Affiliated Organization, which is a government entity separate from the County, access to the Software hosted on the County’s servers; and

WHEREAS, it is in the best interest of the Parties to have access to the same Software in responding to emergency situations; and

WHEREAS, The County agrees to allow the Village access to the Software at no cost to the Village, other than a yearly maintenance fee.

NOW, THEREFORE, in consideration of the terms and conditions herein contained, parties agree as follows:

1. County agrees to allow the Village access to the Software with maintenance and support services in accordance with the terms and conditions set forth in the L&S Agreement, a copy of which is attached hereto as Exhibit "A".
2. Village agrees to utilize the Software in accordance with the terms and conditions set forth in the L&S Agreement.
3. In exchange for access to the Software, the Village agrees to pay the County an annual maintenance fee in the amount of Three Thousand Dollars (\$3,000.00) for the duration of the agreement.
4. This Agreement shall commence on January 1, 2024, and shall terminate concurrently with the L&S Agreement entered into by the County and Tyler Technologies, Inc. Either party may terminate this Agreement, when it is determined to be in their best interest, upon sixty days (60) written notice. In such event, the annual maintenance fee shall be prorated up to the effective date of termination. Once the Agreement has been terminated the Village will no longer have access to the Software.
5. If the County receives written notice from Tyler Technologies, Inc. that the Village has violated the terms of the L&S Agreement, this MOA will terminate immediately and Village's access to the Software shall be revoked.
6. Each party shall indemnify, defend, and hold the other harmless from all loss, cost, claims and suits, including reasonable attorney's fees and disbursements, caused by its negligence or breach of terms of the L&S Agreement and/or the MOA.
7. Both parties do hereby agree to obtain and thereafter continue to keep in full force and in effect their general liability insurance coverage relative to the various services to be performed herein with limits of not less than \$1,000,000.00 per occurrence and

\$2,000,000.00 annual aggregate, with the other party named as additional insured thereon. Each party shall, at the request of the other, provide proof of said insurance in the form of a Certificate of Insurance or other similar documentation.

8. All notices of any nature referred to in this Agreement shall be in writing and sent to the respective addresses set forth below. Such notice shall be deemed to be given and received when deposited in the United States mail, postage prepaid, addressed to:

TO THE COUNTY: COUNTY ATTORNEY  
48 Gleneida Avenue  
Carmel, New York 10512

PUTNAM COUNTY SHERIFF  
3 County Center  
Carmel, New York 10512

TO THE VILLAGE: VILLAGE OF BREWSTER  
50 Main Street  
Brewster, New York 10509

9. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments, and writings. It will not be released, discharged, changed, or modified except by an instrument in writing signed by a duly authorized representative of each of the parties.
10. This Agreement will be construed and enforced in accordance with the laws of the State of New York. Any and all disputes and/or legal actions or proceedings arising out of this Agreement shall be venued in Putnam County, New York.
11. In no event will either party be liable to the other party, or be deemed to have breached the Agreement, for any failure or delay in performing its obligations under the Agreement if and to the extent such failure or delay is caused by any circumstances beyond such party's reasonable control, including acts of God, flood, fire, earthquake, pandemic, epidemic, problems with the Internet, shortages in materials, explosion, war, terrorism,

invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.

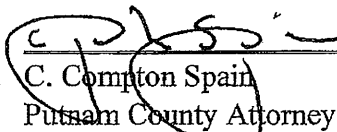
12. If any provision of the Agreement is invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability will not affect any other term or provision of the Agreement.

13. Any document executed and delivered in connection with the Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.

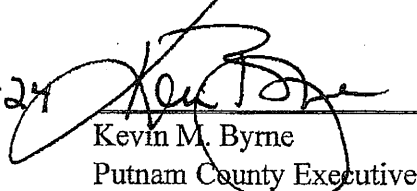
14. To the extent permitted by applicable law, electronic signatures may be used for the purpose of executing this Agreement. The use of said electronic signatures shall have the same force and effect of law and shall be deemed binding.

**READ & APPROVED:**


**THE COUNTY OF PUTNAM:**

  
C. Compton Spain  
Putnam County Attorney

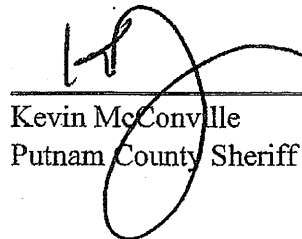
Date: 3-17-24

  
Kevin M. Byrne  
Putnam County Executive

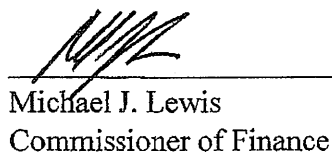
Date: 3/28/24

  
Mat C. Bruno, Sr.  
Putnam County Risk Manager

Date: 3-13-24

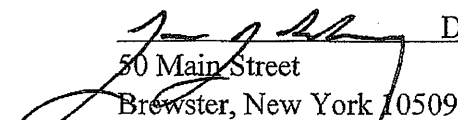
  
Kevin McConville  
Putnam County Sheriff

Date: 3/11/2024

  
Michael J. Lewis  
Commissioner of Finance

Date: 3/18/24

**VILLAGE OF BREWSTER:**

  
50 Main Street  
Brewster, New York 10509

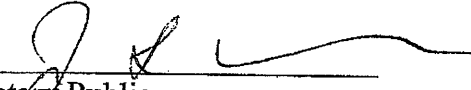
Date: 2-7-24

By: James Schoenig, Mayor  
Please Print Name & Title

**ACKNOWLEDGMENT OF PUTNAM COUNTY:**

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

On the 28<sup>th</sup> day of March in the year of 2024, before me, the undersigned, personally appeared Kevin M. Byrne personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signatures on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

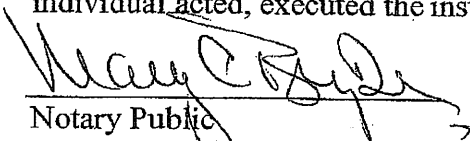
  
\_\_\_\_\_  
Notary Public

JENNIFER L CARUSO  
NOTARY PUBLIC, STATE OF NEW YORK  
Registration No. 02CA6395487  
Qualified in Putnam County  
My Commission Expires SEP. 15, 2027

**ACKNOWLEDGMENT OF VILLAGE:**

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

On the 7<sup>th</sup> day of February in the year of 2024, before me, the undersigned, personally appeared Paul Schoemig personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signatures on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

  
\_\_\_\_\_  
Notary Public

MARY C. BRYDE  
Notary Public, State of New York  
Reg. No. 4867523  
Qualified in Putnam County  
Commission Expires August 18, 2026

**EXHIBIT "A"**





**Exhibit C**  
**Maintenance and Support Agreement**

We will provide you with the following maintenance and support services for the Tyler Software. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

1. **Term.** We provide maintenance and support services on an annual basis. The initial term commences on the Effective Date and remains in effect for eighteen (18) months. The term will renew automatically for additional one (1) year terms unless terminated in writing by either party at least thirty (30) days prior to the end of the then-current term.
2. **Maintenance and Support Fees.** Your maintenance and support fees commencing on the Effective Date through the first eighteen (18) months, are waived. Beginning month nineteen, your initial maintenance and support fees for the Tyler Software are listed in the Investment summary and your payment obligations are set forth in the Invoicing and Payment Policy. We reserve the right to suspend maintenance and support services if you fail to pay undisputed maintenance and support fees within thirty (30) days of our written notice. We will reinstate maintenance and support services only if you pay all past due maintenance and support fees, including all fees for the periods during which services were suspended.
3. **Maintenance and Support Services.** As long as you are not using the Help Desk as a substitute for our training services on the Tyler Software, and you timely pay your maintenance and support fees, we will, consistent with our then-current Support Call Process:
  - 3.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (limited to the then-current version and the immediately prior version); provided, however, that if you modify the Tyler Software without our consent, our obligation to provide maintenance and support services on and warrant the Tyler Software will be void;
  - 3.2 provide telephone support during our established support hours, currently Monday through Friday from 8:00 a.m. to 9:00 p.m. (Eastern Time Zone). Emergency 24-hours per day, 7 days per week, telephone support for New World Public Safety CAD only. After 9:00 p.m., the New World CAD phone support will be provided via pager and a support representative will respond to CAD service calls within 30 minutes of call initiation.
  - 3.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;
  - 3.4 provide you with a copy of all major and minor releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and

3.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with our then-current release life cycle policy.

4. Client Responsibilities. We will use all reasonable efforts to perform any maintenance and support services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain a VPN for backup connectivity purposes.
5. Hardware and Other Systems. If you are a self-hosted customer and, in the process of diagnosing a software support issue, it is discovered that one of your peripheral systems or other software is the cause of the issue, we will notify you so that you may contact the support agency for that peripheral system. We cannot support or maintain Third Party Products except as expressly set forth in the Agreement.

In order for us to provide the highest level of software support, you bear the following responsibility related to hardware and software:

- (a) All infrastructure executing Tyler Software shall be managed by you;
  - (b) You will maintain support contracts for all non-Tyler software associated with Tyler Software (including operating systems and database management systems, but excluding Third-Party Software, if any); and
  - (c) You will perform daily database backups and verify that those backups are successful.
6. Other Excluded Services. Maintenance and support fees do not include fees for the following services: (a) initial installation or implementation of the Tyler Software; (b) onsite maintenance and support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (c) application design; (d) other consulting services; (e) maintenance and support of an operating system or hardware, unless you are a hosted customer; (f) support outside our normal business hours as listed in our then-current Support Call Process; or (g) installation, training services, or third party product costs related to a new release. Requested maintenance and support services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) weeks' advance notice.
  7. Current Support Call Process. Our current Support Call Process for the Tyler Software is attached to this Exhibit C at Schedule 1.

MICHAEL LEWIS  
Commissioner Of Finance



OK-GN #ce  
ces All  
Audit 9/23  
3200

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

September 5, 2024

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

2024 SEP 16 AM 11:31  
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 Putnam County Sheriff Department's budget.

Increase Revenues:

32311000 427701 Sheriff BCI - Unclassified \$ 5,609.04

Increase Expenses:

32311000 51093 Sheriff BCI - Overtime \$ 5,210.57

32311000 58002 Sheriff BCI - Social Security 398.47

\$ 5,609.04

2024 Fiscal Impact - 0

2025 Fiscal Impact - 0

This amendment recognizes funding assistance from the NYS Sheriff's Association, Inc. for one of the Sheriff department's officers June 2024 attendance at both DRE School and an ARIDE class.

AUTHORIZATION:

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

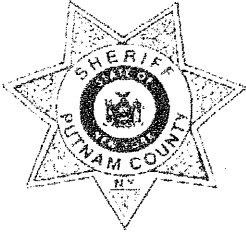
Date County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00

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

24A084

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

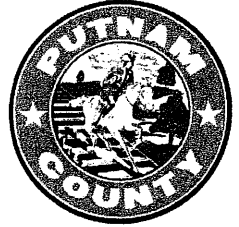
NYS SHERIFFS' ASSOCIATION - CK 6987 - \$ 467.42  
NYS SHERIFFS' ASSOCIATION - CK 6887 - \$5,141.62



**KEVIN J. MCCONVILLE**  
SHERIFF

**PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300**

**Deputy Outside Services**



**THOMAS H. LINDERT**  
UNDERSHERIFF

DATE: 8/29/2024

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, N.Y. 10512

Dear Commissioner Lewis

Check #6987 in the amount of \$467.42

From: NYS SHERIFF'S ASSOCIATION INC.

Is reimbursement for DRE School, June 7, 2024, for Kevin Radovich, for Cannabis Impairment Course. This is a grant through NYS Governor's Traffic Safety Committee for funding assistance to attend DRE school.

Please apply to corresponding revenue account # 32311000.427701 \$467.42

Additionally, please increase expenditure lines:

32311000.51093	\$	434.23
32311000.58002	\$	33.19

Very truly yours,

Kristin D. Van Tassel  
Fiscal Manager



KEVIN J. MCCONVILLE  
SHERIFF

PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300

Deputy Outside Services



THOMAS H. LINDERT  
UNDERSHERIFF

DATE: 7/26/2024

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, N.Y. 10512

Dear Commissioner Lewis

Check #6887 in the amount of \$5,141.62

From: NYS SHERIFF'S ASSOCIATION INC.

Is reimbursement for DRE School, June 3-6<sup>th</sup> and June 10-14<sup>th</sup>, for Kevin Radovich, as well as an ARIDE class June 20<sup>th</sup> and 21<sup>st</sup>. This is a grant through NYS Governor's Traffic Safety Committee for funding assistance to attend DRE school and ARIDE class.

Please apply to corresponding revenue account # 32311000.427041 <sup>427701</sup> \$5,141.62

Additionally, please increase expenditure lines:

32311000.51093	\$4,776.34
32311000.58002	\$ 365.28

Very truly yours,

Kristin D. Van Tassel  
Fiscal Manager



cc: all  
Phys  
AFA

#60  
Reso

MICHAEL J. LEWIS  
Commissioner Of Finance

SHEILA BARRETT  
First Deputy Commissioner Of Finance

ALEXANDRA GORDON  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

September 6, 2024

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

2024 SEP -9 PM 3:42  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, D dated February 14, 2010, I am advising you of the following request to amend the 2024 Putnam County Soil and Water budget.

Increase Appropriations:

10874500 52680	Soil & Water – Other Equipment	\$ 57,000.00
10874500 54936	Soil & Water- Partnership Initiative	\$20,000.00
		<u>\$77,000.00</u>

Increase Revenue:

10874500 439105	Soil & Water – Performance Measure	<u>\$ 77,000.00</u>
-----------------	------------------------------------	---------------------

2024 Fiscal Impact -0-  
2025 Fiscal Impact -0-

Neal Tomann, PC Soil and Water District Manager, respectfully requests the use of the Soil and Water Conservation District Trust funds to purchase a piece of equipment (see attached), and to assist the Town of Putnam Valley with repair to their Lake Peekskill culvert system. The NYS Soil and Water Conservation Board has approved the use of the funds for these purchases (minutes attached).

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

24A085

I would like to request a spot on the Sept. 17 Physical Services agenda. The Soil & Water Conservation District has three funding releases it needs approved by the full legislature.

1. 2024 Community Conservation Grant. (\$ 6,000)
  - These funds are made available through the Soil & Water District program Part 'B' funding. This is an annual award for up to \$6,000 made available to public and private groups for a community conservation project. This year's project sponsored the installation of 'fish cradles' at Kirk Lake in Mahopac as part of an effort to provide shelter for smaller fish in the lake food chain. This project was approved by the Soil & Water Conservation District board and completed by the Kirk Lake Watershed Association (KLWA).
2. Equipment purchase. (\$57,000)
  - The Soil & Water Conservation District board approved funding for a new 'batwing' mower to be used on environmentally sensitive areas maintained by the county. The funds are made available from the Soil & Water District program Part 'C' account. The mower will be inventoried as part of a Soil & Water equipment share program.
3. Hydrodynamic separator. (\$20,000)
  - The Town of Putnam Valley requested funding to help repair a Lake Peekskill culvert system damaged during the July '23 rain event. The PC SWCD board agreed to fund the purchase of a hydrodynamic separator as it would help reduce future sediment production from the culvert system. The project has been completed. These funds are made available through the Soil & Water District program Part 'C' account.

