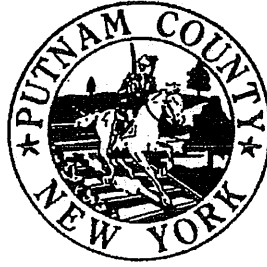


# THE PUTNAM COUNTY LEGISLATURE

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**  
**PERSONNEL COMMITTEE MEETING**  
**TO BE HELD IN HISTORIC COURTHOUSE**  
**PUTNAM COUNTY OFFICE BUILDING**  
**CARMEL, NEW YORK 10512**

**Members: Chairman Jonke, Legislators Addonizio & Gouldman**

**Tuesday** **6:00p.m.** **April 8, 2025**

**(Protective Services Meeting will Immediately Follow)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/Personnel Committee Meeting Minutes – February 13, 2025**
- 4. FYI/ Budgetary Transfer 25T071/ Bureau of Emergency Services (BES)/ Temporary Administrative Staff/ Commissioner of BES Robert Lipton**
- 5. Approval/ Sheriff's Office - Corrections Facility/ Fund Transfer 25T073/ Request to Transfer Funds to Cover Overtime Costs Incurred During February 2025/ Sheriff Kevin McConville**
- 6. Approval/ Sheriff's Office - Corrections Facility/ Fund Transfer 25T075/ Request to Transfer Funds to Cover Overtime Costs Incurred During January 2025/ Sheriff Kevin McConville**
- 7. Approval/ Sheriff's Office – Corrections Facility/ Fund Transfer 25T076/ Request to Transfer Funds to Cover Overtime Costs Incurred During March 2025/ Sheriff Kevin McConville**

- 8. Approval/ Budgetary Amendment 25A031/ Funds from NYS Division of Criminal Justice Services (DCJS) to Support Estimated Costs Associated with Discovery and Pretrial Reforms during SFY 2024-25 To Be Used for Merit Increases/ District Attorney Robert Tendy**
- 9. Approval/ Budgetary Transfer 25T080/ District Attorney's Office/ Reclassification/ District Attorney Robert Tendy**
- 10. Approval/ Budgetary Amendment 25A030/ Health Department/ Transfer of Payroll and Corresponding Fringes from Health Department to the Department of Public Works Budget/ Senior Fiscal Manager William Orr**
- 11. Approval/ Fund Transfer 25T081/ Health Department- Environmental Protection/ Fund Environmental Health Aid/ Senior Fiscal Manager William Orr**
- 12. Approval/ Fund Transfer 25T088/ Office for Senior Resources/ Revision to Correct Budget Line to Align with Grant/ OSR Director Marlene Barrett**
- 13. FYI/ Accident Report**
- 14. FYI/ Incident Report**
- 15. Other Business**
- 16. Adjournment**

#3

**PERSONNEL COMMITTEE MEETING  
HELD IN ROOM 318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512**

**Members: Chairman Jonke, Legislators Addonizio & Gouldman**

**Thursday**

**6:30p.m.**

**February 13, 2025**

**(Protective Mtg. to Immediately Follow)**

The meeting was called to order at 6:30PM by Chairman Jonke who requested Legislator Gouldman lead in the Pledge of Allegiance. Upon roll call Legislators Addonizio, Gouldman and Chairman Jonke were present.

**Item #3 - Approval/Personnel Committee Meeting Minutes - October 15, & November 12, 2024**

Chairman Jonke stated the minutes were accepted as submitted.

**Item #4 - Approval/ Reclassification of the Position Title of Commissioner of Health to Public Health Director/ Personnel Officer Paul Eldridge**

Chairman Jonke stated Personnel Officer Eldridge was present to speak to this request.

