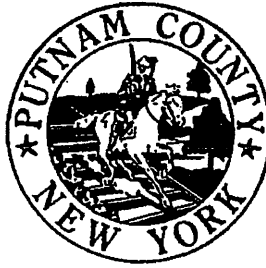


THE PUTNAM COUNTY LEGISLATURE

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

Amy E. Sayegh *Chairwoman*  
Greg E. Ellner *Deputy Chair*  
Diane Schonfeld *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Daniel G. Birmingham	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: Chairwoman Sayegh and Legislators Birmingham & Crowley**

**Monday**

**April 28, 2025**

**(Immediately following the Special Full Legislative Meeting beginning at 6:00pm)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Approval of Minutes – November 25, 2024 & December 19, 2024**
- 4. Correspondence/County Auditor**
  - a. Sales Tax Report**
  - b. OTB Report**
  - c. Board In Revenue Report**
  - d. Transfer/Revenue Report**
  - e. 2025 Contingency/Sub-Contingency Report**
- 5. Correspondence - Commissioner of Finance**
  - a. Overtime - Temporary Report**
  - b. Approval - Budgetary Amendment 24A140 - Finance - Year End Journal Entry #4**
  - c. Approval - Budgetary Amendment 25A028 - Sheriff - Other Equipment - Education & Training (Also reviewed in Protective)**
  - d. Approval - Budgetary Amendment 25A029 - Sheriff - Insurance Recovery (Also reviewed in Protective)**
  - e. Approval - Budgetary Amendment 25A030 - Personnel - Transfer Payroll & Fringes from Health Dept. to DPW (Also reviewed in Personnel)**
  - f. Approval - Budgetary Amendment 25A031 - District Attorney - DCJS Providing Funding for Discovery & Pretrial Reforms (Also reviewed in Personnel)**

- g. Approval - Budgetary Amendment 25A034 - Dept. of Social Services - Funding from Office of Temporary & Disability Assistance to Provide Shelter Assistance (Also reviewed in Health)**
- 6. Approval - Budgetary Transfer 25T071 - Emergency Services - Temporary due to Retirements (Also reviewed in Personnel)**
- 7. Approval - Fund Transfer 25T073 - Sheriff – Corrections - February Overtime (Also reviewed in Personnel)**
- 8. Approval - Fund Transfer 25T075 - Sheriff – Corrections - January Overtime (Also reviewed in Personnel)**
- 9. Approval - Fund Transfer 25T076 - Sheriff – Corrections - March Overtime (Also reviewed in Personnel)**
- 10. Approval - Fund Transfer 25T078 - Historian - Presenters and Reenactors at County Fair**
- 11. Approval - Fund Transfer 25T080 - District Attorney - Reclassification - Principal Office Assistant (Also reviewed in Personnel)**
- 12. Approval - Fund Transfer 25T081 - Health Dept. - Correct Salary & Fringe (Also reviewed in Personnel)**
- 13. Approval - Fund Transfer 25T088 - Senior Resources - Correct Budget Lines to Align with Grant (Also reviewed in Personnel)**
- 14. Approval - Fund Transfer 25T102 - Board of Elections - Election Night Reporting**
- 15. Approval - Participation in the NYCLASS Program Under the Terms of the NYCLASS Municipal Cooperation Agreement**
- 16. Approval - Correction of Taxes - Facinelli - Town of Carmel Tax Map #55.19-1-19.1**
- 17. Approval - Correction of Taxes - Home Source, Inc., Vasquez - Town of Carmel Tax Map #44.17-1-45**
- 18. Approval - Semi-Annual Mortgage Tax Report - October 1, 2024 - March 31, 2025**
- 19. Approval - DPW - Parks & Recreation - Establish Petty Cash Account**
- 20. Discussion - Approval - Establish a County Fund Balance Surplus Sharing Program with the Towns and Villages of Putnam County for the Year 2025**
- 21. FYI - Guardrail & Property Damage Table**
- 22. Other Business**
- 23. Adjournment**

#301

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

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

**Monday November 25, 2024  
(Immediately following the Special Full Mtg. beginning at 6:15pm)**

The meeting was called to order at 6:48pm 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 – September 23, 2024**

The minutes were accepted as submitted.

**Item #4 – Correspondence/County Auditor  
a. Sales Tax Report**

Legislator Montgomery requested that the numbers be read into the record.

Chairman Castellano stated In October 2024 the County collected \$6,701,109 in sales tax which is \$180,909 more than was collected in October 2023.

**b. OTB Report**

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

Chairman Castellano stated a letter was received from the Catskill Regional OTB that they will cease operations at the end of this month. He stated this would certainly affect the OTB property in Brewster. He stated the County received a payment of \$880 in October 2024.

Legislator Gouldman questioned if regional OTBs throughout the State are closing as well.

Legislator Jonke stated he spoke with Catskill Regional OTB President Wanda Williams this morning. He stated the accessibility to video slot machines and racinos have hurt the OTB. He stated they are shutting down, however they are hopeful to see it resurrected. He stated they are selling their properties. He stated they have a buyer for the Brewster property and they are hoping to close by the end of the year.

Legislator Gouldman questioned if OTB looked into going into the casino in Monticello.

Legislator Jonke stated there is a racetrack in Monticello. He stated the casino has video lottery terminals as well.

Chairman Castellano stated he is happy to hear the Brewster property might be back on the tax rolls soon.

- c. Board In Revenue 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 24A102/ Planning/ Funding Awarded from NYSERDA/ Solar Panels on Transit Facility (Also reviewed in Physical)**

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

- c. Approval/ Budgetary Amendment 24A110/ Finance/ ARPA Allocation/ Administer Projects per the US Treasury's 2022 Final Rule (Also reviewed in Rules)**

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

- d. Approval/ Budgetary Amendment 24A111/ Commissioner of Finance – County ARPA Projects Reallocation – Amend Resolution #135 of 2022 (Also reviewed in Rules)**

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

- e. Approval/ Budgetary Amendment 24A112/ Health Dept./ Increased Cost of Preschool 3-5 Program (Also reviewed in Health)**

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



**f. Approval/ Budgetary Amendment 24A113/ Sheriff/ Reimbursement Received from NYS Sheriff's Association for Training & Conference Attendance**

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

**g. Approval/ Budgetary Amendment 24A114/ Planning/ Small Urbanized Area Funds (Also reviewed in Physical)**

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

**h. Approval/ Budgetary Amendment 24A115/ Health Dept./ NYSDOH Local Health Dept. Performance Incentive Program Award (Also reviewed in Health)**

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

**i. Approval/ Budgetary Amendment 24A116/ ARPA Reallocation/ Golf Course Renovation Project (Also Reviewed in Rules)**

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

**j. Approval/ Budgetary Amendment 24A117/ DPW/ Guardrail Damage Compensation/ Insurance Recovery**

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

**k. Approval/ Budgetary Amendment 24A118/ Golf Course/ Contractual Payments due to Increased Activity**

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

**l. Approval/ Budgetary Amendment 24A119/ ARPA Reallocation/ Sheriff's Dept/ School Safety/ Axon Officer Safety Technology Project (Approved in Concept at Rules)**

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

**m. Approval/ Budgetary Amendment 24A120/ ARPA Reallocation/  
Sheriff's Dept/ School Safety/ Youth Bureau Relocation (Approved in  
Concept at Rules)**

Legislator Ellner stated this is in addition to the \$125,000 previously allocated.

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

**Item #6 – Approval/ Fund Transfer 24T436/ Dept. of Social Services/ 2 Conference  
Call Hubs**

Chairman Castellano made a motion to approve Fund Transfer 24T436; Seconded by Legislator Ellner. All in favor.

**Item #7 – Approval/ Fund Transfer 24T372/ DPW/ Road Machinery Overtime  
through Year End (Also reviewed in Physical)**

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

**Item #8 – Approval/ Fund Transfer 24T373/ Dept. of Social Services/ Authorized  
Client Transport (Also reviewed in Health)**

Chairman Castellano made a motion to approve Fund Transfer 24T373; Seconded by Legislator Gouldman. All in favor.

**Item #9 – Approval/ Fund Transfer 24T374/ Dept. of Social Services/ Foster Care  
Recruitment Giveaways (Also reviewed in Health)**

Chairman Castellano made a motion to approve Fund Transfer 24T347; Seconded by Legislator Gouldman. All in favor.

**Item #10 – Approval/ Fund Transfer 24T385/ District Attorney/ Replace Laptops  
(Also reviewed in Protective)**

Chairman Castellano made a motion to approve Fund Transfer 24T385; Seconded by Legislator Ellner. All in favor.

**Item #11 – Approval/ Fund Transfer 24T387/ Health Dept./ Preschool Cost  
Increases (Also reviewed in Health)**

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

**Item #12 – Approval/ Fund Transfer 24T391/ Health Dept./ Nursing Overtime through Year End (Also reviewed in Health)**

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

**Item #13 – Approval/ Fund Transfer 24T396/ Health Dept./ Environmental Health Services Overtime through Year End (Also reviewed in Health)**

Chairman Castellano made a motion to approve Fund Transfer 24T396; Seconded by Legislator Gouldman. All in favor.

**Item #14 – Approval/ Fund Transfer 24T398/ Dept. of Social Services/ Foster Home Recruitment Activities (Also reviewed in Health)**

Chairman Castellano made a motion to approve Fund Transfer 24T398; Seconded by Legislator Ellner. All in favor.

**Item #15 – Approval/ Fund Transfer 24T399/ Health Dept./ Rabies Vaccines (Also reviewed in Health)**

Chairman Castellano made a motion to approve Fund Transfer 24T399; Seconded by Legislator Gouldman. All in favor.

**Item #16 – Approval/ Budgetary Transfer 24T404/ Finance/ 2024 & 2025 Salary and Benefit Costs Pursuant to Ratified Contract Settlement between County and PCSEA (Also reviewed in Personnel)**

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

**Item #17 – Approval/ Budgetary Transfer 24T406/ Finance/ Legal Aid 18b (Also reviewed in Protective)**

Legislator Nacerino stated this is the County's obligation.

Chairman Castellano stated it was more expensive than expected.

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

**Item #18 – Approval/ Fund Transfer 24T417/ Law Dept./ NYMIR Invoices through Year End (Also reviewed in Rules)**

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

**Item #19 – Approval/ Fund Transfer 24T418/ Purchasing/ Payroll for Asset Manager/Procurement Coordinator**

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

**Item #20 – Approval/ Fund Transfer 24T424/ Law Dept./ Outstanding Legal Services Invoices not yet received for Remainder of Year (Also reviewed in Rules)**

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

**Item #21 – Approval/ Fund Transfer 24T431/ Dept. of Social Services/ Furniture**

Chairman Castellano made a motion to approve Fund Transfer 24T431; Seconded by Legislator Gouldman. All in favor.

**Item #22 – Approval/ Corrective Action Plan/ Audit of Putnam County's Recreation and Golf Course Collections**

Alexandra Gordon, Deputy Commissioner of Finance stated this is in response to the audit done at the Putnam County Golf Course. She stated the County did not have a cash handling policy therefore a policy was drafted for County-wide use. She stated that policy can be tailored to the specific departments. She stated there were also seven (7) key findings in the audit that are intertwined with the cash handling policy. She stated the cash handling policy needs to be approved by the Legislature before the other findings can be addressed.

Chairman Castellano questioned if the process has begun.

Deputy Commissioner Gordon stated yes, practices within the policy have been implemented and the departments have been responding very well. She stated employees have been very productive with feedback and guidance. She stated this will provide better safeguards to the taxpayer's money.

Legislator Ellner thanked the Finance Department for their work on this.

Chairman Castellano questioned if the County has considered utilizing a credit card system as opposed to handling cash.

Deputy Commissioner Gordon stated they have spoken about a cashless system, the cost is being looked into. She stated it can be very expensive.

Legislator Montgomery questioned where the cash is being collected. She questioned if it was related to the parking charge for events.

First Deputy Commissioner of Finance Sheila Barrett stated it is being collected through operations at the Golf Course. She stated the parking charge is utilized to offset the cost of the fire police.

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

**Item #23 – Approval/ Putnam County Cash Handling Policy and Procedures**

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

**Item #24 – FYI/ 2024 Guardrail & Property Damage Table – Duly Noted**

**Item #25 – Other Business – None**

**Item #26 – Adjournment**

There being no further business at 7:25pm, 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

40 Gleneida Avenue  
Carmel, New York 10512  
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Paul E. Jonke *Chairman*  
Amy E. Sayegh *Deputy Chair*  
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Robert Firriolo *Counsel*



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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**

**November 25, 2024**

**(Immediately Following the Special Full Mtg. at 6:15PM)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance of Minutes – September 23, 2024**
- 4. Correspondence/County Auditor**
  - a. Sales Tax Report**
  - b. OTB Report**
  - c. Board In Revenue Report**
  - d. Transfer/Revenue Report**
  - e. 2024 Contingency/Sub-Contingency Report**
- 5. Correspondence/ Commissioner of Finance**
  - a. Overtime/Temporary Report**
  - b. Approval/ Budgetary Amendment 24A102/ Planning/ Funding Awarded from NYSERDA/ Solar Panels on Transit Facility (Also reviewed in Physical)**
  - c. Approval/ Budgetary Amendment 24A110/ Finance/ ARPA Allocation/ Administer Projects per the US Treasury's 2022 Final Rule (Also reviewed in Rules)**
  - d. Approval/ Budgetary Amendment 24A111/ Commissioner of Finance – County ARPA Projects Reallocation – Amend Resolution #135 of 2022 (Also reviewed in Rules)**

- e. Approval/ Budgetary Amendment 24A112/ Health Dept./ Increased Cost of Preschool 3-5 Program (Also reviewed in Health)
  - f. Approval/ Budgetary Amendment 24A113/ Sheriff/ Reimbursement Received from NYS Sheriff's Association for Training & Conference Attendance
  - g. Approval/ Budgetary Amendment 24A114/ Planning/ Small Urbanized Area Funds (Also reviewed in Physical)
  - h. Approval/ Budgetary Amendment 24A115/ Health Dept./ NYSDOH Local Health Dept. Performance Incentive Program Award (Also reviewed in Health)
  - i. Approval/ Budgetary Amendment 24A116/ ARPA Reallocation/ Golf Course Renovation Project (Also Reviewed in Rules)
  - j. Approval/ Budgetary Amendment 24A117/ DPW/ Guardrail Damage Compensation/ Insurance Recovery
  - k. Approval/ Budgetary Amendment 24A118/ Golf Course/ Contractual Payments due to Increased Activity
  - l. Approval/ Budgetary Amendment 24A119/ ARPA Reallocation/Sheriff's Dept/ School Safety/ Axon Officer Safety Technology Project (Approved in Concept at Rules)
  - m. Approval/ Budgetary Amendment 24A120/ ARPA Reallocation/Sheriff's Dept/ School Safety/ Youth Bureau Relocation (Approved in Concept at Rules)
- 6. Approval/ Fund Transfer 24T436/ Dept. of Social Services/ 2 Conference Call Hubs
  - 7. Approval/ Fund Transfer 24T372/ DPW/ Road Machinery Overtime through Year End (Also reviewed in Physical)
  - 8. Approval/ Fund Transfer 24T373/ Dept. of Social Services/ Authorized Client Transport (Also reviewed in Health)
  - 9. Approval/ Fund Transfer 24T374/ Dept. of Social Services/ Foster Care Recruitment Giveaways (Also reviewed in Health)
  - 10. Approval/ Fund Transfer 24T385/ District Attorney/ Replace Laptops (Also reviewed in Protective)
  - 11. Approval/ Fund Transfer 24T387/ Health Dept./ Preschool Cost Increases (Also reviewed in Health)
  - 12. Approval/ Fund Transfer 24T391/ Health Dept./ Nursing Overtime through Year End (Also reviewed in Health)
  - 13. Approval/ Fund Transfer 24T396/ Health Dept./ Environmental Health Services Overtime through Year End (Also reviewed in Health)

- 14. Approval/ Fund Transfer 24T398/ Dept. of Social Services/ Foster Home Recruitment Activities (Also reviewed in Health)**
- 15. Approval/ Fund Transfer 24T399/ Health Dept./ Rabies Vaccines (Also reviewed in Health)**
- 16. Approval/ Budgetary Transfer 24T404/ Finance/ 2024 & 2025 Salary and Benefit Costs Pursuant to Ratified Contract Settlement between County and PCSEA (Also reviewed in Personnel)**
- 17. Approval/ Budgetary Transfer 24T406/ Finance/ Legal Aid 18b (Also reviewed in Protective)**
- 18. Approval/ Fund Transfer 24T417/ Law Dept./ NYMIR Invoices through Year End (Also reviewed in Rules)**
- 19. Approval/ Fund Transfer 24T418/ Purchasing/ Payroll for Asset Manager/Procurement Coordinator**
- 20. Approval/ Fund Transfer 24T424/ Law Dept./ Outstanding Legal Services Invoices not yet received for Remainder of Year (Also reviewed in Rules)**
- 21. Approval/ Fund Transfer 24T431/ Dept. of Social Services/ Furniture**
- 22. Approval/ Corrective Action Plan/ Audit of Putnam County's Recreation and Golf Course Collections**
- 23. Approval/ Putnam County Cash Handling Policy and Procedures**
- 24. FYI/ 2024 Guardrail & Property Damage Table**
- 25. Other Business**
- 26. Adjournment**



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

**Thursday** **6:30pm** **December 19, 2024**

1

**f. Approval/ Budgetary Amendment 24A125/ Emergency Services/ State Homeland Security Program (SHSP) Grant Award (Also reviewed in Protective)**

Commissioner of Finance Michael Lewis stated based on the guidelines, at least 35% has to be allocated to the Sheriff's Department for terrorism prevention.

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

**g. Approval /Budgetary Amendment 24A126/ Emergency Services/ E911 Dispatch Center/ Law Enforcement Technology Program Grant Award (Also reviewed in Protective)**

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

**h. Approval/ Budgetary Amendment 25A001/ Dept. of Social Services/ Funding Received for Putnam County Suicide Prevention Task Force to Develop LOSS (Local Outreach to Suicide Survivors) Team (To be approved at 01/07/25 Organizational Mtg.)**

Commissioner Lewis stated this grant money is being utilized to hire a temporary employee.

Chairman Castellano made a motion to pre-file the necessary resolution to be considered at the 2025 Organizational Meeting; Seconded by Legislator Ellner. All in favor.

**Item #5 – Approval/ Fund Transfer 24T450/ Sheriff/ Corrections/ Overtime (Also reviewed in Protective)**

Chairman Castellano made a motion to approve Fund Transfer 24T450; Seconded by Legislator Gouldman. All in favor.

**Item #6 – Approval/ Fund Transfer 24T456/ Dept. of Social Services/ Cover Projected Costs through Year End (Also reviewed in Health)**

Commissioner Lewis stated items #6, #7, and #8 are similar and are related to State mandates and increasing costs.

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

**Item #7 – Approval/ Fund Transfer 24T457/ Dept. of Social Services/ Cover Projected Costs through Year End (Also reviewed in Health)**

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

**Item #8 – Approval/ Fund Transfer 24T458/ Dept. of Social Services/ Cover Projected Costs through Year End (Also reviewed in Health)**

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

**Item #9 – Approval/ Fund Transfer 24T459/ Health Dept./ Coverage for Reception Area (Also reviewed in Health)**

Chairman Castellano made a motion to approve Fund Transfer 24T459; Seconded by Legislator Gouldman. All in favor.

**Item #10 – Approval/ Fund Transfer 24T466/ Sheriff/ Corrections/ Overtime due to Vacancy (Also reviewed in Personnel)**

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

**Item #11 – Approval/ Fund Transfer 24T484/ Health Dept./ Preschool Administrative Costs**

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

**Item #12 – Approval/ Fund Transfer 25T001/ Finance/ Salary & Benefit Costs Pursuant to PCSEA Contract Settlement (Also reviewed in Personnel) (To be approved at 01/07/25 Organizational Mtg.)**

Chairman Castellano made a motion to pre-file the necessary resolution to be considered at the 2025 Organizational Meeting; Seconded by Legislator Gouldman. All in favor.

**Item #13 – Approval/ Fund Transfer 25T002/ Dept. of Social Services/ Training for Newly Hired Children's SPOA Coordinator (Also reviewed in Personnel) (To be approved at 01/07/25 Organizational Mtg.)**

Chairman Castellano made a motion to pre-file the necessary resolution to be considered at the 2025 Organizational Meeting; Seconded by Legislator Ellner. All in favor.

**Item #14 – Approval/ Fund Transfer 25T003/ IT/GIS/ Reclassification – Account Clerk to IT Operations Assistant (Also reviewed in Personnel) (To be approved at 01/07/25 Organizational Mtg.)**

Chairman Castellano made a motion to pre-file the necessary resolution to be considered at the 2025 Organizational Meeting; Seconded by Legislator Gouldman. All in favor.

**Item #15 – Approval/ Fund Transfer 25T004/ Finance/ Sheriff's Dept./ Adjust Personnel Budget (To be approved at 01/07/25 Organizational Mtg.)**

Chairman Castellano made a motion to pre-file the necessary resolution to be considered at the 2025 Organizational Meeting; Seconded by Legislator Ellner. All in favor.

**Item #16 – FYI/ 2024 Guardrail & Property Damage Table – Duly Noted**

**Item #17 – Other Business**

**a. Approval/ Budgetary Amendment 24A128/ Finance/ Utilize Sales & Use Tax Monies for Various Dam Projects**

Chairman Castellano made a motion to waive the rules and accept the other business; Seconded by Legislator Gouldman. All in favor.

Commissioner Lewis stated the dam projects were approved through the Capital Projects Committee and it was presented to be funded with WQIP (Water Quality Improvement Project) funds, however it was determined this would not be an appropriate use of these funds therefore this amendment will change the funding source.

Legislator Ellner stated the approved uses of WQIP have changed and what once was an appropriate use is no longer an appropriate use of these funds.

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

**b. Approval/ Fund Transfer 24T497/ Emergency Services/ 911 Dispatch Overtime**

Chairman Castellano made a motion to waive the rules and accept the other business; Seconded by Legislator Gouldman. All in favor.