Neal Tomann  
PC SWCD



MEMORANDUM

To: Diane Schonfeld, Clerk of the Legislature  
From: Neal Tomann, Putnam County Soil & Water District  
Date: September 3, 2024  
Re: Physical Services Meeting – September 17, 2024

AT

I would respectfully like to request agenda items for the September 17, 2024, Physical Services meeting.

The Soil & Water Conservation District has three funding releases it needs approved by the full legislature.

**1. 2024 Community Conservation Grant. (\$ 4,971)**

- These funds are made available through the Soil & Water District program Part 'B' funding. This is an annual award for up to \$6,000 made available to public and private groups for a community conservation project. This year's project sponsored the installation of 'fish cradles' at Kirk Lake in Mahopac as part of an effort to provide shelter for smaller fish in the lake food chain. This project was approved by the Soil & Water Conservation District board and completed by the Kirk Lake Watershed Association (KLWA).

**2. (Equipment purchase. (\$57,000)**

- The Soil & Water Conservation District board approved funding for a new 'batwing' mower to be used on environmentally sensitive areas maintained by the county. The funds are made available from the Soil & Water District program Part 'C' account. The mower will be inventoried as part of a Soil & Water equipment share program.

**3. Hydrodynamic separator. (\$20,000)**

- The Town of Putnam Valley requested funding to help repair a Lake Peekskill culvert system damaged during the July '23 rain event. The PC SWCD board agreed to fund the purchase of a hydrodynamic separator as it would help reduce future sediment production from the culvert system. The project has been completed. These funds are made available through the Soil & Water District program Part 'C' account.



Kirk Lake 'fish cradle' project.  
2024 Community Conservation Project.



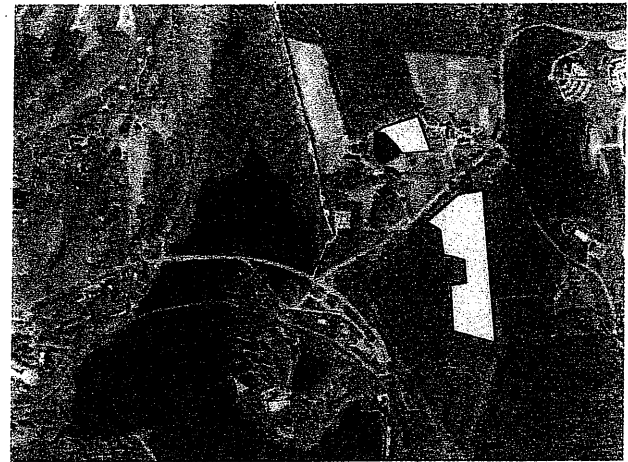
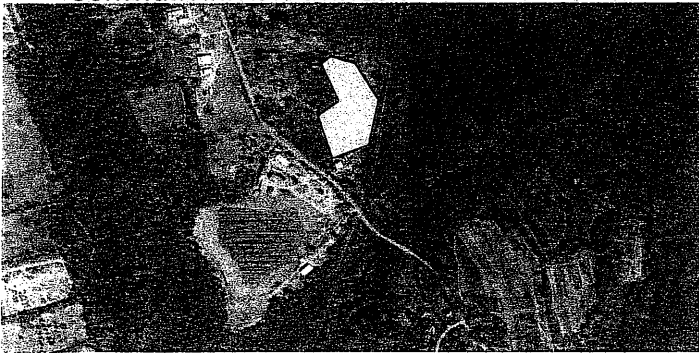
Provides cover for smaller fish.



Bat-wing mower.

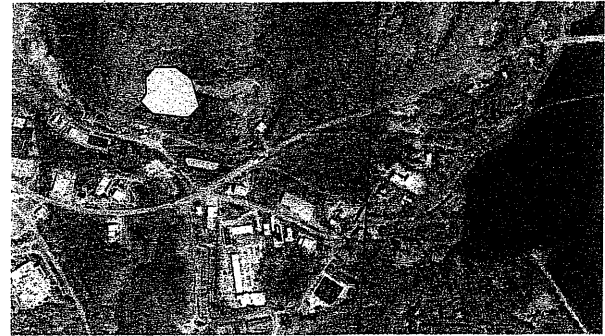


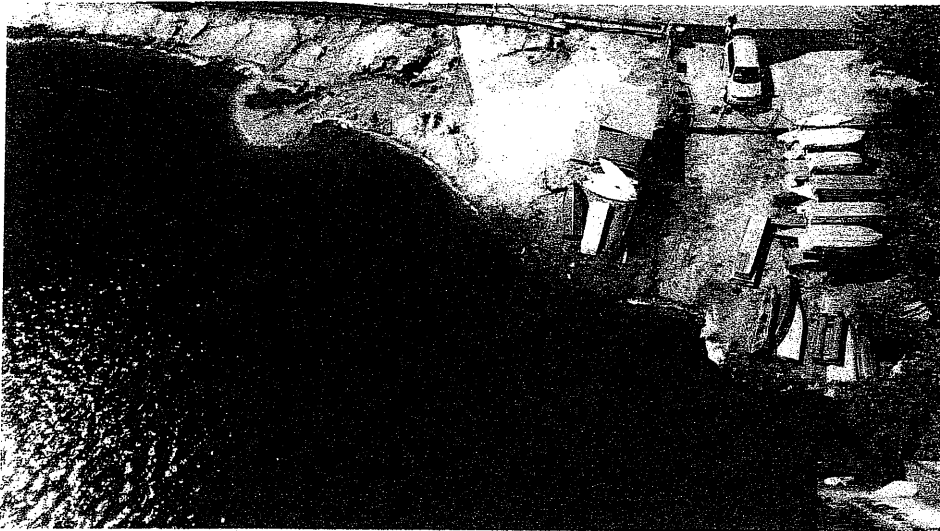
Cornwall Hill Rd. Patterson



Tilly Foster

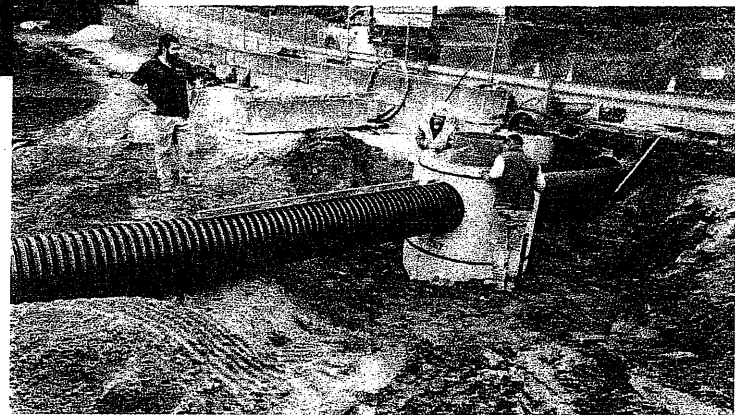
Old Rt 6 & Gateway Drive





Lake Peekskill Culvert replacement project.  
Summer 2024.  
Part 'C' Funded.

Hydrodynamic separator installation.  
The last culvert in the system.



# Putnam County Soil and Water Conservation District

August 28, 2024

9 am

## Agenda

### Join Teams Meeting:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YjUzN2QxYTctOWMxMy00NGNhLWlxM2QtYWNIOTA0YTEyN2M0%40thread.v2/0?context=%7b%22Tid%22%3a%22c6df28f5-475c-4383-add6-eaef824e869f%22%2c%22Oid%22%3a%22735f5592-0551-480f-943f-b57b81789e81%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjUzN2QxYTctOWMxMy00NGNhLWlxM2QtYWNIOTA0YTEyN2M0%40thread.v2/0?context=%7b%22Tid%22%3a%22c6df28f5-475c-4383-add6-eaef824e869f%22%2c%22Oid%22%3a%22735f5592-0551-480f-943f-b57b81789e81%22%7d)

Meeting ID: 247 030 881 341 Passcode: a5nj73

- Call to order.
  - a) *There were technical issues with the 'Teams' network so two of the three members had to call in by phone. We did get a quorum.*
- **In attendance:**
  - a) *Greg Ellner – by phone*
  - b) *Dave Vickery – in person*
  - c) *Max Garfinkle – by phone*
  - d) *Absent: Fred Finger & Amy Sayge*
- Approval of July 31 '24 meeting minutes
  - a) *Minutes were approved unanimously*
- CCE update
  - a) *There was no CCE update.*
- *New Board members – We discussed the need to get new board members trained in basic area of SWCD policies.*
  - a) *Training Packets – This fall.*
    - i. *SWCD & County policies*
    - ii. *Sexual harassment*
    - iii. *Attendance & training requirements*
- *September meeting – We discussed that in the past we'd used the September meeting to check in on how we are doing with the 2024 performance measures. We will be doing this again at the September meeting next month.*
- *Going to September Physical services.*
- *The following projects and equipment purchases were discussed and approved unanimously by the board. A request for a resolution to release these funds will be presented to the Physical Services Committee on September 17<sup>th</sup>.*
  - a) *Kirk Lake Part 'B'- Community Conservation Project*
    - i. *Fish cradles (artificial reef)*

- ii. Needs Full Lege to release funds. (\$6,000)
  - b) Putnam Valley Part 'C' funding.
    - i. New 'vortex' catch basin.
    - ii. Needs full Lege to release \$20,000.
  - c) Rec. Dept. – Batwing mower
    - i. Maintains environmentally sensitive areas.
    - ii. Will be part of an inter municipal & private sector equipment share program.
    - iii. Needs full Lege to release \$57,000.
- Dams
  - a) Awarded \$500k grant for McGregor dam spillway. (Waiting for final ok from state Leg.)
    - i. *There was discussion about how these funds will be used and when the SWCD board might be able to meet with the Lake MacGregor community.*
  - b) Will meet with Cont. Village community group in September.
    - i. *The was discussion about Neal Tomann and Legislator Montgomery meeting with the community in September to discuss the counties' options concerning this project.*
- Next meeting: **September 25, 2024, at 9am.**

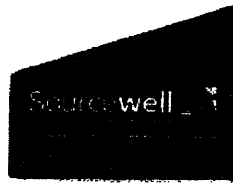
***The meeting was adjourned at 9:25.***

***Neal Tomann – Interim Manager PC SWCD.***

# WESTCHESTER TRACTOR, INC.

THE BEST DON'T REST

60 INTERNATIONAL BLVD.  
 BREWSTER, NY 10509  
 Phone (845) 278-7766 Fax (845) 278-4431  
 Web: <http://www.wtractor.com>



Quotation

QUOTE DATE: April 30, 2024  
 Quotation valid for (days): 30  
 Quotation valid until: May 30, 2024  
 Prepared by: David Cope  
 Salesman's Phone #: (845) 490-3992  
 Salesman's Email: [dcopes@wtractor.com](mailto:dcopes@wtractor.com)

**Customer Information:**

PUTNAM COUNTY	PHONE	EXT	FAX
	CELL		
	EMAIL		



MACHINE AND OPTIONS		PRICE
ALAMO FALCON 15' FLEX-WING	LIST PRICE	\$ 57,904.00
Foam filled Airplane Tires & Wheels (6)	NEW YORK STATE CONTRACT DISCOUNT (15%)	\$ (8,685.60)
Mount Kit	FREIGHT, SET UP & DELIVERY	\$ 4,983.71
PRICING PER NYS OGS CONTRACT (PC69837)		
TRADE UNITS		

TOTAL	\$ 54,202.11
TOTAL TAX	\$ -
TOTAL PRICE	\$ 54,202.11

THANK YOU FOR YOUR BUSINESS!

PLUS TAX IF APPLICABLE

PURCHASE ORDER



Open P.O  
#3

Nº 25441

H.5000.409  
(Account Code)

**TOWN OF PUTNAM VALLEY**

Town Hall, 265 Oscawana Lake Rd  
Putnam Valley, New York 10579

TO Landworks

VENDOR  
#4850

DATE 4/11/24

ADDRESS .....

SHIP TO LPID

ADDRESS .....

**PURCHASE ORDER NUMBER MUST APPEAR ON ALL PACKING SLIPS AND INVOICES**

**INVOICES MUST BE PRESENTED WITH TOWN VOUCHERS LISTING DEPT. OR DISTRICT AND MAILED DIRECTLY TO:  
TOWN CLERK, TOWN HALL, 265 OSCAWANA LAKE ROAD, PUTNAM VALLEY, N.Y. 10579**

Description	UNIT PRICE	TOTAL
LPID Carraras beach storm water collection system rehabilitation.	\$	N.T.E. 138,450-
As Per #R24-91	VOUCHER # 46719 CK # 50824	(34,500)
	<u>[Signature]</u> 4/17/24	103,950
	<u>[Signature]</u> 4/17/24	P.O. #
		25467

[Signature]  
Department Approval  
(Verification of adherence to procurement  
policy and funds availability)

We reserve the right to cancel orders if delivery is not made as agreed.

TO INSURE PROMPT PAYMENT,  
SIGN AND RETURN VOUCHER WITH ORIGINAL INVOICE.

Per [Signature]  
Supervisor  
AUTHORIZED BY

#3

**Landwork Contractors, Inc.**  
144 Buckshollow Rd  
Mahopac, NY 10541 US  
www.landworkcontractors.com



INVOICE

**BILL TO**

Town of Putnam Valley  
265 Oscawana Lake Rd.  
Putnam Valley, NY 10579

**SHIP TO**

Town of Putnam Valley  
265 Oscawana Lake Rd.  
Putnam Valley, NY  
10579

**INVOICE #** 17146

**DATE** 04/11/2024

**DUE DATE** 04/11/2024

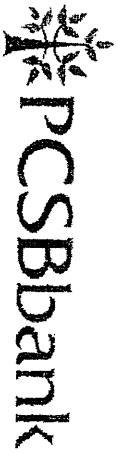
**TERMS** Due on receipt

DATE	NEW CHARGES	AMOUNT
04/11/2024	<b>Drainage Improvements</b> Drainage Improvements: Material delivered to job site: Carrara's Beach Lake Peekskill, NY	34,500.00

SUBTOTAL	34,500.00
TAX	0.00
TOTAL	34,500.00
BALANCE DUE	<b>\$34,500.00</b>



Image Report



ABA Number 221970880  
 Account Number 8045100220  
 Serial Number 50824  
 Amount \$34,500.00  
 Paid Date 04/23/2024

Front

GENERAL INFO	<b>TOWN OF PUTNAMVALLEY</b> 288 OGDONVILLE ROAD PUTNAM VALLEY, NY 10878	<b>PCSBbank</b> 00-70802718	<b>50824</b>
CHECK NUMBER	00050824	CHECK DATE	04/19/2024
LANDWORK CONTRACTORS INC 144 BUCKSHOLLOW ROAD MAHOPAC, NY 10841		AMOUNT	\$*****34,500.00
THIRTY-FOUR THOUSAND FIVE HUNDRED AND 00/100 DOLLARS*****		 AUTHORIZED SIGNATURE	

#050824# @221970880# 804 5100220#

Back

THIS CHECK CONTAINS THE FOLLOWING SECURITY FEATURES.