Personnel Officer Eldridge stated at the Personnel Meeting in December 2024, he indicated that the Commissioner of Health position would need to be reclassified to a Public Health Director. He stated that for a County under 250,000 population a Commissioner of Health or a Public Health Director is permitted. He stated the County has been recruiting a Commissioner of Health for some time. He stated there was a good candidate, but at the last minute the individual decided not to take the position. He stated he has been in constant communications with the New York State Department of Health. He stated after the withdrawal of the Commissioner of Health candidate in December of 2023, the County advertised for both a Commissioner of Health and a Public Health Director. They had no candidates for the Commissioner of Health, but they received very good candidates for the Public Health Director position. He stated as a side note, prior to 2005 Putnam County always had a Public Health Director. He stated the Law does require a County with a Public Health Director also have a Medical Consultant. He stated with that in mind during the 2025 budget process funding was put into sub contingency to pay for a Medical Consultant. He stated the County has an excellent candidate for the Public Health Director position. He stated the reclassification approval of the Commissioner of Health position to a Public Health Director, is being requested, in order to move forward with this process. He repeated there are sufficient funds, along with the funds in sub contingency to also engage a Medical Consultant. He clarified the reclassification would not go into effect until after the Public Health Director candidate is confirmed. He stated the Finance Department is working on the necessary finances. He stated the Commissioner of Health position has been funded through year end of 2025, so there will be a savings.

Chairman Jonke stated to be clear, there will be a savings in salary between the Commissioner of Health position and the Public Health Director position. He continued by stating there will need to be a Medical Consultant, so in total it will end up costing the County approximately \$40,000 more per year.

Personnel Officer Eldridge stated the current Commissioner of Health, Dr. Nesheiwat, will be the Medical Consultant.

Chairman Jonke questioned if Dr. Nesheiwat, as the Medical Consultant, will be working on a contractual basis or be an employee.

Personnel Officer Eldridge stated that it is up to him. He stated New York State does not have any ruling on that. He explained New York State's only requirement regarding this is that with a Public Health Director there also be a Medical Consultant.

Chairman Jonke stated financially it would cost less for the County to pay Dr. Nesheiwat as a consultant.

Personnel Officer Eldridge stated that is correct, because there would not be the added cost for benefits. He stated it is up to the Legislature as to what they would approve. He stated, but Dr. Nesheiwat has expressed that he would like to stay as an employee of the County.

Legislator Addonizio offered the hypothetical scenario that Dr. Nesheiwat decided he does not want to take the position of Medical Consultant. She questioned how difficult would it be to find another Medical Consultant and what would that salary be.

Personnel Officer Eldridge stated he cannot speak to the salary amount as it has been approximately 20 years since the last time the County recruited for a Medical Consultant. He stated in terms of finding a candidate, he would not think it would be that difficult of a task. He stated it is an on-call position.

Chairman Jonke questioned if the Public Health Director position is a Civil Service Title or is it a Term position.

Personnel Officer Eldridge stated it is a Term position, just as the Commissioner of Health position is. He stated specifically it is a six (6) year term position.

Chairman Jonke questioned if it is a six (6) year term position that starts from the date of start.

Personnel Officer Eldridge spoke to how some of the term positions in New York State have a set date that is the official start date. He stated the Public Health Director, just like the Commissioner of Health starts on the day the person is hired.



Legislator Crowley offered another hypothetical scenario. She stated what would happen if sometime during this year, after the Public Health Director is in place Medical Consultant Nesheiwat decides he needs to leave the position and move to Florida, what would happen.

Personnel Officer Eldridge stated New York State would allow a period of time for the County to find a new Medical Consultant.

Legislator Crowley stated there has been a lot of discussion on the challenge in filling the position. She requested confirmation that the County would not be put in a predicament or the taxpayers.

Personnel Officer Eldridge stated the challenge has been in filling the Commissioner of Health position. He stated additionally Dr. Nesheiwat has said that he would not leave the County in a bad position, he would work with the County until everything was in place.

Legislator Ellner stated when this was first presented it was presented as a savings. He stated based on the information this evening, there will be now two (2) employees with legacy costs which will equate to approximately \$60,000 more than what is currently being paid, he is not comfortable with that. He stated also the County will be losing a degree of prestige. He stated we will be losing someone who has direct contact with the people in New York State who are also M.D.s. He stated if the County was willing to take on an additional \$60,000, why wasn't the salary for the Commissioner Health position increased when the County was advertising for the position.

Personnel Officer Eldridge stated the salary was increased during the search. He stated he does not believe he said there would be cost savings.

