

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

Thursday 6:00pm May 22, 2025

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. 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**
- 4. Correspondence - Commissioner of Finance**
 - a. Approval – Budgetary Amendment 25A031b – District Attorney – DCJS Providing Funding for Discovery & Pretrial Reforms (tabled from May 6, 2025 Full Mtg.)**
 - b. Approval – Budgetary Amendment 25A035 – DPW – Close Out FEMA Projects (Also reviewed in Physical)**
 - c. Approval – Budgetary Amendment 25A038 – Finance – Vacancy Control Factor 2025 (Also reviewed in Personnel)**
 - d. Approval – Budgetary Amendment 25A039 – DSS & Mental Health – Pay Differential (Also reviewed in Personnel)**
 - e. Approval – Budgetary Amendment 25A040 – DSS – Reclassification from Senior Computer Operational Specialist to Coordinator of Information Technology (Also reviewed in Personnel)**
 - f. Approval – Budgetary Amendment 25A041 – DSS & Mental Health – State Aid – Mobile Crisis (Also reviewed in Health)**

- g. Approval – Budgetary Amendment 25A042 – DPW – Garage Roof Repair (Also reviewed in Physical)**
 - h. Approval – Budgetary Amendment 25A043 – DPW – Continuation of Youth Bureau Relocation (Also reviewed in Physical)**
 - i. Approval – Budgetary Amendment 25A044 – DPW – Wastewater Treatment Plant Costs (Also reviewed in Physical)**
 - j. Approval – Budgetary Amendment 25A045 – Soil & Water – Temporary Funding for Intern (Also reviewed in Physical)**
 - k. Approval – Budgetary Amendment 25A046 – DSS – Family Centered Case Management Services Grant (Personnel reviewed Grant)**
 - l. Approval – Budgetary Amendment 25A047 – Sheriff's Office – Use Seized Asset Funds for Equipment (Discussed in Protective)**
- 5. Approval – Budgetary Transfer 25T079 – Personnel – 2025 Salary & Benefit Costs Pursuant to Ratified PuMa Contract (Also reviewed in Personnel)**
 - 6. Approval – Request Refund of Taxes – Farrell – Town of Southeast Tax Map #47.-3-102 (Denied)**
 - 7. FYI – Guardrail & Property Damage Table**
 - 8. Other Business**
 - 9. Adjournment**

Sales Tax	Same Period											
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	\$ 3,910,113	\$ 4,117,955	\$ 4,235,351	\$ 4,472,651	\$ 4,699,597	\$ 4,966,930	5,536,978	4,810,372	6,071,784	6,673,020	7,112,139	7,785,254
February	3,270,383	3,234,919	3,828,416	3,797,974	4,062,844	4,228,841	4,573,894	4,483,277	5,047,591	5,979,925	6,138,980	5,833,205
March	5,708,091	4,670,041	5,932,547	5,174,049	5,383,664	5,792,011	5,949,514	8,065,989	8,250,002	7,952,761	7,642,006	5,854,261
April**	4,077,701	4,248,878	4,354,716	4,344,286	4,696,971	4,674,670	3,538,226	5,264,056	6,424,074	6,652,126	6,581,464	(1,787,745)
May	5,793,860	6,075,331	5,946,190	6,367,505	6,807,221	7,425,730	5,011,290	7,975,256	9,113,026	10,361,506	8,845,599	7,624,148
June	4,053,988	3,621,035	4,666,527	3,983,941	4,182,456	4,557,885	5,146,439	6,789,670	4,685,857	5,311,513	5,512,815	
July	4,320,542	4,558,502	4,372,322	4,952,664	4,835,632	5,266,612	4,871,906	6,094,635	6,393,098	6,737,854	7,635,468	
August	4,179,098	4,312,904	4,286,170	4,754,633	4,815,929	5,368,556	4,918,555	6,017,886	6,254,546	6,609,400	6,963,785	
September	5,997,983	5,347,273	6,377,884	5,821,648	7,067,806	7,331,396	9,125,106	8,508,962	8,459,469	9,682,066	8,395,971	
October	4,179,344	4,311,976	4,555,008	4,449,271	4,840,611	5,244,815	4,917,403	5,730,039	6,397,048	6,520,201	6,701,109	
November*	4,513,878	4,190,564	4,407,709	4,616,873	4,715,091	4,959,534	4,492,906	5,514,058	6,265,506	6,722,976	6,853,597	
December	5,881,014	5,264,022	6,092,242	6,056,492	7,037,269	6,186,904	8,678,973	8,798,537	8,601,579	9,246,964	6,878,953	
Actual	\$ 55,885,996	\$ 53,953,400	\$ 59,055,082	\$ 58,791,988	\$ 63,145,092	\$ 66,003,884	66,761,192	78,052,738	81,963,580	88,450,310	85,261,887	27,096,869
Budget/(Rev)	\$ 55,885,996	\$ 53,953,400	\$ 54,739,000	\$ 58,887,699	\$ 63,145,092	\$ 66,003,871	65,705,798	61,765,294	65,000,000	76,060,632	78,150,000	79,319,718
Over/(Under) Budget	(0)	(0)	4,316,082	(95,711)	(0)	13	1,055,394	16,287,444	16,963,580	12,389,678	7,111,887	(52,222,849) (377,721)

#3a

[illegible]