- VOID WATERMARK
- TONER ADHESION
- MICROPRINT SIGNATURE LINE
- FLUORESCENT YELLOW PERSERS
- HEAT SENSITIVE WINDOW LOOK
- SECURITY FEATURES PRINTED ON BACK
- ROCKET FOLDOUT WATERMARK
- ORIGINAL DOCUMENT SECURITY
- ON BACK
- CHECK NUMBERING BORDER
- PROOFER WITH OILWASTE PROTECTION

THIS AREA CONTAINS CON SECUTIVE PIR WHICH MIBED WITH THE EDGE OF A COIN THE WORD MIBED APPEARS IN GRAY

042203 128753 999930072486

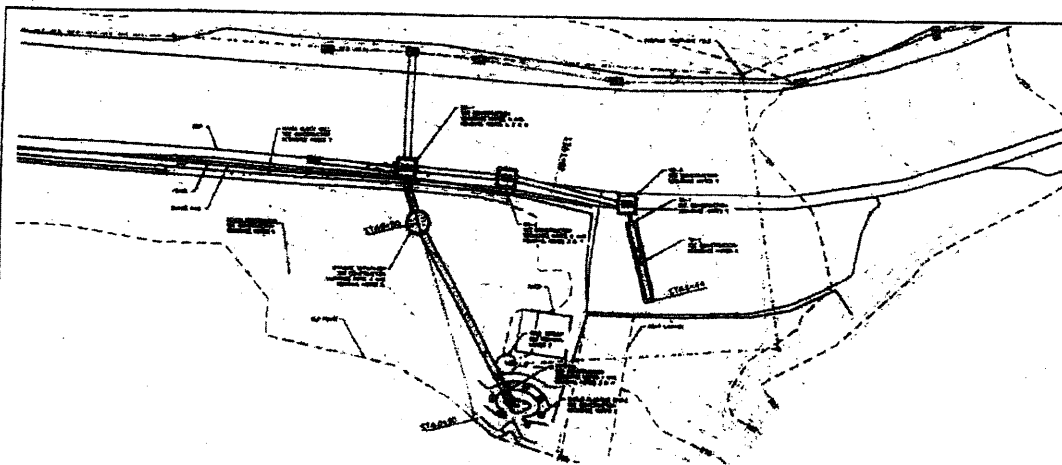
ENDORSE HERE

DO NOT WRITE, STAMP OR SIGN BELOW

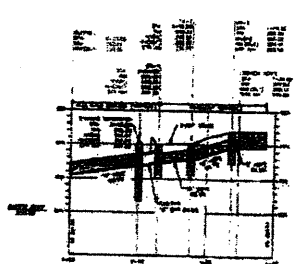
CHECK HERE AFTER HOWE OR HOWE DEPOSIT DATE

for deposit only

13



PLAN:  
SCALE: 1" = 10'



PROFILE:  
HORIZ. 1" = 30'  
VERT. 1" = 2'

SYMBOLS	
[Symbol]	STORMWATER PIPE
[Symbol]	MANHOLE
[Symbol]	STORMWATER STRUCTURE
[Symbol]	EXISTING PIPE
[Symbol]	PROPOSED PIPE
[Symbol]	PROPOSED MANHOLE
[Symbol]	PROPOSED STRUCTURE

**NOTICE:**

1. THIS PLAN AND PROFILE ARE PREPARED BY THE ENGINEER IN ACCORDANCE WITH THE REQUIREMENTS OF THE TOWN OF PUTNAM VALLEY, NEW YORK, AND THE STATE OF NEW YORK. THE ENGINEER HAS CONDUCTED A VISUAL INSPECTION OF THE SITE AND HAS FOUND THAT THE INFORMATION PROVIDED BY THE CLIENT IS SUFFICIENT FOR THE PREPARATION OF THIS PLAN AND PROFILE. THE ENGINEER HAS NOT CONDUCTED A SURVEY OF THE SITE AND HAS NOT OBTAINED ANY RECORD DRAWINGS OR OTHER INFORMATION THAT MAY BE NECESSARY FOR THE PREPARATION OF THIS PLAN AND PROFILE. THE ENGINEER HAS NOT OBTAINED ANY RECORD DRAWINGS OR OTHER INFORMATION THAT MAY BE NECESSARY FOR THE PREPARATION OF THIS PLAN AND PROFILE.

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10. THE ENGINEER HAS NOT OBTAINED ANY RECORD DRAWINGS OR OTHER INFORMATION THAT MAY BE NECESSARY FOR THE PREPARATION OF THIS PLAN AND PROFILE.

PLANNING SCHEDULE					
NO.	DESCRIPTION	DATE	BY	CHKD.	APP'D.
1	PRELIMINARY				
2	FINAL				

STRUCTURE NOTES	
1	MANHOLE
2	STORMWATER STRUCTURE



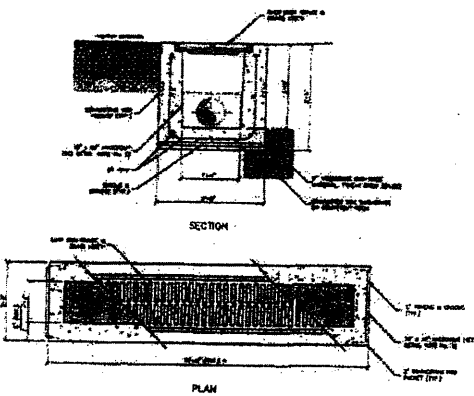
NO.	DESCRIPTION	DATE	BY	CHKD.	APP'D.

J. ROBERT POLCHETTI &  
ASSOCIATES, L.L.C.  
Civil Engineers  
1000 West 10th Street  
Tulsa, Oklahoma 74103  
Tel: 918.438.1111  
Fax: 918.438.1112  
www.polchetti.com

TOWN OF PUTNAM VALLEY  
PUTNAM COUNTY, NEW YORK  
**CARRARA'S BEACH**  
STORMWATER COLLECTION SYSTEM REHABILITATION

**STORMWATER PIPING PLAN & PROFILE**  
SECTION 1  
SCALE: AS NOTED

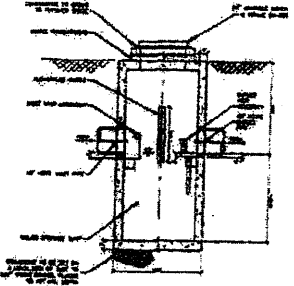
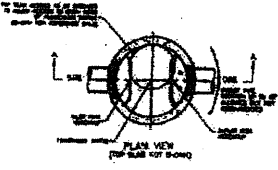
DATE: OCTOBER 2013  
SHEET 1 OF 1  
DWS: 301



**PRE-CAST CONCRETE TRENCH DRAIN**

**GENERAL NOTES:**

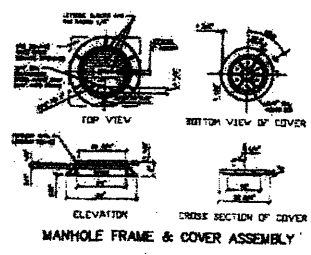
1. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ENGINEER.
2. THE TRENCH DRAIN SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
3. THE TRENCH DRAIN SHALL BE SET IN A BED OF SAND OR GRANULAR FILL.
4. THE TRENCH DRAIN SHALL BE PROTECTED BY A CURB OR BARRIER.
5. THE TRENCH DRAIN SHALL BE MAINTAINED CLEAR OF DEBRIS AND OBSTRUCTIONS.
6. THE TRENCH DRAIN SHALL BE INSTALLED AT THE PROPER GRADE TO MAINTAIN THE DESIRED FLOW RATE.
7. THE TRENCH DRAIN SHALL BE INSTALLED IN ACCORDANCE WITH THE LOCAL CODES AND REGULATIONS.
8. THE TRENCH DRAIN SHALL BE INSTALLED IN ACCORDANCE WITH THE DESIGN DRAWINGS.



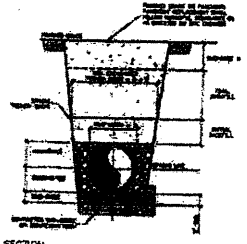
**HYDRODYNAMIC SEPARATOR**

**GENERAL NOTES:**

1. THE SEPARATOR SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
2. THE SEPARATOR SHALL BE SET IN A BED OF SAND OR GRANULAR FILL.
3. THE SEPARATOR SHALL BE PROTECTED BY A CURB OR BARRIER.
4. THE SEPARATOR SHALL BE MAINTAINED CLEAR OF DEBRIS AND OBSTRUCTIONS.
5. THE SEPARATOR SHALL BE INSTALLED AT THE PROPER GRADE TO MAINTAIN THE DESIRED FLOW RATE.
6. THE SEPARATOR SHALL BE INSTALLED IN ACCORDANCE WITH THE LOCAL CODES AND REGULATIONS.
7. THE SEPARATOR SHALL BE INSTALLED IN ACCORDANCE WITH THE DESIGN DRAWINGS.



NO.	DESCRIPTION	QUANTITY	UNIT
1	MANHOLE FRAME	1	EA
2	MANHOLE COVER	1	EA
3	MANHOLE RING	1	EA
4	MANHOLE GASKET	1	EA
5	MANHOLE BRACKET	1	EA
6	MANHOLE WEDGE	1	EA
7	MANHOLE PIN	1	EA
8	MANHOLE NUT	1	EA
9	MANHOLE WASHER	1	EA
10	MANHOLE SCREW	1	EA



**STORMWATER CONVEYANCE PIPE EMBEDMENT**

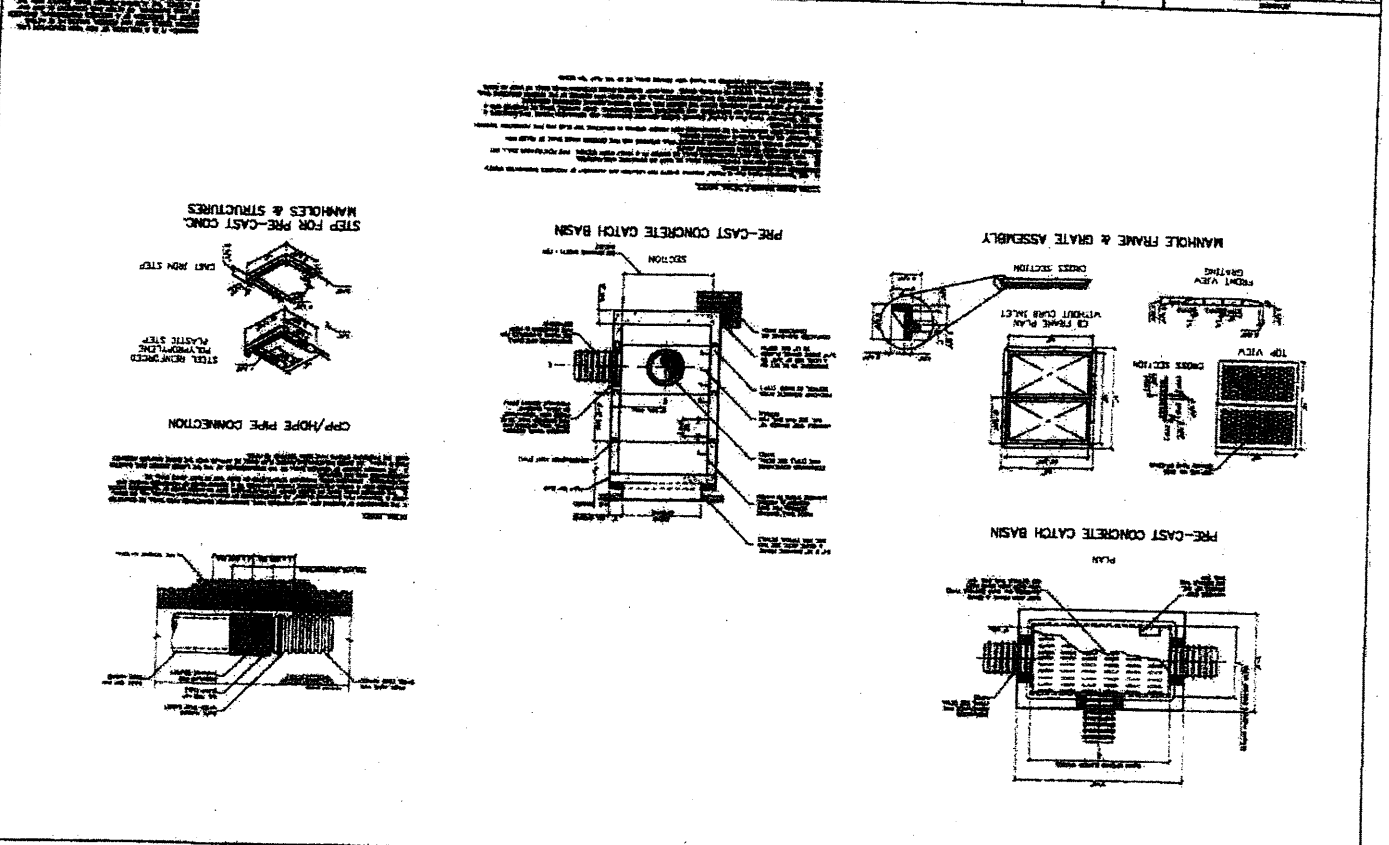
**GENERAL NOTES:**

1. THE PIPE SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
2. THE PIPE SHALL BE SET IN A BED OF SAND OR GRANULAR FILL.
3. THE PIPE SHALL BE PROTECTED BY A CURB OR BARRIER.
4. THE PIPE SHALL BE MAINTAINED CLEAR OF DEBRIS AND OBSTRUCTIONS.
5. THE PIPE SHALL BE INSTALLED AT THE PROPER GRADE TO MAINTAIN THE DESIRED FLOW RATE.
6. THE PIPE SHALL BE INSTALLED IN ACCORDANCE WITH THE LOCAL CODES AND REGULATIONS.
7. THE PIPE SHALL BE INSTALLED IN ACCORDANCE WITH THE DESIGN DRAWINGS.