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

**c. Approval/ Fund Transfer 24T498/ Emergency Services/ Temporary through Year End**

Chairman Castellano made a motion to waive the rules and accept the other business; Seconded by Legislator Gouldman. All in favor.

Chairman Castellano made a motion to approve Fund Transfer 24T498; Seconded by Legislator Ellner. All in favor

**Item #18 – Adjournment**

There being no further business at 6:54pm, 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**  
**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**

**Thursday** **6:30pm** **December 19, 2024**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Correspondence/County Auditor**
  - a. Sales Tax Report**
  - b. Board In Revenue Report**
  - c. Transfer/Revenue Report**
  - d. 2024 Contingency/Sub-Contingency Report**
- 4. Correspondence/ Commissioner of Finance**
  - a. Overtime/Temporary Report**
  - b. Approval/ Budgetary Amendment 24A121/ Sheriff's Dept./ Overtime Expenses (Also reviewed in Protective)**
  - c. Approval/ Budgetary Amendment 24A122/ DPW/ Insurance Recoveries/ Guardrail Damages on Crane Rd. (Also reviewed in Physical)**
  - d. Approval/ Budgetary Amendment 24A123/ Sheriff's Dept./ Insurance Recoveries/ Vehicle Repairs (Also reviewed in Protective)**
  - e. Approval/ Budgetary Amendment 24A124/ Sheriff's Dept./ Utilize Federal Seized Asset Forfeiture Funds/ Firearm Related Equipment (Also reviewed in Protective)**
  - f. Approval/ Budgetary Amendment 24A125/ Emergency Services/ State Homeland Security Program (SHSP) Grant Award (Also reviewed in Protective)**

- g. Approval /Budgetary Amendment 24A126/ Emergency Services/ E911 Dispatch Center/ Law Enforcement Technology Program Grant Award (Also reviewed in Protective)
  - h. Approval/ Budgetary Amendment 25A001/ Dept. of Social Services/ Funding Received for Putnam County Suicide Prevention Task Force to Develop LOSS (Local Outreach to Suicide Survivors) Team (To be approved at 01/07/25 Organizational Mtg.)
5. Approval/ Fund Transfer 24T450/ Sheriff/ Corrections/ Overtime (Also reviewed in Protective)
6. Approval/ Fund Transfer 24T456/ Dept. of Social Services/ Cover Projected Costs through Year End (Also reviewed in Health)
7. Approval/ Fund Transfer 24T457/ Dept. of Social Services/ Cover Projected Costs through Year End (Also reviewed in Health)
8. Approval/ Fund Transfer 24T458/ Dept. of Social Services/ Cover Projected Costs through Year End (Also reviewed in Health)
9. Approval/ Fund Transfer 24T459/ Health Dept./ Coverage for Reception Area (Also reviewed in Health)
- 10.Approval/ Fund Transfer 24T466/ Sheriff/ Corrections/ Overtime due to Vacancy (Also reviewed in Personnel)
- 11.Approval/ Fund Transfer 24T484/ Health Dept./ Preschool Administrative Costs
12. Approval/ Fund Transfer 25T001/ Finance/ Salary & Benefit Costs Pursuant to PCSEA Contract Settlement (Also reviewed in Personnel) (To be approved at 01/07/25 Organizational Mtg.)
13. Approval/ Fund Transfer 25T002/ Dept. of Social Services/ Training for Newly Hired Children’s SPOA Coordinator (Also reviewed in Personnel) (To be approved at 01/07/25 Organizational Mtg.)
- 14.Approval/ Fund Transfer 25T003/ IT/GIS/ Reclassification – Account Clerk to IT Operations Assistant (Also reviewed in Personnel) (To be approved at 01/07/25 Organizational Mtg.)
- 15.Approval/ Fund Transfer 25T004/ Finance/ Sheriff’s Dept./ Adjust Personnel Budget (To be approved at 01/07/25 Organizational Mtg.)
- 16.FYI/ 2024 Guardrail & Property Damage Table
- 17.Other Business
- 18.Adjournment



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#4a



	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	+or(-)Same Period
	OTB REPORT																	
<b>January*</b>	126,704	74,075	30,127	19,928	2,509	4,951	4,236	6,248	5,657	5,504	(358)	0	0	89	797	780	0	(780)
February	14,623	13,576	13,284	13,470	10,907	8,589	7,511	7,145	6,707	6,480	0	0	0	82	734	961	0	(961)
March	14,583	13,680	11,292	11,804	10,211	7,906	7,062	7,551	6,573	5,626	0	0	0	219	1,015	988	0	
April	37,414	49,991	27,171	61,533	10,931	10,206	8,373	8,009	8,097	0	0	0	0	401	1,019	694	0	
May***	13,952	13,403	12,563	11,767	11,376	9,322	8,419	9,223	9,161	17,163	0	0	67,285	568	981	1,357		
June	19,695	18,807	16,276	17,844	17,473	13,566	12,691	13,826	13,495	0	0	0	0	968	870	1,500		
July	99,951	85,918	13,543	74,257	16,646	10,113	10,255	10,312	8,916	0	0	0	5	1,189	1,085	1,175		
August	14,480	13,476	63,152	12,384	10,495	8,569	9,327	8,879	7,208	0	0	0	0	530	1,005	1,630		
<b>September**</b>	(23,250)	(23,609)	(24,169)	(25,743)	(25,941)	(27,830)	(28,847)	(1,226)	(1,696)	(9,857)	0	0	54	540	(721)	(9,862)		
October	40,991	27,452	34,084	11,601	9,541	8,414	8,117	7,766	7,639	0	0	0	70	547	1,179	939		
November	13,974	12,027	11,054	10,198	9,826	8,617	8,981	8,836	7,881	0	0	0	99	610	690	1,110		
December (a)	13,757	12,950	11,563	11,593	9,419	8,401	6,915	7,904	7,274	0	0	0	91	773	88,277	0		
Actual	386,873	311,744	219,940	230,635	93,393	70,826	63,042	94,473	86,911	24,916	(358)	0	67,605	6,516	96,932	1,272	0	(1,742)
Budget/(Revised)	550,000	500,000	375,000	317,200	95,000	200,000	85,000	86,135	94,545	24,916	63,000	0	0	0	0	2,500	2,500	
(Deficit)/Surplus	(163,127)	(188,256)	(155,060)	(86,565)	(1,607)	(129,174)	(21,958)	8,338	(7,634)	0	(63,358)	0	67,605	6,516	96,932	(1,228)	(2,500)	(1,742)

Notes

\* PILOT

\*\* PILOT

\*\*\* Good Faith Payment

PILOT= Payment in lieu of taxes

pynt to Brewster schools, and Town of SE. Per Res

a- as per OTB, there is no surcharge for December.

#4b



#41C

[illegible]

# 2025 Transfer/Revenue Report - March

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	3	25T057	OEOP Crime Victims	22071000	54311		PRINTING AND FORMS	160.00	D	BUSINESS CARDS FOR THREE PEOPLE
2025	3	25T057	OEOP Crime Victims	22071000	54310		OFFICE SUPPLIES	160.00	C	BUSINESS CARDS FOR THREE PEOPLE
2025	3	25T058	Highway Facilities	10511100	54410		SUPPLIES AND MAT	750.00	C	TO COVER INC IN PERMIT FEES
2025	3	25T058	Highway Facilities	10511100	54911		TAXES AND ASSESS ON CO PROP	550.00	D	TO COVER INC IN PERMIT FEES
2025	3	25T058	Tilly Foster	10084000	54911		TAXES AND ASSESS ON CO PROP	200.00	D	TO COVER INC IN PERMIT FEES
2025	3	25T059	Board of Elections	10145000	54783		LICENSING SOFTWARE	1,083.00	D	COMPUTER EQUIPMENT
2025	3	25T059	Board of Elections	10145000	52630		COMPUTER EQUIPMENT	1,083.00	C	COMPUTER EQUIPMENT
2025	3	25T061	Early Intervention	10405900	54310		OFFICE SUPPLIES	230.00	C	PURCHASE STICKERS FOR MEETINGS
2025	3	25T061	Early Intervention	10405900	54989		MISCELLANEOUS	230.00	D	PURCHASE STICKERS FOR MEETINGS
2025	3	25T065	Highway Admin	10149000	54635		CELLPHONES	760.00	D	TO PROPERLY ALL FOR NEW PROGRA
2025	3	25T065	ENGINEERING	10144000	54313		BOOKS AND SUPPLEMENTS	380.00	C	TO PROPERLY ALL FOR NEW PROGRA
2025	3	25T065	Highway Admin	10149000	54314		POSTAGE	200.00	C	TO PROPERLY ALL FOR NEW PROGRA
2025	3	25T065	ENGINEERING	10144000	54635		CELLPHONES	380.00	D	TO PROPERLY ALL FOR NEW PROGRA

#41d

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	3	25T065	Highway Admin	10149000	54310		OFFICE SUPPLIES	460.00	C	TO PROPERLY ALL FOR NEW PROGRA
2025	3	25T065	Highway Road Machinery	10513000	54635		CELLPHONES	760.00	D	TO PROPERLY ALL FOR NEW PROGRA
2025	3	25T065	Highway Road Machinery	10513000	54370		AUTOMOTIVE	760.00	C	TO PROPERLY ALL FOR NEW PROGRA
2025	3	25T065	Highway Facilities	10511100	54635		CELLPHONES	3,040.00	D	TO PROPERLY ALL FOR NEW PROGRA
2025	3	25T065	Highway Facilities	10511100	54410		SUPPLIES AND MAT	3,040.00	C	TO PROPERLY ALL FOR NEW PROGRA
2025	3	25T065	Highway Admin	10149000	54311		PRINTING AND FORMS	100.00	C	TO PROPERLY ALL FOR NEW PROGRA
2025	3	25T066	DSS Admin	10102000	54410		SUPPLIES AND MAT	2,600.00	C	FOR FOSTERCARE EVENT-GIVEAWAYS
2025	3	25T066	DSS Admin	10102000	54329		PROMOTIONAL MATERIALS	2,600.00	D	FOR FOSTERCARE EVENT-GIVEAWAYS
2025	3	25T067	OEOP CAC	22070000	54782		SOFTWARE ACCESSORIES	160.00	D	FOR COMPUTER ACCESSORIES
2025	3	25T067	OEOP CAC	22070000	54410		SUPPLIES AND MAT	160.00	C	FOR COMPUTER ACCESSORIES
2025	3	25T068	DSS Admin	10102000	54329		PROMOTIONAL MATERIALS	3,520.00	D	FOSTERCARE GIVEAWAY ITEMS
2025	3	25T068	DSS Admin	10102000	54410		SUPPLIES AND MAT	3,520.00	C	FOSTERCARE GIVEAWAY ITEMS
2025	3	25T069	DSS Support Collection	10108000	52130		COMPUTER EQUIPMENT	1,625.00	D	FOR LCD MONITORS
2025	3	25T069	DSS Overhead	10120000	52130		COMPUTER EQUIPMENT	975.00	C	FOR LCD MONITORS

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025 3 25T069	DSS	10101000	52130		COMPUTER EQUIPMENT	975.00	D	FOR LCD MONITORS
2025 3 25T069	DSS Overhead	10120000	52130		COMPUTER EQUIPMENT	3,575.00	C	FOR LCD MONITORS
2025 3 25T069	DSS Overhead	10120000	52130		COMPUTER EQUIPMENT	1,625.00	C	FOR LCD MONITORS
2025 3 25T069	DSS Jobs	10103000	52130		COMPUTER EQUIPMENT	1,625.00	D	FOR LCD MONITORS
2025 3 25T069	DSS Overhead	10120000	52130		COMPUTER EQUIPMENT	325.00	C	FOR LCD MONITORS
2025 3 25T069	DSS Fraud	10110000	52130		COMPUTER EQUIPMENT	325.00	D	FOR LCD MONITORS
2025 3 25T069	DSS Overhead	10120000	52130		COMPUTER EQUIPMENT	1,625.00	C	FOR LCD MONITORS
2025 3 25T069	DSS Admin	10102000	52130		COMPUTER EQUIPMENT	3,575.00	D	FOR LCD MONITORS
2025 3 25T070	Sheriff - Communications	13311000	52680	10211	OTHER EQUIPMENT	32.62	C	PURCHASE COMPUTER EQUIPT
2025 3 25T070	Sheriff - Communications	13311000	52680	10211	OTHER EQUIPMENT	513.93	C	PURCHASE COMPUTER EQUIPT
2025 3 25T070	Sheriff - Communications	13311000	54783	10211	LICENSING SOFTWARE	32.62	D	PURCHASE COMPUTER EQUIPT
2025 3 25T070	Sheriff - Communications	13311000	52130	10211	COMPUTER EQUIPMENT	513.93	D	PURCHASE COMPUTER EQUIPT
2025 3 25T072	Mental Health Legal	10431000	54670		TRAVEL NON EMPLOYEES	180.00	D	CLIENT TRANSPORT
2025 3 25T072	Mental Health Legal	10431000	54989		MISCELLANEOUS	180.00	C	CLIENT TRANSPORT

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025 3 25T074	Sheriff - Narcotics	14311000	54640		EDUCATION AND TRAINING	5,000.00	C	FUND DCJS FINGERPRINT ACCOUNT
2025 3 25T074	BCI	32311000	54989		MISCELLANEOUS	5,000.00	D	FUND DCJS FINGERPRINT ACCOUNT
2025 3 25T077	Coroner	10118500	54310		OFFICE SUPPLIES	60.00	C	2 DRAWER FILING CABINET
2025 3 25T077	Coroner	10118500	52110		FURNITURE AND FURNISHINGS	60.00	D	2 DRAWER FILING CABINET
2025 3 25T082	Health Admin	10401000	54310		OFFICE SUPPLIES	60.00	C	PRINTER FOR NEW PH DIRECTOR
2025 3 25T082	Health Admin	10401000	52120		OFFICE EQUIPMENT	200.00	C	PRINTER FOR NEW PH DIRECTOR
2025 3 25T082	Health Admin	10401000	52130		COMPUTER EQUIPMENT	60.00	D	PRINTER FOR NEW PH DIRECTOR
2025 3 25T082	Health Admin	10401000	52130		COMPUTER EQUIPMENT	200.00	D	PRINTER FOR NEW PH DIRECTOR
2025 3 25T083	Health Admin	10401000	54635		CELLPHONES	200.00	D	CELLPHONE FOR NEW PH DIRECTOR
2025 3 25T083	Health Admin	10401000	54635		CELLPHONES	200.00	D	CELLPHONE FOR NEW PH DIRECTOR
2025 3 25T083	Health Admin	10401000	54510		MACHINE MAINTENANCE	200.00	C	CELLPHONE FOR NEW PH DIRECTOR
2025 3 25T083	Health Admin	10401000	54313		BOOKS AND SUPPLEMENTS	200.00	C	CELLPHONE FOR NEW PH DIRECTOR
2025 3 25T084	Health - Recycling	10816000	54385		UNIFORMS	475.00	C	REG FEE NYSAR CONFERENCE
2025 3 25T084	Health - Recycling	10816000	54640		EDUCATION AND TRAINING	475.00	D	REG FEE NYSAR CONFERENCE

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	3	25T085	Historian	10751000	54989		MISCELLANEOUS	200.00	D	FUNDS NEEDED FOR FLAG EXHIBIT
2025	3	25T085	Historian	10751000	54310		OFFICE SUPPLIES	200.00	C	FUNDS NEEDED FOR FLAG EXHIBIT
2025	3	25T086	Sheriff - Communications	13311000	52680	10211	OTHER EQUIPMENT	1,601.00	C	PURCHASE EQUIPT
2025	3	25T086	Sheriff - Communications	13311000	52180	10211	OTHER EQUIPMENT	1,601.00	D	PURCHASE EQUIPT
2025	3	25T092	Health - Education State	21401000	52130		COMPUTER EQUIPMENT	125.00	D	COVER COST OF COMPUTER
2025	3	25T092	Health - Education State	21401000	54330		MEDICAL SUPPLIES	125.00	C	COVER COST OF COMPUTER
2025	3	R#100/25	Capital Projects	55197000	532312	51509	BOARD OF ELECTIONS	17,426.51	C	CLOSE OUT CP'S
2025	3	R#100/25	Capital Projects	55197000	532405	51509	NEW CRTHSE BOILER	143,474.48	C	CLOSE OUT CP'S
2025	3	R#100/25	Capital Projects	55197000	532314	51509	FIRE TRAINING CENTER	114.77	C	CLOSE OUT CP'S
2025	3	R#100/25	Capital Projects	55197000	53000	51509	CAPITAL EXPENDITURES	307,737.33	D	CLOSE OUT CP'S
2025	3	R#100/25	Capital Projects	55197000	531907	51509	CAPITAL PROJECT CARMEL FRIENDSHIP	146,721.57	C	CLOSE OUT CP'S
2025	3	R#101/25	Tourism	10641000	437151		STATE AID I LOVE NEW YORK	9,192.00	D	25A022 I LOVE NY MATCH PROGRAM
2025	3	R#101/25	Tourism	10641000	54664		ADVERTISING	9,192.00	D	25A022 I LOVE NY MATCH PROGRAM
2025	3	R#101/25	Tourism	10641000	54328		I LOVE NY PROGRAM	18,384.00	C	25A022 I LOVE NY MATCH PROGRAM

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	3	R#103/25	DSS Admin	10102000	54664	10229	ADVERTISING	3,120.00	D	ADOPTION & GUARDIANSHIP INCENT
2025	3	R#103/25	DSS Admin	10102000	58002	10229	SOCIAL SECURITY	825.00	D	ADOPTION & GUARDIANSHIP INCENT
2025	3	R#103/25	DSS Admin	10102000	54410	10229	SUPPLIES AND MAT	2,800.00	D	ADOPTION & GUARDIANSHIP INCENT
2025	3	R#103/25	DSS Admin	10102000	51093	10229	OVERTIME	10,750.00	D	ADOPTION & GUARDIANSHIP INCENT
2025	3	R#103/25	DSS Admin	10102000	446101	10229	ADM SOCIAL SERVICES	25,000.00	C	ADOPTION & GUARDIANSHIP INCENT
2025	3	R#103/25	DSS Admin	10102000	54329	10229	PROMOTIONAL MATERIALS	7,505.00	D	ADOPTION & GUARDIANSHIP INCENT
2025	3	R#90/25	Real Property	10135500	51000		PERSONNEL SERVICES	14,463.00	C	FUND PT EMPLOYEE
2025	3	R#90/25	Real Property	10135500	51094		TEMPORARY	14,463.00	D	FUND PT EMPLOYEE
2025	3	R#91/25	Youth Bureau	10731000	51000		PERSONNEL SERVICES	22,874.00	D	YOUTH PRM SPECIALIST
2025	3	R#91/25	Youth Bureau	10731000	51094		TEMPORARY	9,578.00	C	YOUTH PRM SPECIALIST
2025	3	R#91/25	Youth Bureau	10731000	51000		PERSONNEL SERVICES	6,529.00	C	YOUTH PRM SPECIALIST
2025	3	R#91/25	Youth Bureau	10731000	51000	10114	PERSONNEL SERVICES	4,353.00	C	YOUTH PRM SPECIALIST
2025	3	R#91/25	Youth Bureau	10731000	51094	10114	TEMPORARY	8,437.00	C	YOUTH PRM SPECIALIST
2025	3	R#91/25	Youth Court	10087000	51094		TEMPORARY	9,226.00	C	YOUTH PRM SPECIALIST



YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	3	R#91/25	Youth Bureau	10731000	51000	10114	PERSONNEL SERVICES	15,249.00	D	YOUTH PRM SPECIALIST
2025	3	R#92/25	DSS Support Collection	10108000	51091		PAY DIFFERENTIAL	975.00	D	PAY DIFFERENTIAL
2025	3	R#92/25	DSS Support Collection	10108000	51000		PERSONNEL SERVICES	975.00	C	PAY DIFFERENTIAL
2025	3	R#94/25	Putnam Arts Council	25091000	54950		COUNTY CONTRIBUTION	13,993.00	D	PUTNAM ARTS COUNCIL
2025	3	R#94/25	Contingency	10199000	54996		SUBCONTINGENCY VISITORS BUREAU	13,993.00	C	PUTNAM ARTS COUNCIL
2025	3	R#95/25	Mental Health Legal	10431000	54646	10213	CONTRACTS	129,000.00	D	COVE CARE
2025	3	R#95/25	Mental Health Legal	10431000	427350	10212	OPIOID	151,500.00	C	PEOPLE USA
2025	3	R#95/25	Mental Health Legal	10431000	54646	10230	CONTRACTS	174,317.00	D	MENTAL HEALTH ASSOC
2025	3	R#95/25	Mental Health Legal	10431000	54646	10216	CONTRACTS	108,458.00	D	PREVENTION
2025	3	R#95/25	Mental Health Legal	10431000	54646	10215	CONTRACTS	49,900.00	D	GREEN CHIMNEY
2025	3	R#95/25	Mental Health Legal	10431000	54646	10212	CONTRACTS	151,500.00	D	PEOPLE
2025	3	R#95/25	Mental Health Legal	10431000	427350	10216	OPIOID	108,458.00	C	PREVENTION
2025	3	R#95/25	Mental Health Legal	10431000	427350	10230	OPIOID	174,317.00	C	MH ASSOCIATION
2025	3	R#95/25	Mental Health Legal	10431000	427350	10213	OPIOID	129,000.00	C	COVE CARE CENTER

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	3	R#95/25	Mental Health Legal	10431000	427350	10215	OPIOID	49,900.00	C	GREEN CHIMNEYS
2025	3	R#96/25	DSS Admin	10102000	54989	10169	MISCELLANEOUS	6,587.00	C	APS GRANT
2025	3	R#96/25	DSS Admin	10102000	54646	10169	CONTRACTS	6,587.00	D	APS GRANT
2025	3	R#98/25	Capital Projects	55997000	53000	52009	CAPITAL EXPENDITURES	551,037.00	D	MEP FUNDING
2025	3	R#98/25	Capital Projects	55997000	435974	52009	MEP STATE AID	551,037.00	C	MEP FUNDING
2025	3	R#99/25	Contingency	10199000	54980		CONTINGENCY	20,000.00	D	PERFORMANCE MEASURES PART C
2025	3	R#99/25	Planning - Soil	10874500	52680		OTHER EQUIPMENT	15,000.00	D	PERFORMANCE MEASURES PART C
2025	3	R#99/25	Planning - Soil	10874500	439105		PERFORMANCE MEASURE	35,000.00	C	PERFORMANCE MEASURES PARTC
								1,654,889.88	Debits	
								1,654,889.88	Credits	