Legislator Ellner and Chairman Jonke stated they both recalled that when Personnel Officer Eldridge presented this proposed change, it would result in a cost savings.

Legislator Sayegh questioned if the Masters of Public Health (MPH) is a requirement for a Public Health Director as it was for the Commissioner of Health, which Dr. Nesheiwat was in the process of getting it.

Personnel Officer Eldridge stated there has been some confusion and discussions in the State. He stated at this point it is not a requirement.

Chairman Jonke made a motion to Approve Reclassification of the Position Title of Commissioner of Health to Public Health Director; Seconded by Legislator Addonizio. All in favor.

**Item #5 - Approval/ Confirmation of the Appointment of the Public Health Director of Putnam County/ County Executive Kevin Byrne**

**a. FYI/ Memorandum Response From: Personnel Officer Eldridge To: Legislator Ellner's Memorandum of January 21, 2025, Re: Appointment of the Public Health Director**

Chairman Jonke introduced and welcomed Mr. Rian Rodriguez, M.P.H., proposed candidate for the Public Health Director position.

Rian Rodriguez thanked the Legislators for welcoming him to the meeting. He began by stating first and foremost he is the father of two (2) beautiful children, a daughter who works for the Yonkers School System and a son who is a Senior at the Brewster High School. He is an Epidemiologist by training. He stated his Masters in Health is in Epidemiology, from the New York Medical College. He has over 30 years of experience in health care delivery. He understands these are big shoes to fill. He stated he is confident in his ability to do the job. He stated that he comes from of the largest academic research centers in the world, Columbia and Memorial Sloan Kettering, where he worked about two decades as an oncological researcher. He stated he was a National Director for the American Cancer Society. He stated he currently serves as the Director of Clinical Quality for a managed care organization, Women's Health First, which has 2million members. He stated in terms of scale what he does right now is much larger.

Chairman Jonke questioned how many employees work in the Health Department.

Personnel Officer Eldridge stated he believes 57.

Chairman Jonke questioned how many employees Mr. Rodriguez has supervised in a given time.

Rian Rodriguez stated he has supervised over 150 employees at a time.

Chairman Jonke stated in the backup he read that Mr. Rodriguez wants to address health disparities and improve health outcome for underserved individuals in communities. He questioned in addition what is his broader plan.

Rian Rodriguez stated Putnam County has been doing a very good job and it reflects in the State rankings. He stated that the County could use an optimizer. He stated there are some health industries that could use some improvement, and he has the skill set that can bring Putnam County's Health Department to the next level.

Legislator Addonizio stated she was impressed with Mr. Rodriguez's qualifications. She requested that he speak to the outreach work he did with Patient Navigation with the Harlem Model.

Rian Rodriguez stated he was part of the original team that developed patient navigation, which is a very trendy phrase today. He stated the original intervention was to look at a community, look at survival rates and come up with an intervention that would ultimately improve their health outcome. He continued to speak to the patient navigation process.

Legislator Crowley thanked Rian Rodriguez for attending the meeting and addressing all of the questions in addition to the wonderful skillset he will be coming to Putnam County with. She stated she is very impressed with the diverse communities he has worked in. She stated when she was pregnant with triplets, she had to go to a hospital in New York City, because there were no hospitals in the area who could handle triplets. She believes Rian Rodriguez will be a huge asset to Putnam County.

Legislator Birmingham welcomed Mr. Rodriguez. He stated in the last census Putnam County was ranked as the 25<sup>th</sup> wealthiest County in America, out of 3,000 somewhat Counties in the Country. He stated there is still a significant portion of Putnam County's population that is under the poverty level and underserved. He stated both people who have lived here for generations and those who have recently arrived. He stated after receiving the backup on Mr. Rodriguez from the County Executive and the County's Personnel Department he did some additional research. He stated he was heartened to read that you did research in respects to patient navigation in underserved communities. He stated the primary reason we are here as government is to serve our underserved population as well. He stated he found that very encouraging.

Rian Rodriguez expressed his appreciation for those comments. He stated that he has had a well established career and serving as the Putnam County Public Health Director would serve as an amazing bookend. He stated that he is a resident of Putnam County. He stated he is not coming into this area as a stranger.