<table border="1"> <thead> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NO.	DESCRIPTION	DATE										<p>J. ROBERT FOLCHETTI &amp; ASSOCIATES, L.L.C.</p> <p>1000 WEST 10TH AVENUE, SUITE 200</p> <p>BOULDER, COLORADO 80502</p> <p>TEL: 303.440.1100</p> <p>FAX: 303.440.1101</p> <p>WWW: JRFOLCHETTI.COM</p>	<p>TOWN OF PUTNAM VALLEY</p> <p>PUTNAM COUNTY, NEW YORK</p> <p><b>CARRARA'S BEACH</b></p> <p>STORMWATER COLLECTION SYSTEM REHABILITATION</p>	<p><b>TYPICAL DETAILS - I</b></p> <p>SCALE: N/A</p>	<p>N/A</p> <p>DATE: OCTOBER 2023</p> <p>SHEET 2 OF 3</p> <p>DES. NO.</p>
NO.	DESCRIPTION	DATE															

#3

DATE: 02/08/18 G SHEET 1 OF 1 JSA	<b>TYPICAL DETAILS - II</b>	<b>STORMWATER COLLECTION SYSTEM REHABILITATION</b> <b>CARRARA'S BEACH</b> TOWN OF PITKIN VALLEY PITKIN COUNTY, NEW YORK	J. ROBERT POLCHETTI & ASSOCIATES, L.L.C. 1000 ... ...	NO. 101	NO. 102	NO. 103	NO. 104	NO. 105	NO. 106	NO. 107	NO. 108	NO. 109	NO. 110
				NO. 111	NO. 112	NO. 113	NO. 114	NO. 115	NO. 116	NO. 117	NO. 118	NO. 119	NO. 120





**MEMORANDUM**

To: Diane Schonfeld, Clerk of the Legislature  
From: Neal Tomann, Putnam County Soil & Water District  
Date: September 3, 2024  
Re: Physical Services Meeting – September 17, 2024

*NT*

I would respectfully like to request agenda items for the September 17, 2024, Physical Services meeting.

The Soil & Water Conservation District has three funding releases it needs approved by the full legislature.

**1. 2024 Community Conservation Grant. (\$4,971)**

- These funds are made available through the Soil & Water District program Part 'B' funding. This is an annual award for up to \$6,000 made available to public and private groups for a community conservation project. This year's project sponsored the installation of 'fish cradles' at Kirk Lake in Mahopac as part of an effort to provide shelter for smaller fish in the lake food chain. This project was approved by the Soil & Water Conservation District board and completed by the Kirk Lake Watershed Association (KLWA).

**2. (Equipment purchase. (\$57,000))**

- The Soil & Water Conservation District board approved funding for a new 'batwing' mower to be used on environmentally sensitive areas maintained by the county. The funds are made available from the Soil & Water District program Part 'C' account. The mower will be inventoried as part of a Soil & Water equipment share program.

**3. Hydrodynamic separator. (\$20,000)**

- The Town of Putnam Valley requested funding to help repair a Lake Peekskill culvert system damaged during the July '23 rain event. The PC SWCD board agreed to fund the purchase of a hydrodynamic separator as it would help reduce future sediment production from the culvert system. The project has been completed. These funds are made available through the Soil & Water District program Part 'C' account.

Kirk Lake 'fish cradle' project.  
2024 Community Conservation Project.



Provides cover for smaller fish.



Bat-wing mower.

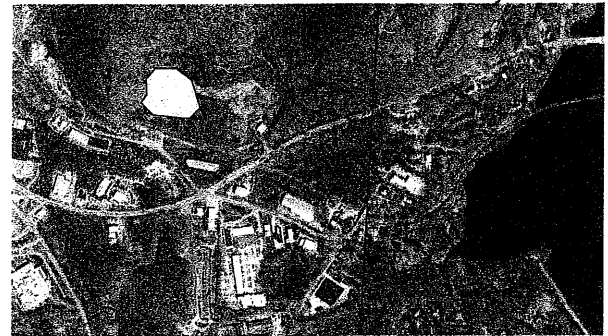


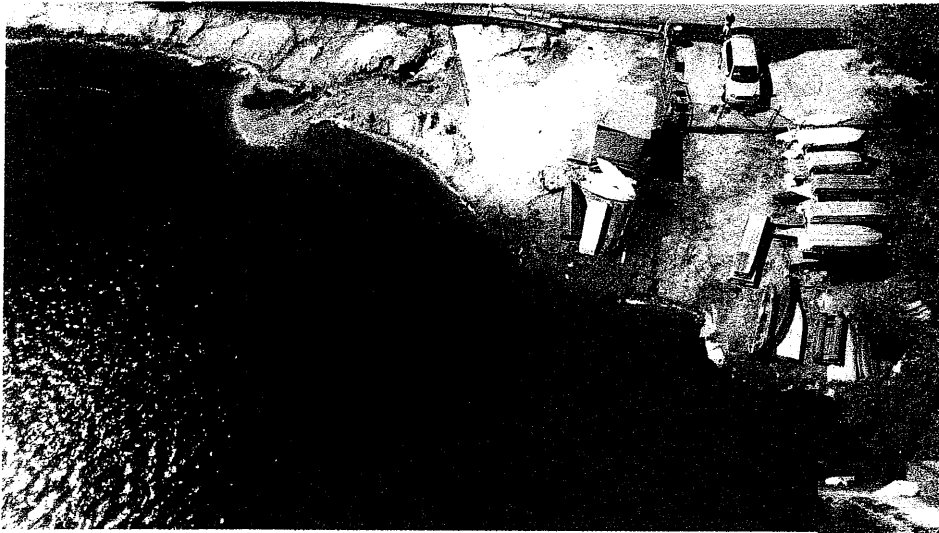
Tilly Foster

Cornwall Hill Rd. Patterson



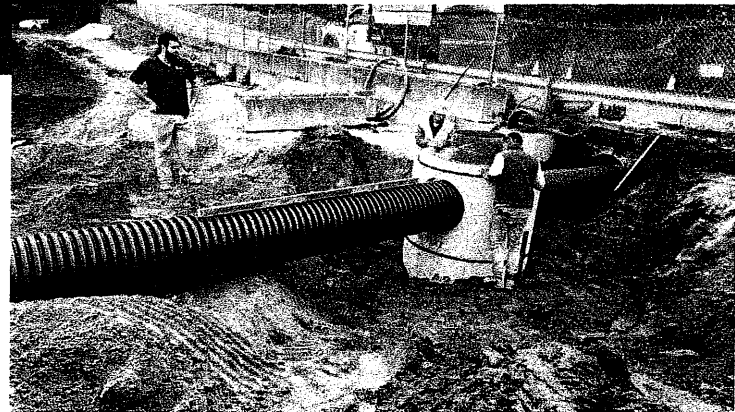
Old Rt 6 & Gateway Drive





Lake Peekskill Culvert replacement project.  
Summer 2024.  
Part 'C' Funded.

Hydrodynamic separator installation.  
The last culvert in the system.





OK-GN #609  
cc: All  
Audit 9/23 R. 000



MICHAEL J. LEWIS  
Commissioner of Finance

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

September 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 Putnam County Legal Aid Services budget.

Increase Appropriations:

25117100 54125                      Legal Aid 18B-Legal Services                      \$ 116,000.00

Increase Revenues:

25117100 430251                      State Aid-Indigent Legal Services                      \$116,000.00

2024 Fiscal Impact -0-  
2025 Fiscal Impact -0-

This amendment will recognize State Aid received but not included in the 2024 budget.

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

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

2024 SEP 16 AM 11:31  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

24A086



cc: all  
Phys  
A+A

3000  
#60h

MICHAEL J. LEWIS  
Commissioner of Finance

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

September 6, 2024

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

2024 SEP - 9 PM 3: 44  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, C dated February 14, 2010, I am advising you of the following request to amend the 2024 Putnam County Soil and Water budget.

Increase Appropriations:

10085000 54632 DPW Golf – Waste Water Sewer \$ 22,500.00

Decrease Contingency:

10199000 54980 Contingency-General Contingency Charges \$22,500.00

2024 Fiscal Impact 22,500  
2025 Fiscal Impact 0

Joe Bellucci, PC Deputy Commissioner of Public Works, respectfully requests this amendment to the Parks and Recreation Water Sewer Charges. The funding will allow for DPW to proceed with upgrades to the ultraviolet disinfection lamp, to repair backup generator, and cover additional general operating costs for the remainder of the year. The County is reimbursed by DEP for 50-60 percent of these costs.

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

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

24A087


**THOMAS FEIGHERY**  
COMMISSIONER OF PUBLIC WORKS



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

**MEMORANDUM**

TO: Michael Lewis, Commissioner of Finance

FROM: Joe Bellucci, Deputy Commissioner of Public Works 

DATE: September 3, 2024

RE: LETTER OF NECESSITY- AMEND ORG 10085000, OBJECT 54632 -  
WASTEWATER SEWER CHARGES.

---

Please accept this memorandum as a letter of necessity for the Legislature to consider the amended Parks and Recreation Operating Org 10085000, Object 54632- Wastewater Sewer Charges.

This funding will allow for the Department of Public Works to proceed with ultraviolet disinfection lamp upgrades and backup generator repairs in addition to general operating costs for remainder of the year. The County is reimbursed by DEP for 50-60% of these costs.

cc: Thomas Feighery, Commissioner of Public Works  
Michele Sharkey, County Auditor



GENTECH LTD  
 3017 US RT 9W  
 NEW WINDSOR NY 12553  
 Phone: 845-568-0500  
 Fax: 845-568-3073

**QUOTE**

DATE	QUOTE	CUST #
8/22/2024	0000123299	0002728

**QUOTE TO:**

PUTNAM COUNTY DEPT OF HWY AND FACIL  
 842 FAIR STREET  
 CARMEL NY 10512

**SHIP TO:**

PUTNAM NATIONAL GOLF CLUB  
 187 HILL STREET  
 MAHOPAC NY

P.O. NUMBER		TERMS	SALES PERSON	
		CONTRACT		
QUAN		DESCRIPTION	PRICE EACH	AMOUNT
		AS PER OUR WORK ORDER: WE ARE PLEASED TO QUOTE THE FOLLOWING:		
1.00	0G8598B	REGULATOR ASSY 6.8L 60/70KW	569.99	569.99
1.00	026915	NIPPLE	5.50	5.50
3.00		LABOR TECH	139.59	418.77
1.00	SHIP	SHIPPING AND HANDLING- EXPEDITING OPTIONS MAY BE AVAILABLE BY REQUEST. CUSTOMER TO INQUIRE. PRICE IS ONLY ESTIMATE ACTUAL PRICE TO BE DETERMINED AT TIME OF BILLING.	25.00	25.00
1.00	DIAG	AFTER REPAIR IS COMPLETED TECH WILL TEST UNIT AND RUN DIAGNOSIS ON UNIT IF ADDITIONAL REPAIRS ARE NEEDED A SECOND QUOTE WILL BE SENT		
1.00	PROCESSING	IF YOU CHOOSE TO PAY YOUR INVOICE BY CREDIT OR HAVE A CREDIT CARD ON FILE, THERE WILL BE AN ADDITIONAL 3% ADDED TO THE TOTAL OF YOUR INVOICE FOR THIS SERVICE		
1.00	OVER1000	A 50% DEPOSIT IS REQUIRED ON ALL REPAIRS OVER \$1,000.00 AT THE TIME OF ACCEPTANCE. THANK YOU FOR YOUR TIME AND CONSIDERATION. IF YOU WOULD LIKE TO ACCEPT, PLEASE SIGN AND FAX THIS FORM BACK TO US AT (845) 568-3073 OR EMAIL TO PARTS@GENTECHLTD.COM		
		<b>TOTAL</b>		<b>\$1,019.26</b>

APPROVAL SIGNATURE \_\_\_\_\_



Trusted Utility Partners

H2O Innovation Operation & Maintenance, LLC  
4 Commerce Street, A-2  
Poughkeepsie, NY  
12603, US

**Invoice**

Invoice Date  
7/31/24  
Order Date  
8/2/24  
Customer Number  
PUTN002

Invoice Number  
CD103970  
Order Number  
M205937  
Purchase Order Number

**ORIGINAL**

Invoice Address	Delivery Address
Putnam County Dept. of Highways & Facilities 842 Fair Street Carmel - NY 10512 US	Putnam County Dept. of Highways & Facilities 842 Fair Street Carmel - NY 10512 US

Ship Via	Forward Agent	Latest Ship Date	Due Date	Terms of Delivery	Terms of Payment
Not Applicable		7/31/24	8/30/24	Not Applicable	Net 30 days

**Sales**

Pos	Part No Description	Sales QtyUnit Price QtyUnit	Price incl. Tax	Net Amount	Net Amount Gross Amount
1	<b>MISCLABTEST</b> Laboratory Testing PHOENIX Inv 1184018	1.00smp 1.00smp	273.75	0 273.75	273.75 273.75
2	<b>UVSENSORS</b> UV Sensor Upgrade UVEON Inv 24-0105	1.00EA 1.00EA	9,375.00	0 9,375.00	9,375.00 9,375.00

<b>Sub Total Amount</b>	<b>9,648.75</b>	<b>9,648.75</b>
<b>Total Before Tax</b>	<b>9,648.75</b>	
<b>Invoice Amount</b>		<b>9,648.75</b>

**Bank Information:**

Bank Name: HSBC Bank USA NA  
Bank Address: 452 5TH AVE, New York, NY 10018  
SWIFT Code: MRMDUS33  
Routing Number: 021001088  
Account: 738029343



# Invoice

Invoice #: 1184018  
Invoice Date: 07/08/24

From: Phoenix Environmental Laboratories, Inc  
587 E. Middle Turnpike, Box 370  
Manchester, CT 06045-0370  
(860) 645-1102

Cust Code: H2O  
Cust Id: J00675  
Quote #:  
Page: 1 of 1

To: Attn: Ryan Rysinger  
H2O Innovation  
PO Box 2718  
Spring, TX 77383

Submittal Date: 06/27/24  
Purchase Order #:  
Turnaround Time:  
Lab SDG: GCR06522  
Project ID: PUTNAM GOLF WWTP

Project Manager: Heather Rysinger

The following charges are due for the indicated samples(s) which were submitted to this laboratory.

Description	Qty	Unit Price	Total Price
Ammonia	2	\$25.00	\$50.00
CBOD	2	\$33.00	\$66.00
Dissolved Oxygen	1	\$22.00	\$22.00
Phosphorus, Total	2	\$22.00	\$44.00
Solids-Total Suspended	3	\$18.00	\$54.00
Fecal Coliform (WW)	1	\$28.00	\$28.00
Waste Disposal Fee (per sample)	1	\$0.75	\$0.75
Waste Disposal Fee (per sample)	3	\$3.00	\$9.00
		Sub Total	\$273.75

<b>Invoice Total</b>	<b>\$273.75</b>
----------------------	-----------------

Remit To:  
Phoenix Environmental Laboratories, Inc  
Box 370  
Manchester, CT 06045-0370  
FID#: 06-1240980

ACH (Updated Oct 2018):  
Sytana Edlund  
[accountsreceivable@phoenixlabs.com](mailto:accountsreceivable@phoenixlabs.com)  
(860) 647-1786

Invoice Inquiries:  
Sarah Beil  
[sarah@phoenixlabs.com](mailto:sarah@phoenixlabs.com)  
(860) 812-0270

For each ACH transfer please note invoices to be paid and email accounts receivable at [accountsreceivable@phoenixlabs.com](mailto:accountsreceivable@phoenixlabs.com)  
Interest at 1.5% per month charged to accounts due over 30 days. Collection expenses incurred will be charged.