Notes

* PILOT

****PILOT**

*** Good Faith Payment

PILOT= Payment in lieu of taxes

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

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

#3c

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2025 Transfer/Revenue Report - APRIL

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	4	25A032	HEAP	10078000	446412		FED AID HEAP	59,472.00	C	2024-25 HEAP
2025	4	25A032	HEAP	10078000	54989		MISCELLANEOUS	59,472.00	D	2024-25 HEAP
2025	4	25A033	HEAP	10078000	54457		HEAP NON PA	30,672.00	D	2024-25 HEAP
2025	4	25A033	HEAP	10078000	446412		FED AID HEAP	30,672.00	C	2024-25 HEAP
2025	4	25T087	District Attorney	10116500	54682		SPECIAL SERVICES	2,500.00	C	PRINTING CHARGEBACKS
2025	4	25T087	District Attorney	10116500	54311		PRINTING AND FORMS	2,500.00	D	PRINTING CHARGEBACKS
2025	4	25T089	OEOP CAC	22070000	54782		SOFTWARE ACCESSORIES	160.00	C	FOR COMPUTER ACCESSORIES
2025	4	25T089	OEOP CAC	22070000	54783		LICENSING SOFTWARE	160.00	D	FOR COMPUTER ACCESSORIES
2025	4	25T090	DSS Admin	10102000	54311		PRINTING AND FORMS	300.00	D	FOR COLOR COPIES
2025	4	25T090	DSS Admin	10102000	54310		OFFICE SUPPLIES	300.00	C	FOR COLOR COPIES
2025	4	25T094	Mental Health Legal	10431000	54640		EDUCATION AND TRAINING	2,750.00	C	MH COMMUNITY TRN EVENTS 2025
2025	4	25T094	Mental Health Legal	10431000	54329		PROMOTIONAL MATERIALS	2,750.00	D	MH COMMUNITY TRN EVENTS 2025
2025	4	25T095	DSS Admin	10102000	52130	10169	COMPUTER EQUIPMENT	153.00	C	FOR CLIENT'S NEEDS

#30

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	4	25T095	DSS Admin	10102000	54989	10169	MISCELLANEOUS	153.00	D	FOR CLIENT'S NEEDS
2025	4	25T096	Real Property	10135500	54310		OFFICE SUPPLIES	59.32	C	REFRESHMENTS FOR BAR TRAINING
2025	4	25T096	Real Property	10135500	54989		MISCELLANEOUS	59.32	D	REFRESHMENTS FOR BAR TRAINING
2025	4	25T098	Personnel	10143000	54385		UNIFORMS	310.00	D	UNIFORMS
2025	4	25T098	Personnel	10143000	54640		EDUCATION AND TRAINING	310.00	C	UNIFORMS
2025	4	25T099	Health Admin	10401000	52180		OTHER EQUIPMENT	325.00	D	PURCHASE AIR PURIFIER
2025	4	25T099	Health Admin	10401000	52110		FURNITURE AND FURNISHINGS	325.00	C	PURCHASE AIR PURIFIER
2025	4	25T101	Board of Elections	10145000	52630		COMPUTER EQUIPMENT	1,050.00	C	10' LIGHTNING CABLES
2025	4	25T101	Board of Elections	10145000	54783		LICENSING SOFTWARE	1,050.00	D	10' LIGHTNING CABLES
2025	4	25T102	Board of Elections	10145000	52680		OTHER EQUIPMENT	16,500.00	C	ENHANCED VOTING - 1 YR OF 4
2025	4	25T102	Board of Elections	10145000	54783		LICENSING SOFTWARE	16,500.00	D	ENHANCED VOTING - 1 YR OF 4
2025	4	25T103	Central Services	10161000	54314		POSTAGE	1,000.00	C	COVER COST VEHICLE REPAIR
2025	4	25T103	Central Services	10161000	55370		CHRGBK AUTOMOTIVE	1,000.00	D	COVER COST VEHICLE REPAIR
2025	4	25T105	DSS Overhead	10120000	54783		LICENSING SOFTWARE	102.00	D	ACROBAT LICENSE

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	4	25T105	DSS Overhead	10120000	54310		OFFICE SUPPLIES	102.00	C	ACROBAT LICENSE
2025	4	25T106	DSS Overhead	10120000	51094		TEMPORARY	2,000.00	C	ONGOING TRNING HOURS
2025	4	25T106	Mental Health Legal	10431000	51094		TEMPORARY	2,000.00	D	ONGOING TRNING HOURS
2025	4	25T107	DSS Support Collection	10108000	54640		EDUCATION AND TRAINING	1,580.00	C	REPL SCU COORD'S BROKEN DESK
2025	4	25T107	DSS Support Collection	10108000	52110		FURNITURE AND FURNISHINGS	1,580.00	D	REPL SCU COORD'S BROKEN DESK
2025	4	25T108	DSS Admin	10102000	54646		CONTRACTS	6,792.00	C	FOSTER CARE RECRUITMENT FUNDS
2025	4	25T108	DSS Admin	10102000	54410		SUPPLIES AND MAT	6,792.00	D	FOSTER CARE RECRUITMENT FUNDS
2025	4	25T109	Mental Health Legal	10431000	54635	10206	CELLPHONES	600.00	D	RES#84 - TO CORRECT ACCT
2025	4	25T109	Mental Health Legal	10431000	54311		PRINTING AND FORMS	4,000.00	C	RES#84 - TO CORRECT ACCT
2025	4	25T109	Mental Health Legal	10431000	54311	10206	PRINTING AND FORMS	4,000.00	D	RES#84 - TO CORRECT ACCT
2025	4	25T109	Mental Health Legal	10431000	54410	10115	SUPPLIES AND MAT	2,000.00	C	RES#84 - TO CORRECT ACCT
2025	4	25T109	Mental Health Legal	10431000	54635		CELLPHONES	600.00	C	RES#84 - TO CORRECT ACCT
2025	4	25T109	Mental Health Legal	10431000	54410	10206	SUPPLIES AND MAT	2,000.00	D	RES#84 - TO CORRECT ACCT
2025	4	25T109	Mental Health Legal	10431000	54989	10206	MISCELLANEOUS	4,000.00	D	RES#84 - TO CORRECT ACCT