#4e

**2025 Contingency Report**

2,494,060.00

**Beginning Balance 1/1/25**

Res29	Adjust personnel services to proper amounts	9,660.00
Res41	Reclass -Deputy Sheriff 1st Sgt.	7,037.00
Res72	Health department Personnel changes	56,245.00
Res99	Soil & Water Performance Measures- Part C	20,000.00
25A031	Criminal Justice Discovery Reform Grant FY24-25	20,265.00

**Subtotal General Contingency**

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**\$ 2,607,267.00**

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**Deductions:**

Res25	PCSEA ratification	(328,170.00)
Res82	East Branch Rd Pin 8763.60	(30,579.00)
Res83	Peekskill Hollow Rd Pin 8763.61	(29,437.00)
Res104	CSEA Ratification	(1,381,346.00)

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(1,769,532.00)

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**Total**

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**\$ 837,735.00**

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**Proposed Deductions:**

25A030	State Aid Public Health	(38,417.00)
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(38,417.00)

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**Pending Balance 4/28/25**

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**\$799,318.00**

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**Note:**

R= resolution

A= proposed budgetary amendment



## **2025 Subcontingency Report**

4985- Maintenance & Repairs

**Beginning Balance 1/1/25**

\$ 45,000.00

**Subtotal Subcontingency**

\$ 45,000.00

**Deductions:**

25LT01 normal maintenance -nails, paint, plumbing supplies- Tilly

(10,000.00)

25LT02 normal maintenance -nails, paint, plumbing supplies- Park

(10,000.00)

**Total**

(20,000.00)  
\$ 25,000.00

**Proposed Deductions:**

**Pending Balance 4/28/25**

\$25,000.00

Note:

R= resolution

A= proposed budgetary amendment

## **2025 Subcontingency Report**

4987- Subcontingency (Nursing,BES)

<b><u>Beginning Balance 1/1/25</u></b>	<b>\$ 78,060.00</b>
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<b>Subtotal Subcontingency</b>	<b>\$ 78,060.00</b>
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**Deductions:**

	0.00
<b>Total</b>	<b>\$ 78,060.00</b>

**Proposed Deductions:**

	0.00
<b>Pending Balance 4/28/25</b>	<b>\$ 78,060.00</b>

Note:

R= resolution

A= proposed budgetary amendment

## **2025 Subcontingency Report**

4993- Subcontingency (Cty Exec COLA)

<b><u>Beginning Balance 1/1/25</u></b>	<b>\$ 5,211.00</b>
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<b>Subtotal Subcontingency</b>	<b>\$ 5,211.00</b>
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**Deductions:**

	0.00
<b>Total</b>	<b>\$ 5,211.00</b>

**Proposed Deductions:**

<b>Pending Balance 4/28/25</b>	<b>\$5,211.00</b>

Note:

R= resolution

A= proposed budgetary amendment



## **2025 Subcontingency Report**

4996- Subcontingency (Outside Agencies)

**Beginning Balance 1/1/25**

**\$ 71,893.00**

**Subtotal Subcontingency**

**\$ 71,893.00**

**Deductions:**

Res 94      Putnam Arts Council

**(13,993.00)**

**Total**

**(13,993.00)**  
**\$ 57,900.00**

**Proposed Deductions:**

**Pending Balance 4/28/25**

**\$57,900.00**

Note:

R= resolution

A= proposed budgetary amendment

# 5a

MICHAEL LEWIS  
COMMISSIONER OF FINANCE



KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE


DEPARTMENT OF FINANCE

**MEMORANDUM**

2025 APR 10 PM 1:48  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

TO: Diane Schonfeld, Legislative Clerk

DATE: April 10, 2025

FROM: Michael J. Lewis, Commissioner of Finance 

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

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

Enclosure



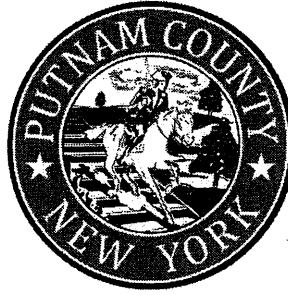
Overtime Temporary - RECAP - 2025

As of Date: April 10, 2025

Org Description	Org	Object	Project	Acct. Description	2024 Actual	2025 Original Budget	2025 Revised Budget	2025 Actual	2025 Distributed Budget	2025 Available	2025 Percent
Capital Projects - Interop. Public	53097000	51094	51601	TEMPORARY	33,626.25	(15,221.25)	(15,221.25)	18,791.25	-4,098.03	(34,012.50)	-123.45%
District Attorney	10116500	51094		TEMPORARY	11,225.00	20,000.00	20,000.00	7,837.50	5,384.62	12,162.50	39.19%
DPW - County Snow	10514200	51093		OVERTIME	231,909.52	276,000.00	276,000.00	268,935.09	74,307.69	7,064.91	97.44%
DPW - State Snow	10514400	51093		OVERTIME	24,512.01	75,000.00	75,000.00	24,318.57	20,192.31	50,681.43	32.42%
<b>DSS - Administration - Overhead</b>	<b>10120000</b>	<b>51094</b>		<b>TEMPORARY</b>	<b>103,995.78</b>	<b>68,630.00</b>	<b>72,611.00</b>	<b>26,703.43</b>	<b>19,549.12</b>	<b>45,907.57</b>	<b>36.78%</b>
Emergency Services - Dispatch	13398900	51093		OVERTIME	319,117.22	200,000.00	200,000.00	75,027.62	53,846.15	124,972.38	37.51%
Emergency Services - EMS	14398900	51094		TEMPORARY	18,377.75	25,000.00	25,000.00	10,967.75	6,730.77	14,032.25	43.87%
Finance	10131000	51093		OVERTIME	16,772.56	17,500.00	17,500.00	8,161.09	4,711.54	9,338.91	46.63%
Health - ATUPA	12023000	51094		TEMPORARY	439.95	1,200.00	1,200.00	463.25	323.08	736.75	38.60%
Health - ATUPA	12023000	51093		OVERTIME	2,484.56	7,000.00	7,000.00	5,469.33	1,884.62	1,530.67	78.13%
Health - Nursing	11401000	51093		OVERTIME	45,493.81	25,000.00	25,000.00	11,068.12	6,730.77	13,931.88	44.27%
<b>Health - Rabies</b>	<b>11024000</b>	<b>51093</b>		<b>OVERTIME</b>	<b>5,905.07</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>2,892.90</b>	<b>2,153.85</b>	<b>5,107.10</b>	<b>36.16%</b>
Mental Health	10431000	51094		TEMPORARY	19,354.02	-	2,654.00	2,508.04	714.54	145.96	94.50%
Mental Health - Legal SPOA	10033000	51094		TEMPORARY	-	-	8,064.00	3,672.00	2,171.08	4,392.00	45.54%
Personnel	10143000	51093		OVERTIME	5,678.66	7,000.00	7,000.00	2,749.60	1,884.62	4,250.40	39.28%
Probation	10314000	51094		TEMPORARY	8,697.20	3,000.00	18,000.00	7,653.15	4,846.15	10,346.85	42.52%
Real Property	10135500	51094		TEMPORARY	1,361.25	-	-	4,016.25	0.00	(4,016.25)	0.00%
<b>Sheriff - Administration</b>	<b>10311000</b>	<b>51094</b>		<b>TEMPORARY</b>	<b>7,492.40</b>	<b>19,720.00</b>	<b>19,720.00</b>	<b>6,128.10</b>	<b>5,309.23</b>	<b>13,591.90</b>	<b>31.08%</b>
Sheriff - Youth	16311000	51093		OVERTIME	282,710.22	207,000.00	207,000.00	86,344.33	55,730.77	120,655.67	41.71%

\*\* New departments in bold.

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

#5b  
Audit 4/28  
Reso  
cc: ALK

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Amendment – 24A140  
DATE: April 18, 2025

2025 APR 21 AM 11:01  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**GENERAL FUND:**

**Increase Appropriations:**

SEE ATTACHED SHEET \$ 1,493,057

**Decrease Appropriations:**

SEE ATTACHED SHEET \$ 48,771

**Increase Estimated Revenues:**

SEE ATTACHED SHEET \$ 1,444,286

**DEBT SERVICE FUND:**

**Increase Appropriations:**

SEE ATTACHED SHEET \$ 48,771

**Increase Estimated Revenues:**

SEE ATTACHED SHEET \$ 48,771

**CAPITAL FUND:**

**Increase Appropriations:**

SEE ATTACHED SHEET \$ 47,400

**Decrease Appropriations:**

SEE ATTACHED SHEET \$ 237,000

**Increase Estimated Revenues:**

SEE ATTACHED SHEET \$ 3,000,000

**Decrease Estimated Revenues:**

SEE ATTACHED SHEET \$ 3,189,600

Fiscal Impact - 2024 - \$ 935,000

Fiscal Impact - 2025 - \$ 0

This budgetary is recommended to adjust budgets accordingly. This is year end budgetary journal entry #4 as per the attached spreadsheet.

FUND	DEPT	ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	INCREASE APPROPRIATIONS	DECREASE APPROPRIATIONS	INCREASE ESTIMATED REVENUES	DECREASE ESTIMATED REVENUES	JUSTIFICATION
05	BES - INTEROPERABLE COMM	53097000	449898	51601	FED AID - ARPA	-	-	-	-	RECLASS TO TRANSFER IN
05	BES - INTEROPERABLE COMM	53097000	428601	51601	TRANSFER IN FROM GENERAL	-	-	1,400,000.00	1,400,000.00	RECLASS FROM FED AID
05	BES - FIRE TRAINING CENTER	55197000	449898	51509	FED AID - ARPA	-	-	-	-	RECLASS TO TRANSFER IN
05	BES - FIRE TRAINING CENTER	55197000	428601	51509	TRANSFER IN FROM GENERAL	-	-	1,100,000.00	1,100,000.00	RECLASS FROM FED AID
05	DPW - BRIDGES & CULVERTS	050000	45710N	52301	2023 SERIAL BONDS	-	-	500,000.00	500,000.00	DEOBLIGATE BONDS
05	DPW - BRIDGES & CULVERTS	55197000	428601	52301	TRANSFER IN FROM GENERAL	-	-	-	-	TRANSFER FROM GENERAL FUND RESERVE
05	DPW - FARMERS MILL	55197000	53000	52102	CAPITAL EXPENDITURES	-	237,000.00	-	-	PROJECT CLOSED
05	DPW - FARMERS MILL	55197000	445971	52102	FED AID - FARMERS MILL	-	-	-	189,600.00	PROJECT CLOSED
05	DPW - FARMERS MILL	55197000	59030	52102	TRANSFER TO GENERAL	47,400.00	-	-	-	PROJECT CLOSED
					<b>CAPITAL FUND</b>	<b>\$ 47,400.00</b>	<b>\$ 237,000.00</b>	<b>\$ 3,000,000.00</b>	<b>\$ 3,189,600.00</b>	
						-	-	-	-	
01	FINANCE	10131000	449898	51509	FED AID - ARPA	-	-	-	-	ADJUST TO ACTUAL
01	FINANCE	10990100	59020	51509	TRANSFER OUT TO CAPITAL	384,286.00	-	384,286.00	-	ADJUST TO ACTUAL
01	PCSO	10311000	52860		OTHER EQUIPMENT	-	48,771.00	-	-	RECLASS INSTALLMENT PURCHASE DEBT FOR AXON BWC
01	FINANCE	10990100	59057		TRANSFER OUT TO DEBT SERVICE	48,771.00	-	-	-	RECLASS INSTALLMENT PURCHASE DEBT FOR AXON BWC
01	FINANCE	10990100	59020	52408	TRANSFER OUT TO CAPITAL	435,000.00	-	-	-	SET UP TRANSFER OUT TO FUND NEW COURTHOUSE HVAC
01	FINANCE	10990100	59020	52301	TRANSFER OUT TO CAPITAL	500,000.00	-	-	-	SET UP TRANSFER OUT TO FUND 2023 BRIDGES & CULVERT
01	FINANCE	10131000	427161		USE OF FUND BALANCE	-	-	935,000.00	-	FUNDING WITH GENERAL FUND RESERVES
01	FINANCE	10990100	59020	52404	TRANSFER OUT TO CAPITAL	125,000.00	-	-	-	CORRECT BUDGET
01	FINANCE	10131000	449898	52404	FED AID - ARPA CFDA 21.027	-	-	125,000.00	-	CORRECT BUDGET
					<b>TOTAL GENERAL FUND</b>	<b>\$ 1,493,057.00</b>	<b>\$ 48,771.00</b>	<b>\$ 1,444,286.00</b>	<b>\$ -</b>	
						-	-	-	-	
10	DEBT SERVICE	V9710000	428601		TRANSFER FROM GENERAL	-	-	-	-	RECLASS INSTALLMENT PURCHASE DEBT FOR AXON BWC
10	DEBT SERVICE	V9710000	56162		IPA - AXON BWC 2023 PRINCIPAL	46,518.00	-	48,771.00	-	RECLASS INSTALLMENT PURCHASE DEBT FOR AXON BWC
10	DEBT SERVICE	V9710000	57162		IPA - AXON BWC 2023 INTEREST	2,253.00	-	-	-	RECLASS INSTALLMENT PURCHASE DEBT FOR AXON BWC
					<b>TOTAL DEBT SERVICE</b>	<b>\$ 48,771.00</b>	<b>\$ -</b>	<b>\$ 48,771.00</b>	<b>\$ -</b>	
						-	-	-	-	
					<b>GRAND TOTAL</b>	<b>\$ 1,589,228.00</b>	<b>\$ 285,771.00</b>	<b>\$ 4,493,057.00</b>	<b>\$ 3,189,600.00</b>	

MICHAEL LEWIS  
Commissioner Of Finance



cc: all  
Prot  
AAA

#5C

Reso

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

March 27, 2025

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

2025 MAR 31 PM 3:18  
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 Putnam County Sheriff Department's 2025 budget.

Increase Revenues:

32311000 427701	Sheriff BCI - Miscellaneous	<u>\$9,000.00</u>
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Increase Expenses:

32311000 52180	Sheriff BCI - Other Equipment	\$4,000.00
14311000 54640	Narcotics - Education & Training	<u>5,000.00</u>
		<u>\$9,000.00</u>

2025 Fiscal Impact - 0

2026 Fiscal Impact - 0

This amendment recognizes revenue received from Century Arms Inc. The Sheriff respectfully requests \$4,000 be used to replace outdated technologies in the Crime Scene Unit. The remaining balance will be used to replenish the Narcotics education & training budget line which was drawn on to fund the Sheriff's pistol permit fingerprinting account with the State.

AUTHORIZATION:

Date	Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00
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Date	County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00
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Date	Chairperson Audit/Designee: \$0 - \$10,000.00
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25A028

Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00
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Century Arms Inc Ck 48676 - \$9,000

PUTNAM COUNTY SHERIFF'S OFFICE  
INTER-OFFICE MEMORANDUM

March 4, 2025

To: Sheriff Kevin McConville

Cc: Undersheriff Thomas Lindert

From: Senior Investigator Randel Hill PC80 

Re: Allocation of Funds from Firearm Destruction Proceeds

Pursuant to New York State Penal Law § 400, our unit has successfully facilitated the destruction of over 300 firearms deemed nuisance weapons. These firearms entered our custody through various means, including safekeeping from Temporary Order of Protection (TOP) cases, Extreme Risk Protection Orders (ERPOs), and criminal investigations. In collaboration with Century Arms, we have ensured that these weapons were properly destroyed in compliance with legal and public safety standards. Century Arms has provided us with the necessary documentation confirming the destruction process.

As a result of this effort, we have received a payment of \$9,000 from Century Arms. I propose the following allocation of these funds:

- 5,000 T.L.*
1. ~~\$6,000~~ to be designated for the New York State pistol permit fingerprinting account to support administrative and operational needs.

*4,000 T.L. 32311000 52180*

  2. ~~\$3,000~~ to be allocated for the replacement of outdated technologies within the Crime Scene Unit, ensuring our team remains equipped with up-to-date tools to enhance investigative capabilities.

This allocation will contribute to the continued efficiency of our unit while maintaining compliance with all regulatory and legal frameworks. Please review and approve this request at your earliest convenience. If any modifications or further discussions are needed, I am available for clarification



## CENTURY ARMS, INC.

236 Bryce Boulevard  
Fairfax, Vermont 05454  
Tel: (802) 527-1258 Fax: (802) 524-4922

December 2, 2024

Dan Hunsberger  
Putnam County Sheriff  
Three County Center  
Carmel, New York 10512

Dear Dan Hunsberger,

After careful review, Century is pleased to increase our offer to (\$9,000.00) in total for all (307) firearms and (11) non firearms we Century took possession of on December 5<sup>th</sup> 2024 an excel worksheet is attached with what we have taken possession of. We will pay your department by check, wire transfer, or credit; once we have taking possession of the material and cataloged it into our bound book in Vermont.

Please see the below list of restricted items, that we may be unable to accept under Federal Law. If any of the material you have available falls into any of these prohibited categories, please contact me immediately.

As requested this quote is for parts value only. All firearm frames and receivers will be destroyed by means of torch cutting. A notarized certificate of destruction, with a copy of our bound book, showing the acquisition from your department and the disposition as destroyed, will be supplied as soon as all firearms are destroyed. All parts with the exception of the frame or receiver will be salvaged for parts value.

We look forward to working with you on this purchase and we appreciate you giving us this opportunity.

If you have any questions or concerns, please feel free to contact me by telephone at 802-527-1258, ext. 107 or by e-mail. My address is [philb@centuryarms.com](mailto:philb@centuryarms.com).

### Restricted Items

- Unregistered short barreled shotguns - any shotgun with a barrel less than 18 inches or with an overall length of less than 26 inches
- Unregistered short barreled rifles - any rifle with a barrel length of less than 16 inches or an overall length of less than 26 inches.
- Removed or Obliterated serial numbers - No person shall knowingly transport, ship or receive in interstate or foreign commerce any firearm which has had the importer's or manufacturer's serial number removed, obliterated, or altered.
- No handgun can have a forward pistol grip.
- No NFA weapons without transfer paperwork.

Sincerely,

Phil Burnor  
Director of Surplus





cc: all  
Prot  
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MICHAEL LEWIS  
*Commissioner Of Finance*

SHEILA BARRETT  
*First Deputy Commissioner of Finance*

DEPARTMENT OF FINANCE

March 27, 2025

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

2025 MAR 31 PM 3:19  
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 Sheriff's Department 2025 budget:

**Increase Revenues:**

<b>14311000 426801</b>	<b>Sheriff Narcotics – Insurance Recoveries</b>	<b><u>\$18,679.53</u></b>
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**Increase Expenses:**

<b>14311000 54370</b>	<b>Sheriff Narcotics – Automotive</b>	<b><u>\$18,679.53</u></b>
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2024 Fiscal Impact - 0  
2025 Fiscal Impact - 0

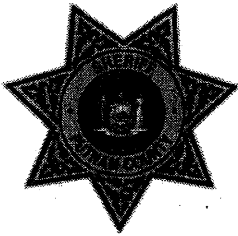
This amendment recognizes reimbursement from NY Municipal Insurance Reciprocal for damages to a 2023 Chevy Tahoe in the Sheriff's Narcotics unit. The accident occurred on December 19, 2024.

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

25A029

NY Municipal Insurance Reciprocal Ck# 000144453 \$18,679.53



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

**INSURANCE CHECK: NY Municipal Insurance Reciprocal**

DATE: 3/7/2025

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

Dear Commissioner Lewis:

Check #0000144453 in the amount of \$18,679.53

**From: NEW YORK INSURANCE RECIPROCAL**

Enclosed please find a check representing payment for a claim pertaining to property damage to vehicle Unit #116 in the Sheriff's Department.

Date of Loss: 12/19/2024, 2023 Chevy Tahoe, VIN: 9887  
Claim #: PUTN-2024-027-001, Commercial Automobile

Please apply to the corresponding revenue account# 14311000.426801

Also increase expenditure line# 14311000.54370 (Automotive)

Very truly yours,

Kristin D. Van Tassel  
Fiscal Manager

P-1

**PUTNAM COUNTY SHERIFF'S DEPARTMENT  
INTER-OFFICE MEMORANDUM**

March 5, 2025

**TO:** Sheriff Kevin J. McConville

**FROM:** Undersheriff Thomas Lindert 

**SUBJECT:** INSURANCE RECOVERY FOR SHERIFF'S VEHICLE # 116

Attached is an insurance recovery check, from New York Municipal Insurance Company, in the amount of Eighteen Thousand Six Hundred and Ninety-Seven Dollars and Fifty-Three Cents. (\$18,679.53) This check is for repairs to Sheriff's BCI Vehicle # 116 a 2023 Chevrolet SUV. This vehicle was involved in a Property Damage Auto Accident.

Please transfer this to our Narcotics Automotive Repair Line #14311000-54370

# NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 2/04/2025

CHECK NO. 0000144453

Description	Check Amount
Claim No: PUTN-2024-027-001, Commercial Automobile Collision, Invoice No: First and Final - Claimant: Putnam County DOL: 12/19/2024, 2023 Chevy Tahoe, VIN: 9887	\$18,679.53
CHECK TOTAL	\$18,679.53



MICHAEL J. LEWIS  
Commissioner of Finance



cc:all  
Pers  
A+V

Reso

#5c

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

April 1, 2025

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

Attached Backup  
is  
CONFIDENTIAL

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following 2025 budgetary amendment which has been submitted for approval.

Increase Appropriations:

10144000 51000 10112	Personnel Services	\$89,852
10144000 58002 10112	Social Security	\$6,874
10144000 58007	Life Insurance	\$9,987
		<u>\$106,713</u>

Decrease Appropriations:

12401000 51000 12102	Personnel Services	\$75,529
12401000 51000 12102	Personnel Services	\$14,323
12401000 58002	Social Security	\$6,874
12401000 58007	Life Insurance	\$9,987
		<u>\$106,713</u>

Decrease Revenue

12401000 434011	ST Aid Public Health	<u>\$38,417</u>
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Decrease Contingency

10199000 54980	General Contingencies	<u>\$38,417</u>
----------------	-----------------------	-----------------

2025 Fiscal Impact - 38,417.00

2026 Fiscal Impact -0-

25A030

This request is for your review to approve the transfer of Payroll and Corresponding fringes from the Health Department to the Department of Public Works budget. The transfer will cover DPW expenses as of 2/5/2025 through 9/30/2025, inclusive of payout and vacation accruals.