E



UVEON TECHNOLOGIES LLC  
 1184 Ferris Road  
 Amelia, OH 45102

Tel: (513) 752-2361

# Invoice

Date	Invoice #
7/1/2024	24-0105

Customer Bill To
H2O Innovation ATTN: Diane Scheel 4 Commerce Street Suite A-2 Poughkeepsie, NY 12603

Customer Ship To
Putnam County Golf Course ATTN: Nicky Tamburrino 187 Hill Street Mahopac, NY 10541

S.O. No.	P.O. No.	Terms	Due Date	Ship Via	FOB	Quote #	Ordered By
		Net 30	7/31/2024	Delivery - TDS	Amelia, OH		Nicky Tamburrino

Part Number	Description	Ordered	Invoiced	E.O.	Rate	Amount
UV UPGR	UV Sensor Upgrade Per Quote# TDS240123 Completed 6/27/2024 - Three (3) channel-mounted UVI sensors with adaptors. - One (1) spare UVI sensor. - Analog output compatible with existing controls. - Compression-sealed window to effectively prevent water ingress. - Serviceable construction. - Installation, including materials, labor, travel, and expenses. - Three-year warranty.				9,375.00	9,375.00

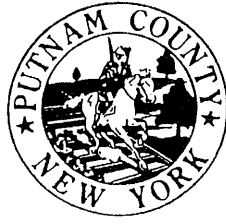
<b>THANK YOU FOR YOUR BUSINESS!</b>	
Report any damage within seven days of receipt to be eligible for a claim.  A 5% late fee will be applied on the 45th day from the invoice date for invoices not paid in full by the due date. Additional 5% late fees will be applied on every subsequent 30th day until the invoice is paid in full.	<b>Total</b> \$9,375.00
	<b>Payments/Credits</b> \$0.00
	<b>Balance Due</b> \$9,375.00

EFF DATE	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
	\$1,019.26	GENTECH LIMITED	ESTIMATE RECEIVED 8/22/24 for generator repair
	\$9,648.75	H2O	UV sensor upgrade
08/10/2023	\$242.36	COMCAST	8/4-9/3/23 A/C#8773 60 003 020
09/07/2023	\$230.17	COMCAST	9/4-10/3/23 A/C#8773 60 003 02
10/12/2023	\$324.32	COMCAST	10/4-11/3/2023 A/C#8773 60 003
11/14/2023	\$230.64	COMCAST	11/4-12/3/23 A/C#8773 60 003 0
12/13/2023	\$230.64	COMCAST	12/4/2023-1/3/2024 A/C#8773 60
08/22/2023	\$232.71	DIRECT ENERGY MARKETING INC	JUN/JUL '23 ELECTRIC SUPPLY AC
09/14/2023	\$221.16	DIRECT ENERGY MARKETING INC	JUL/AUG '23 ELECTRIC SUPPLY AC
10/17/2023	\$215.61	DIRECT ENERGY MARKETING INC	AUG/SEPT '23 ELECTRIC SUPPLY A
11/28/2023	\$153.26	DIRECT ENERGY MARKETING INC	SEPT/OCT '23 ELECTRIC SUPPLY
12/15/2023	\$176.30	DIRECT ENERGY MARKETING INC	OCT/NOV '23 ELECTRIC SUPPLY
12/31/2023	\$224.90	DIRECT ENERGY MARKETING INC	NOV/DEC '23 ELECTRIC SUPPLY AC
08/23/2023	\$40.00	DOYLE SECURITY SYSTEMS, INC.	AUGUST 2023 SECURITY, FIRE, SA
09/21/2023	\$40.00	DOYLE SECURITY SYSTEMS, INC.	SEPT '23 SECURITY MONITORING
10/17/2023	\$40.00	DOYLE SECURITY SYSTEMS, INC.	OCT '23 SECURITY MONITORING
11/17/2023	\$40.00	DOYLE SECURITY SYSTEMS, INC.	NOV '23 SECURITY MONITORING
12/06/2023	\$257.87	DOYLE SECURITY SYSTEMS, INC.	REPLACE SMOKE DETECTOR IN REST
12/06/2023	\$40.00	DOYLE SECURITY SYSTEMS, INC.	DEC '23 SECURITY/MONITORING
08/23/2023	\$360.00	FRED A. COOK JR. INC.	06/26/23 SEPTIC SERVICES GREAS
08/23/2023	\$600.00	FRED A. COOK JR. INC.	07/03/23 SEPTIC SERV. PUMP TA
08/23/2023	\$600.00	FRED A. COOK JR. INC.	07/19/23 SEPTIC SERV. PUMP TAN
08/23/2023	\$600.00	FRED A. COOK JR. INC.	07/19/23 SEPTIC SERV. PUMP SEP
09/21/2023	\$600.00	FRED A. COOK JR. INC.	06/29/23 SEPTIC SERV TO PUMP S
12/04/2023	\$360.00	FRED A. COOK JR. INC.	GOL- SEPTIC SERVICE 10/20/23
11/15/2023	\$350.00	GENTECH LIMITED	VARIOUS PREVENTIVE MAINT ON GE
12/05/2023	\$330.00	NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION	SPDES WWTP 0260371
07/25/2023	\$178.44	NYS ELECTRIC & GAS	JUN '23 ELECTRIC DELIVERY ACCT
09/01/2023	\$172.42	NYS ELECTRIC & GAS	JUL '23 ELECTRIC DELIVERY ACCT
11/13/2023	\$198.26	NYS ELECTRIC & GAS	SEPT '23 ELECTRIC DELIVERY ACC
11/30/2023	\$145.09	NYS ELECTRIC & GAS	OCT '23 ELECTRIC DELIVERY ACCT
12/31/2023	\$187.82	NYS ELECTRIC & GAS	DEC '23 ELECTRIC DELIVERY ACCT
12/31/2023	\$229.66	NYS ELECTRIC & GAS	NOV '23 ELECTRIC DELIVERY ACCT
12/31/2023	\$1,454.93	PARACO GAS	981.6 GAL 11/08/23
	\$19,974.57		

represents payments made September through December 2023  
invoice and quote in house for payments now



cc: all  
AAA #6: 3000



MICHAEL LEWIS  
Commissioner Of Finance

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

September 9, 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 General Services (DGS) budget:

**Increase Revenues:**

**10161000 426802**                      **DGS – Insurance Recoveries**                      **\$ 864.29**

**Increase Expenses:**

**10161000 54370**                      **DGS – Automotive**                      **\$ 864.29**

2024 Fiscal Impact - 0  
2025 Fiscal Impact - 0

2024 SEP 10 PM 3:24  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

This amendment is required for the County to proceed with repairing the vehicle used to transport the mail.

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                      **24A088**

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

Check 1345 - \$864.29

**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*

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

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

**DEPARTMENT OF LAW**

**MEMORANDUM**

**TO:** Michael Lewis, Finance  
**FROM:** Mat C. Bruno, Sr., Manager Risk & Compliance  
**DATE:** August 8, 2024  
**RE:** Vehicle Accident Claim Reimbursement

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

Enclosed please find a personal check from Joseph & Catherina Tamagna, check # 1345 in the amount of \$864.29 representing payment for the accident listed below. The Purchasing Department is expecting credit for the check. Please contact John Tully to find out what line to place the check in.

Accident Number	Date of Accident	Damage	Reimbursement	Payee	Civilian Driver
19	07/27/24	\$864.29	\$864.29	Catherina Tamagna	Catherina Tamagna

Thank you.

MCB/da  
Enc.

10161 000 426802

10161 000 50370

244088

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

Tel. (845) 808-1150 / Fax (845) 808-1903\*

*\*This office will not accept service via facsimile*

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

**2024**

*cc all Health A&A* *3250*  
**#7**

**TO: Commissioner of Finance**  
**FROM: Kristen Wunner**  
**DEPT: Department of Social Services & Mental Health**  
**DATE: 08/28/2024**

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

<u>FROM</u> <u>ACCOUNT#/NAME</u>	<u>TO</u> <u>ACCOUNT #/NAME</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
<b>10431000-54646-10115</b> MH LGU – CIT TRAINING CONTRACTS <i>* CIT - Crisis Intervention Team</i>	<b>10431000-55646-10115</b> MH LGU – CIT TRAINING CHRGBK CONTRACTS	<b>\$25,515</b>	<b>TRANSFER TO FUND CORRECT BUDGET LINE FOR AGREEMENT WITH SHERIFF’S OFFICE</b>

**TOTAL: \$ 25,515**

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

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

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

**8/28/24**  
 \_\_\_\_\_  
 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

**2024 AUG 29 AM 9:17**  
**LEGISLATURE**  
**POTNAM COUNTY**  
**CARMEL, NY**

**24T258**

**MICHAEL J. LEWIS**  
COMMISSIONER OF FINANCE



*cc: all  
Pers  
ATA*

**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

#8

**DEPARTMENT OF FINANCE**

**MEMORANDUM**

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: **Budgetary Amendment – 24T259**  
DATE: August 28, 2024

2024 AUG 29 AM 10:20  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of the Department of Mental Health, Social Services and Youth Bureau, the following budgetary amendment is requested.

**GENERAL FUND**

**INCREASE APPROPRIATIONS:**

22070000 51000 (104)	PERSONNEL SERVICES - COORDINATOR OF CAC	3,118.00
		<u>\$ 3,118.00</u>

**DECREASE APPROPRIATIONS:**

22071000 51000 (104)	PERSONNEL SERVICES - FORENSIC INTERV / COMM OUT WKR	3,118.00
		<u>\$ 3,118.00</u>

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

Please refer to the attached memorandum from Commissioner Servadio requesting the upgrade of the current Forensic Interviewer / Outreach Worker to Coordinator of the Child Advocacy Center and the detailed analysis from Fiscal Manager Wunner regarding this personnel change.

KEVIN BYRNE  
*County Executive*

SARA SERVADIO  
*Commissioner*

NICOLLE MCGUIRE  
*Deputy Commissioner*




DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

DATE: August 28, 2024

TO: Paul E. Jonke, Chair  
Personnel Committee

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

SUBJECT: CAC Position Upgrade

---

Together with Personnel Officer Paul Eldridge and CAC Director Marla Behler, your approval is requested for the upgrade of the current **Forensic Interviewer / Outreach Worker** position to **Coordinator of Child Advocacy Center**. This position will continue to serve as the primary forensic interviewer in addition to playing a crucial role in the success of the CAC. Additional responsibilities include supervising victim advocates, implementing prevention programs, and managing team communication.


The upgrade of this position will ensure that the Child Advocacy Center can recruit at a higher lever with an advanced degree and is equipped with the necessary expertise to provide the best possible response to child abuse cases and support victims.

This position was vacated mid-January 2024 and with a target hire date of October 15, 2024 at an increased rate of \$85,000, funding exists within the **Forensic Interviewer / Outreach Worker** personnel services position number to offset this proposed increase with no fiscal impact to 2024. A budgetary amendment is required to accurately align the increased role and responsibilities against the two 100% funded grants awarded to the CAC.

It is respectfully requested this matter be placed on the agenda for the next meeting of the appropriate committee. Thank you for your time and consideration.

Attachments:

2024 Fiscal Impact on Upgrade to CAC Program Coordinator  
NYS Office of Temporary and Disability Assistance Memo  
Coordinator of Child Advocacy Center (CAC) Job Specification

cc: Michael Lewis, Commissioner of Finance  
Paul Eldridge, Personnel Officer  
Nicolle McGuire, Deputy Commissioner of Social Services & Youth Bureau  
Marla Behler, Program Director CAC  
 Kristen Wunner, Fiscal Manager of Mental Health, Social Service & Youth Bureau

Personnel Committee Meeting - September 5, 2024  
 2024 Fiscal Impact on Upgrade to CAC Program Coordinator

Title	Position Number	Current Salary	Proposed Salary	Salary Allocations		
				22070000	22071000	FY24 Expense
Forensic Interviewer / Outreach Worker	601302104	\$ 58,756.00	\$ -	OCFS Grant	OVS Grant	1/1-10/14
TBH Coordinator of Child Advocacy Center	TBD	\$ -	\$ 85,000.00	\$ 5,875.60	\$ 52,880.40	10/15-12/31
			\$ 85,000.00	\$ 17,000.00	\$ 68,000.00	1/1-12/31
			\$ 85,000.00			\$ 5,544.66
						\$ -
						\$ 18,167.94
						\$ 23,712.60

Position is currently titled Forensic Interviewer / Community Outreach Worker  
 Position is currently allocated 90% OVS & 10% OCFS  
 Position will become 80% OVS & 20% OCFS  
 Budgetary Amendment required to transfer OVS allocation to OCFS



**Office of Temporary  
and Disability Assistance**

KATHY HOCHUL  
Governor

BARBARA C. GUINN  
Acting Commissioner

**SENT ELECTRONICALLY**

May 3, 2024

Patricia Rau  
Sr. Personnel Specialist  
Putnam County Personnel Department  
110 Old Route 6, Building #3  
Carmel, NY 10512

Dear Patricia Rau:

The following position specification has been approved for use in the Putnam County Department of Social Services:

Coordinator of Child Advocacy Center

This position specification is now on file with the New York State Office of Temporary and Disability Assistance (OTDA).

If you need further assistance, please feel free to contact me in the Bureau of Human Resources at (518) 402-3991.

Sincerely,

Matthew Rider  
Associate Director of Human Resources 2

Enclosure

COORDINATOR OF CHILD ADVOCACY CENTER (CAC)

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Director of Child Advocacy Program, the Coordinator of CAC will manage the CAC's Multidisciplinary Team (MDT) and oversee all community outreach initiatives. This includes maximizing communication and team relations among interagency partners, as well as ensuring smooth engagement by all MDT partners in joint investigations of child physical abuse, sexual assault, and neglect cases. The Coordinator of CAC is also responsible for creating and maintaining a trauma-informed environment, ensuring that all interactions with child victims and team members are conducted sensitively and supportively to minimize re-traumatization and vicarious trauma. The Coordinator provides direct supervision and oversight to direct service staff at the CAC, focusing on teambuilding, professional development, training, and accountability. Additional duties include community outreach in the form of developing social media management, educational materials, trainings, special events, etc. After hours and weekend work is required for events, trainings, and case coverage. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates and facilitates CAC's Multidisciplinary Child Abuse Team (MDT);  
Coordinates interview scheduling, case coverage, and case management with all parties including but not limited to law enforcement, mental health providers, and other CAC staff;  
Facilitates monthly case reviews of all CAC cases handled by the MDT team, providing documentation as needed;  
Ensures that follow-up issues at the end of the case review are communicated to all relevant members of the MDT to facilitate resolution;  
Conducts sensitive and through forensic interviews of children and adolescents;  
Develop, schedule, and provide educational presentations to the public;  
Develops and schedules trainings for a variety of parties including other agencies, law enforcement, and health providers;  
Maintain all required documentation in program data base;  
Facilitates and documents core team meetings and on-site interdisciplinary meetings;  
Provides supervision and oversight to the CAC direct service staff including Victim Advocates and clinicians;  
Attend specialist trainings and peer review meetings as needed to stay current on best practices and trends in the field;  
Coordinate and facilitate peer review meetings with other team members who conduct forensic interviews;  
Assists Director of CAC with training and orientation of staff and new MDT members;  
Manages social media and assists with prevention and community outreach efforts targeted at reducing future child abuse and neglect;  
Works to promote the Child Advocacy Center, its goals and its mission, including public speaking, organizing special events, and representing agency at various venues;  
Assists Director of CAC with student intern/volunteer program;  
Assists Director of Child Advocacy Program with administrative tasks as needed;  
Transports children to appointments and/or court as needed;  
Attends off-site meetings, trainings, and events;  
Performs a variety of related activities as required.