Legislator Sayegh thanked Mr. Rodriguez for attending the meeting. She stated she was lucky enough to be a member of the panel who interviewed the candidates for the Public Health Director position. She stated Mr. Rodriguez was an amazing candidate. She stated he spoke a great deal about his medical experience and work in Sloan Kettering, which as a breast cancer survivor she knows how important that work is. She stated Putnam has a full-service Health Department: environmental health, rabies clinics, hazardous waste and recycling management, etc. In addition to facing a nursing shortage which is not specific to Putnam County, in fact all over the Country this is a challenge. She requested he speak to how he would handle that.

Rian Rodriguez stated he will part that question out. He expressed his congratulations to Legislators Sayegh on being a cancer survivor. He stated that he is a cancer survivor as well and he believes that informs his level of care. He stated as you have indicated there are other aspects to this position and to that he can say that he is a quick learner. He stated he is also a homeowner and faces the same concerns as the residents around the topics of water toxicity, and other environmental hazardous issues and he is a parent. He stated anyone who has dealt with cancer he believes has had discussions around environmental concerns. He stated although they are separate topics they should be part of the same discussion. He stated there is a lot of expertise that can be leveraged, and he is sure there is an amazing staff currently working in the Health Department. He stated his interaction with Dr. Nesheiwat thus far has been incredible, he would obviously look to him to leverage that expertise, and utilize that mentorship time. He stated what he does not know on day one, he can assure the board he will learn quickly. He stated in regards to the nursing shortage, which is not unique to Putnam County, he will look to some pipelines to ultimately identify nurses early on, perhaps to the end of their training. He stated there are

incentives being set up by the State and there is the 1115 waivers through the New York State Department of Health, which will dedicate some of that funding to improve the health care challenges, nursing being a primary focus.

Legislator Sayegh expressed her appreciation for Mr. Rodriguez addressing her questions. She pointed out that Putnam County does have an amazing Health Department Staff, and she knows that will be a huge help to Mr. Rodriguez as he steps into the Putnam County Director of Public Health position. She expressed her confidence in the fine job she is sure he will do.

Legislator Gouldman expressed that he was impressed with Mr. Rodriguez resume and found his background to be very interesting. He welcomed him and stated he looks forward to working with him.

Legislator Ellner stated he works in the water/wastewater industry. He stated Mr. Rodriguez mentioned Sloan Kettering. He stated he sold the entire recirculating research water system to them 20 plus years ago. He stated he would like to know Mr. Rodriguez's thoughts when it comes to drinking water in Putnam County. He stated Putnam County is diverse in that there are municipal water systems and a tremendous number of wells. He stated on the other side for discharge there are some wastewater treatment plants and then there are a lot of septic. He stated also the Town of Carmel had a pipe burst that evening on Fair Street, so the affected residents were notified of a boil water alert.

Rian Rodriguez stated water to him is very important, not only because it sustains us, and we all want healthy drinking water, it also provides pleasure and enjoyment. He stated so first and foremost we need to make sure that we have premier water, and he would look to knowledgeable individuals like Legislator Ellner. He stated he will find out what needs to be done to assure that we have clean drinking water now and into the future. He stated there is a lot going on these days and we want to make sure not only our food sources are healthy, but our water sources are healthy.

Legislator Ellner continued to speak to the water concerns present in Putnam County.

Brett Yarris, Resident of Carmel, stated the special needs population are both underserved and underdiscussed in terms of medicinal and behavioral health perspective. He questioned if Mr. Rodriguez has experience in that field and or plans to expand it. He stated as he said it is an underserved population, and it is also a growing population nationwide and here in Putnam County.

Rian Rodriguez stated yes, he has a lot of experience in that field. He stated that these are matters along with mental health that are being felt throughout the Country, so it is not specific or unique to this area. He expanded on his response. He stated in conclusion the good thing is that there is awareness and the need for addressing a multitude of topics in the medical field.

Brett Yarris, Resident of Carmel, stated another very big challenge is when the special needs population ages out of the school system services, again this challenge is being faced both nationwide and in Putnam County.