AUTHORIZATION:

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

2025 APR -2 PM 1:28  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

MICHAEL J. LEWIS  
Commissioner of Finance



cc: all  
Pers  
A+P

Reed

#5F

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk

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

RE: Budgetary Amendment – 25A031

DATE: April 2, 2025

2025 APR -3 PM 12:41  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the District Attorney's Office, the following budgetary amendment is requested.

Increase Appropriations:

10116500 54936 10171	DA - Partnership Initiative	\$	35,000
10116500 51000 (999)	DA - Personnel Services - Merit Bonuses ADA's	\$	56,597
10116500 58002 (999)	DA - Personnel Services - Merit Bonuses ADA's	\$	4,330

Increase Appropriations:

101999000 54980	General Contingencies	\$	20,265
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Increase Estimated Revenues:

10116500 430890 10171	State Aid - Criminal Justice Discovery Reform Grant FY 24-25	\$	98,692
13311000 430890 10171	State Aid - Criminal Justice Discovery Reform Grant FY 24-25	\$	17,500

Fiscal Impact - 2025 - \$(20,265)

Fiscal Impact - 2026 - \$ 0

The New York State Division of Criminal Justice Services (DCJS) is providing funding to support local law enforcement agencies with expenses related to the discovery and pretrial reforms that took effect January 1, 2020. All funding provided is intended to support estimated costs during the SFY 2024-25.

Please refer to the supporting documentation attached.





## Division of Criminal Justice Services

KATHY HOCHUL  
Governor

ROSSANA ROSADO  
Commissioner

CILLIAN FLAVIN  
Deputy Commissioner

# Grant Award Notice

November 18, 2024

The Division of Criminal Justice Services (DCJS) is pleased to advise you that your county will receive funding under the State's Discovery Reform Grant Program for Fiscal Year (FY) 2025.

<b>Grantee:</b> Putnam County	<b>Date:</b> November 18, 2024
<b>Program Name:</b> Criminal Justice Discovery Reform Grant	<b>Award Amount:</b> \$266,192
<b>Name of Official:</b> The Honorable Kevin Byrne	<b>Term:</b> FY 2025 (April 1, 2024, to March 31, 2025)
<b>Email:</b> kevin.byrne@putnamcountyny.gov	<b>Contract #:</b> C460223

### Criminal Justice Discovery Reform Grant - Additional Information:

DCJS is pleased to provide funding to your county to support local law enforcement agencies with expenses related to the implementation of discovery and pretrial reforms that took effect January 1, 2020. Your county's award amount has been determined based on the prorated share of 2019-2023 criminal court arraignments statewide.

This funding is contingent upon the submission by the county, and subsequent DCJS approval of, a Discovery Reform Funding Plan. Please see the attached FY 2025 Discovery Reform Application and the Discovery Reform Funding Plan for additional information. All funding provided is primarily intended to support costs incurred on or after the start of FY 2025 (April 1, 2024); however, this funding may also be used to cover any costs incurred in FY 24 (April 1, 2023 to March 31, 2024).

**In your county's application, the District Attorney's (DA) minimum amount should be calculated as 67% of the total county award amount.**

The county's Discovery Reform Funding Plan should be submitted to DCJS using the DCJS Grants Management System (GMS). Additional information about GMS is provided in the attached application document. Questions about the submission of the plan should be emailed to DCJS at [dcjsfunding@dcjs.ny.gov](mailto:dcjsfunding@dcjs.ny.gov). Please include "Discovery Reform Question" in the subject line of your email.

Once plans are approved by DCJS, grantees will be notified and shall receive payment for their entire award. **The county shall subsequently and promptly make this funding available to the recipient agencies (e.g., DA, probation department, sheriff's offices, local police department) within 60 days of receipt.**

Sixty days following the end of the term, May 30th, 2025, your office is required to complete the *FY 2025 Discovery Reform Expenditure Report* and submit it to [DiscoveryReporting@dcjs.ny.gov](mailto:DiscoveryReporting@dcjs.ny.gov). This form should be completed on an

annual basis until funds are fully expended. Please note that DCJS reserves the right to request additional information pertinent to evaluating the effectiveness of the Discovery Implementation Program.

Thank you for your continued partnership to help keep New Yorkers safe and ensure a justice system that works for all.

Attachment (3)

## ATTACHMENT: FY 2025 Discovery Reform Funding Plan

Instructions: Indicate each Sub-Grantee using this attachment. If additional lines are needed, please submit additional attachments. Completed form(s) must be attached in GMS as part of the submitted Application. The total amount requested by the county cannot exceed the total county allocation provided on the award notice.

County:

Sub-Grantee	Sub-Grantee Name (if applicable):	PS Expense	NPS Expense	Activities	Describe how this expenditure supports implementation of the discovery and/or pretrial reform efforts.
Police Dept	PCSO		\$17,500.00	Computers (Hard/Software)	Cost of Tyler Recors Mgmt System & Evidence Tracker Software
Police Dept	Kent PD	\$17,500.00		Overtime Costs	OT/add'l osts: Arresting Officer, reviewing Sgt, and Evidence Det.
Police Dept	Carmel PD	\$17,500.00		Administrative Support	Salary Increase: Detective Sgt (10%) and admin Sgt (20%)
District Attny	PCDA	\$153,095.00		Litigation Readiness	Salary Increases since 2022 inc. FICA/Retirement/COLA increase
District Attny	PCDA	\$56,597.00		Litigation Readiness	Merit Bonuses for ADA/s/Managment
		PS TOTAL: \$244,692.00	NPS TOTAL: \$17,500.00	TOTAL:	\$262,192.00

**NOTE:** The total amount requested by the county cannot exceed the total county allocation provided on the award notice.

**JOHN F. OSTERHOUT II**  
DIRECTOR OF PROBATION



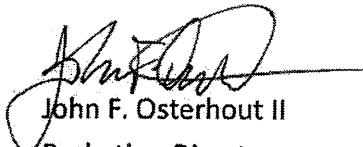
**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

February 27, 2025

Putnam County

As Probation Director for Putnam County, I affirm my support for the Discovery Reform Funding Plan submitted to the NYS Division of Criminal Justice Services by the Chief Elected Official and agree that this Plan will support implementation of the discovery and/or pretrial reform efforts in our county during the state fiscal year 2024-25 (FY 2025) (April 1, 2024, to March 31, 2025).

I also agree that sixty days following the end of the term, I will collaborate with all involved parties and submit an additional *Discovery Reform Expenditure Report* tracking funds spent to date.

  
John F. Osterhout II  
Probation Director

2/27/25

Date



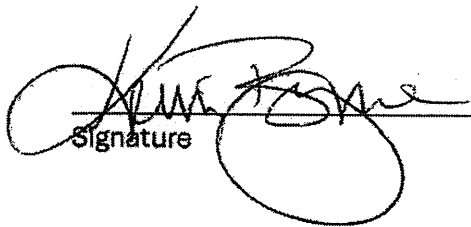
**PUTNAM COUNTY EXECUTIVE  
KEVIN M. BYRNE**

Date: March 25, 2025  
Name: Kevin M. Byrne, County Executive  
County: Putnam County, New York

To the NYS Division of Criminal Justice Services:

I affirm that the Discovery Reform Funding Plan submitted to the NYS Division of Criminal Justice Services by Putnam County has been developed in collaboration with local stakeholders and describes the activities and expenses that will be supported with the grant funds provided by DCJS, and how those activities/expenditures will support implementation of the discovery and/or pretrial reform efforts in our county during the state fiscal year 2024-25 (FY 2025) (April 1, 2024 to March 31, 2025).

I also agree that sixty days following the end of the term, I will collaborate with all involved parties and submit an additional Discovery Reform Expenditure Report tracking funds spent to date.

 3/12/25  
Signature Date

**CHIEF ASSISTANT DISTRICT ATTORNEY**  
Chana Krauss

**FIRST ASSISTANT DISTRICT ATTORNEY**  
Breanne Smith



**ASSISTANT DISTRICT ATTORNEYS**  
Nicole Camillone  
Joseph Charbonneau  
Mackenzie Ferguson  
Melissa Lynch  
MaryJane MacCrae  
Jason Marquard  
Luciana Savone

**ROBERT V. TENDY**  
**District Attorney**

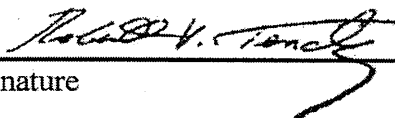
March 31, 2025

Re: Robert V. Tendy, District Attorney  
Putnam County, NY

To the NYS Division of Criminal Justice Services:

As District Attorney for Putnam County, I affirm my support for the Discovery Reform Funding Plan submitted to the NYS Division of Criminal Justice Services by the Chief Elected Official and agree that this Plan will support implementation of the discovery and/or pretrial reform efforts in our county during the state fiscal year 2024-25 (FY 2025) (April 1, 2024, to March 31, 2025).

I also agree that sixty days following the end of the term, I will collaborate with all parties involved and submit an additional *Discovery Reform Expenditure Report* tracking funds spent to date.

  
\_\_\_\_\_  
Signature

March 31, 2025  
\_\_\_\_\_  
Date

## **Michele Alfano-Sharkey**

---

**From:** Christina Rizzo  
**Sent:** Thursday, April 3, 2025 9:58 AM  
**To:** Michele Alfano-Sharkey; Michael Lewis  
**Subject:** RE: 25A031

Good morning Michele,

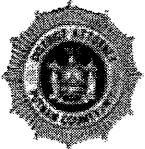
I sent this last night from my cell phone, but it looks like you did not receive it, so I am resending to you.

The retention bonus amounts to be awarded are to be determined at the discretion of the District Attorney, the criteria of which he can discuss at the Personnel meeting. He has not yet determined which of the eligible management employees will receive a retention bonus or what the bonus amount will be. This will be determined after a review of the work performed by the eligible employee during the grant period.

Our understanding is that the money available for retention bonuses will be placed in a "999" line, and RCP's will be drawn for each employee at the District Attorney's discretion. These are not merit increases (which would go to the employee's salary). These are retention bonuses pursuant to criteria set forth under the DCJS grant. They do not get factored into the eligible employee's salary and therefore do not become part of the "legacy cost" (pension amount).

Best,  
Chris

Christina Rizzo  
Chief of Staff  
Putnam County District Attorney's Office  
40 Gleneida Avenue  
Carmel, New York 10512  
(845) 808-1055 Direct  
(845)-808-1966 Fax



**From:** Michele Alfano-Sharkey <Michele.Alfano-Sharkey@putnamcountyny.gov>  
**Sent:** Wednesday, April 2, 2025 3:47 PM  
**To:** Christina Rizzo <Christina.Rizzo@putnamcountyny.gov>; Michael Lewis <Michael.Lewis@putnamcountyny.gov>  
**Subject:** RE: 25A031

Christina,



I also need the amount of merit bonus for each employee.

Thank you.

Michele

**From:** Christina Rizzo <[Christina.Rizzo@putnamcountyny.gov](mailto:Christina.Rizzo@putnamcountyny.gov)>

**Sent:** Wednesday, April 2, 2025 3:17 PM

**To:** Michele Alfano-Sharkey <[Michele.Alfano-Sharkey@putnamcountyny.gov](mailto:Michele.Alfano-Sharkey@putnamcountyny.gov)>; Michael Lewis

<[Michael.Lewis@putnamcountyny.gov](mailto:Michael.Lewis@putnamcountyny.gov)>

**Subject:** RE: 25A031

The eligible employees are:

116510103

116510104

116510108

116510110

116510111

116510122

116510125

116510126

116510129

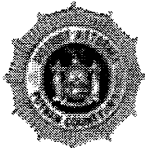
116510130

116510133

116510134

Thank you,  
Chris

Christina Rizzo  
Chief of Staff  
Putnam County District Attorney's Office  
40 Gleneida Avenue  
Carmel, New York 10512  
(845) 808-1055 Direct  
(845)-808-1966 Fax



**From:** Michele Alfano-Sharkey <[Michele.Alfano-Sharkey@putnamcountyny.gov](mailto:Michele.Alfano-Sharkey@putnamcountyny.gov)>

**Sent:** Wednesday, April 2, 2025 3:04 PM

**To:** Christina Rizzo <[Christina.Rizzo@putnamcountyny.gov](mailto:Christina.Rizzo@putnamcountyny.gov)>; Michael Lewis <[Michael.Lewis@putnamcountyny.gov](mailto:Michael.Lewis@putnamcountyny.gov)>

**Subject:** RE: 25A031

Christina,  
Yes, thank you.  
Michele

**From:** Christina Rizzo <[Christina.Rizzo@putnamcountyny.gov](mailto:Christina.Rizzo@putnamcountyny.gov)>

**Sent:** Wednesday, April 2, 2025 2:57 PM

**To:** Michele Alfano-Sharkey <[Michele.Alfano-Sharkey@putnamcountyny.gov](mailto:Michele.Alfano-Sharkey@putnamcountyny.gov)>; Michael Lewis <[Michael.Lewis@putnamcountyny.gov](mailto:Michael.Lewis@putnamcountyny.gov)>

**Subject:** RE: 25A031

Michele,

All Assistant District Attorney *and* management positions are eligible for retention bonuses. CSEA employees are unable to receive these due to contractual restrictions.

Mike, can you please amend your memo to the legislature to reflect the change to "ADA's/Management." Also, since the Legislature does not use names, do you want employee numbers?

Best,  
Chris

Christina Rizzo  
Chief of Staff  
Putnam County District Attorney's Office  
40 Gleneida Avenue  
Carmel, New York 10512  
(845) 808-1055 Direct  
(845)-808-1966 Fax



**From:** Michele Alfano-Sharkey <[Michele.Alfano-Sharkey@putnamcountyny.gov](mailto:Michele.Alfano-Sharkey@putnamcountyny.gov)>

**Sent:** Wednesday, April 2, 2025 1:36 PM

**To:** Christina Rizzo <[Christina.Rizzo@putnamcountyny.gov](mailto:Christina.Rizzo@putnamcountyny.gov)>; Michael Lewis <[Michael.Lewis@putnamcountyny.gov](mailto:Michael.Lewis@putnamcountyny.gov)>

**Subject:** 25A031

**Importance:** High

Hi Christina,

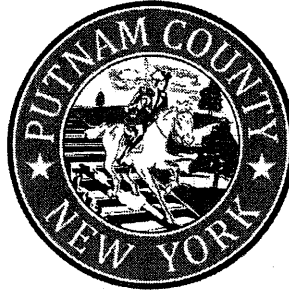
Mike has prepared the budgetary amendment for the Discovery funding.  
Can you please send a schedule of the ADA's that are receiving a merit bonus?  
This is needed for me to place on Personnel agenda.  
Thank you.  
Michele

Michele Sharkey  
County Auditor  
Putnam County  
40 Gleneida Avenue Rm 319  
Carmel, NY 10512  
Ext 49220  
(845)808-1041

cc: all  
Health  
A+A

#59 250

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk

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

RE: **Budgetary Amendment –25A034**

DATE: April 3, 2025

2025 APR -4 AM 9:55  
LEGISLATURE  
PUTNAM COUNTY  
CARROLL NY

At the request of the Fiscal Manager at DSS and Mental Health, the following budgetary amendment is required.

**GENERAL FUND**

**INCREASE APPROPRIATIONS:**

10101000 54989 10231	MISCELLANEOUS	\$	13,837.00
		\$	13,837.00

**INCREASE REVENUE:**

10101000 436101 10231	ADM SOCIAL SERVICES	\$	13,837.00
		\$	13,837.00

2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

Please refer to the attached memorandum from Fiscal Manager Wunner regarding this budgetary amendment.

KEVIN BYRNE  
County Executive

SARA SERVADIO  
Commissioner

NICOLLE MCGUIRE  
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

April 3, 2025

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: DSS 2025 Budgetary Amendment

Your approval is requested to amend the 2025 DSS budget to include Putnam's New York State Shelter Arrears Eviction Forestallment allocation (24-LCM-12) received from the Office of Temporary and Disability Assistance (OTDA) to provide vital shelter arrears assistance to help eligible households retain permanent housing. Allocations may be used to support obligations from October 1, 2024, through September 30, 2025, and must be claimed by February 13, 2026.

**Increase Estimated Revenue:**

10101000	SS PROG ADMN INC MAINT	
436101	ADM SOCIAL SERVICES	\$13,837
10231	NYS SHELTER ARREARS EVICTION FOREST	
	Total Estimated Revenues	\$13,837

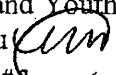
**Increase Appropriations:**

10101000	SS PROG ADMN INC MAINT	
54989	MISCELLANEOUS	\$13,837
10231	NYS SHELTER ARREARS EVICTION FOREST	
	Total Appropriations	\$13,837
	Fiscal Impact (25)	- 0 -
	Fiscal Impact (26)	- 0 -

Thank you for your time and consideration of this request.

Attachments:

24-LCM-12 New York State Shelter Arrears Eviction Forestallment (SAEF) Program

cc: Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau  
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau 

DONALD B. SMITH COUNTY GOVERNMENT CAMPUS ~ BLDG. #2  
110 OLD ROUTE SIX ~ CARMEL, NEW YORK 10512 (845) 808-1500 FAX (845) 225-8635  
MEDICAID UNIT FAX (845) 225-0947  
YOUTH BUREAU (845) 808-1600



## Office of Temporary and Disability Assistance

KATHY HOCHUL  
Governor

BARBARA C. GUINN  
Commissioner

RAJNI CHAWLA  
Executive Deputy Commissioner

### Local Commissioners Memorandum

#### Section 1

<b>Transmittal:</b>	24-LCM-12
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	September 18, 2024
<b>Subject:</b>	New York State Shelter Arrears Eviction Forestallment (SAEF) Program
<b>Contact Person(s):</b>	Temporary Assistance Bureau: 518-474-9344 or <a href="mailto:tabureau@otda.ny.gov">tabureau@otda.ny.gov</a>
<b>Attachments:</b>	<u>Attachment A – 2024-2025 Shelter Arrears Eviction Forestallment Program Allocations</u>

#### Section 2

##### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) of the New York State Shelter Arrears Eviction Forestallment (SAEF) program and to provide 2024-2025 SAEF program allocations and general program guidance. Consistent with the governing appropriation, allocations are available for all districts other than New York City.

##### II. Background

The New York State Fiscal Year 2024-2025 Budget appropriated \$10 million to provide for services and expenses related to the payment of shelter arrears necessary to retain housing for certain households that are in receipt of or who would be eligible for ongoing or emergency Public Assistance (PA) pursuant to Social Services Law (SSL) §131-a.

To distribute these funds, the New York State Office of Temporary and Disability Assistance (OTDA) created the SAEF program to provide vital shelter arrears assistance to help eligible households retain permanent housing. Districts may choose to retain their allocation and use district mechanisms (e.g., direct administration or transfer of funds to county agencies) to operate this program, or may delegate the administration of this program, in full or in part, to another public agency, contractor or non-profit organization.

##### III. Program Implications

###### A. Program Activities and Services

Assistance provided through the SAEF program must not exceed a total of six months of arrears per household. However, the six months of arrears payments do not have to be consecutive or paid all at once; payments may be issued partially (less than six months of arrears assistance needed) or in full (all six months paid at once).

Prior receipt of shelter arrears payments through the Emergency Assistance to Families (EAF) or Emergency Safety Net Assistance (ESNA) programs does not impact SAEF program eligibility. Households who previously received six months or more of shelter arrears assistance through EAF or ESNA, may receive additional payments via the SAEF program, not to exceed six months, if otherwise eligible for the SAEF program. SAEF program payments will not be limited by the shelter allowance amount set forth in SSL §131-a and will not be part of the standard of need pursuant to SSL §131-a, and therefore would not be considered by the Automated Budgeting and Eligibility Logic (ABEL) when computing financial eligibility for PA. SAEF program payments are not countable as income or as a resource for PA, Home Energy Assistance Program (HEAP) or Supplemental Nutrition Assistance Program (SNAP) eligibility or budgeting purposes. Additionally, SAEF program payments will not be subject to recoupment or repayment unless the application submitted was fraudulent, or otherwise identified as ineligible.

#### B. Participant Eligibility

Districts must establish and maintain local policy governing eligibility for SAEF payments. While districts have flexibility regarding SAEF program eligibility requirements, the governing statute outlines some minimum requirements for eligibility as follows:

- Eligible households are individuals and/or families, with or without children, who have shelter arrears and require assistance to retain permanent housing;
- Households must first apply for shelter arrears assistance under EAF or ESNA, and if they are found ineligible through both programs, they should be assessed for SAEF program eligibility;
- Households must meet the PA (Family Assistance (FA) or Safety Net Assistance (SNA)) citizenship/non-citizen status eligibility requirements;
- Households must meet the EAF or ESNA income eligibility requirements. OTDA issues guidance annually regarding changes in the federal poverty guidelines.