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025 4 25T109	Mental Health Legal	10431000	54989		MISCELLANEOUS	4,000.00	C	RES#84 - TO CORRECT ACCT
2025 4 25T110	Probation	10314000	54152		MEDICAL EXAMS TESTING	500.00	C	RETURN SHIPMENT COST
2025 4 25T110	Probation	10314000	54314		POSTAGE	500.00	D	RETURN SHIPMENT COST
2025 4 25T111	Health Litter	10027000	54646		CONTRACTS	3,000.00	C	EDUCATION & TRAINING
2025 4 25T111	Health - Recycling	10816000	54640		EDUCATION AND TRAINING	3,000.00	D	EDUCATION & TRAINING
2025 4 25T112	IT	10168000	54560		EQUIP RENTAL LEASE	2,500.00	D	TRANSFER FOR PLOTTER LEASE
2025 4 25T112	IT	10168000	52130		COMPUTER EQUIPMENT	2,500.00	C	TRANSFER FOR PLOTTER LEASE
2025 4 25T113	IT	10168000	54646		CONTRACTS	280.00	C	TRANSFER FOR COFFEE MACHINE
2025 4 25T113	IT	10168000	52170		KITCHEN EQUIPMENT	280.00	D	TRANSFER FOR COFFEE MACHINE
2025 4 25T114	Health - Lead	11015000	54314		POSTAGE	165.00	C	PURCHASE POSTCARDS
2025 4 25T114	Health - Lead	11015000	54310		OFFICE SUPPLIES	165.00	D	PURCHASE POSTCARDS
2025 4 25T115	Dues	10192000	54313		BOOKS AND SUPPLEMENTS	1,500.00	D	2025 NYSAC CONTRIBUTION
2025 4 25T115	Finance	10131000	54646		CONTRACTS	1,500.00	C	2025 NYSAC CONTRIBUTION
2025 4 25T116	DSS Medicaid	10104000	54152		MEDICAL EXAMS TESTING	1,410.00	D	SCS INVOICE #1533493

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025 4 25T116	DSS Medicaid	10104000	54640		EDUCATION AND TRAINING	1,410.00	C	SCS INVOICE #1533493
2025 4 25T117	Personnel	10143000	54989		MISCELLANEOUS	300.00	D	ASSORTED WRAPS
2025 4 25T117	Personnel	10143000	54640		EDUCATION AND TRAINING	300.00	C	ASSORTED WRAPS
2025 4 25T118	DSS Overhead	10120000	51094		TEMPORARY	120.00	C	REPLCING ATTORNY'S BROKEN FURN
2025 4 25T118	DSS Overhead	10120000	52110		FURNITURE AND FURNISHINGS	3,390.00	D	REPLCING ATTORNY'S BROKEN FURN
2025 4 25T118	DSS Overhead	10120000	51094		TEMPORARY	3,390.00	C	REPLCING ATTORNY'S BROKEN FURN
2025 4 25T118	DSS Overhead	10120000	54310		OFFICE SUPPLIES	120.00	D	REPLCING ATTORNY'S BROKEN FURN
2025 4 25T119	Emergency Services	10398900	52180		OTHER EQUIPMENT	4,000.00	C	1ST QUARTER CHARGEBACK
2025 4 25T119	Emergency Services	10398900	55370		CHRGBK AUTOMOTIVE	4,000.00	D	1ST QUARTER CHARGEBACK
2025 4 25T120	Board of Elections	10145000	54410		SUPPLIES AND MAT	2,000.00	C	LETTER OPENER EQUIPMENT
2025 4 25T120	Board of Elections	10145000	52120		OFFICE EQUIPMENT	1,500.00	D	LETTER OPENER EQUIPMENT
2025 4 25T120	Board of Elections	10145000	52120		OFFICE EQUIPMENT	2,000.00	D	LETTER OPENER EQUIPMENT
2025 4 25T120	Board of Elections	10145000	52120		OFFICE EQUIPMENT	1,000.00	D	LETTER OPENER EQUIPMENT
2025 4 25T120	Board of Elections	10145000	54640		EDUCATION AND TRAINING	1,000.00	C	LETTER OPENER EQUIPMENT