Chairman Jonke made a motion to Approve the Confirmation of the Appointment of Rian Rodriguez as the Public Health Director of Putnam County; Seconded by Legislators Addonizio and Gouldman. All in favor.

**Item #5a- FYI/ Memorandum Response From: Personnel Officer Eldridge To: Legislator Ellner's Memorandum of January 21, 2025, Re: Appointment of the Public Health Director -Duly Noted**

**Item #6 - Approval/ Confirmation/ Appointment Director of the Office for Senior Resources/ Marlene Barrett/ County Executive Kevin Byrne**

Chairman Jonke welcomed Marlene Barrett. He stated that the members of the Legislature are familiar with her work in the Office for Senior Resources. He allowed Marlene Barrett the opportunity to speak.

Marlene Barrett stated the interview for this position was one of the best interviews she has ever been on. She stated it was a dialogue on her past experiences working in the Putnam County Office for Senior Resources. She stated she started in the Office for Senior Resources, and has worked in the Department for 13 years. She shared that her employment in the Office for Senior Resources began in the role as a Caseworker. She then most recently held the position in the Office for Senior Resources as the Deputy Director for just under two (2) years, before this position. She started in this Department and plans to end in this Department. She stated she has seen the impact this Department has on the community. She stated we have a small community, many of the older adults served are connected in some way, family, friends and/ or neighbors. She stated there are amazing services offered, and she looks forward to continuing to offer them. She stated the Senior population will continue to increase in Putnam County, so we will need to acclimate to that fact. She stated she looks forward to working with the members of the Legislature and she looks forward to serving the older adults of the Putnam County Community.

Legislator Sayegh expressed her congratulations and stated she believes her knowledge of the department as a result of working her way up through it will serve her in this role and benefit the older adults in Putnam County.

Chairman Jonke made a motion to Approve the Confirmation/ Appointment Director of the Office for Senior Resources/ Marlene Barrett; Seconded by Legislator Addonizio. All in favor.

**Item #7 - Approval/ Ratification of Civil Service Employees Association, Inc. (CSEA) Collective Bargaining Agreement/ First Deputy County Attorney John Cherico**

Personnel Officer Paul Eldridge stated there are four (4) collective bargaining units in the County. He stated three (3) of the Agreements have been settled and approved, this is the final one. He stated this is the largest unit, there are approximately 340 -350 employees in the CSEA unit, and that was part of the reason for it taking the longest to finalize. He stated negotiations began in the Fall of 2023, there were many proposals and concerns expressed by the CSEA. He stated they worked through them all and he believes there was mutual respect and understanding

between all parties during the negotiations. He stated the time period of the Agreement is five (5) years. He stated it is retroactive to January 2024 to the end of 2028. He stated the increases are documented in the agreement. He spoke to the calculation of the increases for the first year, explaining this was a unique approach agreed to. He stated there is a 2.75% increase in 2025, 2026, 2027 and through to December 2028.

Chairman Jonke requested confirmation that the handwritten notes will be cleaned up before the final contract is signed.

Personnel Officer Eldridge confirmed the document will be cleaned up. He stated what is in front of the committee is a Memorandum of Agreement (MOA).

Chairman Jonke stated he was glad to hear that. He stated he has no problem with the substance.

Personnel Officer Eldridge continued to explain how the handwritten notes occurred and were part of the submission.

Legislator Birmingham stated having worked in the County Executive's Office years back, he knows firsthand the give and take that goes on in these negotiations between the Union representatives and those representing the taxpayers, which is the Administration. He requested that the Personnel Officer highlight the give backs to the taxpayers.