APPROVED BY NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY  
ASSISTANCE  
REVIEWER: Man  
DATE: 5/1/24 COUNTY: Rutan

Pg 1 of 2

--over--



COORDINATOR OF CHILD ADVOCACY CENTER (CAC) (cont'd)

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of child abuse dynamics and its impact on children; good knowledge of the Multidisciplinary Team (MDT) approach in the investigation of child abuse/neglect; good knowledge of community service agencies and programs that work with victims of child abuse and their families; good knowledge of the process of investigating a child abuse case through law enforcement, child protective services, and court systems; good knowledge of applicable state and federal laws; good knowledge of social media; ability to work in a cooperative manner with diverse professional groups; ability to plan, organize, coordinate, administer and evaluate the effectiveness of programs; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; facilitation skills; collaborative management approach; ability to problem solve; ability to operate a personal computer and utilize common office software programs; ability to prepare education materials, including curricula, pamphlets, exhibits, and audio-visual presentations; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; ability to establish and maintain effective relations with community agencies; ability to deal effectively and objectively with clients of diverse socio-economic backgrounds and cultures; ability to speak well in public; resourcefulness, courtesy; tact. good listening skills, social perceptiveness; confidentiality; good judgment.

MINIMUM QUALIFICATIONS:

Master's degree or higher in social work, counseling, psychology, criminal justice, human services, or a closely related field, and two (2) years of paid experience in an agency whose duties shall have involved counseling, case management, case supervision, or investigations involving child abuse, one (1) of which must have involved supervision

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

SPECIAL REQUIREMENTS:

1. Incumbents must become certified forensic interviewers within the first six (6) months. If said certification is not available within the first six months, incumbent may have an additional six (6) months.
2. A state and/or national fingerprint supported background investigation is required before an appointment is made. The applicant will be responsible to pay the Division of Criminal Justice Services fee for this search.
3. Possession of a valid unrestricted appropriate level driver's license and acceptable driving record is required at time of appointment and must be maintained throughout employment.

APPROVED BY NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY  
ASSISTANCE  
REVIEWER: [Signature]  
DATE: 5/3/24 COUNTY: Putnam

MICHAEL J. LEWIS  
COMMISSIONER OF FINANCE



cc all  
Pers  
A+A

#9 Reso  
KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: **Budgetary Amendment – 24T262**  
DATE: August 29, 2024

2024 AUG 29 AM 11:29  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Youth Director of the Youth Bureau, the following budgetary amendment is requested.

**GENERAL FUND**

**INCREASE APPROPRIATIONS:**

10731000 51094	TEMPORARY	3,500.00
		\$ 3,500.00

**DECREASE APPROPRIATIONS:**

10087000 51000 (103)	PERSONNEL SERVICES - YOUTH PRGM SPECIALIST	1,400.00
10731000 51000 10114 (103)	PERSONNEL SERVICES - YOUTH PRGM SPECIALIST	2,100.00
		\$ 3,500.00

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

Please refer to the attached memorandum from Youth Director Cunningham requesting the increase of the temporary budget line for maternity leave coverage.

**KEVIN BYRNE**  
*County Executive*

**SARA SERVADIO**  
*Commissioner*

**NICOLLE McGUIRE**  
*Deputy Commissioner*



**JANEEN CUNNINGHAM**  
*Executive Director*

**KIMBERLY REALBUTO**  
*Deputy Director*

## **YOUTH BUREAU**

TO: Kevin Byrne  
County Executive

FROM: Janeen Cunningham *JMC*  
Youth Director

DATE: August 26, 2024

RE: Vacant position due to maternity leave

Kimberly Flynn, Youth Program Specialist will be expecting a baby due November 2<sup>nd</sup>, 2024. The Youth Bureau Department will need coverage for youth programs while she is on maternity leave. I am requesting to be put on the September Legislative Personnel committee agenda to address moving \$3,500 from Kim Flynn's budget line. Kim's position number is 731013103 to a temporary budget line 10731000.51094. This will cover Kim Flynn being on maternity leave from approximately October 14 to December 31, 2024. The position will be covered by Naomi Bowen, Youth Aide. Naomi currently makes \$22/hour and I would increase her salary to the Youth Program Specialist rate at \$32.50/hour working 28 hours a week.

Thank you in advance and please let me know if you have any questions.

cc: Paul Eldridge, Personnel Director  
Sara Servadio, Commissioner  
Nicolle McGuire, Deputy Commissioner

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Pers  
ATA*

*Rec'd*

**# 10**

**TO: Commissioner of Finance**

**FROM: Michael Lewis**

**DEPT: Commissioner of Finance**

**DATE: August 30, 2024**

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

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
17311000-51000 <i>Rec'd</i> Sheriffs Personnel (149)	17311000-51000 <i>Rec'd</i> Sheriffs Personnel (176)	\$50,407.00	Reclass Dep Sheriff Lieut. to Dep. Sheriff 1 <sup>st</sup> SGT
		<u>                    </u> \$50,407.00	

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

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

\_\_\_\_\_  
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

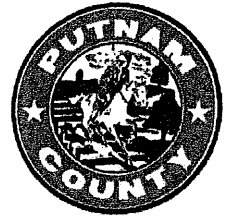
2024 AUG 30 AM 11:23  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

*247264*



**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

August 29, 2024

**TO:** Mr. Paul Jonke, Chairman – Personnel Committee  
**FROM:** Sheriff Kevin McConville  
**SUBJECT:** Reclassification Request of Lieutenant’s Position

I am requesting that the referenced reclassification be placed on the September 5<sup>th</sup>, 2024, Agenda.

The member who has held the rank of lieutenant has voluntarily demoted himself to the rank of deputy sheriff.

The Civil Service list for this position has expired. At the time of the expiration there were four (4) names on the list, one of which was the Member who had accepted the position and since voluntarily demoted himself.

A query of the Members whose names appeared on the list, as well as others that would be eligible to take a promotional exam indicated that no one was willing to accept a promotion to the rank of lieutenant. The reasons cited were the current pay rate, lack of overtime, lack of ability to accrue compensatory time, and lack of union representation. The reclassification of the lieutenant position to first sergeant would mean a return from management to union classification, thereby making the position viable.

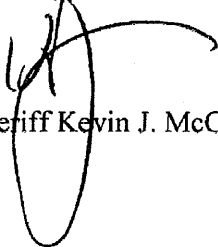
Therefore, I am requesting that the position (311017149) be reclassified as a First Sergeant’s position. There is currently an active Civil Service list with six (6) qualified Members on it.

The second first sergeant position shall be assigned to the Patrol Division, providing the Commanding Officer with a ranking sergeant to assist him/her in his duties and responsibilities. Additionally, it shall provide a direct chain-of-command structure in the absence of the Commanding Officer.

There shall be a savings fiscally for the reclassification. The current lieutenant's position carries a salary of \$133,888.000 and a First Sergeant position carries a salary of \$127,119.00 for the FY 2024.

This request has been approved by the following; Personnel and Finance Departments.

Thank you.

A handwritten signature in black ink, appearing to be 'KJ McConville', written over a large, vertically-oriented oval shape.

Sheriff Kevin J. McConville

cc: The Honorable Joseph Castellano  
The Honorable Ginny Nacerino  
Undersheriff Thomas Lindert

PAUL ELDRIDGE  
Personnel Officer



ADRIENE IASONI  
Deputy Personnel Officer

August 26, 2024

Classification/Reclassification Notice

Kevin McConville  
Putnam County Sheriff

Via email

Sheriff McConville,

Our office has completed a review of the below referenced form and documentation that you submitted for a job classification evaluation or re-evaluation:

- Job Classification Questionnaire (Form 220) Dated \_\_\_\_\_
- New Position Duties Statement (Form 222) Dated 8/22/24
- Request for Additional Position(s) in an Already Established Classification (Form 222A)

Please be advised that, pursuant to Civil Service Law, Section 22, we have classified this position as Deputy Sheriff First Sergeant in the Competitive jurisdictional classification. Please see requirements below.

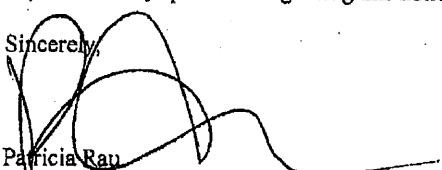
Please Note:

- Competitive Jurisdictional Classification requires:  
Permanent appointment from an appropriate eligible list, now or subsequent to an approved provisional appointment, should this position be adopted as a position in your department or agency.
- Non-Competitive Jurisdictional Classification requires:  
Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- Labor Jurisdictional Classification requires:  
Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- Exempt Jurisdictional Classification requires:  
Appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.

In order to best assess next steps, we will need some information from your department. Please have a supervisor or department head complete page two (2) and return to me as soon as possible. This will ensure that the process is handled as quickly as possible.

If you have any questions regarding this notice, please contact our office.

Sincerely,

  
Patricia Rau  
Senior Personnel Specialist

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Pers.  
A+A*      *Reso*  
**# 11**

**TO: Commissioner of Finance**

**FROM: Michael Cunningham**

**DEPT: OSR**

**DATE: 8/30/24**

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10677200 51000 (115) Personnel Services Aging Services Aide	10677200 51000 (152) Personnel Services Office Assistant	\$10,927.42	To fill position for qualified <del>receptionist</del> <i>Office Assistant</i> at PV Friendship Center equivalent to positions at existing at OSR's 3 other sites
10677900 51094 Temporary	10677200 51000 (152) Personnel Services Office Assistant	902.21	
		<u>\$ 11,829.63</u>	

2024 AUG 30 AM 11:23  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

20\_24\_ Fiscal Impact \$     -0-    

20\_25\_ Fiscal Impact \$     -0-    

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

**AUTHORIZATION: (Electronic signatures)**

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

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

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

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

*24T265*



Kevin M. Byrne  
County Executive



PUTNAM COUNTY  
**Office For  
Senior Resources**  
LIVING OUR FUTURE

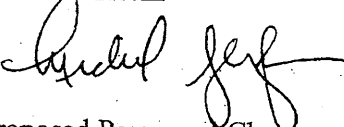
Michael  
Cunningham  
Director

## MEMORANDUM

DATE: 8/21/24

TO: James Burpoe, Michael Lewis, Paul Eldridge

CC: Marlene Barrett, Thomas DeMarchi

FROM: Michael Cunningham 

RE: OSR 2024 Budget – proposed Personnel Change

---

OSR proposes the following change for its 2024 budget. This item had been previously submitted to Paul Eldridge as an anticipated item for the OSR 2025 Budget. This request for 2024 has now been triggered by the retirement of the incumbent effective 8/30/24. We wish to submit this request to the upcoming September 2024 Putnam County Legislature Personnel Committee (or other such other Committee as deemed appropriate). The following summarizes the request:

**“Convert” existing F/T Aging Services Aide (Grade 2) position to Office Assistant (Competitive Grade 5) (P/T 25 hours, no benefits)**

- a. To be offset through elimination by retirement of 1 x Aging Services Aide (Non- competitive Grade 2) (F/T 35 hours, benefits) who has been working out of title in this capacity upon transfer from the Health Department several years ago.
- b. Retirement effective August 30<sup>th</sup>, 2024. Prorated fiscal impact for 3 months, October through December 2024.
- c. Net fiscal impact:
  - i. -10 hours; -1 x benefits resulting from the proposed “conversion”
  - ii. Reduced cost: (\$5,598.80); please see analysis summary below.
- d. Program rationale: OSR needs qualified receptionist at our Putnam Valley Friendship Center, equivalent to positions existing at OSR’s 3 other sites.
- e. Note that this proposed personnel change will carry over to the 2025 fiscal year and is already proposed in the 2025 budget.
- f. Form 222A submitted to Personnel

Total cost decrease: ~\$5,598.80

**Putnam County Office for Senior Resources  
Proposed Personnel Change for 2024 Budget**

Working days 261  
 35 hrs/wk 1827  
 30 hrs/wk 1566  
 27.5 hrs/wk 1435.5  
 25 hrs/wk 1305

FTFB 58.84% Blended rate used for CSR reporting  
 PTFB Various rates received from S. Barrett

Putnam Valley Front Desk		Grade	Hrs	Annual Salary	F/B	Total Comp	Monthly	Oct. - Dec. 2024
Current	Aging Services Aide	2	35	43,629.00	24,798.72	68,427.72	5,702.31	
Proposed	Office Assistant	5	25	29,350.00	18,682.54	48,032.54	3,836.05	
	<b>Net Adjustment</b>			<b>(14,279.00)</b>	<b>(6,116.18)</b>	<b>(22,395.18)</b>	<b>(1,866.27)</b>	<b>(5,506.80)</b>

\*\*Please note that estimated F/B cost used based on an existing PT office assistant at the same amount of working hours.

cc: all  
 Rates  
 A+A  
 Reso  
 #12

**COUNTY OF PUTNAM  
 FUND TRANSFER REQUEST**

**TO:** Commissioner of Finance

**FROM:** C. Compton Spain  
 County Attorney

**DEPT:** Law

**DATE:** August 29, 2024


2024 SEP -4 PM 3:00  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

I hereby request approval for the following transfer of funds:

<u>FROM ACCOUNT# /NAME</u>	<u>TO ACCOUNT# / NAME</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
10199000 54980 Contingency	10142000 54125 Legal Services	\$150,000.00	To cover outstanding legal services invoices (attached) and invoices Not yet received for The remainder of 2024

2024 Fiscal Impact \$ 150,000.

2025 Fiscal Impact \$ 0.

  
 Department Head Signature/Designee Date 8/29/24

AUTHORIZATION: (Electronic signatures)

24T

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

24T267

**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*

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

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

**DEPARTMENT OF LAW**

**MEMORANDUM**

To: Michael Lewis, Commissioner of Finance

From: C. Compton Spain, County Attorney *(CS)*

Date: August 29, 2024

Re: *Fund Transfer Request for Legal Services*

---

We respectfully request a fund transfer in the amount of \$150,000.00 to cover outstanding legal services through the remainder of calendar year 2024.

This request is necessitated by the fact that over the past year, there have been a number of litigation matters that have required the Law Department to retain experienced and competent outside counsel to represent the County's interests in connection with a number of contractual, employee disciplinary and miscellaneous personnel matters, many of which are still being actively litigated. The total amount billed to date on these particular matters, primarily by the Roemer Wallens firm and the Girvin & Ferlazzo firm, which includes administrative support expenses (i.e., stenographers, transcripts, arbitrator's fees, etc.) is \$136,872.13. Indicative of the amounts billed for such legal services is the most recent invoice received from the Givin & Ferlazzo firm for June/July 2024. This firm, who has handled several of the more contentious personnel matters as of late and through their efforts ensured favorable outcomes for the County, was \$5,250.00.