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	4	25T120	Board of Elections	10145000	54314		POSTAGE	1,500.00	C	LETTER OPENER EQUIPMENT
2025	4	25T121	District Attorney	10001000	52110		FURNITURE AND FURNISHINGS	1,000.00	D	OFFICE FURNITURE
2025	4	25T121	District Attorney	10001000	54313		BOOKS AND SUPPLEMENTS	2,000.00	C	OFFICE FURNITURE
2025	4	25T121	District Attorney	10001000	52110		FURNITURE AND FURNISHINGS	2,000.00	D	OFFICE FURNITURE
2025	4	25T121	District Attorney	10001000	54675		TRAVEL	1,000.00	C	OFFICE FURNITURE
2025	4	25T121	District Attorney	10001000	52110		FURNITURE AND FURNISHINGS	1,000.00	D	OFFICE FURNITURE
2025	4	25T121	District Attorney	10001000	54640		EDUCATION AND TRAINING	1,000.00	C	OFFICE FURNITURE
2025	4	25T121	District Attorney	10001000	52110		FURNITURE AND FURNISHINGS	1,000.00	D	OFFICE FURNITURE
2025	4	25T121	District Attorney	10001000	54564		ADVERTISING	1,000.00	C	OFFICE FURNITURE
2025	4	25T121	District Attorney	10001000	52110		FURNITURE AND FURNISHINGS	1,000.00	D	OFFICE FURNITURE
2025	4	25T121	District Attorney	10001000	54311		PRINTING AND FORMS	1,000.00	C	OFFICE FURNITURE
2025	4	25T122	DSS Admin	10102000	54310		OFFICE SUPPLIES	252.00	D	PRCH 2 DRY ERASE BRDS & IN BSK
2025	4	25T122	DSS Admin	10102000	52110		FURNITURE AND FURNISHINGS	252.00	C	PRCH 2 DRY ERASE BRDS & IN BSK

Debits
Credits

164,242.32
164,242.32

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
25A035	Close out Fema projects	927,322.00
Subtotal General Contingency		\$ 3,534,589.00

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)
25A030	State Aid Public Health	(38,417.00)
		(1,807,949.00)
Total		\$ 1,726,640.00

Proposed Deductions:

25T079	PUMA ratification	(5,389.00)
25A040	Cordinator of Information Technology	(1,119.00)
25A042	Garage roof repair-Myrtle Ave	(200,000.00)
25A043	Youth Bureau reallocation	(190,000.00)
25A044	Waste Water Sewer charges	(68,000.00)
		(464,508.00)
Pending Balance 5/22/25		\$1,262,132.00

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 5/22/25

\$25,000.00

Note:

R= resolution

A= proposed budgetary amendment

2025 Subcontingency Report

4987- Subcontingency (Nursing,BES)

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

	0.00
Total	\$ 78,060.00

Proposed Deductions:

	0.00
Pending Balance 5/22/25	\$ 78,060.00

Note:

R= resolution

A= proposed budgetary amendment

2025 Subcontingency Report

4993- Subcontingency (Cty Exec COLA)

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

Total	0.00
	\$ 5,211.00

Proposed Deductions:

Pending Balance 5/22/25	\$5,211.00
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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 5/22/25

\$57,900.00

Note:

R= resolution

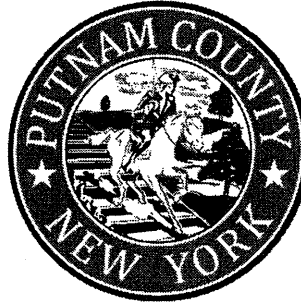
A= proposed budgetary amendment

(Master)

Tabled from 5/6/25
Full mtg.

#4a

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 – 25A031b**
DATE: May 1, 2025

2025 MAY -2 PM 3:59
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

Increase Appropriations:

101999000 54999	Sub Contingency - DA Merit Bonuses ADA's	\$	60,927
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Increase Estimated Revenues:

10116500 430890 10171	State Aid - Criminal Justice Discovery Reform Grant FY 24-25	\$	60,927
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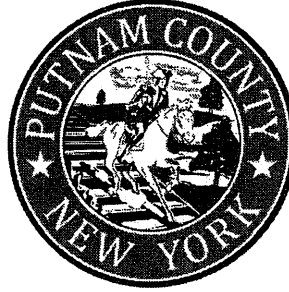
Fiscal Impact - 2025 - \$ 0

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.

MICHAEL J. LEWIS
Commissioner of Finance



ccAll
Phys
A+A

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 – 25A035**

DATE: April 18, 2025

2025 APR 25 PM 12:11
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

CAPITAL FUND:

INCREASE ESTIMATED REVENUES:

55197000 439601 52309	STATE AID - STATE OF EMERGENCY 7.9.2023	\$ 72,946.00
55197000 449601 52309	FEDERAL AID - STATE OF EMERGENCY 7.9.2023	\$ 457,750.00

INCREASE APPROPRIATIONS:

55197000 59030 52309	TRANSFER OUT - GENERAL FUND	\$ 927,322.00
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DECREASE APPROPRIATIONS:

55197000 53000 52309	CAP EXPENDITURES - STATE OF EMERGENCY 7.9.2023	\$ 396,626.00
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GENERAL FUND:

INCREASE ESTIMATED REVENUES:

10131000 428501	TRANSFER IN - CAPITAL FUND	\$ 927,322.00
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INCREASE APPROPRIATIONS:

10199000 54980	GENERAL CONTINGENCIES	\$ 927,322.00
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2025 Fiscal Impact (\$927,322)
2026 Fiscal Impact \$ 0

Pursuant to Resolution 160 and 244 of 2023, an amount of \$1,000,000 and \$500,000 respectively was transferred from the General Fund's reserves to the Capital Fund to respond and cover initial costs associated with emergency measures to repair and reopen various County Roads that endured flood damage from the storm event which occurred throughout the Putnam County back on July 9, 2023. Since that time, FEMA representatives inspected repair projects located on North Lake Blvd. in Mahopac, Harmony Hill Road in Patterson, and Oscawana Lake Road in Putnam Valley and deemed eligible for reimbursement.