Personnel Officer Eldridge stated some of the changes were housekeeping. He stated the Administration wanted a variation of the work week, to meet the needs of our citizens. He stated as an example in the Office for Senior Resources (OSR) and the Youth Bureau the Union was asked that all titles have flexibility in the work schedule. He stated it would be an agreement between the employee and the Department Head. He stated the employees have always been great about that, but the Administration wanted it included in the agreement. He spoke to Comp Time. He explained the Fair Labor Standards Act allows accumulation of Comp Time up to 240 hours. He stated that is a lot. He stated the majority of this unit agreed to reduce the Comp Time maximum to 175 hours. He spoke to the details of the advantage to the taxpayers, and how the County is addressing the cases where employees currently have more than 175 hours. He stated there are only 18 employees who have more than 175 hours. He stated those employees were given the option to decrease the hours in 2025 or any hours excess of 175 on December 31, 2025, will be paid in January 2026 at the 2024 rate. He stated there were also amendments made to the topic of a Driver's record for those who drive for the County. He stated in the past they needed to notify the County of convictions. He stated the County has added that any summonses must be reported as well, it is mentioned on page 7. He stated item #27 there was a matter of Personal Time addressed and also the part about Health Insurance Buyout at the time of retirement was tightened up. He referenced resolution #304 of 2019 does document the current rates paid by the Retired County Employees.

Chairman Jonke made a motion to Approve/ Ratification of Civil Service Employees Association, Inc. (CSEA) Collective Bargaining Agreement; Seconded by Legislators Addonizio and Gouldman. All in favor.



**Item #8 - Approval/ Budgetary Transfer 25T032/ To Fund the 2025 Salary and Benefit Costs Pursuant to the Ratified Contract Agreement between Putnam County and the CSEA**

Chairman Jonke stated this budgetary is to fund the CSEA Agreement, discussed under the previous agenda item #7. He stated it is in the amount of \$1,550,803.00. He stated these funds were budgeted during the review of the 2025 Budget, the money will come from Contingency. He stated this will also cover the retro pay of 2024. He recognized Commissioner of Finance Lewis for his diligence during the 2025 Budget process and calculated the estimated cost of this agreement and set the funding aside in the event this agreement did get ratified.

Chairman Jonke made a motion to Approve/ Budgetary Transfer 25T032/ To Fund the 2025 Salary and Benefit Costs Pursuant to the Ratified Contract Agreement between Putnam County and the CSEA; Seconded by Legislator Gouldman. All in favor.

Legislator Ellner stated he hopes the buyout amount for an employee who chooses not to take the Health Insurance Plan is increased.

Chairman Jonke stated he agrees with Legislator Ellner, and hopes the Committee designated by the County Executive that is working on reviewing the County's Health Insurance Coverage will consider that.

**Item #9 - Approval/ Budgetary Amendment 25A015/ Department of Social Services/Award from NYS Office of Children and Family Services to Child Advocacy Center/ Commissioner of DSS, Mental Health and the Youth Bureau Sara Servadio**

Commissioner of DSS, Mental Health and the Youth Bureau Sara Servadio explained in mid-November of 2024 they learned of this grant and had 30 days to submit an application. She stated each County in New York State who submitted an application received the same amount of money. She stated there are very specific restrictions in terms of what the money can be spent on. She stated this budgetary request is to use the funds for an approved purpose, to compensate, as a one-time Retention Bonus, four (4) employees who work in the Child Advocacy Center.

Chairman Jonke stated the request is to give each of the four (4) employees just over \$3,000 (\$3,065.00).

Commissioner of DSS, Mental Health and the Youth Bureau Sara Servadio stated the four (4) employees they are requesting the Retention Bonus for had to take on additional responsibilities during the past year and a half, due to a vacancy, which was reclassified and is currently filled.

Chairman Jonke stated Commissioner Servadio has a very special department and staff. He stated that he applauds her for recognizing that and taking care of them.

Chairman Jonke made a motion to Approve/ Budgetary Amendment 25A015/ Department of Social Services/Award from NYS Office of Children and Family Services to Child Advocacy Center; Seconded by Legislator Addonizio. All in favor.

**Item #10 – FYI/ Accident Report – Duly Noted**

**Item #11 – FYI/ Incident Report – Duly Noted**

**Item #12 – Other Business**

**a. Approval/ Fund Transfer 25T037/ Office Senior Resources/ Reallocate Salaries to Grant Funding/ Acting Director OSR Marlene Barrett**

Chairman Jonke made a motion to Waive the Rules and Accept the Other Business; Seconded by Legislator Addonizio. All in favor.