Financial eligibility for EAF is determined by the gross income immediately available to the household on the date of application. The household is financially eligible for EAF if the available income is at or below 200% of the Federal Poverty Level Guidelines for the household size. The following guidelines for EAF are effective April 1, 2024, through March 31, 2025:

**200% of 2024 Federal Poverty Level  
Guidelines  
EAF Gross Available Test  
By Family Size (Adjusted Annually)**

Household Size	Annual	Monthly
1	\$30,120	\$2,510
2	\$40,880	\$3,407



3	\$51,640	\$4,303
4	\$62,400	\$5,200
5	\$73,160	\$6,097
6	\$83,920	\$6,993
7	\$94,680	\$7,890
8	\$105,440	\$8,787
Additional	\$10,760	\$897

Financial eligibility for ESNA is determined by the household's gross monthly income on the date of application, which may not exceed 125% of the Federal Poverty Level Guidelines for the household size. The following income guidelines are effective April 1, 2024, through March 31, 2025:

**ESNA 125% of 2024 Federal Income Poverty Level  
Guidelines (Adjusted Annually)**

Household Size	Annual	Monthly
1	\$18,825	\$1,569
2	\$25,550	\$2,129
3	\$32,275	\$2,690
4	\$39,000	\$3,250
5	\$45,725	\$3,810
6	\$52,450	\$4,371
7	\$59,175	\$4,931
8	\$65,900	\$5,492
Additional	\$6,725	\$560

Households that are determined income eligible for the SAEF program under EAF or ESNA are not required to meet certain PA eligibility requirements for shelter arrears payments. Unlike traditional PA shelter arrears requirements, households eligible for the SAEF program:

- May have foreseen the occurrence or situation giving rise to the need for shelter arrears assistance;
- May be unable to reasonably demonstrate an ability to pay future shelter expenses, including any amounts in excess of the appropriate agency maximum monthly shelter allowance;
- May have already received a shelter arrears payment within the prior five years; and/or
- May not be current on a shelter repayment agreement from a prior shelter arrears payment.

Households that qualify for the SAEF program under the ESNA income eligibility requirement are not subject to a repayment agreement. In addition, receipt of PA is not a requirement for determining eligibility for the SAEF program.

Districts must make sure they have policies and procedures in place to:

- Establish that the SAEF program recipient is the primary tenant/homeowner (e.g., require a lease or other documentation);

- Establish the shelter arrears amount due for the SAEF program household;
- Ensure that the SAEF program payment will be accepted to prevent eviction for a specified timeframe;
- Take reasonable steps to prevent the duplication of benefits;
- Issue a determination letter stating the amount approved, or a denial letter with the reason for denial;
- Establish a process for handling fraudulent applications, including a procedure for recovering funds, if necessary; and
- Establish a process for reviewing and considering appeals of applications that are denied.

Applications are to be accepted on a first come, first-served basis according to the eligibility parameters above and set forth at the local level. While districts have flexibility in determining the overall design of their local SAEF program, they are encouraged to make extra efforts to ensure prioritization of certain households, such as those with children under the age of six, single individuals with a history of housing instability, veterans, individuals and families experiencing domestic violence (DV), and other victims of violence. Although receipt of PA is not an eligibility requirement to receive payments through the SAEF program, operators are encouraged to refer SAEF program applicants to apply for applicable benefit programs, such as PA, HEAP, SNAP, Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

SAEF program payments will **not** be issued through the Welfare Management System (WMS). SAEF program payments must be made directly to the landlord/property owner on behalf of the tenant. Tenants, landlords, and/or property managers must be notified of SAEF program assistance provided on behalf of any SAEF program recipient.

Notifications regarding eligibility determinations (e.g., approvals and denials) must be maintained in the case record for a minimum of six years following submission of the program end summation report. Further information on the report can be found under section D. below.

#### C. Allocations

A total of \$10 million is available to support the SAEF program. The 2024-2025 SAEF program allocations are listed in Attachment A and have been determined based on ROS 2023 eviction rates as reported by the New York State Unified Court System. The program period for related expenditures is October 1, 2024, through September 30, 2025.

#### D. Reporting Requirements

As part of their participation in the SAEF program, districts must keep data about each household that participates in the program. Household-payment records, to be made available on audit, must include at a minimum:

Landlord EIN  
Landlord name or business name  
Landlord address  
Primary tenant name

Primary tenant DOB  
Primary tenant race/ethnicity  
Tenant address  
Date of SAEF program payment  
Months with arrears covered by SAEF program payment  
Total SAEF program payment  
Primary tenant has open PA case at time of payment yes/no  
Number of children in household at time of payment (0-N)  
Number of adults in household at time of payment (1-N)

Households whose landlords receive multiple payments on their behalf covering more than one period will have multiple records, one for each household/payment.

Using data above, districts will be required to submit a program end summation report to OTDA that includes the criteria used to determine eligibility, number of households served, the dollar value of arrears issued under the SAEF program, and basic demographic information on the households served. Demographic information must include:

Number of households served  
Number of households served for multiple periods  
Number and % of households with/without children  
Number and % of households with open PA case  
Age distribution of primary tenant  
Distribution of the number of children  
Distribution of total payment amount  
Distribution of race/ethnicity

Districts are encouraged to track and include other characteristics of landlords and tenants in their report. Districts must submit this information to the OTDA Temporary Assistance (TA) Bureau by October 31, 2025, via email at: [tabureau@otda.ny.gov](mailto:tabureau@otda.ny.gov).

The goal of reporting is to ensure the terms of the SAEF program are met in accordance with State legislation and to assess districts' emergency shelter arrears needs moving forward. It is the responsibility of the district to monitor any subcontracts. Districts must ensure the confidentiality of records concerning all SAEF program participants.

#### E. Claiming Instructions

Expenditures for the SAEF program should be claimed through the RF-17 claim package for special project claiming for the month(s) that the expenditures were made. These costs are first identified on the RF-2A claim package as F17 functional costs and reported in the F17 column on the LDSS-923 "Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries" and the LDSS-2347 "Schedule D "DSS Administrative Expenses Allocation and Distribution by Function and Program." After final accepting the RF-2A, the individual project costs are then reported under the project label "SAEF Program SFY2025" on the RF-17.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the LDSS-4975A "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs" while overhead costs are automatically brought over from the

RF2A, Schedule D and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time for the SAEF program must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on page 1 of the LDSS-923B "Summary - Administrative Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs."

Program costs should be reported as object of expense code 37 -- Special Project Program Expense on page 2 of the LDSS-923B "Summary - Program Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs."

Total project costs should be reported on the LDSS-4975 "Monthly Statement of Special Project Claims Federal and State Aid (RF-17)" as 100% state share excluding central services costs which are local share. Actual reimbursement will be based upon each district's allocation.

Claims for the period October 1, 2024, through September 30, 2025, must be final accepted in the Automated Claiming System (ACS) by February 13, 2026.

Further instructions for completing time studies; the LDSS-923, LDSS-923B and Schedule D; and the RF-17 claim package are found in Chapters 4, 7, and 18, respectively, of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available online at: <https://intranet.otda.ny.gov/bfdm/finance/>.

Any claiming questions should be directed to: Justin Gross at 518-474-7549 or [otda.sm.field\\_ops.i-iv@otda.ny.gov](mailto:otda.sm.field_ops.i-iv@otda.ny.gov).

#### **IV. Reimbursement Structure and Allowable Costs**

District allocations will be paid as claims are submitted to substantiate payment.

SAEF program funding is made available for districts to provide vital shelter arrears assistance to eligible households and as such, it is expected that a minimum of 90% of the funds will be used toward shelter arrears assistance in accordance with the guidelines outlined herein.

OTDA has set a 10% spending limitation on administrative costs. Agencies should limit the amount of administrative costs necessary to operate the SAEF program to maximize both the amount of funds available to pay shelter arrears and the number of households enrolled. The use of SAEF program funds for administrative purposes must be directly related to the provision of shelter arrears to eligible households. For districts opting to assign all or a portion of their SAEF program allocation to another public agency, contractor or local nonprofit organization, districts will be held liable for assigned funds not used in a manner consistent with the purpose of the SAEF program allocation.

Districts are required to submit all claims for reimbursement through the ACS regardless of whether they elect to operate the program in-house or transfer the administration to another entity. SAEF program claims must be for services provided between October 1, 2024, and

September 30, 2025, and must be claimed by February 13, 2026, per the instructions above.

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**Issued By:**

**Name:** Valerie T. Figueroa

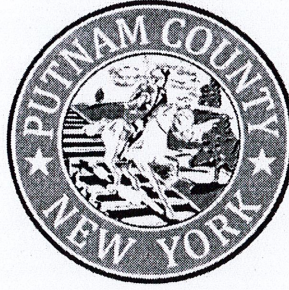
**Title:** Deputy Commissioner

**Division/Office:** Employment and Income Support Programs/Office of Temporary and Disability Assistance

District	2024-2025 Shelter Arrears Eviction Foreclosure Program Allocations
Albany	\$549,520
Allegany	\$13,581
Broome	\$245,099
Cattaraugus	\$47,149
Cayuga	\$69,443
Chautauqua	\$86,739
Chemung	\$96,733
Chenango	\$20,628
Clinton	\$52,146
Columbia	\$30,109
Cortland	\$43,818
Delaware	\$17,425
Dutchess	\$265,086
Erie	\$1,540,922
Essex	\$13,069
Franklin	\$14,734
Fulton	\$57,271
Genesee	\$33,056
Greene	\$25,112
Hamilton	\$5,000
Herkimer	\$30,493
Jefferson	\$94,170
Lewis	\$5,000
Livingston	\$27,418
Madison	\$23,575
Monroe	\$1,065,471
Montgomery	\$43,690
Nassau	\$585,394
Niagara	\$225,625
Oneida	\$256,118
Onondaga	\$592,569
Ontario	\$79,821
Orange	\$298,783
Orleans	\$29,596
Oswego	\$90,967
Otsego	\$18,962
Putnam	\$13,837
Rensselaer	\$244,331
Rockland	\$132,351
Saratoga	\$171,172
Schenectady	\$250,480
Schoharie	\$7,303
Schuyler	\$5,000
Seneca	\$18,578
St. Lawrence	\$45,612
Steuben	\$46,893
Suffolk	\$884,561
Sullivan	\$95,067
Tioga	\$16,784
Tompkins	\$51,890
Ulster	\$116,464
Warren	\$46,509
Washington	\$33,440
Wayne	\$54,196
Westchester	\$1,059,193
Wyoming	\$7,047
Yates	\$5,000



MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk

FROM: Michael J. Lewis, Commissioner of Finance - MJL

RE: **Budgetary Transfer - 25T071**

DATE: March 25, 2025

2025 MAR 26 PM 4:02  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of the Bureau of Emergency Services, the following budgetary transfer is recommended.

**GENERAL FUND:**

**Increase Appropriations:**

10398900 51094	BES - Temporary - Admin Staff	\$ 15,000.00
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**Decrease Appropriations:**

13398900 51094	BES - Temporary - Dispatch	\$ 15,000.00
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Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

Please refer to Commissioner Lipton's memorandum that's attached.

25T071





# PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES



Kevin M. Byrne  
County Executive

Robert A. Lipton  
Commissioner of Emergency Services

J. Ralph Falloon  
Deputy Commissioner of Emergency Services

Christopher E. Shields  
Director of Emergency Management

Robert Cuomo  
Director of Emergency Medical Services

## MEMORANDUM

**To:** Michael Lewis, Commissioner of Finance  
**From:** Robert A. Lipton, Commissioner  
**Re:** Budget Transfer Request  
**Date:** March 25, 2025

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The Bureau of Emergency Services is requesting a budgetary transfer in the amount of \$15,000 from BES Dispatch temporary budget line 13398900 51094 to BES temporary budget line 10398900 51094. This transfer is necessary due to two upcoming retirements of the Bureau's administrative staff.

Thank you.

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*Pers*  
*audit* **#7** *Rec'd*

**TO: Commissioner of Finance**

**FROM: Sheriff Kevin J. McConville**

**DEPT: Sheriff/Corrections**

**DATE: March 26, 2025**

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

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10105 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$6,853.00	cover OT cost for Month of February
10315000.51000.10115 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$6,968.00	cover OT cost for Month of February
10315000.51000.10121 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$4,963.00	cover OT cost for Month of February
10315000.51000.10131 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$7,008.00	cover OT cost for Month of February
10315000.51000.10147 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$6,738.00	cover OT cost for Month of February
10315000.51000.10153 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$4,793.00	cover OT cost for Month of February
10315000.51000.10156 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$4,793.00	cover OT cost for Month of February
<b>Total</b>		<b>\$42,116.00</b>	

**SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM**

2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

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

\_\_\_\_\_  
Date

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2025 MAR 28 AM 11:45

**AUTHORIZATION:**

Date

\_\_\_\_\_  
Commissioner of Finance/Designee: Initiation and \$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

**25T073**


P-1

Putnam County Sheriff's Department

Inter - Office Memorandum

Date: March 12, 2025

To: Sheriff Kevin McConville  
Undersheriff Thomas Lindert

From: Captain James Greenough 

Subject: FUNDS TRANSFER  
OVERTIME JAIL

Request the funds transfers below be approved to cover overtime costs that were incurred due to running the month of February 2025 with eight Correction Officer vacancies. There was also one Officer on (12 Week) FMLA. During the month of February there was an incarcerated individual admitted in December 2024 and was on a Constant Watch for the entire month of February. Approving the listed below lines will cover projected overtime costs.

Reduce 10315000.10105 Open Personnel Line Funds by \$6,853.00.  
Reduce 10315000.10115 Open Personnel Line Funds by \$6,968.00.  
Reduce 10315000.10121 Open Personnel Line Funds by \$4,963.00.  
Reduce 10315000.10131 Open Personnel Line Funds by \$7,008.00.  
Reduce 10315000.10147 Open Personnel Line Funds by \$6,738.00.  
Reduce 10315000.10153 Open Personnel Line Funds by \$4,793.00.  
Reduce 10315000.10156 Open Personnel Line Funds by \$4,793.00.  
and  
Increase 10315000.51093 Jail General Overtime by \$42,116.00.

*Green*

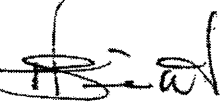
25T073

P-1

PUTNAM COUNTY SHERIFF'S DEPARTMENT  
INTER-OFFICE MEMORANDUM

March 20, 2025

TO: Sheriff Kevin J. McConville

FROM: Undersheriff Thomas Lindert 

SUBJECT: BUDGET TRANSFER REQUEST CORRECTIONS (page 2)

For the Vacant Salary Lines for the months of February and March it is requested that the below listed Personnel Lines be transferred to the Jail General Overtime Line:10315000.51093

Using Open Personnel Lines: 10315000.10105,10115,10121,10131,10147,10153, 10156.

Amount to be transferred to Jail General Overtime Line:10315000.51093

Total: \$86,336.00


The Overtime Used is broken down as follows:

January General Overtime: 691.75 hours.      January Medical Overtime: 1046.25

February General Overtime: 693.75 hours      February Medical Overtime: 613.75

March General Overtime: 348.50 Hours      March medical Overtime: 208.75

**Total Combined Overtime: 3602.75 Hours.**

March 25-2025  
ceppul. 

25T073

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*Per's* *B-50*  
*Audit* **#8**

**TO: Commissioner of Finance**

**FROM: Sheriff Kevin J. McConville**

**DEPT: Sheriff/Corrections**

**DATE: March 26, 2025**

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

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10105 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Med. Srvs: Overtime)	\$7,538.00	cover OT cost for Month of January
10315000.51000.10115 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Med. Srvs: Overtime)	\$8,013.00	cover OT cost for Month of January
10315000.51000.10121 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Med. Srvs: Overtime)	\$5,707.00	cover OT cost for Month of January
10315000.51000.10131 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Med. Srvs: Overtime)	\$8,059.00	cover OT cost for Month of January
10315000.51000.10147 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Med. Srvs: Overtime)	\$7,749.00	cover OT cost for Month of January
10315000.51000.10153 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Med. Srvs: Overtime)	\$5,512.00	cover OT cost for Month of January
10315000.51000.10156 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Med. Srvs: Overtime)	\$5,512.00	cover OT cost for Month of January
10315000.58002 (Jail General: FICA)	10008000.58002 (Jail Med. Srvs.: FICA)	\$3,679.00	cover related FICA Month of January
<b>Total</b>		<b>\$51,769.00</b>	

**SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM**

2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

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

\_\_\_\_\_  
Date

**AUTHORIZATION:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner of Finance/Designee: Initiation and \$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

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY  
2025 MAR 28 AM 11:45

**25T075**

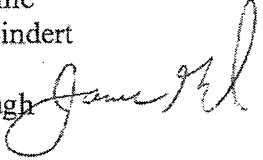
P-1

Putnam County Sheriff's Department

Inter - Office Memorandum

Date: March 12, 2025

To: Sheriff Kevin McConville  
Undersheriff Thomas Lindert

From: Captain James Greenough 

Subject: FUNDS TRANSFER  
OVERTIME JAIL

Request the funds transfers below be approved to cover overtime costs that were incurred due to running the month of January 2025 with eight Correction Officer vacancies. There was also one Officer on (12 Week) FMLA. During the month of January there was an incarcerated individual admitted in December 2024 and was on a Constant Watch for the entire month of January. Approving the listed below lines will cover projected overtime costs.

Reduce 10315000.10105 Open Personnel Line Funds by \$7,538.00.

Reduce 10315000.10115 Open Personnel Line Funds by \$8,013.00.

Reduce 10315000.10121 Open Personnel Line Funds by \$5,707.00.

Reduce 10315000.10131 Open Personnel Line Funds by \$8,059.00.

Reduce 10315000.10147 Open Personnel Line Funds by \$7,749.00.

Reduce 10315000.10153 Open Personnel Line Funds by \$5,512.00.

Reduce 10315000.10156 Open Personnel Line Funds by \$5,512.00.

and

Increase 10008000.51093 Jail Medical Services Overtime by \$48,090.00.

Reduce 10315000.58002 Jail General FICA by \$3,679.00 and

Increase 10008000.58002 Jail Medical Services FICA by \$3,679.00.

*mel*

25T075

P-1

PUTNAM COUNTY SHERIFF'S DEPARTMENT  
INTER-OFFICE MEMORANDUM

March 20, 2025

TO: Sheriff Kevin J. McConville

FROM: Undersheriff Thomas Lindert 

SUBJECT: BUDGET TRANSFER REQUEST CORRECTIONS

A budget transfer is requested for the replenishment of the Corrections Overtime lines.

Beginning on January 1, 2025, the Sheriff's Correctional Facility had 8 vacant positions and one Correction's Officer on Family Medical Leave. This has left us with a severe staffing shortage.

As part of this shortage, we exhausted the prior Corrections Officer Civil Service List. There were no available candidates to hire, pending the publication of a new list.

During January and February of 2025, the Correctional Facility conducted 2,161 hours of constant watches resulting in the expenditure of \$70,449.61 in overtime.

The staffing shortage has left open shifts that are filled overtime.

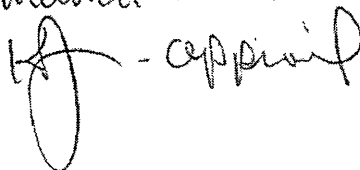
It is requested that the below empty personnel lines for January be transferred as follows:

Reduce Personnel Lines: 10315000.10105, 10115, 10121, 10131, 10147, 10153, 10156. for the month of January 2025, by a total of \$48,090.00

Increase Jail Medical Overtime Line 10008000.51093: \$48,090.00

Increase Jail Medical Overtime FICA by \$3,679.00

Reduce: Jail General FICA by \$3,679.00

March 25-2025  
 - approved

25T075



COUNTY OF PUTNAM  
FUND TRANSFER REQUEST

Rev.  
Audit

ResD  
#9

TO: Commissioner of Finance

FROM: Sheriff Kevin J. McConville

DEPT: Sheriff/Corrections

DATE: March 26, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10105 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$7,196.00	cover OT cost for Month of March
10315000.51000.10115 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$7,316.00	cover OT cost for Month of March
10315000.51000.10121 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$5,211.00	cover OT cost for Month of March
10315000.51000.10131 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$7,358.00	cover OT cost for Month of March
10315000.51000.10147 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$7,075.00	cover OT cost for Month of March
10315000.51000.10153 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$5,032.00	cover OT cost for Month of March
10315000.51000.10156 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$5,032.00	cover OT cost for Month of March
Total		\$44,220.00	

SIGNATURES NOT NEEDED - THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

Department Head Signature/Designee

Date

AUTHORIZATION:

Date

Commissioner of Finance/Designee: Initiation and \$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

2025 MAR 28 AM 11:45  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, IN

25T076

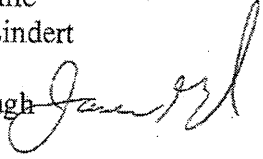
P-1

Putnam County Sheriff's Department

Inter - Office Memorandum

Date: March 12, 2025

To: Sheriff Kevin McConville  
Undersheriff Thomas Lindert

From: Captain James Greenough 

Subject: FUNDS TRANSFER  
OVERTIME JAIL

Request the funds transfers below be approved to cover overtime costs that were incurred due to running the month of March 2025 with eight Correction Officer vacancies. There was also one Officer on (12 Week) FMLA and one Officer on 207C. During the month of March there was an incarcerated individual admitted in December 2024 and was on a Contant Watch for the entire month of March.

Approving the listed below lines will cover projected overtime costs.

Reduce 10315000.10105 Open Personnel Line Funds by \$7,196.00.

Reduce 10315000.10115 Open Personnel Line Funds by \$7,316.00.

Reduce 10315000.10121 Open Personnel Line Funds by \$5,211.00.

Reduce 10315000.10131 Open Personnel Line Funds by \$7,358.00.

Reduce 10315000.10147 Open Personnel Line Funds by \$7,075.00.

Reduce 10315000.10153 Open Personnel Line Funds by \$5,032.00.

Reduce 10315000.10156 Open Personnel Line Funds by \$5,032.00.

and

Increase 10315000.51093 Jail General Overtime by \$44,220.00.

26,336 -  
General

25T076

COUNTY OF PUTNAM  
FUND TRANSFER REQUEST

OK P's  
cc: all  
A+A - sign  
5.97  
#10

TO: Commissioner of Finance  
FROM: Jennifer Cassidy  
DEPT: Putnam County Historian's Office  
DATE: April 1, 2025


I hereby request approval for the following transfer of funds:

FROM ACCOUNT# / NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
Temporary 10751000 51094	Contracts 10751000 54646	10,000.00	Funds needed for presenters and reenactors for Historians Pavilion at county fair, 2025.

2025 APR - 1 PM 3:53  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

20\_\_25 Fiscal Impact \$ 0

20\_\_26 Fiscal Impact \$ 0

  
Department Head Signature/Designee 4/1/2025 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

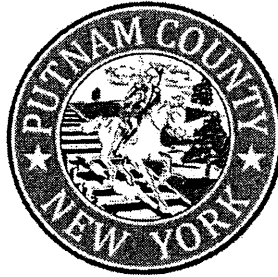
Date \_\_\_\_\_ Chairperson Audit /Designee: \$0 - \$10,000.00

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

25T078



MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk

FROM: Michael J. Lewis, Commissioner of Finance - MJL

RE: **Budgetary Transfer - 25T080**

DATE: April 1, 2025

2025 APR - 1 PM 3:53  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Chief of Staff to the District Attorney, the following budgetary transfer is recommended.