Both the Commissioner of DPW and BES respectively have confirmed that all FEMA projects are now officially closed out. With that said, a proposed budgetary amendment above is to close out this capital project and replenish the General Fund's reserve which is now appropriate to do at this time. Of the \$1.5mm, \$927,322 will be transferred back to the General Fund for future contingent appropriations.

PUTNAM COUNTY LEGISLATURE

Resolution #160

Introduced by Legislator: William Gouldman on behalf of the Physical Services Committee at a Regular Meeting held on August 1, 2023.

page 1

**APPROVAL/ BUDGETARY AMENDMENT (23A045)/ PUBLIC WORKS/ STATE OF EMERGENCY
STORM DAMAGE 7/9/23**

WHEREAS, due to the recent storm on 7/9/23, and the associated flood damage throughout Putnam County, the Administrative Director of the Department of Public Works Thomas Feighery has implemented emergency measures to repair and reopen various County Roads to ensure the safety of vehicular traffic; and

WHEREAS, an allocation of \$1 million has been requested with budgetary amendment (23A045) to cover initial costs associated with said work; and

WHEREAS, engineers (internal and external) have been assigned to conduct a full damage assessment which is ongoing at this point; and

WHEREAS, once this assessment is completed, the Department will have a more comprehensive and accurate damage report, along with the costs associated with the entirety of the required repair work; and

WHEREAS, it is anticipated that the overall amount will exceed the original allocation; and
WHEREAS, the Physical Services Committee and the Audit & Administration Committee have reviewed and approved said budgetary amendment; now therefore be it

RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Increase Appropriations:

10990100 59020 52309	Transfer Out – Capital Fund	1,000,000
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Increase Estimated Revenues:

10131000 424011	Interest & Earnings	1,000,000
-----------------	---------------------	-----------

CAPITAL FUND:

Increase Appropriations:

55197000 53000 52309	State of Emergency Damage 7/09/23	1,000,000
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Increase Estimated Revenues:

55197000 428601 52309	Transfer In – General Fund	1,000,000
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2023 Fiscal Impact – 0 -

2024 Fiscal Impact – 0 -

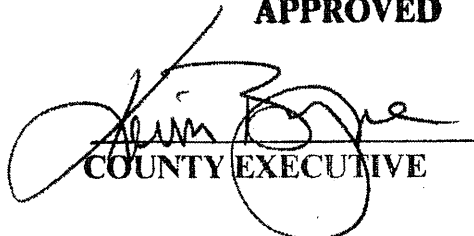
BY POLL VOTE: ALL AYES. LEGISLATOR ADDONIZIO WAS ABSENT. MOTION CARRIES.

APPROVED

State of New York

ss:

County of Putnam

 **COUNTY EXECUTIVE** 8/14/23
DATE

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on August 1, 2023.

Dated: August 3, 2023

Signed: 

Diane Schonfeld
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #244

Introduced by Legislator: William Gouldman on behalf of the Physical Services Committee at a Regular Meeting held on December 5, 2023.

page 1

APPROVAL/ BUDGETARY AMENDMENT (23A070)/ DEPARTMENT OF PUBLIC WORKS/ STATE OF EMERGENCY STORM DAMAGE 7/9/23

WHEREAS, per Resolution #160 of 2023, \$1 million was allocated to cover initial costs associated with emergency measures to repair and reopen various County Roads that endured flood damage from the storm event which occurred throughout Putnam County on July 9, 2023; and

WHEREAS, repair projects located on North Lake Blvd. in Mahopac, Harmony Hill Road in Patterson, and Oscawana Lake Road in Putnam Valley have been inspected by FEMA representatives and were deemed eligible for full reimbursement; and

WHEREAS, as emergency repairs are still in progress, and the initial allocation of \$1 million is running out, the Commissioner of DPW has requested an additional \$500,000 to continue the necessary repair work; and

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

RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Increase Appropriations:

10990100 59020 52309	Transfer Out – Capital	500,000
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Increase Estimated Revenues:

10131000 424011	Interest & Earnings	500,000
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CAPITAL FUND:

Increase Appropriations:

55197000 53000 52309	State of Emergency Damage 7/9/23	500,000
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Increase Estimated Revenues:

55197000 428601 52309	Transfer In – General	500,000
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2023 Fiscal Impact – 0 –

2024 Fiscal Impact – 0 –

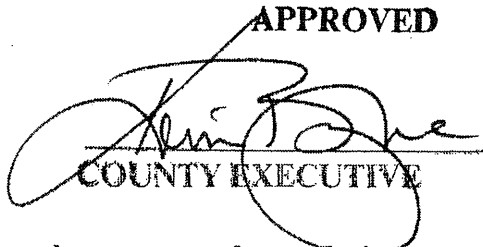
BY POLL VOTE: ALL AYES. LEGISLATOR ADDONIZIO WAS ABSENT. MOTION CARRIES.