Chairman Jonke stated a letter of necessity was submitted by OSR Acting Director Barrett. He stated there were personnel changes in the Office for Senior Resources and book keeping that needed to be amended in a timely manner.

OSR Fiscal Manager Thomas DeMarchi stated this request is to get the grant funds into the proper budget line. He stated he believes in terms of transparency, it is more favorable to have salaries allocated where they are being charged. He stated a portion is being charged in the account that they exist in, just not all of it.

Chairman Jonke made a motion to Approve Fund Transfer 25T037/ Office Senior Resources/ Reallocate Salaries to Grant Funding; Seconded by Legislator Addonizio. All in favor.

**b. Approval/ Budgetary Amendment 25A005/ Health Department/ Adjust Personnel Services Budget to Reflect Changes in Health Department**

Chairman Jonke made a motion to Waive the Rules and Accept the Other Business; Seconded by Legislator Addonizio. All in favor.

Chairman Jonke stated this is to adjust the funds to compensate the newly appointed Public Health Director. He stated there is a savings in 2025 of \$56,245.00.

Legislator Birmingham stated he believes it is a saving in 2025 because there are two (2) months that have already expired in 2025. He stated he believes it will be approximately a \$38,000 overall cost each year, which he is fine with, based on the gain for the County.

Chairman Jonke stated that is the point raised earlier by Legislator Ellner. He stated when this proposal was first made it was stated it would result in approximately \$70,000 savings. He stated in fact it will result in an almost \$40,000 additional cost.

Legislator Ellner stated it will probably cost closer to \$70,000 more, because each of the employees will be on the County's Health Insurance.

Chairman Jonke made a motion to Approve/ Budgetary Amendment 25A005/ Health Department/ Adjust Personnel Services Budget to Reflect Changes in Health Department; Seconded by Legislator Addonizio. All in favor.

**Item #13 – Adjournment**

There being no further business at 7:36PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Addonizio. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

MICHAEL J. LEWIS  
Commissioner of Finance



cc:all  
Pers - FYI 4/8  
A+A - sign 4/28/ sign  
FYL-P&B  
#4

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.

Rec'd 4/8/25  
Rec'd 4/20/25 #5

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

**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

**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 29 AM 11:45

**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.

*Gen*


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  
appd. 

25T073

Pers 4/8/25 Rcs0  
Audit 4/28/25 #6

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

**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)	<i>total overtime</i> 10008000.58002 (Jail Med. Srvs.: FICA)	<u>48,090</u> \$3,679.00	cover related FICA Month of January

**Total**

**\$51,769.00**

**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, NY

**25T075**

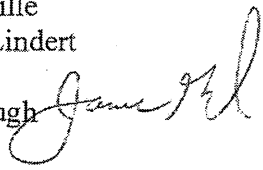
P-1

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.

*med*


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.

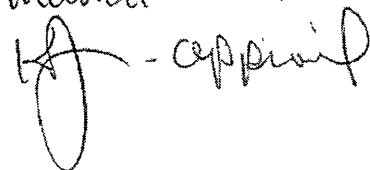
It is requested that the below empty personnel lines for January be transferred as follows:

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. 4-8-25  
Audit 4-28  
RESO  
#7

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



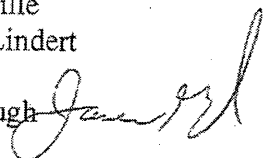
P-1

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.

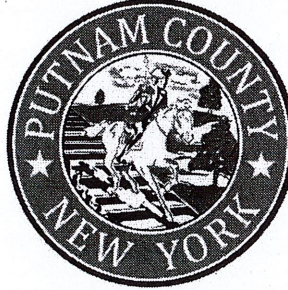
and

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

26,336 -  
General -

25T076

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 – 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/Management
		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



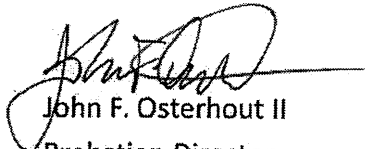
KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