**Increase Appropriations:**

10116500 51000 (10135)	DA - Principal Office Asst (Legal)	\$ 53,945.00
------------------------	------------------------------------	--------------

**Decrease Appropriations:**

10116500 51000 (10120)	DA - Sr. Office Asst (Legal)	\$ 50,613.00
10116500 51000 (10131)	DA - Sr. Office Asst (Legal)	3,332.00

Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ TBD

Please refer to Ms. Rizzo's memorandum that's attached. The amounts above assumes an effective date back to March 1, 2025. This position reclass will be a Grade 12 Step 3 CSEA with a salary of \$64,589 effective 1/1/2025 pursuant to the CSEA contract.

25T080

**CHIEF ASSISTANT DISTRICT ATTORNEY**  
Chana Krauss

**FIRST ASSISTANT DISTRICT ATTORNEY**  
Breanne Smith



**ASSISTANT DISTRICT ATTORNEYS**

Nicole Camillone  
Joseph Charbonneau  
Mackenzie Ferguson  
Melissa Lynch  
MaryJane MacCrae  
Jason Marquard  
Luciana Savone

**ROBERT V. TENDY**  
District Attorney

**MEMORANDUM**

March 28, 2025

**TO:** Paul Jonke, Legislator, Personnel Chairman  
**FROM:** Christina Rizzo, Chief of Staff to the District Attorney  
**SUBJECT:** Reclassification

The Personnel Department recently conducted a job analysis review of a clerical position in our department. The review was initiated on February 3, 2025, and after all information was considered, the Personnel Department has concluded that the position is properly entitled Principal Office Assistant Legal. As a result of the vacancy savings of \$16,813. This recommendation will be at no extra cost to the County for 2025.

Please refer this request to the Personnel committee for their review.

Thank you for your consideration of this request. I, along with Personnel Officer Paul Eldridge, will be in attendance at the April Personnel Committee meeting to answer any questions.

cc: Robert V. Tendy, District Attorney  
James Burpoe, Deputy County Executive  
Michael Lewis, Commissioner of Finance  
Paul Eldridge, Personnel Officer

attachments:

Principal Office Assistant Legal Job Specification  
Reclassification Letters from the Personnel Department

PAUL ELDRIDGE  
PERSONNEL OFFICER



KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

March 7, 2025

Classification/Reclassification Notice

Robert Tendy  
Putnam County District Attorney

Via email

Dear Mr. Tendy,

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 2/3/2025
- ☐ New Position Duties Statement (Form 222) Dated \_\_\_\_\_
- ☐ 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 Principal Office Assistant (Legal) 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.

Very truly yours,

Patricia Rau  
Principal Personnel Specialist

PAUL ELDRIDGE  
PERSONNEL OFFICER



KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

Classification/Reclassification Checklist

Name: Christina Rizzo Title: Chief of Staff  
Municipality: \_\_\_\_\_ Department: District Attorney  
Preferred contact information: Christina.Rizzo@putnamcountyny.gov  
or Extension 49276

For employee title re-classification:

- ☒ We plan on requesting and funding approval for this classification
- ☐ We have financial approval for this classification, please send the current eligible list/order exam
- ☐ We do not plan on moving forward with this classification, please advise as to how/if this will affect the subject employee
- ☐ We do not agree with this re-classification decision. Please advise as to next steps

For new titles:

- ☐ We plan on moving forward with this classification
- ☐ We have financial approval for this classification, please send the current eligible list/order exam
- ☐ We have a provisional/internal applicant we would like to place in this position.  
The name of the employee is \_\_\_\_\_.
- ☐ We do not have an internal applicant and/or we would like to hold an Open Competitive Exam if there is no list.

The approved salary for this title is : \_\_\_\_\_.

Important Notes:

- Position(s) titles listed as PJC (pending jurisdictional classification) will require a request by our office to the New York State Civil Service Commission for approval to add such titles to the Putnam County Civil Service Rules and Appendices. Please contact our office for further guidance.
- Before appointing a provisional- **please be sure that they meet the minimum qualifications.** They will not be allowed to take the test if they do not meet the minimum qualifications.
- Provisional appointments will affect your employee probationary period. As per recent NYS legislation, *all* concurrent time spent as a provisional in the title an employee becomes permanent in, directly before their permanent appointment, must count as part of the probationary period. Therefore, if an employee is provisional longer than the probationary period, once they receive their permanent appointment, they will be permanent and will have completed their probationary period.

PUTNAM COUNTY PERSONNEL DEPARTMENT

110 Old Route Six, Building Three  
Carmel, NY 10512  
Tel: 845-808-1650 Fax: 845-808-1921  
www.putnamcountyny.gov/personneldept



## PRINCIPAL OFFICE ASSISTANT (LEGAL)

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional level office/clerical and administrative work performed to support the efficient operation of a public law office. Work involves the operation of office related technologies in the preparation and storing of legal documents and correspondence. Work is performed under general supervision of the department head, and direct supervision of higher-level administrators. Supervision is not a responsibility of this position. The Principal Office Assistant (Legal) is distinguished from the Senior Office Assistant (Legal) by the greater complexity of related duties. Performs related work as required.

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

- Operates a personal computer for the purpose of creating spreadsheets, correspondence, and reports, as well as using calendar, e-mail and database software;
- Operate a variety of office machines such as calculators, scanners, printers, copy machines and other office equipment;
- Prepares legal memoranda for attorney review;
- Performs a variety of tasks using computerized legal research;
- Prepares and processes legal correspondence and documents such as 710.30 notices, 370.15 notices, Body Orders, 450 notices, Declarations of Delinquency, SCI letters, Affidavits of Service and PSI packets, as requested by Probation Department;
- Reviews data for completeness, accuracy and conformity with established procedures and answers, difficult questions related thereto;
- Collects, compiles, records, and files a variety of records, reports, statistics and other related information and maintains same;
- Handles the intake and routing of mail and legal motions, notices, etc. pertaining to assigned courts;
- Answers and screens telephone calls, greets and directs visitors, takes messages and responds to requests for routine information in accordance with office procedures;
- May collect fees and accounts for monies received;
- Performs a variety of related activities as required.

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

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

Thorough knowledge of modern public law office methods and procedures, legal forms and legal terminology. Thorough knowledge of executive secretarial skills including correct English usage, grammar, spelling, and legal formatting; working knowledge of legal terminology; good knowledge of the capabilities of computer systems equipment and software for legal documents; Good knowledge of the operations of a public law office; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate effectively, both orally and in writing; ability to understand and follow oral and written instructions; ability to verbally express facts in a concise manner;

PRINCIPAL OFFICE ASSISTANT (LEGAL)

(CONT'D)

ability to establish and maintain effective working relationships; accuracy; resourcefulness; initiative; good judgment; tact; neat appearance; organization; and courtesy.

MINIMUM QUALIFICATIONS:

- a) Associates degree and three (3) years of office clerical experience, one (1) of which must have involved the producing and processing of legal correspondence and documents; or
- b) Graduation from high school or possession of a comparable diploma and five (5) years of office clerical experience, one (1) of which must have involved the producing and processing of legal correspondence and documents; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

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.

COUNTY OF PUTNAM

cc: all  
Pers  
A+A

Reso

#12

FUND TRANSFER REQUEST #588

TO: Commissioner of Finance  
FROM: William A. Orr, Jr., Senior Fiscal Manager  
DEPT: Health  
DATE: March 18, 2025

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2025 APR -2 PM 1:29

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT
12022000-51000 (101) vacant - P.H. Sanitarian	12401002-51000-10050 (101) Environmental Aid (step 2)	\$ 5,352.00
12022000-51000 (101) vacant - P.H. Sanitarian	12401002-58002-10050 FICA - DEP	405.00

PURPOSE:

Adjust budget and fringe in DEP budget to reflect correct salary and fringe (see attached supporting documentation).

2025 Fiscal Impact \$ 0.00

2026 Fiscal Impact \$ 0.00

Department Head Signature/Design. 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

25T081

**Michele Alfano-Sharkey**

---

**From:** William Orr  
**Sent:** Tuesday, April 1, 2025 11:58 AM  
**To:** Michele Alfano-Sharkey  
**Cc:** Nancy Collier; Milena Berardi  
**Subject:** Environmental Health Aide requested transfer  
**Attachments:** DOC040125-04012025015820.pdf

Hi Michele,

Attached is the back up documentation for the requested transfer.

The request to begin our Environmental Health Aide position on step 2 was approved on 9/13/2024.

The final approval of this request was past the date to be included in the 2025 budget, per finance.

Finance informed us that a transfer would be required in year 2025.

We are requesting attached transfer to fully fund the Environmental Health Aid position in 2025.

This request has 0 fiscal impact.

Bill

William A. Orr, Jr.  
Fiscal Manager  
Putnam County Department of Health  
1 Geneva Road  
Brewster, New York 10509  
Phone: 845-808-1390 ext. 43146  
Fax: 845-808-1916  
Email: [william.orr@putnamcountyny.gov](mailto:william.orr@putnamcountyny.gov)

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



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

## **MEMORANDUM**

**TO:** Kevin Byrne, County Executive; Paul Eldridge, Personnel Officer

**FROM:** Michael Nesheiwat, MD, Interim Commissioner of Health

**DATE:** August 30, 2024

**RE:** Environmental Health Aide salary justification -

My department is in the process of working to fill a non-competitive Environmental Health Aide position that has recently been vacated. We have identified \_\_\_\_\_ who is currently employed with our department as a student Environmental Health Aide, as a great replacement for this position and we have made him a Conditional Offer of Employment.

James has a Bachelor of Science in Public Health degree and is currently pursuing his Master of Public Health degree. This is James' second summer with our department, and he also was employed during his winter break this past December/January and completed a Food Service Inspector Training during that time.

James' education and experience in our department has prepared him to excel in the Environmental Health Aide position. He is capable of independently performing field work and lower-level inspections in a variety of programs. Therefore, I request that James Danvin be hired at a "step 2" salary in this position.

Please also note that the appropriate funding for this request is already in place in the approved budget.

# FUND TRANSFER REQUEST

cc: all  
PERS.  
A+1A

RC50

#13

TO: Commissioner of Finance  
FROM: Marlene Barrett  
DEPT: Office for Senior Resources  
DATE: 04/01/2025

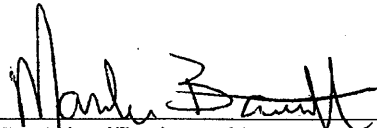
2025 APR -2 PM 1:28  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

I hereby request approval for the following amendment of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# NAME	AMOUNT	PURPOSE
10677200-51000.10110	10677200-51000.10136	\$ 53,146.00	To correct previous budget transfer entered.
10677200-51000.10159	10677200-51000.10129	\$ 47,130.00	To reallocate salaries to the correct budget line
10677200-51000.10160	10677200-51000.10143	\$ 53,983.00	so they align with the grant they are charged to.
10677200-51000.10161	10677200-51000.10144	\$ 44,885.00	"
10677200-51000.10162	10677200-51000.10149	\$ 84,050.00	"
		<u>\$283,194.00</u>	

2025 Fiscal Impact \$ 0.00

2026 Fiscal Impact \$ 0.00

  
Dept Head/Designee Signature

04/01/2025  
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

25T088

PUTNAM COUNTY LEGISLATURE

Resolution #75

Introduced by Legislator: Paul Jonke on behalf of the Personnel Committee at a Regular Meeting held on March 4, 2025.

page 1

**APPROVAL – FUND TRANSFER (25T037) – OSR – PERSONNEL - REALLOCATE SALARIES TO APPROPRIATE GRANT**

WHEREAS, the Deputy Director of Office for Senior Resources has requested a fund transfer (25T037) to reallocate salaries to the appropriate grant they are charged to; and

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

RESOLVED, that the following fund transfer be made:

**Decrease:**

10677700 51000 10110	Driver	53,146
10677200 51000 10136	Driver	50,822
10677400 51000 10135	Nutrition Site Manager	44,886
10677400 51000 10109	Nutrition Site Manager	47,130
10677400 51000 10105	Nutrition Site Manager	53,983
10677400 51000 10106	Nutrition Site Manager	44,885
10677400 51000 10132	Nutrition Services Manager	84,050
10677400 58002	FICA	21,033
10677200 58002	FICA	3,888
10677700 58002	FICA	4,066
		<u>407,889</u>

**Increase:**

10677200 51000 10110	Driver	53,146
10677700 51000 10110	Driver	50,822
10677200 51000 10158	Nutrition Site Manager	44,886
10677200 51000 10158 <sup>59 Ad.</sup>	Nutrition Site Manager	47,130
10677200 51000 10160	Nutrition Site Manager	53,983
10677200 51000 10161	Nutrition Site Manager	44,885
10677200 51000 10162	Nutrition Services Manger	84,050
10677200 58002	FICA	21,033
10677700 58002	FICA	3,888
10677200 58002	FICA	4,066
		<u>407,889</u>

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

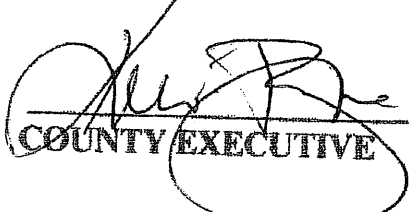
BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

State of New York

ss:

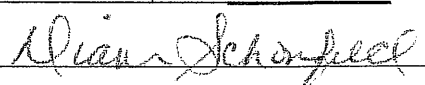
County of Putnam

APPROVED

  
COUNTY EXECUTIVE  
3/18/25  
DATE

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on March 4, 2025.

Dated: March 10, 2025

Signed: 

Diane Schonfeld  
Clerk of the Legislature of Putnam County



COUNTY OF PUTNAM  
FUND TRANSFER REQUEST

cc: all  
A+A - sign

sign

#14

TO: COMMISSIONER OF FINANCE  
FROM: CATHERINE CROFT/KELLY PRIMAVERA  
DEPT: BOARD OF ELECTIONS  
DATE: 4/16/2025

I hereby request approval for the following transfer of funds:

FROM	TO	AMOUNT	PURPOSE
ACCOUNT#/NAME	ACCOUNT #/NAME		
10145000 52680	10145000 54783	\$16,500	ELECTION NIGHT REPORTING
OTHER EQUIPMENT	LICENSING & ACCESSORIES		

\$16,500

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$\_0\_\_

2026 Fiscal Impact \$\_0\_\_

2025 APR 18 AM 11:14  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

AUTHORIZATION:

\_\_\_\_\_  
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

25T102





Quote  
# QT-000049

13475 Atlantic Blvd Suite 8  
Jacksonville, Florida 32225  
888-839-5984  
www.enhancedvoting.com

Bill To  
**Putnam County Board of Elections, NY**  
25 Old Route 6  
Carmel, New York 10512

Quote Date : April 04, 2025  
Expiry Date : May 10, 2025

#	Item & Description	Qty	Rate	Amount
1	<b>Enhanced Results</b> Election Night Reporting 4-Year Agreement: Enhanced Results is a premier election night reporting solution that displays real-time election results on a custom public website using interactive maps and graphs for an engaging voter experience. With an intuitive search feature for quick and efficient public access, voters stay in the know throughout the election with continuously updated results. Enhanced Results supports the import of election results from the tabulation system as well as manual entry for any hand counted ballots. It also provides New York-specific results reports, such as summary results by contests, results by contests at the district level, various HTML and excel reports, as well as the New York Statement of Canvass.	4	16,500.00	66,000.00
			<b>Total</b>	<b>\$66,000.00</b>

#### Notes

Each software module listed in this quote is priced on an annual cost basis (SaaS model) unless otherwise specified. Enhanced Voting appreciates your interest in our software solutions and we look forward to the opportunity to work with you in the near future.

Authorized Signature \_\_\_\_\_



**BOARD OF ELECTIONS  
COUNTY OF PUTNAM**  
25 Old Route 6, Carmel, New York 10512  
(845) 808-1300 • Fax (845) 808-1920  
<https://boe.putnamcountyny.gov>

*Commissioners*  
CATHERINE P. CROFT  
KELLY K. PRIMAVERA

## **MEMORANDUM**

TO: Diane Schonfeld, Clerk, County Legislature

FROM: Catherine P. Croft, Commissioner  
Kelly K. Primavera, Commissioner

DATE: April 18, 2025

RE: Fund Transfer Request of \$16,500.00 for Enhanced Voting

Putnam County Board of Elections is requesting that this fund transfer be placed on the Audit Committee Agenda April 28, 2025. The Board would like to be able to use the upgraded software for June 24<sup>th</sup> Primary.

Thank you for your consideration.

MICHAEL J. LEWIS  
*Commissioner of Finance*



cc: all  
A+A Reso

SHEILA BARRETT  
*First Deputy Commissioner of Finance*

ALEXANDRA GORDON  
*Deputy Commissioner of Finance*

#15

DEPARTMENT OF FINANCE

**MEMORANDUM**

TO: Diane Schonfeld, Legislative Clerk

FROM: Michael J. Lewis, Commissioner of Finance - MJL

RE: **NYCLASS Merger with NYLAF**

DATE: April 2, 2025

---

Back on March 25, 2025, our Relationship Manager, Ms. Brady Brucato, notified our office that New York Liquid Asset Fund (NYLAF) which is one of our the County's eligible cash management programs pursuant to Chapter 41-10 of the Putnam County Charter is merging with our other cash management program, New York Cooperative Liquid Security System (NYCLASS). Effective July 1<sup>st</sup>, the merger will commence and all of the County's NYLAF assets which as of 3/31/2025 is \$10,489,687.51 will transfer into the County's existing NYCLASS accounts.

As a formality, NYCLASS has asked the County to present a resolution to the Legislature recognizing and amending the current agreement between the County and NYCLASS. Please refer to the attached for further review.

2025 APR -2 PM 1:28  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (Section 119-o) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, towns and villages, and districts] to enter into, amend, cancel, and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers, and duties on a cooperative or contract basis;

WHEREAS the County of Putnam, New York wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of August 1, 2023;

WHEREAS the County of Putnam, New York wishes to satisfy the safety and liquidity needs of their funds;

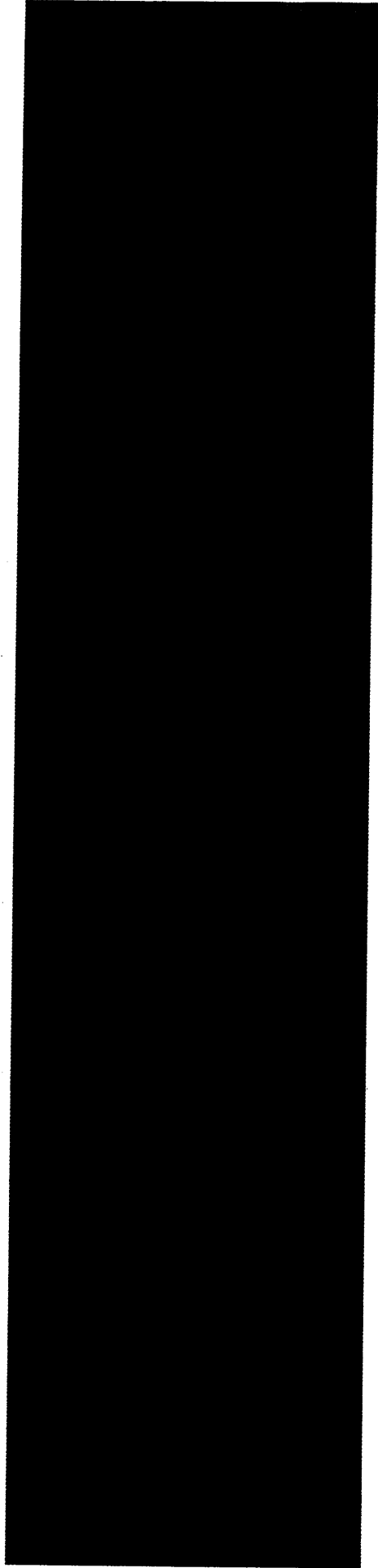
Now, therefore, it is hereby resolved as follows:

That the Commissioner of Finance of Putnam County New York is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Cooperation Agreement Amended and Restated as of August 1, 2023.



ASBO NY's Strategic Partner  
for Investing Public Funds

**ASBO**  
NEW YORK  
ASSOCIATION  
OF SCHOOL  
BUSINESS OFFICIALS



## NYLAF Update

### **New York Liquid Asset Fund ("NYLAF")**

300 Westage Business Center Drive, Suite 405

Fishkill, NY 12524

**1-866-996-9523**

[nylaf@pmanetwork.com](mailto:nylaf@pmanetwork.com)

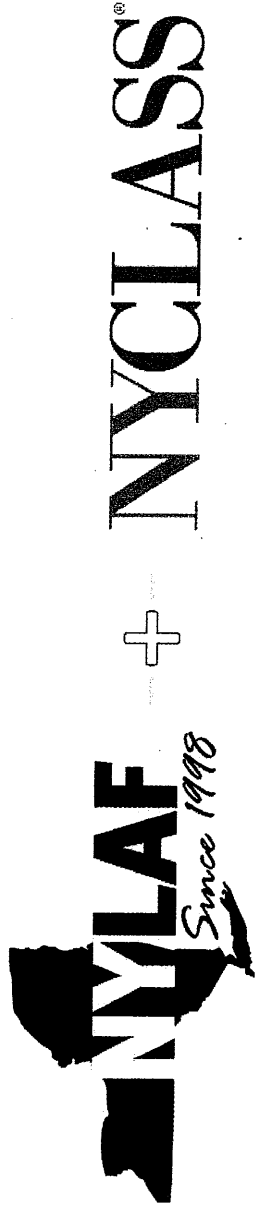
[nylaf.org](http://nylaf.org)

## Exciting News: Strength in Collaboration

- The PMA Companies (“PMA”) and Public Trust Advisors, LLC (“Public Trust”) have combined to offer financial solutions that strengthen communities nationwide.
- Together, Public Trust and PMA now collectively serve approximately 12,000 local governments and school districts nationwide.
- With this Collaboration, two industry leading service teams are now available to serve all entities together bringing an enhanced experience for all New York Participants.