APPROVED

State of New York

ss:

County of Putnam


COUNTY EXECUTIVE
12/12/23
DATE

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on December 5, 2023.

Dated: December 7, 2023

Signed: 

Diane Schonfeld

Clerk of the Legislature of Putnam County

MICHAEL LEWIS
COMMISSIONER OF FINANCE



cc All
Audit

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KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: Sheila M. Barrett, First Deputy Commissioner of Finance *SMB*

Re: Budgetary Amendment - **25A038** - *Revised*

Date: May 14, 2025

2025 MAY 15 PM 12:10
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

Decrease estimated appropriations:

10141000.51000	Personnel Services	21,016
10141000.58002	FICA	1,608
10141000.51000	Personnel Services	14,998
10141000.58002	FICA	1,147
10141100.51000	Personnel Services	17,291
10141100.58002	FICA	1,323
10142000.51000	Personnel Services	33,778
10142000.58002	FICA	2,584
10143000.51000	Personnel Services	23,724
10143000.58002	FICA	1,815
10168000.51000	Personnel Services	10,272
10168000.58002	FICA	786
10168000.51000	Personnel Services	29,655
10168000.58002	FICA	2,269
10314000.51000	Personnel Services	21,526
10314000.58002	FICA	1,647
10314000.51000	Personnel Services	12,454
10314000.58002	FICA	953
10314000.51000	Personnel Services	28,587
10314000.58002	FICA	2,187
10314000.51000	Personnel Services	10,846
10314000.58002	FICA	830
10314000.51000	Personnel Services	4,527
10314000.58002	FICA	346
10314000.51000	Personnel Services	17,182
10314000.58002	FICA	1,314
10677400.51000	Personnel Services	16,118
10677400.58002	FICA	1,233
10711000.51000	Personnel Services	16,746
10711000.58002	FICA	1,238

Decrease estimated revenue

10131000.427705	Vacancy Control Factor	\$ 300,000
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Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to provide the Vacancy Control Factor for 2025.
Please forward to the appropriate committee.

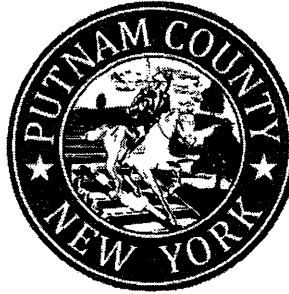
Approved:

Kevin M. Byrne
County Executive

VACANCY CONTROL - JANUARY THRU APRIL 2025

Org Code	Object Code	Position Number	Title	51000	58002	Total
10141000	51000	141010105	Records Clerk/Typist	21,016.00	1,608.00	22,624.00
10141000	51000	141010108	Records Clerk/Typist	14,998.00	1,147.00	16,145.00
10141100	51000	141110118	MV Cashier Examiner	17,291.00	1,323.00	18,614.00
10142000	51000	142010118	Deputy County Attorney	33,778.00	2,584.00	36,362.00
10143000	51000	143010110	Senior Personnel Specialist	23,724.00	1,815.00	25,539.00
10168000	51000	168010101	Real Property System Supervisor	10,272.00	786.00	11,058.00
10168000	51000	168010109	Deputy Director of IT/GIS	29,655.00	2,269.00	31,924.00
10314000	51000	314010132	Probation Officer I	21,526.00	1,647.00	23,173.00
10314000	51000	314010133	Probation Officer I	12,454.00	953.00	13,407.00
10314000	51000	314010126	Probation Officer II/Senior Probation Officer	28,587.00	2,187.00	30,774.00
10314000	51000	314010119	Treatment Court Coordinator	10,846.00	830.00	11,676.00
10314000	51000	314010118	Probation Assistant	4,527.00	346.00	4,873.00
10314000	51000	314010136	Probation Assistant	17,182.00	1,314.00	18,496.00
10677400	51000	677410132	Nutrition Site Manager	16,118.00	1,233.00	17,351.00
10711000	51000	711010119	Laborer	16,746.00	1,238.00	17,984.00
				278,720.00	21,280.00	300,000.00

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

cc: all
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DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk

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

RE: **Budgetary Amendment – 25A039**

DATE: May 6, 2025

2025 MAY -7 PM 3:40
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

GENERAL FUND

INCREASE APPROPRIATIONS:

10104000 51091	PAY DIFFERENTIAL	\$ 5,228.00
		\$ 5,228.00

DECREASE APPROPRIATIONS:

10104000 51000 (105)	PERSONNEL SERVICES	\$ 5,228.00
	Scout Typist	\$ 5,228.00

2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

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

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

May 6, 2025

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

Dear Ms. Schonfeld,

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

Increase Appropriations:

10104000 51091	Social Servies Admin MA ELGB Pay Differential	<u>\$5,228.00</u>
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Decrease Appropriations:

10104000 51000	Personnel Services	<u>\$5,228.00</u>
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2025 Fiscal Impact – 0-

2026 Fiscal Impact -0-

25A039

This request is for your review to approve the pay differential directly related to the Social Services Supervisor position within the Medicaid unit while the current incumbent is on leave. A current Social Services Specialist I is fulfilling duties of a higher level since 2/20/25, and will remain with these duties until incumbent returns to the office. Assumed is a term of 02/20/2025 - 12/31/2025. This request will compensate the employee for their efforts in supervision and execution of tasks and responsibilities to that of the Social Services Supervisor. Compensation equates to \$3.3189/hour (Grade 15, Step 2, 3 Longevities). To support the increase, funds are being utilized from a vacant Senior Typist position within the Medicaid unit.