Most importantly however, the instant request is being generated at this juncture due to the ongoing Arben v. Putnam County litigation. As detailed in our monthly litigation table report provided to the Legislature, this involves a high-stakes complex construction litigation that while it has been pending since 2023 is still in its relative infancy. The Harris Beach firm the County retained as outside counsel has already devoted billable hours approximating \$27,000.00 per month. This particular litigation alone is expected to continue to generate billable hours in a comparable amount for the foreseeable future as they report that electronic discovery is still being conducted and extensive depositions of multiple parties with knowledge of the matters at issue are expected to follow. The Harris Beach firm recently presented an invoice for payment for legal services in the

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

Tel. (845) 808-1150 / Fax (845) 808-1903\*

*\*This office will not accept service via facsimile*

Page 2

Micheal Lewis, Comm. of Finance

Re: *Fund Transfer Request for Legal Services*

August 29, 2024

month of June 2024 in the amount of \$62,026.24 with the total amount Harris Beach having billed the County to date listed at \$112,320.00. In addition, Harris Beach previously retained a service to assist with discovery and monitoring the database associated therewith totaling \$10,553.90 with an additional \$7,000.00 in billing expected in this regard before the end of the year.

Accordingly, based on the foregoing, we respectfully request a fund transfer in the amount of \$150,000.00 for legal services already incurred and expected before the end of 2024. Thank you.

/jbc

Enc.

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST  
2024**

*cc:all  
A+A*

*Sign*

**#13**

**TO: Commissioner of Finance**  
**FROM: Kristen Wunner**  
**DEPT: Department of Social Services & Mental Health**  
**DATE: 09/03/2024**

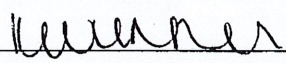
2024 SEP -9 PM 3:40  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARNEL, NY

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

<u>FROM</u> <u>ACCOUNT#/NAME</u>	<u>TO</u> <u>ACCOUNT #/NAME</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
<b>10116000-51094</b> SS PROGRAM ADMN WMS TEMPORARY	<b>10120000-55646</b> SS PROGRAM ADMN OVHD CHRGBK CONTRACTS	<b>\$13,444</b>	<b>TRANSFER TO FUND SPO AGREEMENT WITH SHERIFF'S OFFICE</b>
<b>TOTAL:</b>		<b>\$13,444</b>	

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

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

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

9/3/24  
 \_\_\_\_\_  
 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



**24T270**

# Putnam County, NY Budget Report



Dept/Org	Object	Project	Description	2022 Actuals	2023 Original Budget	2023 Revised Budget	2023 Actual (10/31/2023)	2024 Requested	2024 Tentative	2024 Adopted
----------	--------	---------	-------------	--------------	----------------------	---------------------	--------------------------	----------------	----------------	--------------

<b>01 GENERAL FUND</b>										
<b>6010 SOC SER DEPT ADM</b>										
10120000	55314		CHRGBK POSTAGE	11,103.95	12,500	12,500.00	9,925.66	12,500	12,500	12,500
10120000	55370		CHRGBK AUTOMOTIVE	1,926.30	2,100	2,100.00	949.63	2,100	2,100	2,100
10120000	55371		CHRGBK GASOLINE	1,147.43	1,829	1,829.00	484.05	0	0	0
10120000	55646		CHRGBK CONTRACTS	77,017.00	81,945	81,945.00	0.00	82,076	82,076	82,076
10120000	55870		CHRGBK AUTO ALL CTY VEHICLE	600.00	600	600.00	0.00	600	600	600
10120000	58001		STATE RETIREMENT	158,576.74	170,286	155,174.00	0.00	167,229	166,881	166,881
10120000	58002		SOCIAL SECURITY	94,631.90	117,041	109,199.00	78,897.21	98,086	98,188	98,188
10120000	58003		DISABILITY INSURANCE	925.15	1,065	894.00	0.00	679	681	681
10120000	58004		WORKERS COMPENSATION	6,326.27	11,942	11,702.00	0.00	11,294	11,395	11,395
10120000	58006		DENTAL BENEFITS	30,568.67	32,984	31,756.00	0.00	30,635	30,696	30,696
10120000	58007		LIFE INSURANCE	4,294.90	4,400	3,694.00	0.00	2,810	2,818	2,818
10120000	58008		HEALTH PLANS	244,793.21	362,855	328,556.00	195,763.85	248,119	248,119	248,119
10120000	58009		VISION	3,015.23	3,757	3,650.00	0.00	3,548	3,548	3,548
10120000	58011		FLEX PLAN	10,446.77	12,454	10,288.00	8,403.51	8,219	8,225	8,225
<b>Total Revenue</b>				<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expense</b>				<b>1,998,650.03</b>	<b>2,481,949</b>	<b>2,321,891.72</b>	<b>1,447,023.81</b>	<b>2,106,125</b>	<b>2,100,182</b>	<b>2,086,738</b>
<b>Raised by Taxation</b>				<b>1,998,650.03</b>	<b>2,481,949</b>	<b>2,321,891.72</b>	<b>1,447,023.81</b>	<b>2,106,125</b>	<b>2,100,182</b>	<b>2,086,738</b>
10120000	436101	10130	ADM SOCIAL SERVICES	(147,231.00)	(155,165)	(186,759.00)	(172,635.00)	(186,832)	(186,832)	(186,832)
10120000	51093	10130	OVERTIME	1,063.23	1,063	2,000.00	0.00	2,000	2,000	2,000
10120000	54646	10130	CONTRACTS	131,315.98	134,094	161,030.00	161,030.00	161,030	161,030	161,030
10120000	54989	10130	MISCELLANEOUS	15,915.00	20,000	23,650.00	11,605.00	23,650	20,000	20,000
10120000	58001	10130	STATE RETIREMENT	0.00	157	157.00	0.00	357	356	356
10120000	58002	10130	SOCIAL SECURITY	81.34	81	152.00	0.00	153	153	153
10120000	58004	10130	WORKERS COMPENSATION	0.00	13	13.00	0.00	25	25	25
<b>Total Revenue</b>				<b>(147,231.00)</b>	<b>(155,165)</b>	<b>(186,759.00)</b>	<b>(172,635.00)</b>	<b>(186,832)</b>	<b>(186,832)</b>	<b>(186,832)</b>
<b>Total Expense</b>				<b>148,375.55</b>	<b>155,408</b>	<b>187,002.00</b>	<b>172,635.00</b>	<b>187,215</b>	<b>183,564</b>	<b>183,564</b>
<b>Raised by Taxation WARMING SHELTERS</b>				<b>1,144.55</b>	<b>243</b>	<b>243.00</b>	<b>0.00</b>	<b>383</b>	<b>(3,268)</b>	<b>(3,268)</b>
10120000	436101	10155	ADM SOCIAL SERVICES	(28,963.26)	0	(42,770.00)	0.00	0	0	0

241270

Contract # 2024088

**APPENDIX "B"**  
**2024 BUDGET BREAKDOWN**

*1992 HOURS * \$30/HR = \$59,760	59760
FICA =	4572
*\$864/radio * 2 = \$1,738	1728
Supervisory Fee (Misc)= \$1000/yr (agreed to bill for 1)	1000
Admin Fee (Misc) = \$4,740/yr	4740
Background checks = \$2,130 * 2 = 4,260 (if SPO replaced)	4260
Training = \$1,000 * 2 = \$2,000	2000
Uniforms = \$1000* 2 = \$2,000 (returning SPO only, not new)	2000
Dry Cleaning = \$300 estimated	300
Other Equipment	1,716
<b>Total</b>	<b>\$82,075.64</b>

24T270



**Wunner, Kristen (DFA)**

---

**From:** Michael Lewis <Michael.Lewis@putnamcountyny.gov>  
**Sent:** Monday, March 18, 2024 9:23 AM  
**To:** Wunner, Kristen (DFA)  
**Subject:** Security Services - 10120000 55646

*ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.*

GM Kristen – I'm going to sign this contract, but it says to not exceed \$82,076. There's only \$68,632. Make sure to transfer into that line so it doesn't hold up the procurement of this contract.



**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."

---

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Prof - FYI  
AAA - sign*      *Sign*      **#14**

**TO:** Commissioner of Finance  
**FROM:** Robert Lipton, Commissioner  
**DEPT:** Bureau of Emergency Services  
**DATE:** 9/4/24

2024 SEP - 5 AM 12: 10  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10014000 54782 Software Accessories	13398900 54783 Licensing Software	\$4,000	Additional funds needed for Dispatch Backup center for 4 Powerphone Licenses

20 \_\_\_\_\_ Fiscal Impact \$ \_\_\_\_\_

20 \_\_\_\_\_ Fiscal Impact \$ \_\_\_\_\_

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

**AUTHORIZATION: (Electronic signatures)**

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

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

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

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



**24T273**



PowerPhone  
PO Box 911

Madison, CT 06443  
United States

Scott Belanger  
sbelanger@powerphone.com

20240312-171140894

Putnam County 911 - Additional  
Backup Center Workstation Licenses

Prepared for

Putnam County 911  
112 Old Route 6  
Carmel, NY 10512  
United States

Cindy Jacobsen  
911 Center Supervisor  
cindy.jacobsen@putnamcountyny.gov  
+18458084000 ext 41306

**Issued**  
March 12, 2024  
**Expires**  
October 12, 2024

## Products & Services

Products & Services	SKU	Billing Frequency	Quantity	Unit price	Price
<b>Items due now</b>					
Total Response Call Handler	TRCHL		4	\$1,000.00	\$4,000.00

24T273

Products & Services	SKU	Billing Frequency	Quantity	Unit price	Price
Module License Backup Comms Center TR Workstation Licenses					
<b>Annual Service Plan</b>					
Annual Plan: Total Response Software Renewal Renewal covers the addition of 4 licenses in the backup center <b>Payment due:</b> <b>March 1, 2025</b>	TRASWPR		1	\$9,697.30	\$9,697.30
Annual Plan: Site Licensed Training Renewal No change as no additional personnel are being added <b>Payment due:</b> <b>March 1, 2025</b>	TRATLR		1	\$5,572.00	\$5,572.00
One-time subtotal				\$4,000.00	
<b>Due now</b>				<b>\$4,000.00</b>	

## Terms and Conditions

24T273

# Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

# Countersignature

\_\_\_\_\_  
Countersignature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

[Download](#)

24T273



cc All  
Phys  
A+A

#15

2450

MICHAEL J. LEWIS  
Commissioner of Finance

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

September 6, 2024

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

2024 SEP 12 AM 9:08  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, D dated February 14, 2010, I am advising you of the following transfer request received from the Putnam County Soil and Water Department.

<u>Increase Appropriations:</u>		
10874500 54682	Soil & Water- Special Services	<u>\$ 6,000.00</u>
<u>Decrease Appropriations:</u>		
10874500 54554	Soil & Water- Agriculture Board	<u>\$6,000.00</u>

2024 Fiscal Impact -0-  
2025 Fiscal Impact -0-

The Putnam County Soil and Water District program has received \$6,000 from the NYS Department of Agriculture and Markets (AGM). These funds are to be used on approved community conservation projects in the year of receipt. Any unused funds must be returned to the AGM. The Soil and Water Conservation District Board has approved the use of the 2024 award for the installation of fish cradles at Kirk Lake.

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

24T280  
Revised - ML

**THOMAS FEIGHERY**  
COMMISSIONER OF PUBLIC WORKS



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

**MEMORANDUM**

To: Diane Schonfeld, Clerk of the Legislature  
From: Neal Tomann, Putnam County Soil & Water District  
Date: September 3, 2024  
Re: Physical Services Meeting – September 17, 2024

*NT*

I would respectfully like to request agenda items for the September 17, 2024, Physical Services meeting.

The Soil & Water Conservation District has three funding releases it needs approved by the full legislature.

**1. 2024 Community Conservation Grant. (\$ 4,971)**

- These funds are made available through the Soil & Water District program Part 'B' funding. This is an annual award for up to \$6,000 made available to public and private groups for a community conservation project. This year's project sponsored the installation of 'fish cradles' at Kirk Lake in Mahopac as part of an effort to provide shelter for smaller fish in the lake food chain. This project was approved by the Soil & Water Conservation District board and completed by the Kirk Lake Watershed Association (KLWA).

**2. (Equipment purchase. (\$57,000))**

- The Soil & Water Conservation District board approved funding for a new 'batwing' mower to be used on environmentally sensitive areas maintained by the county. The funds are made available from the Soil & Water District program Part 'C' account. The mower will be inventoried as part of a Soil & Water equipment share program.

**3. Hydrodynamic separator. (\$20,000)**

- The Town of Putnam Valley requested funding to help repair a Lake Peekskill culvert system damaged during the July '23 rain event. The PC SWCD board agreed to fund the purchase of a hydrodynamic separator as it would help reduce future sediment production from the culvert system. The project has been completed. These funds are made available through the Soil & Water District program Part 'C' account.



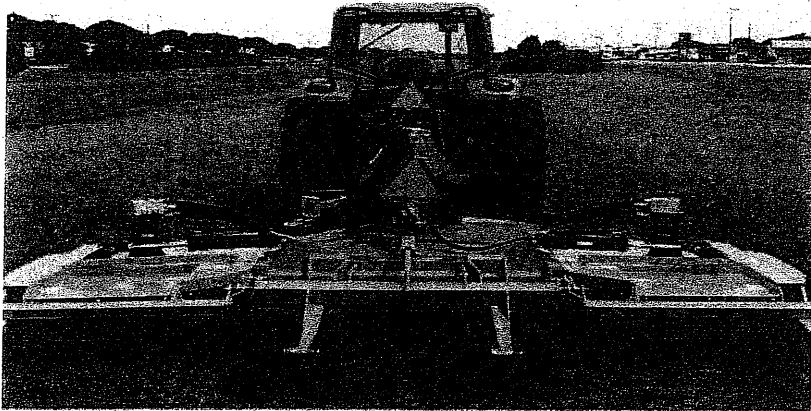
Provides cover for smaller fish.

Kirk Lake 'fish cradle' project.  
2024 Community Conservation Project.

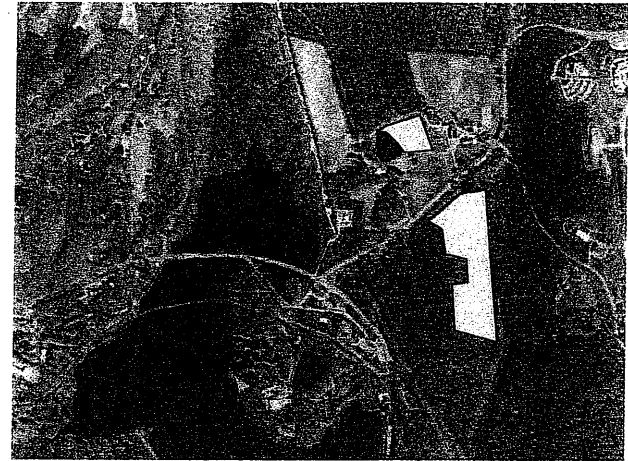
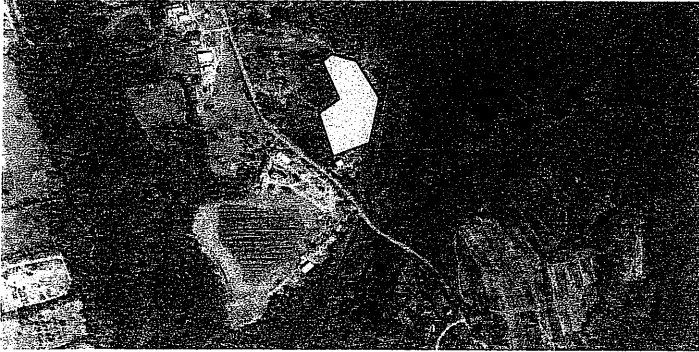




Bat-wing mower.