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



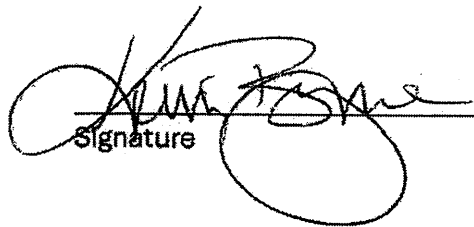
**PUTNAM COUNTY EXECUTIVE  
KEVIN M. BYRNE**

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

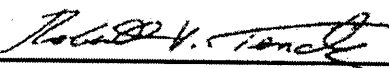
March 31, 2025

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,

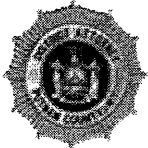
I sent this last night from my cell phone, but it looks like you did not receive it, so I am resending to you.

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

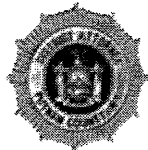
Putnam County District Attorney's Office

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

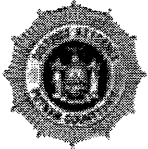
Michele,

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



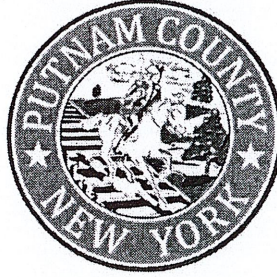
**From:** Michele Alfano-Sharkey <[Michele.Alfano-Sharkey@putnamcountyny.gov](mailto:Michele.Alfano-Sharkey@putnamcountyny.gov)>  
**Sent:** Wednesday, April 2, 2025 1:36 PM  
**To:** Christina Rizzo <[Christina.Rizzo@putnamcountyny.gov](mailto:Christina.Rizzo@putnamcountyny.gov)>; Michael Lewis <[Michael.Lewis@putnamcountyny.gov](mailto:Michael.Lewis@putnamcountyny.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

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
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**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.

MICHAEL J. LEWIS  
Commissioner of Finance



cc:all  
Pers 4-8-25  
A+A 4/26/25

Reso  
#10

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

April 1, 2025

Attached Backup  
is  
CONFIDENTIAL

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

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following 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	<u>\$9,987</u>
		\$106,713

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	<u>\$9,987</u>
		\$106,713

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>
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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

**Personnel Committee Mtg.**  
**April 8, 2025**  
**#10**

**#10- Approval/ Budgetary Amendment 25A030/ Health Department/ Transfer of Payroll and Corresponding Fringes from Health Department to the Department of Public Works Budget/ Senior Fiscal Manager William Orr**

**(Attached Backup to Budgetary Amendment 25A030 is Confidential)**



COUNTY OF PUTNAM

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**

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**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@putnamcountynv.gov](mailto:william.orr@putnamcountynv.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. 4/8/2025  
A+A 4/28  
RC50  
#12

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

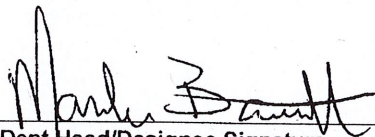
2025 APR - 2 PM 1:28  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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 –

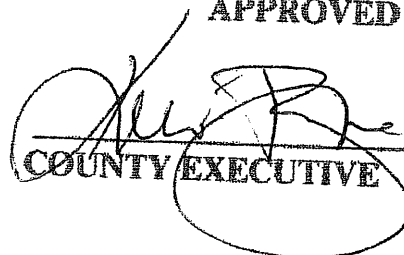
BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

State of New York

ss:

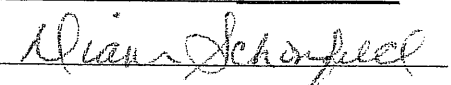
County of Putnam

APPROVED

 3/18/25  
COUNTY EXECUTIVE DATE

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

Dated: March 10, 2025

Signed: 

Diane Schonfeld

Clerk of the Legislature of Putnam County

**Personnel Committee Mtg.**  
**April 8, 2025**  
**#13**

**FYI/Accident Report**

Attached Backup  
is  
**CONFIDENTIAL**

**Personnel Committee Mtg.**  
**April 8, 2025**  
**#14**

**FYI/ Incident Report**

Attached Backup  
is  
**CONFIDENTIAL**