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

MICHAEL J. LEWIS
Commissioner of Finance



cc: all
Pers
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Reso

SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

May 6, 2025

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

Dear Ms. Schonfeld,

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

Increase Estimated Revenues:

10601000 436101	Social Servies Program ADMN	\$1,119
10601000 446101	ADMN Social Services	<u>\$2,239</u>
	Total Estimated Revenues	\$3,358

Increase Appropriations:

10116000 51000 (101)*	Personnel Services-SS ADMN WMS	\$4,477
	Total Appropriations	<u>\$4,477</u>

* Coordinator of Information Technology

Decrease Contingencies

10199000 54980	General Contingencies	<u>\$1,119</u>
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2025 Fiscal Impact -\$1,119-

2026 Fiscal Impact -\$2,308-

25A040

This request is for your review to amend the 2025 Department of Social Services budget to include a reclassification from Senior Computer Operational Specialist to Coordinator of Information Technology retroactive to January 1, 2025. A classification form was submitted to Personnel and based upon the work duties performed, the new title has been classified as Coordinator of Information Technology.

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

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

May 6, 2025

TO: Michael Lewis, Commissioner of Finance

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

SUBJECT: DSS 2025 Budgetary Amendment

Together with Personnel Officer Paul Eldridge, your approval is requested to amend the 2025 Department of Social Services budget to include a reclassification from **Senior Computer Operational Specialist** to **Coordinator of Information Technology** retroactive to January 1, 2025. A classification form was submitted to Personnel and based upon the work duties performed, the new title has been classified as **Coordinator of Information Technology**

Senior Computer Operation Specialist (Grade 17, Step 4, 1 Longevity)	\$88,713
Coordinator of Information Technology (Grade 19, Step 3, 1 Longevity)	\$93,190
Total Increase in Expense:	\$4,477

Increase Estimated Revenue:

10601000	SOCIAL SERVICES PROGRAM ADMN	
436101	ADM SOCIAL SERVICES	\$1,119
446101	ADM SOCIAL SERVICES	\$2,239
	Total Estimated Revenues	\$3,358

Increase Appropriations:

10116000	SS PROGRAM ADMN WMS	
51000 (101)	PERSONNEL SERVICES	\$4,477
	Total Appropriations	\$4,477
	Fiscal Impact (25)	- \$1,119 -
	Fiscal Impact (26)	- \$2,308 -

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

Attachments:

Classification / Reclassification Notice – 5/2/25
Coordinator of Information Technology Job Specification

cc: Paul Eldridge, Personnel Officer
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau
Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

PAUL ELDRIDGE
PERSONNEL OFFICER



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

May 2, 2025

Classification/Reclassification Notice

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

Via email

Dear Commissioner Servadio,

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 4/3/2025 submitted on behalf of [REDACTED]
- ☐ 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 Coordinator of Information Technology 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/agency. Please have a supervisor or department head complete page two (2) and return to me as soon as possible. This will ensure that the process is handled as quickly as possible.

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Virginia Redlon", written over a horizontal line.

Virginia Redlon
Senior Personnel Specialist

Putnam County Personnel Department
Classification/Reclassification Checklist

Name: _____ Title: _____

Municipality: _____ Department: _____

Preferred contact information: _____

For employee title re-classification:

- ☐ We plan on moving forward with this classification. Please advise as to next steps.
- ☐ 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 next steps.
- ☐ We do not agree with this 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* time spent as a provisional 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 no longer on probation.

COORDINATOR OF INFORMATION TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible technical position accountable for overall administration, maintenance and operations of a wide variety New York State computer systems (including equipment as well as proprietary applications) for the County Department of Social Services & Mental Health. Responsibilities include LAN/WAN administration, security, access control, database management, troubleshooting, user assistance, and hardware and software maintenance. Work is performed under general supervision of the Commissioner of Social Services & Mental Health or other high-level administrator, requiring the exercise of independent judgment in carrying out details of the work. Supervision is exercised over computer operations specialists, and/or other technical and clerical personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as LAN/WAN Administrator for New York State applications and databases used by the Putnam County Department of Social Services, including but not limited to, Human Services Enterprise Network (HSEN), NYeNET/LDAP, New York State Health Provider Network, New York State Dept of Labor and Dept of Health systems, New York State Welfare Management System (WMS) and Transaction Terminal Security System (TTSS) and other legacy systems, Child Support Management System (CSMS), Office for Children & Family Services (OCFS) databases, Welfare Reporting and Tracking System (WRTS), Benefits Issuance Control System, IEDR, SQL Server, Connections, A\$SETS, ASAP, WTW CMS, Attachmate, Centraport and successor applications;

Coordinates all calls to the NYS Customer Care Help Desk;

Maintains and installs software and upgrades applications;

Troubleshoots and resolves department and employee issues with proprietary State computer applications;