# What Does This Mean For NYLAF and NYCLASS?

- As a result of this merger of these companies, there is now an overlap in service providers to both NYLAF and NYCLASS
- After careful Consideration and thorough evaluation of the best path forward, both NYLAF and NYCLASS Board of Directors have agreed to merge the Cooperative Programs out of the best interest of the Participants



## Key Benefits of Merger

- Expanded Professional Resources
- Alignment with Core Objectives
- Expanded Products and Services
- Continuity of Leadership



# Expanded New York Relationship Team



**Rajesh (RC) Chainani**  
SVP, Head of Business  
Development



**Mike Marino**  
Associate VP,  
Relationship Manager



**Peter Rizzo**  
Director, Pooled  
Investments



**Lyn Derway**  
Director,  
Investment Services



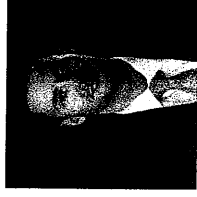
**Ken Shuler**  
VP, Senior Relationship  
Manager



**Brady Brucato**  
Associate VP,  
Relationship Manager



**Michael Stramara**  
SVP, Senior Relationship Officer



**Chris Starr**  
Director,  
Investment Services



**Aaron Fricke**  
Associate VP,  
Relationship Manager



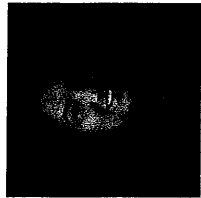
**Nate Waldron**  
Associate VP, Relationship  
Manager



**Kathy Saville**  
Director,  
Investment Services



**Joel Friedman**  
Senior Director,  
Investment Services



**Brittany Woodruff**  
VP, Relationship Manager



## Seamless Integration

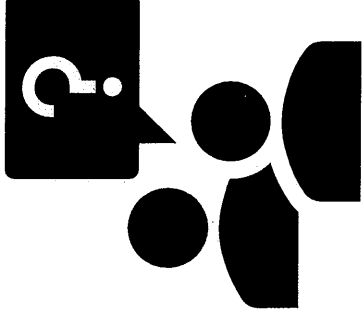
- Account structure(s) will remain the same
- Investment holdings will transfer automatically
- Secure online access will remain the same
- State aid and checking services will remain the same

## Next Steps

- Everyone will receive an outreach from relationship management team
- Pass a one (1) page NYCLASS resolution if you are not a member already
- Approve the transfer of assets to NYCLASS on July 1<sup>st</sup>, 2025, via an upcoming email scheduled to be sent on March 31<sup>st</sup>
- Operate as normal and the transfer will happen automatically on July 1<sup>st</sup>

# ***Thank you!***

# ***Questions?***



# Disclaimer

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**ROUTING & APPROVAL LIST**

cc:all  
A&A RESO

#16

Cover Sheet for Correction of Assessment Rolls & Tax Rolls

\*\*\*\*\*

Corrections (RP-554) Or Refunds (RP-556) in the Amount of \$2,500 or Above

\*\*\*\*\*

Supporting Documents are Attached. All Undersigned please **Approve** and **Date**

\*\*\*\*\*

Paul Mykle 3/11/25  
Signature Date

DIRECTOR OF REAL PROPERTY  
TAX SERVICES

M/L 3/11/25  
Signature Date

COMMISSIONER OF FINANCE

C. P. S. J. in 3-17/25  
Signature Date

DEPARTMENT OF LAW

Kearney 3/24/25  
Signature Date

COUNTY EXECUTIVE

\_\_\_\_\_  
Signature Date

CLERK OF THE BOARD OF LEGISLATORS

\_\_\_\_\_  
Signature Date

COUNTY AUDITOR

\_\_\_\_\_  
Signature Date

DIRECTOR OF REAL PROPERTY  
TAX SERVICES

\_\_\_\_\_  
Signature Date

COMMISSIONER OF FINANCE

2025 APR -2 PM 4:40  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

DATE: 01/16/2025

---

NAME	Steven J. Facinelli	TOWN :	Carmel
	Mildred Rabry-Facinelli		
ADDRESS:	11 Meadow Drive	SCHOOL:	Carmel Central Schools
	Carmel, NY 10512	TAX MAP #	55.19-1-19.1

---

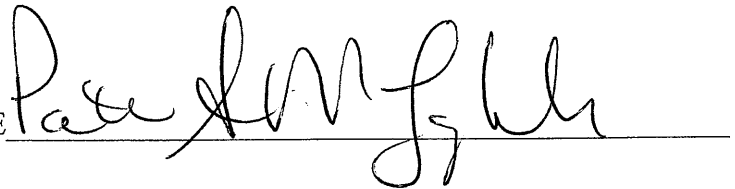
Pursuant to Real Property Tax Law §554 as defined in section §550 (2) (e), a clerical error has occurred on this parcel. A property management charge from the Town of Carmel was omitted as an additional line item on the 2025 County Town bill. The taxing jurisdictions are to correct the tax rolls and issue a corrected bill.

Tax Jurisdiction:	Amount Paid	Corrected Amt.	Correction to 2025 County/Town
2025 County Town	18,524.71	21,324.71	2,800.00
Total	18,524.71	21,324.71	2,800.00

County impact -0-

THIS APPLICATION IS: APPROVED ☒ DENIED ☐

SIGNATURE





Department of Taxation and Finance  
Office of Real Property Tax Services

# Application for Corrected Tax Roll

**RP-554**  
(12/19)

## Part 1 – General information: To be completed in duplicate by the applicant.

Names of owners <b>Steven J Facinelli / Mildred Rabry-Facinelli</b>		
Mailing address of owners (number and street or PO box) <b>11 Meadow Drive</b>		Location of property (street address) <b>11 Meadow Drive</b>
City, village, or post office <b>Carmel</b>	State <b>NY</b>	ZIP code <b>10512</b>
Daytime contact number	Evening contact number	Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) <b>55.19-1-19.1</b>
Account number (as appears on tax bill)		Amount of taxes currently billed <b>18,524.71</b>
Reasons for requesting a correction to tax roll: Office of Real Property did not have the newly created special district code for Property Management Charge in the Town of Carmel database properly coded and added into RPS when running the tax roll. Therefore, the Property Management Charge of \$2,800 did not get transferred onto the property. See Town resolution authorizing this charge.		

I hereby request a correction of tax levied by Putnam County Legislature for the year(s) 2025.  
(County, city, village, etc.)

Signature of applicant 	Date <b>12-31-2024</b>
----------------------------	---------------------------

## Part 2 – To be completed by the County Director or Village Assessor. Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls.

Date application received <b>12-31-2024</b>	Period of warrant for collection of taxes <b>01-01-2025 – 4/1/2025</b>
Last day for collection of taxes without interest <b>01-31-2025</b>	Recommendation <b>Approve application <input checked="" type="checkbox"/> Deny application <input type="checkbox"/></b>
Signature of official 	
Date <b>12-31-2024</b>	

If approved, the County Director must file a copy of this form with the assessor and board of assessment review of the city/town/village of T/Carmel who must consider the attached report and recommendation as equivalent of petitions filed under section 553.

## Part 3 – For use by the tax levying body or official designated by resolution \_\_\_\_\_ : (insert number or date, if applicable)

Application approved (mark an X in the applicable box):

Clerical error ☒ Error in essential fact ☐ Unlawful Entry ☐

Amount of taxes currently billed <b>18,524.71</b>	Corrected tax <b>21,324.71</b>
Date notice of approval mailed to applicant	Date order transmitted to collecting officer

Application denied (reason): _____
---------------------------------------

Signature of chief executive officer, or official designated by resolution	Date
--	------



## Instructions

### General information

#### Where to send

Submit two copies of this application to the County Director of Real Property Tax Services (in Nassau and Tompkins Counties, submit to Chief Assessing Officer).

#### When to send

Submit the application only **before** the collection warrant expires.

#### Wholly exempt parcel

Attach statement signed by assessor or majority of board of assessors substantiating that assessor obtained proof that parcel should have been granted tax exempt status on tax roll.

### Payment requirements

You may pay without interest and penalties **only if**:

- the application was filed with the County Director on or before the last day that taxes may be paid without interest (see *Date application received* in Part 2); and
- you pay the corrected tax within eight days of the date on which the notice of approval is mailed to the applicant (see Part 3).

If either of these conditions is not satisfied, interest, penalties, or both must be paid on the corrected tax.

---

### For use by Collecting Officer:

Order from tax levying body received on \_\_\_\_\_ .  
Date

Corrected tax due	Date tax roll corrected
Interest and penalties (if applicable)	Date tax bill corrected
Total corrected tax due	Date application and order added to tax roll
Date payment received	

Signature of collecting officer	Date
---------------------------------	------

Original Bill

**COUNTY OF PUTNAM & TOWN OF CARMEL  
2025 COUNTY & TOWN TAXES**

Bill No. 003678  
Sequence No. 2152  
Page No. 1 of 2

\* For Fiscal Year 01/01/2025 to 12/31/2025

\* Warrant Date 12/19/2024

**MAKE CHECKS PAYABLE TO:**

Kathleen S. Kraus  
Receiver of Taxes  
Town of Carmel  
PO Box 887, Mahopac, NY 10541  
(845) 628-1500

**TO PAY IN PERSON**

CARMEL TOWN HALL  
60 McAlpin Ave., Mahopac, NY  
Mon - Fri, 8:30 am - 4:30 pm  
Saturdays In January, 9am-12pm  
(1/4, 1/11, 1/18, 1/25)

Facinelli Steven J  
Rabry-Facinelli Mildred  
11 Meadow Dr  
Carmel, NY 10512

**SWIS S/B/L ADDRESS & LEGAL DESCRIPTION & CK DIGIT****372000 55.19-1-19.1****Address:** 11 Meadow Dr**Town of:** Carmel**School:** Carmel Central**NYS Tax & Finance School District Code:**

210 - 1 Family Res Roll Sect. 1

**Parcel Dimensions:** 157.00 X 0.00**Account No.****Bank Code****Estimated State Aid:** TOWN 140,362

540,600

100.00

540,600

**PROPERTY TAXPAYER'S BILL OF RIGHTS**

The Total Assessed Value of this property is:

The Uniform Percentage of Value used to establish assessments in your municipality was:

The assessor estimates the Full Market Value of this property as of July 1, 2023 was:

If you feel your assessment is too high, you have the right to seek a reduction in the future. A publication entitled "Contesting Your Assessment in New York State" is available at the assessor's office and on-line: [www.tax.ny.gov](http://www.tax.ny.gov). Please note that the period for filing complaints on the above assessment has passed.

Exemption	Value	Tax Purpose	Full Value Estimate	Exemption	Value	Tax Purpose	Full Value Estimate
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**PROPERTY TAXES**

Taxing Purpose	Total Tax Levy	% Change From Prior Year	Taxable Assessed Value or Units	Rates per \$1000 or per Unit	Tax Amount
County Tax	46,212,312	0.0	540,600.00	2.340004	1,265.01
Town Tax	26,437,405	4.0	540,600.00	4.119954	2,227.25
Sch Relevy 24/25					11,846.39
Ambulance #1	TOTAL 284,700	8.4	540,600.00	.193631	104.68
Fire #3	TOTAL 1,001,000	3.9	540,600.00	1.071748	579.39
Reed Library	TOTAL 379,516	10.8	540,600.00	.226506	122.45
Carmel Refuse Pail	UNITS 1.00		1.00	449.640288	449.64
Sewer #2 O&M	UNITS 1.70		1.70	240.284108	408.48
Sewer #2a Cap	UNITS C 0.69		0.69	99.996485	69.00
Unpaid Water			0.00		476.40
Water Penalty			0.00		152.64
Carmel Water #2	TOTAL C 1,593,422	-0.6	540,600.00	1.523085	823.38
Full Payment by January 31st, No Penalty					

Property description(s): 06300000030060000000 003150000000000000233 63-3-6

**PENALTY SCHEDULE**    Penalty/Interest    Amount    Total Due  
Due By:

Apply For Third Party Notification By: 11/15/2025

Taxes paid by \_\_\_\_\_ CA CH

**RETURN THE ENTIRE BILL WITH PAYMENT AND PLACE A CHECK MARK IN THIS BOX [ ] IF YOU WANT A RECEIPT OF PAYMENT. THE RECEIVER'S STUB MUST BE RETURNED WITH PAYMENT.**

**2025 COUNTY & TOWN TAXES  
RECEIVER'S STUB**

Bill No. 003678  
372000 55.19-1-19.1  
Bank Code

Town of: Carmel  
School: Carmel Central  
Property Address: 11 Meadow Dr

Pay By:

Facinelli Steven J  
Rabry-Facinelli Mildred  
11 Meadow Dr  
Carmel, NY 10512

**TOTAL TAXES DUE**  
**\$18,524.71**  
**\*\* Prior Taxes Due \*\***

**RESOLUTION AUTHORIZING LEVY PURSUANT TO  
TOWN CODE CHAPTER §114 – PROPERTY MAINTENANCE LAW**

WHEREAS, the Town Board of the Town of Carmel had previously duly authorized, the correction of Town Code violations existing at the premises known and designated, as Town of Carmel Tax Map #44.17-1-45 and 55.19-1-19.1; and

WHEREAS such authority to direct correction of the aforesaid violations is specifically set forth and enumerated pursuant to Chapter 114 of the Town Code of the Town of Carmel (Property Maintenance Law); and

WHEREAS, such work and action to correct the aforesaid Town Code violations was undertaken and performed at the aforesaid premises by Sean's Lawn & Landscaping at costs of \$4,500.00 and Putnam Property Maintenance at a cost of \$2,800.00; and

WHEREAS the Town Board has been advised that pursuant to Town Code §114-15(B), the owner of the aforesaid premises has failed, refused and/or neglected to pay the full amount due the Town of Carmel for costs incurred in correcting such violations and that more than 20 days has elapsed since demand for such payment has been made;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel, pursuant to §114-15 (c) of the Town Code of the Town of Carmel, as well as the applicable provisions of New York Town Law, hereby authorizes submission of the aforesaid amounts for costs incurred in correction of such violations at aforesaid premises to the Putnam County Legislature for the levying of such charges on the 2025 County and Town Tax Bill.

Resolution

Offered by: Supervisor Cazzari

Seconded by: Councilman Lombardi

Roll Call Vote

Robert Kearns  
Suzanne McDonough  
Frank Lombardi  
Michael Cazzari

<u>YES</u>	<u>NO</u>
<u>X</u>	
<u>X</u>	
<u>X</u>	
<u>X</u>	

S

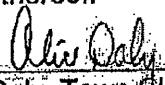
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L

I, Alice Daly, Town Clerk of the Town of Carmel, Putnam County, New York, do hereby certify that the foregoing resolution is a true and exact copy of the original on file in my office which was adopted by the Town Board of said Town at a duly called and held meeting on the 20<sup>th</sup> day of November, 2024; and of the whole thereof.

November 21, 2024  
Dated

  
Alice Daly, Town Clerk

**ROUTING & APPROVAL LIST**

Cover Sheet for Correction of Assessment Rolls & Tax Rolls

cc: all  
A+A Reso  
#17

\*\*\*\*\*

Corrections (RP-554) Or Refunds (RP-556) in the Amount of \$2,500 or Above

\*\*\*\*\*

Supporting Documents are Attached. All Undersigned please **Approve** and **Date**

\*\*\*\*\*

Peter D. M. F. H. 3/11/25  
Signature Date

DIRECTOR OF REAL PROPERTY  
TAX SERVICES

[Signature] 3/11/25  
Signature Date

COMMISSIONER OF FINANCE

[Signature] 3/17/25  
Signature Date

DEPARTMENT OF LAW

[Signature] 3/24/25  
Signature Date

COUNTY EXECUTIVE

\_\_\_\_\_  
Signature Date

CLERK OF THE BOARD OF LEGISLATORS

\_\_\_\_\_  
Signature Date

COUNTY AUDITOR

\_\_\_\_\_  
Signature Date

DIRECTOR OF REAL PROPERTY  
TAX SERVICES

\_\_\_\_\_  
Signature Date

COMMISSIONER OF FINANCE

2025 APR - 2 PM 4:40  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

**DATE: 01/16/2025**

---

<b>NAME</b>	Home Source, Inc. Ricardo Vasquez	<b>TOWN :</b>	Carmel
<b>ADDRESS:</b>	2214 Glebe Ave., Apt 3 Bronx, NY 10462	<b>SCHOOL:</b> <b>TAX MAP #</b>	Carmel Central Schools 44.17-1-45

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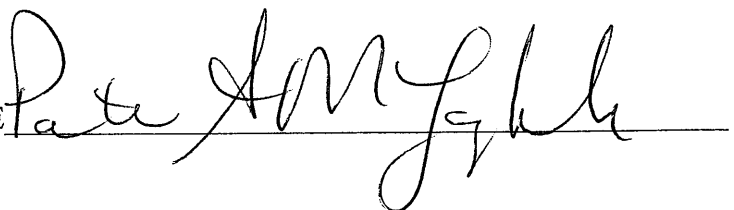
Pursuant to Real Property Tax Law §554 as defined in section §550 (2) (e), a clerical error has occurred on this parcel. A property maintenance charge from the Town of Carmel was omitted as an additional line item on the 2025 County Town bill. The taxing jurisdictions are to correct the tax rolls and issue a corrected bill.

<b>Tax Jurisdiction:</b>	<b>Amount Paid</b>	<b>Corrected Amt.</b>	<b>Correction to 2025 County/Town</b>
<b>2025 County Town</b>	<b>5,530.03</b>	<b>10,030.03</b>	<b>4,500.00</b>
<b>Total</b>	<b>5,530.03</b>	<b>10,030.03</b>	<b>4,500.00</b>

County impact -0-

THIS APPLICATION IS: APPROVED ☒ DENIED ☐

SIGNATURE





Department of Taxation and Finance  
Office of Real Property Tax Services

# Application for Corrected Tax Roll

**RP-554**  
(12/19)

## Part 1 – General information: To be completed in duplicate by the applicant.

Names of owners Home Source, Inc. / Ricardo Vasquez			
Mailing address of owners (number and street or PO box) 2214 Glebe Ave, Apt 3		Location of property (street address) 1 Fowler Ave	
City, village, or post office Bronx	State NY	ZIP code 10462	City, town, or village Carmel
Daytime contact number	Evening contact number	Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) 44.17-1-45	
Account number (as appears on tax bill)		Amount of taxes currently billed 5,530.03	
Reasons for requesting a correction to tax roll: Office of Real Property did not have the newly created special district code for Property Management Charge in the Town of Carmel database properly coded and added into RPS when running the tax roll. Therefore, the Property Management Charge of \$4,500 did not get transferred onto the property. See Town resolution authorizing this charge.			

I hereby request a correction of tax levied by Putnam County Legislature for the year(s) 2025.  
(County, city, village, etc.)

Signature of applicant 	Date 12-31-2024
----------------------------	--------------------

**Part 2 – To be completed by the County Director or Village Assessor. Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls.**

Date application received 12-31-2024	Period of warrant for collection of taxes 01-01-2025 – 4/1/2025
Last day for collection of taxes without interest 01-31-2025	Recommendation Approve application <input checked="" type="checkbox"/> Deny application <input type="checkbox"/>
Signature of official 	Date 12-31-2024

If approved, the County Director must file a copy of this form with the assessor and board of assessment review of the city/town/village of T/Carmel who must consider the attached report and recommendation as equivalent of petitions filed under section 553.

**Part 3 – For use by the tax levying body or official designated by resolution \_\_\_\_\_:**  
(insert number or date, if applicable)

**Application approved** (mark an X in the applicable box):

Clerical error ☒ Error in essential fact ☐ Unlawful Entry ☐

Amount of taxes currently billed 5,530.03	Corrected tax 10,030.03
Date notice of approval mailed to applicant	Date order transmitted to collecting officer

Application denied (reason): _____ _____
--

Signature of chief executive officer, or official designated by resolution	Date
--	------

## Instructions

### General information

#### Where to send

Submit two copies of this application to the County Director of Real Property Tax Services (in Nassau and Tompkins Counties, submit to Chief Assessing Officer).

#### When to send

Submit the application only **before** the collection warrant expires.

#### Wholly exempt parcel

Attach statement signed by assessor or majority of board of assessors substantiating that assessor obtained proof that parcel should have been granted tax exempt status on tax roll.

### Payment requirements

You may pay without interest and penalties **only** if:

- the application was filed with the County Director on or before the last day that taxes may be paid without interest (see *Date application received* in Part 2); and
- you pay the corrected tax within eight days of the date on which the notice of approval is mailed to the applicant (see Part 3).

If either of these conditions is not satisfied, interest, penalties, or both must be paid on the corrected tax.

---

### For use by Collecting Officer:

Order from tax levying body received on \_\_\_\_\_  
Date

Corrected tax due	Date tax roll corrected
Interest and penalties (if applicable)	Date tax bill corrected
Total corrected tax due	Date application and order added to tax roll
Date payment received	

Signature of collecting officer	Date
---------------------------------	------



original  
Bill

**COUNTY OF PUTNAM & TOWN OF CARMEL  
2025 COUNTY & TOWN TAXES**

\* For Fiscal Year 01/01/2025 to 12/31/2025

\* Warrant Date 12/19/2024

Bill No. 005167  
Sequence No. 2994  
Page No. 1 of 2

**MAKE CHECKS PAYABLE TO:**

Kathleen S. Kraus  
Receiver of Taxes  
Town of Carmel  
PO Box 887, Mahopac, NY 10541  
(845) 628-1500

**TO PAY IN PERSON**

CARMEL TOWN HALL  
60 McAlpin Ave., Mahopac, NY  
Mon - Fri, 8:30 am - 4:30 pm  
Saturdays In January, 9am-12pm  
(1/4, 1/11, 1/18, 1/25)

**SWIS S/B/L ADDRESS & LEGAL DESCRIPTION & CK DIGIT**

**372000 44.17-1-45**

**Address:** 1 Fowler Ave

**Town of:** Carmel

**School:** Carmel Central

**NYS Tax & Finance School District Code:**

331 - Com vac w/im Roll Sect. 1

**Parcel Dimensions:** 176.00 X 130.00

**Account No.** 313601

**Bank Code**

Home Source, Inc.  
c/o Ricardo Vasquez  
2214 Glebe Ave Apt 3  
Bronx, NY 10462

**Estimated State Aid:** TOWN 140,362

107,300

**PROPERTY TAXPAYER'S BILL OF RIGHTS**

The Total Assessed Value of this property is:

The Uniform Percentage of Value used to establish assessments in your municipality was:

The assessor estimates the Full Market Value of this property as of July 1, 2023 was:

100.00

107,300

If you feel your assessment is too high, you have the right to seek a reduction in the future. A publication entitled "Contesting Your Assessment in New York State" is available at the assessor's office and on-line: [www.tax.ny.gov](http://www.tax.ny.gov). Please note that the period for filing complaints on the above assessment has passed.