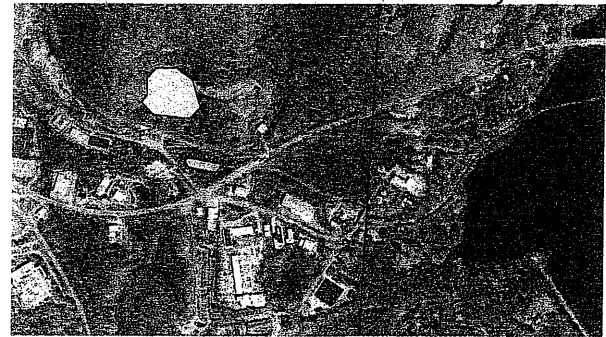


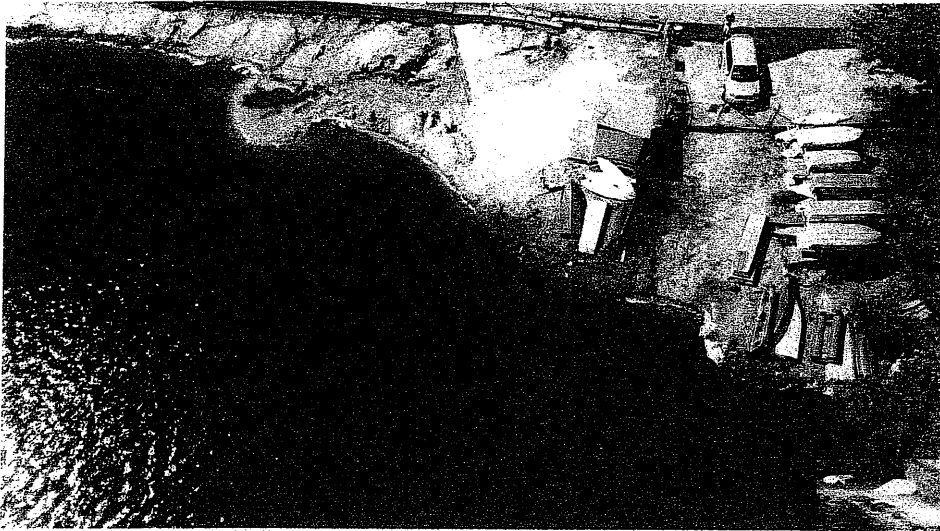
Cornwall Hill Rd. Patterson



Tilly Foster

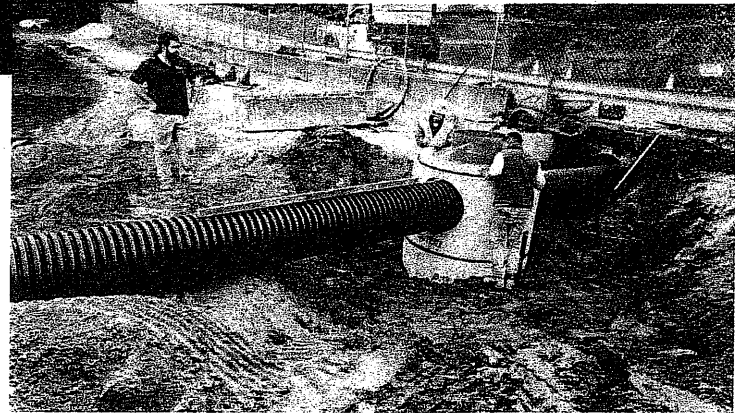
Old Rt 6 & Gateway Drive





Lake Peekskill Culvert replacement project.  
Summer 2024.  
Part 'C' Funded.

Hydrodynamic separator installation.  
The last culvert in the system.



# Putnam County Soil and Water Conservation District

August 28, 2024

9 am

## Agenda

### Join Teams Meeting:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YjUzN2QxYTctOWMxMy00NGNhLWlxM2QtYWwNiOTA0YTEyN2M0%40thread.v2/0?context=%7b%22Tid%22%3a%22c6df28f5-475c-4383-add6-eaef824e869f%22%2c%22Oid%22%3a%22735f5592-0551-480f-943f-b57b81789e81%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjUzN2QxYTctOWMxMy00NGNhLWlxM2QtYWwNiOTA0YTEyN2M0%40thread.v2/0?context=%7b%22Tid%22%3a%22c6df28f5-475c-4383-add6-eaef824e869f%22%2c%22Oid%22%3a%22735f5592-0551-480f-943f-b57b81789e81%22%7d)

Meeting ID: 247 030 881 341 Passcode: a5nj73

- Call to order.
  - a) *There were technical issues with the ‘Teams’ network so two of the three members had to call in by phone. We did get a quorum.*
- **In attendance:**
  - a) *Greg Ellner – by phone*
  - b) *Dave Vickery – in person*
  - c) *Max Garfinkle – by phone*
  - d) *Absent: Fred Finger & Amy Sayge*
- Approval of July 31 ‘24 meeting minutes
  - a) *Minutes were approved unanimously*
- CCE update
  - a) *There was no CCE update.*
- **New Board members – We discussed the need to get new board members trained in basic area of SWCD policies.**
  - a) *Training Packets – This fall.*
    - i. *SWCD & County policies*
    - ii. *Sexual harassment*
    - iii. *Attendance & training requirements*
- **September meeting – We discussed that in the past we’d used the September meeting to check in on how we are doing with the 2024 performance measures. We will be doing this again at the September meeting next month.**
- Going to September Physical services.
- **The following projects and equipment purchases were discussed and approved unanimously by the board. A request for a resolution to release these funds will be presented to the Physical Services Committee on September 17<sup>th</sup>.**
  - a) **Kirk Lake Part ‘B’ - Community Conservation Project**
    - i. **Fish cradles (artificial reef)**

- ii. Needs Full Lege to release funds. (\$6,000)
  - b) Putnam Valley Part 'C' funding.
    - i. New 'vortex' catch basin.
    - ii. Needs full Lege to release \$20,000.
  - c) Rec. Dept. – Batwing mower
    - i. Maintains environmentally sensitive areas.
    - ii. Will be part of an inter municipal & private sector equipment share program.
    - iii. Needs full Lege to release \$57,000.
- Dams
  - a) Awarded \$500k grant for McGregor dam spillway. (Waiting for final ok from state Leg.)
    - i. *There was discussion about how these funds will be used and when the SWCD board might be able to meet with the Lake MacGregor community.*
  - b) Will meet with Cont. Village community group in September.
    - i. *The was discussion about Neal Tomann and Legislator Montgomery meeting with the community in September to discuss the counties' options concerning this project.*
- Next meeting: **September 25, 2024, at 9am.**

***The meeting was adjourned at 9:25.***

***Neal Tomann – Interim Manager PC SWCD.***



## Transaction details

February 3, 2024 at 3:31:31 AM PDT Transaction ID: 51L10043996872051

Payment sent to fishiding.com

Gross amount

Payment Status: Completed

**-\$3,750.00 USD**

### Shipping address

Kirk Lake WaterShed Assoc  
69 Lakeside Rd  
MAHOPAC, NY 10541-3105  
UNITED STATES  
Confirmed

### Tracking Information

Add the tracking info for your physical packages to keep things organized and help you benefit from seller protection. It is a win-win.

Order details	Quantity	Price	Subtotal
Item # UF Cradle Ultra Fine Cradle Shallow Fish Habitat Structures	34	\$110.00 USD	\$3,750.00 USD
		<b>Purchase Total</b>	<b>\$3,750.00 USD</b>

### Your Payment

Purchase Total	-\$3,750.00
Sales Tax	USD
Shipping Amount	\$0.00 USD
Handling Amount	\$0.00 USD
Insurance Amount	\$0.00 USD
Gross Amount	\$0.00 USD
PayPal Fee	-\$3,750.00 USD
Net Amount	<del>-\$3,750.00 USD</del> \$0.00 USD

### Contact info

fishiding.com  
The receiver of this payment is **Verified**  
<http://fishiding.com>  
pelagicbldr@yahoo.com  
815-693-0894

### Funding details

### Need help?

Go to the Resolution Center for help with this transaction, to settle a dispute or to open a claim.

# INVOICE

DATE:  
8/12/2024

TO: NYS Ag & Markets

INVOICE #  
100

CUSTOMER ID:  
ABC12345

SWCD EMPLOYEE	POSITION	TASK	SUBMITTED
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N.Tomann	Manager	Consultation	8/12/2024
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DATE	DESCRIPTION	UNIT PRICE	LINE TOTAL
------	-------------	------------	------------

3/29/24	Conference call	74.00	74.00
4/24/24	3 hours Kirk Lake / Belsky	74.00	222.00

<b>SUBTOTAL</b>	<b>296.00</b>
<b>SALES TAX</b>	
<b>TOTAL</b>	<b>296.00</b>

MAKE ALL CHECKS PAYABLE TO CREATE & CO.  
Thank you for your business!

I would like to request a spot on the Sept. 17 Physical Services agenda. The Soil & Water Conservation District has three funding releases it needs approved by the full legislature.

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Neal Tomann  
PC SWCD



Kirk Lake 'fish cradle' project.  
2024 Community Conservation Project.



Provides cover for smaller fish.



**COUNTY OF PUTNAM**  
**FUND TRANSFER REQUEST**

*cc: all  
 A+A - sign*

*Sign  
 # 16*

**TO:** Commissioner of Finance  
**FROM:** Michael Cunningham  
**DEPT:** Office for Senior Resources  
**DATE:** 09/12/2024

I hereby request approval for the following amendment of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# NAME	AMOUNT	PURPOSE
10677300-54210 Vehicle Leasing/Rental	10677500-54210 Vehicle Leasing/Rental	\$5,000.00	Vehicle Leasing expenses for the remainder of 2024
10677300-54210 Vehicle Leasing/Rental	10677800-54210 Vehicle Leasing/Rental	\$100.00	Vehicle Leasing expenses for the remainder of 2024
		<b>\$5,100.00</b>	

**2024** Fiscal Impact \$ 0.00  
**2025** Fiscal Impact \$ 0.00

LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

2024 SEP 18 AM 11:55

*[Signature]*  
 \_\_\_\_\_  
 Dept Head/Designee Signature

09/12/2024  
 \_\_\_\_\_  
 Date

**AUTHORIZATION: (Electronic Signatures)**

_____	Commissioner of Finance/Designee:	\$ 0 - \$5,000.00
_____	County Executive/Designee:	\$5,000.01 - \$10,000.00
_____	Chairperson Audit/Designee:	\$ 0 - \$10,000.00
_____	Audit & Administration Committee:	\$10,000.01 - \$25,000.00

**24T290**

**Kathleen Scheidt**

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**From:** Geralyn Genussa  
**Sent:** Thursday, September 12, 2024 11:49 AM  
**To:** Kathleen Scheidt  
**Cc:** Thomas DeMarchi  
**Subject:** BUdget transfer for Vehicle Leasing

Kathleen – Michele Pinto requested some adjustments to our vehicle lease budget lines to cover anticipated expenses for the remainder of 2024. Can you please setup a budget transfer as follows:

6773 – decrease by \$5,100  
6775 – increase by \$5,000  
6778 – increase by \$100

Thanks

Geralyn



Geralyn Genussa  
Fiscal Technician • Putnam County Office for Senior Resources  
**PHONE | 845.808.1700 EXT.47106 • FAX | 845.808.1942 • WEBSITE | [PUTNAMCOUNTYNY.GOV](http://PUTNAMCOUNTYNY.GOV)**  
PUTNAM COUNTY GOVERNMENT NEW YORK

---

Call  
A+A

Reso  
#17

COUNTY OF PUTNAM  
FUND TRANSFER REQUEST

TO: Commissioner of Finance  
FROM: Michael Cunningham  
DEPT: Office for Senior Resources  
DATE: 09/17/24

I hereby request approval for the following amendment of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT# NAME	AMOUNT	PURPOSE
10677900 -54646 Contracts	10677200 -54419 Janitorial Supplies	\$ 643.80	Increase in janitorial supply costs.
	10677400 -54320 Food	\$ 10,983.69	Increase in food supply costs.
	10677400 -54326 Commodity Food	\$ 2,848.89	Increase in food supply costs.
	10677400 -54419 Janitorial Supplies	\$ 766.12	Increase in janitorial supply costs.
	10677400 -54320-10185 Food	\$ 5,082.79	Increase in food supply costs.
	10677400 -54326-10185 Commodity Food	\$ 1,355.80	Increase in food supply costs.
	10677400 -54419-10185 Janitorial Supplies	\$ 354.09	Increase in janitorial supply costs.
	10677800 -54320 Food	\$ 11,670.16	Increase in food supply costs.
	10677800 -54326 Commodity Food	\$ 3,037.67	Increase in food supply costs.
	10677800 -54419 Janitorial Supplies	\$ 811.19	Increase in janitorial supply costs.
	10677900 -54419 Janitorial Supplies	\$ 643.80	Increase in janitorial supply costs.
		<b>\$ 38,178.00</b>	

2023 Fiscal Impact \$ 0.00

2024 Fiscal Impact \$ 0.00

*Mark Bennett*  
Dept Head/Designee Signature

9/17/2024  
Date

AUTHORIZATION: (Electronic Signatures)

Date	Commissioner of Finance/Designee:	\$ 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

2024 SEP 18 AM 9:56  
LEGISLATURE  
PUTNAM COUNTY  
CARNEL, NY

Kevin M. Byrne  
County Executive



Michael Cunningham  
Director

## MEMORANDUM

September 16th, 2024

TO: Diane Schonfeld

CC: Michael Cunningham, Marlene Barrett, & Kevin Monaghan

FROM: Thomas DeMarchi, Fiscal Manager

RE: Food and Janitorial Budget Transfer Letter of Necessity

Due to an unprecedented increase in meals served coupled with the rising cost of foods and janitorial supplies this fiscal year, the OSR is at risk of overspending these budgets for the remainder of the year. Fortunately, we had budgeted contractual expenses in 2024 that we did not and will not expense for the remainder of the year. I am requesting the attached budget transfer to match the current monthly level of spending on food and janitorial expenses through December 2024 to continue to provide the expected level of service to our elderly clients.

The OSR would like to get this on the Audit and Administration Committee Meeting agenda for September 23<sup>rd</sup>, 2024.

Thank you.