<u>Exemption</u>	<u>Value</u>	<u>Tax Purpose</u>	<u>Full Value Estimate</u>	<u>Exemption</u>	<u>Value</u>	<u>Tax Purpose</u>	<u>Full Value Estimate</u>
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**PROPERTY TAXES**

<u>Taxing Purpose</u>	<u>Total Tax Levy</u>	<u>% Change From Prior Year</u>	<u>Taxable Assessed Value or Units</u>	<u>Rates per \$1000 or per Unit</u>	<u>Tax Amount</u>
County Tax	46,212,312	0.0	107,300.00	2.340004	251.08
Town Tax	26,437,405	4.0	107,300.00	4.119954	442.07
Sch Relevy 24/25					2,351.31
Ambulance #1 TOTAL	284,700	8.4	107,300.00	.193631	20.78
Carmel Fire TOTAL	268,000	1.5	107,300.00	.870264	93.38
Reed Library TOTAL	379,516	10.8	107,300.00	.226506	24.30
Carmel Light Dist TOTAL	20,400	0.0	107,300.00	.104465	11.21
Sewer #2 O&m UNITS			8.70	240.284108	2,090.47
Sewer #2a Cap UNITS C			0.82	99.996485	82.00
Carmel Water #2 TOTAL C	1,593,422	-0.6	107,300.00	1.523085	163.43
Full Payment by January 31st, No Penalty					
Installment Options, See Back, Option 2					
Pay Online Here: <a href="http://www.ci.carmel.ny.us">www.ci.carmel.ny.us</a>					

Property description(s): 01400000040150000000 001760000130000000000 14-4-15

**PENALTY SCHEDULE** Penalty/Interest Amount Total Due  
Due By:

Apply For Third Party Notification By: 11/15/2025

Taxes paid by CA CH

**RETURN THE ENTIRE BILL WITH PAYMENT AND PLACE A CHECK MARK IN THIS BOX [ ] IF YOU WANT A RECEIPT OF PAYMENT. THE RECEIVER'S STUB MUST BE RETURNED WITH PAYMENT.**

**2025 COUNTY & TOWN TAXES  
RECEIVER'S STUB**

Bill No. 005167  
**372000 44.17-1-45**  
Bank Code

Town of: Carmel  
School: Carmel Central  
Property Address: 1 Fowler Ave

Pay By:

Home Source, Inc.  
c/o Ricardo Vasquez  
2214 Glebe Ave Apt 3  
Bronx, NY 10462

**TOTAL TAXES DUE**  
**\$5,530.03**

**\*\* Prior Taxes Due \*\***

**RESOLUTION AUTHORIZING LEVY PURSUANT TO  
TOWN CODE CHAPTER §114 – PROPERTY MAINTENANCE LAW**

WHEREAS, the Town Board of the Town of Carmel had previously duly authorized, the correction of Town Code violations existing at the premises known and designated, as Town of Carmel Tax Map #44-17-1-45 and 55-19-1-19.1; and

WHEREAS such authority to direct correction of the aforesaid violations is specifically set forth and enumerated pursuant to Chapter 114 of the Town Code of the Town of Carmel (Property Maintenance Law); and

WHEREAS, such work and action to correct the aforesaid Town Code violations was undertaken and performed at the aforesaid premises by Sean's Lawn & Landscaping at costs of \$4,500.00 and Putnam Property Maintenance at a cost of \$2,800.00; and

WHEREAS the Town Board has been advised that pursuant to Town Code §114-15(B), the owner of the aforesaid premises has failed, refused and/or neglected to pay the full amount due the Town of Carmel for costs incurred in correcting such violations and that more than 20 days has elapsed since demand for such payment has been made;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel, pursuant to §114-15 (c) of the Town Code of the Town of Carmel, as well as the applicable provisions of New York Town Law, hereby authorizes submission of the aforesaid amounts for costs incurred in correction of such violations at aforesaid premises to the Putnam County Legislature for the levying of such charges on the 2025 County and Town Tax Bill.

Resolution

Offered by: Supervisor Cazzari  
Seconded by: Councilman Lombardi

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Kearns	<u>X</u>	<u>      </u>
Suzanne McDonough	<u>X</u>	<u>      </u>
Frank Lombardi	<u>X</u>	<u>      </u>
Michael Cazzari	<u>X</u>	<u>      </u>

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I, Alice Daly, Town Clerk of the Town of Carmel, Putnam County, New York, do hereby certify that the foregoing resolution is a true and exact copy of the original on file in my office which was adopted by the Town Board of said Town at a duly called and held meeting on the 20<sup>th</sup> day of November, 2024; and of the whole thereof.

November 21, 2024  
Dated

Alice Daly  
Alice Daly, Town Clerk

Michael Lewis  
Commissioner of Finance



TRISH MCLOUGHLIN  
County Director- Real Property

cc All  
Audit #18

## Memorandum

To: Hon. Amy E. Sayegh, Chairwoman  
Putnam County Legislature  
From: Patricia A. McLoughlin, CCD - Real Property  
Date: April 10, 2025  
Subject: Mortgage Tax Apportionment of Payments – 10/1/2024 to 3/31/2025

2025 APR 11 AM 10:19  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Town of Carmel	\$486,067.97
Town of Kent	\$217,380.76
Town of Patterson	\$154,269.39
Town of Philipstown	
Village of Cold Spring	\$12,744.08
Village of Nelsonville	\$3,604.86
Town Outside	\$151,836.90
Town of Putnam Valley	\$172,159.40
Town of Southeast	
Village of Brewster	\$7,241.41
Town Outside	\$238,811.41
Total	<hr/> \$1,444,116.18

Mortgage Tax Apportionment  
2025 County/Town Roll Figures Total A/V  
10/01/2024 to 3/31/2025

	<b>Philipstown</b>		\$	1,224,314,451	
	<u>Village of Cold Spring</u>	<u>Village of Nelsonville</u>	<u>Town of Philipstown</u>	<u>Totals</u>	
Total A/V	\$ 185,541,886	\$ 52,483,444	\$ 986,289,121	\$ 1,224,314,451	
Percentage	0.075773787	0.021433809	0.902792404	1.000000000	
Total Mtg. Tax	\$ 168,185.84	\$ 168,185.84	\$ 168,185.84		
Apportioned	\$ 12,744.08	\$ 3,604.86	\$ 151,836.90	\$ 168,185.84	
	<b>Southeast</b>		\$ 4,421,299,909		
	<u>Village of Brewster</u>	<u>Town of Southeast</u>		<u>Totals</u>	
Total A/V	\$ 260,240,425	\$ 4,161,059,484		\$ 4,421,299,909	
Percentage	0.029430307	0.970569693		1.000000000	
Total Mtg. Tax	\$ 246,052.82	\$ 246,052.82			
Apportioned	\$ 7,241.41	\$ 238,811.41		\$ 246,052.82	
NOTE: For percentages of the Villages, the total Village AV is divided by the TTAL Town AV, and this is then divided by 2, per Tax Law Section 261 on Payment Over & Distribution of Taxes, as Villages pay only 50% of the Town's overall Mortgage Tax.					

April 9<sup>th</sup>, 2025

Tax Article: 11  
Tax Type: Mortgage Recording  
County: Putnam  
Period: October 2024-March 2025

PUTNAM COUNTY CLERK  
40 GLENEIDA AVENUE  
CARMEL, NY 10512

Putnam County Clerk

APR 09 2025

## **We approved your report.**

We approved your Semiannual Form AU-202, *New York State Mortgage Tax Semiannual Report*, which we received on April 9<sup>th</sup>, 2025.

The net amount of \$1,444,116.18 due to the respective tax districts is approved. You may submit the report to your County Legislative Body for their action, pursuant to Tax Law §261.

### **Questions?**

- Visit our website.
- Call George Muller at 518-486-6127



NEW YORK STATE MORTGAGE TAX SEMI-ANNUAL REPORT

COUNTY OF Putnam

FOR THE PERIOD OF October 2024

THROUGH March 2025

CASH STATEMENT FOR TAXES COLLECTED PURSUANT TO ARTICLE 11

TAX RATE: 0.9432771436

Months	BASIC TAX DISTRIBUTED					TREASURER			ALL OTHER TAXES DISTRIBUTED			
	1 Basic Tax Collected	2 Interest Received by Recording Officer	3 Recording Officer's Expense	4 Refunds or Adjustments	5 Amount Paid Treasurer (Col 1 + Col 2 - Col 3 - Col 4)	6 Interest Received by Treasurer	7 Treasurers Expense	8 Tax Districts Share (Col 5 + Col 6 - Col 7)	9 Local Tax	10 Additional Tax CNY	11 Special Assistance Fund	12 Special Additional Tax SONYMA
Oct	364,798.82	10.11	14,479.70	0.00	\$350,329.23	0.00	0.00	\$350,329.23	0.00	205,361.78	109,790.27	44,263.67
Nov	277,907.50	0.00	14,581.30	0.00	\$263,326.20	0.00	0.00	\$263,326.20	0.00	153,279.87	100,746.10	12,412.67
Dec	186,593.00	0.00	14,387.60	0.00	\$172,205.40	0.00	0.00	\$172,205.40	0.00	106,902.32	71,898.69	103.83
Jan	290,028.50	9.77	14,354.42	0.00	\$275,683.85	0.00	0.00	\$275,683.85	0.00	161,161.48	120,591.50	5,955.38
Feb	191,447.50	0.00	14,336.83	0.00	\$177,110.67	0.00	0.00	\$177,110.67	0.00	103,396.99	76,390.11	5,492.87
Mar	220,181.08	0.00	14,720.25	0.00	\$205,460.83	0.00	0.00	\$205,460.83	0.00	119,312.50	73,527.85	11,148.08
Apr												
May												
Jun												
Jul												
Aug												
Sep												
Totals	1,530,956.40	\$19.88	86,860.10	0.00	\$1,444,116.18	0.00	0.00	\$1,444,116.18	0.00	849,414.94	552,944.52	79,376.50

Recording Officer

Shira M Banitt

Treasurer

**Distribution Statement**

(Columns 1 through 5) The "taxes collected" shown in column 2 were produced by mortgages covering real property in the respective tax districts. Additions and deductions to make adjustments and correct errors are recorded in column 3 and 4, respectively. Authority for these additions and deductions is given by the orders of the Taxation Department noted on the

**PART II**

	2	3	4	5	6
	Taxes Collected	*Additions	*Deductions	Taxes Adj. Corr	Amount Due Tax District
MUNICIPALITY					
CARMEL	515,297.09	0.00	0.00	515,297.09	\$486,067.97
KENT	230,452.70	0.00	0.00	230,452.70	\$217,380.76
PATTERSON	163,546.20	0.00	0.00	163,546.20	\$154,269.39
PHILIPSTOWN	178,299.50	0.00	0.00	178,299.50	\$168,185.84
PUTNAM VALLEY	182,512.00	0.00	0.00	182,512.00	\$172,159.40
SOUTHEAST	260,848.91	0.00	0.00	260,848.91	\$248,052.82
Total Tax Districts	1,530,956.40	0.00	0.00	1,530,956.40	1,444,116.18

\*See refund, adjustment and special adjustment orders of Commissioner of Taxation and Finance, case numbers

Office of Real Property Tax Services

Apr 9, 2025

Mortgage Recording Tax



PUTNAM COUNTY CLERK'S OFFICE

County Office Building  
40 Gleneida Avenue  
Carmel, New York 10512  
Tel. (845) 808 ~1142  
Fax (845) 225-3953

cc: all  
A+A

MICHAEL C. BARTOLOTTI  
*County Clerk*

JAMES J. MCCONNELL  
*First Deputy County Clerk*

April 9, 2025

**VIA HAND DELIVERY**

Hon. Amy Sayegh, Chairwoman  
Putnam County Legislature  
40 Gleneida Avenue  
Carmel, NY 10512

2025 APR 11 AM 10:21  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Re: Semi-Annual Mortgage Tax Report, October 1, 2024 through March 31, 2025

Dear Chairwoman Sayegh:

Enclosed you will find our Semi-Annual Mortgage Tax Report for the period from October 1, 2024 through March 31, 2025.

The report has been approved by the New York State Department of Taxation and Finance.

If you have any questions or concerns regarding this matter please do not hesitate to contact me. Thank you very much.

Sincerely,

A handwritten signature in black ink, appearing to be "MB", written over a horizontal line.

Michael C. Bartolotti  
Putnam County Clerk

MCB:jm

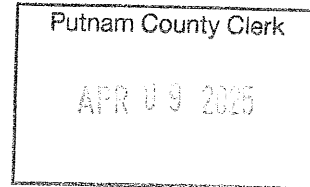
Enc. (2)



April 9<sup>th</sup>, 2025

Tax Article: 11  
Tax Type: Mortgage Recording  
County: Putnam  
Period: October 2024-March 2025

PUTNAM COUNTY CLERK  
40 GLENEIDA AVENUE  
CARMEL, NY 10512



## **We approved your report.**

We approved your Semiannual Form AU-202, *New York State Mortgage Tax Semiannual Report*, which we received on April 9<sup>th</sup>, 2025.

The net amount of \$1,444,116.18 due to the respective tax districts is approved. You may submit the report to your County Legislative Body for their action, pursuant to Tax Law §261.

### **Questions?**

- Visit our website.
- Call George Muller at 518-486-6127



COUNTY OF Putnam

FOR THE PERIOD OF October 2024  
CASH STATEMENT FOR TAXES COLLECTED PURSUANT TO ARTICLE 11

## NEW YORK STATE MORTGAGE TAX SEMI-ANNUAL REPORT


THROUGH March 2025

TAX RATE: 0.9432771436

Months	BASIC TAX DISTRIBUTED					TREASURER		ALL OTHER TAXES DISTRIBUTED				
	1 Basic Tax Collected	2 Interest Received by Recording Officer	3 Recording Officer's Expense	4 Refunds or Adjustments	5 Amount Paid Treasurer (Col 1 + Col 2 - Col 3 - Col 4)	6 Interest Received by Treasurer	7 Treasurers Expense	8 Tax Districts Share (Col 5 + Col 6 - Col 7)	9 Local Tax	10 Additional Tax CNY	11 Special Assistance Fund	12 Special Additional Tax SONYMA
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Mar	220,181.08	0.00	14,720.25	0.00	\$205,460.83	0.00	0.00	\$205,460.83	0.00	119,312.50	73,527.85	11,148.08
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Totals	1,530,956.40	\$19.88	86,860.10	0.00	\$1,444,116.18	0.00	0.00	\$1,444,116.18	0.00	849,414.94	552,944.52	79,376.50

Recording Officer

Treasurer

  
Shira M Barish

Distribution Statement

(Columns 1 through 5) The "taxes collected" shown in column 2 were produced by mortgages covering real property in the respective tax districts. Additions and deductions to make adjustments and correct errors are recorded in column 3 and 4, respectively. Authority for these additions and deductions is given by the orders of the Taxation Department noted on the

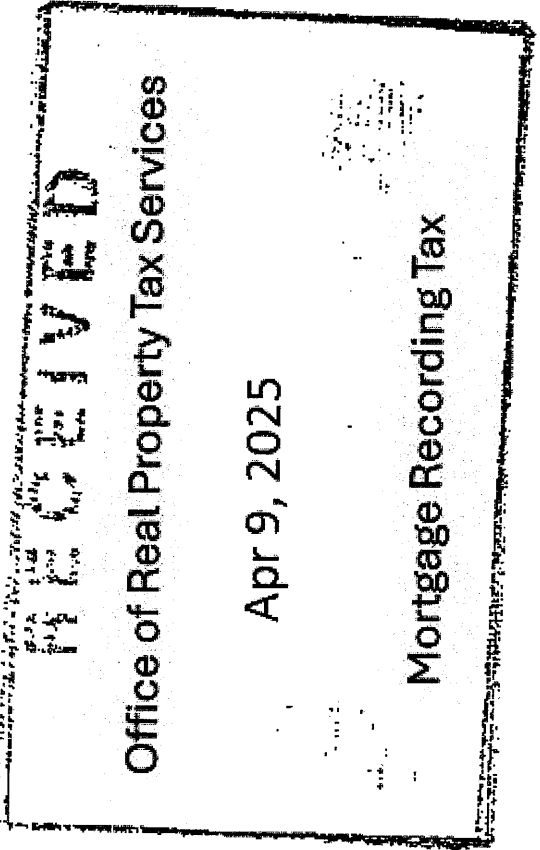
PART II

Credit Statement

(Column 6) This column is the net amount due to each tax district for which the Board of Supervisors shall issue its warrant or warrants.

	2	3	4	5	6
MUNICIPALITY	Taxes Collected	*Additions	*Deductions	Taxes Adj. Corr	Amount Due Tax District
CARMEL	515,297.09	0.00	0.00	515,297.09	\$486,067.97
KENT	230,452.70	0.00	0.00	230,452.70	\$217,380.76
PATTERSON	163,546.20	0.00	0.00	163,546.20	\$154,269.39
PHILIPSTOWN	178,299.50	0.00	0.00	178,299.50	\$168,185.84
PUTNAM VALLEY	182,512.00	0.00	0.00	182,512.00	\$172,159.40
SOUTHEAST	260,848.91	0.00	0.00	260,848.91	\$246,052.82
Total Tax Districts	1,530,956.40	0.00	0.00	1,530,956.40	1,444,116.18

\*See refund, adjustment and special adjustment orders of Commissioner of Taxation and Finance, case numbers



SEMI ANNUAL MORTGAGE TAX BREAKDOWN						
	4/1/2022-9/30/2022	10/1/2022-3/31/2023	4/1/2023-9/30/2023	10/1/2023-3/31/2024	4/1/2024-9/30/2024	10/1/2024-3/31/2025
CARMEL	729,087.12	418,352.35	375,095.30	398,314.10	374,313.93	486,067.97
KENT	237,019.45	180,311.03	191,155.25	142,963.14	141,604.32	217,380.76
PATTERSON	245,465.63	145,817.26	151,591.54	124,798.17	128,277.80	154,269.39
PHILIPSTOWN	247,752.66	164,901.07	149,445.94	119,661.71	153,421.97	151,836.90
COLD SPRING - VILLAGE	20,599.08	13,724.77	12,439.39	9,961.31	12,877.07	12,744.08
NELSONVILLE - VILLAGE	5,806.79	3,867.46	3,510.63	2,812.11	3,640.55	3,604.86
PUTNAM VALLEY	253,178.54	169,077.58	148,974.20	130,295.73	150,458.27	172,159.40
SOUTHEAST	459,140.39	210,438.84	226,353.74	324,990.79	288,341.65	238,811.41
BREWSTER - VILLAGE	14,933.26	6,736.93	7,001.09	10,054.87	8,743.05	7,241.41
TOTAL	2,212,982.92	1,313,227.29	1,265,567.08	1,263,851.93	1,261,678.61	1,444,116.18

**THOMAS FEIGHERY**  
COMMISSIONER OF PUBLIC WORKS



*Acclit 4/28*  
*CC: All*

*Reso*  
**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

**#19**

**MEMORANDUM**

TO: Michael Lewis

FROM: Christopher Ruthven, Deputy Commissioner

DATE: 4/22/25

RE: Request for Petty Cash for County Park

---

Mike

Due to the new bank deposit process for the Putnam County Veterans Memorial Park, I am requesting \$500.00 in petty cash to have available for making change. With daily deposits required we no longer have cash on hand to keep adequate change available for cash registers and we will be running two cash registers this year instead of one as in the past. We will need to be ready before Memorial Day weekend. (Friday May 23rd).

Thanks  
Chris

2025 APR 22 PM 1:23  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

**APPROVAL/ ESTABLISH A COUNTY FUND BALANCE SURPLUS SHARING PROGRAM WITH THE TOWNS AND VILLAGES OF PUTNAM COUNTY FOR THE YEAR 2025**

**WHEREAS, the Putnam County Legislature has carefully considered the requests of the six Towns; Carmel, Kent, Patterson, Philipstown, Putnam Valley, and Southeast, and three Villages; Brewster, Cold Spring, and Nelsonville, within Putnam County for financial assistance; and**

**WHEREAS, the Putnam County Legislature recognizes the healthy financial position the County is currently in and wishes to assist the local municipalities by sharing a portion of the County's surplus fund balance in the amount of \$3 million. The maximum amount of funding per municipality will be based on the population of each Town or Village as per the 2020 United States Census; and**

**WHEREAS, distribution of these funds will be done so at the discretion of the Legislature once an intermunicipal agreement has been enacted between the County of Putnam and the receiving municipality; and**

**WHEREAS, the funds shall be allocated toward projects that will benefit the public such as infrastructure, capital improvements, and/or essential services. The funds shall not be used for salary or payroll; and**

**WHEREAS, recognizing the fluidity of a budget, this program will be established for the year 2025 and may be re-established by the Legislature in future years after taking the County's financial standing into consideration; now therefore be it**

**RESOLVED, that the Audit & Administration Committee has reviewed and approved this initiative. The Legislature will be requesting that the Commissioner of Finance prepare a budgetary amendment establishing a budget line in Subcontingency for this program; and be it further**

**RESOLVED, the County of Putnam reserves the right to reclaim any funds used by a Town or Village for purposes other than those outlined above; and be it further**

**RESOLVED, that the Putnam County Legislature approves the establishment of a Fund Balance Surplus Sharing Program with the Towns of Villages of Putnam County for the year 2025.**

**April 28, 2025**  
**Audit Meeting**

**#21**

**FYI/ Guardrail & Property Damage Table**