Authorizes security functions for access to mainframe applications;

Performs account maintenance, creating new accounts, deleting accounts, and updating the user directory;

Maintains and installs software, updates, and equipment, including network cable;

Repairs, maintains, and transports hardware including but not limited to computers, printers and copiers, scanners, etc.;

Troubleshoots computer hardware, software, and user problems;

Troubleshoots and resolves department and employee issues with proprietary State computer applications;

Responsible for security integrity of WMS and related systems;

Prepares and oversees the preparation of a variety of periodic system-generated reports as required;

Responsible for the purchasing of equipment, peripherals and consumables such as computers, tablets, printers, webcams, toner, print cartridges, surge protectors, network cables, etc.;

Keeps inventory of new and decommissioned department hardware, and records primary users;

Maintains a schedule of periodic recycling of obsolete/broken hardware and technology;

Attends State IT meetings and provided trainings;

Reviews changes in State and department policies and procedures, and informs affected units accordingly;

Keeps abreast on new industry developments, methodologies, software and hardware, and peripheral equipment, and provide recommendations to improve network productivity and functionality;

Assists in the formulation of policies and procedures for departmental administration, technology, training and education needs;

Works closely with the County IT Department regarding troubleshooting, installation of new equipment, needs analysis and recommendations;

--over--

COORDINATOR OF INFORMATION TECHNOLOGY (cont'd)

Assists the department administration in planning for the system needs of the department;
Assists with annual departmental budget preparations in relationship to departmental training and system needs;
Makes recommendations regarding technical staffing needs, including reviewing and interviewing applicants;
Provides technology assistance as required for all training sessions using the web, telephone systems, and other technology and equipment;
May provide training to departmental employees in specific areas of responsibility;
Performs a variety of related activities as required and as systems change.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of LAN and WAN administration and computer networking; thorough knowledge of the principles and practices of computer systems (hardware/software) troubleshooting; excellent technical skills and analytic capabilities; ability to maintain complex computer network systems; ability to analyze jobs, functions and problems, to plan and provide appropriate training; ability to plan and supervise the work of others; ability to effectively communicate both verbally and in writing; ability to establish and maintain effective working relationships with others; initiative; resourcefulness; good judgment; tact and courtesy.

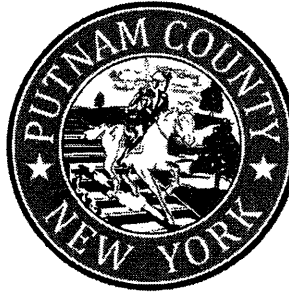
MINIMUM QUALIFICATIONS: Either

- a) Bachelor's Degree in Computer Science, Management Information Systems, Information Technology or closely related field and four (4) years of experience in computer systems maintenance, which must have involved administration or provision of training programs; or
- b) Bachelor's Degree including or supplemented by thirty (30) credit hours in Management Information Systems, Computer Science, Information Technology or a closely related field and six (6) years of experience in computer systems maintenance, which must have involved administration or provision of training programs; or
- c) An equivalent combination of training and experience as defined by the limits of a) and b) above.

SUBSTITUTION NOTE: Full-time paid experience in teaching or in planning, developing and supervision of in-service training may be substituted for up to two (2) years of the required experience on a year-for-year basis.

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



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

cc: all
Health
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Reso

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: Budgetary Amendment – 25A041
DATE: May 12, 2025

2025 MAY 13 PM 12:21
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

GENERAL FUND:

INCREASE APPROPRIATIONS:

10051460 54647	SUB CONTRACTORS - MOBILE CRISIS	\$ 150,000.00
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INCREASE ESTIMATED REVENUES:

10051460 434981	MH ST AID - MOBILE CRISIS	\$ 150,000.00
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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

May 9, 2025

TO: Michael Lewis, Commissioner of Finance

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

SUBJECT: Mental Health 2025 Budgetary Amendment

Your approval is requested to amend the 2025 Mental Health budget to reflect an extension of 2023 State Aid levels regarding funding code 164 **Suicide Prevention & Crisis Services** to be passed through to provider agencies in accordance with field office and central office approval for undistributed funds. Supporting documentation attached.

Increase Estimated Revenues:

10051460	CONTR. MH SVCS MOBILE CRISIS	
434981	MH ST AID	\$150,000
	Total Revenue	\$150,000

Increase Appropriations:

10051460	CONTR. MH SVCS MOBILE CRISIS	
54647	SUB CONTRACTORS	\$150,000
	Total Appropriations	\$150,000
	Fiscal Impact (25)	- 0 -
	Fiscal Impact (26)	- 0 -

Thank you for your time and consideration of this request.

Attachments:

CENTRAL OFFICE APPROVAL CORESPONDENCE

FIELD OFFICE APPROVAL CORESPONDENCE

OMH Attachment A – Funding Source Allocation Table – 2023 Amendment 14 – 6/17/2024

cc: 

Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau

Huang, Songyun (OMH)

From: Wojtkiewicz, April A (OMH)
Sent: Wednesday, December 11, 2024 1:49 PM
To: Huang, Songyun (OMH)
Cc: Brandow, Theresa (OMH); McCormick, Edward (OMH); Milham, Melissa (OMH)
Subject: RE: NCE- SAL 2023 & 2024 - Mobile Crisis Unit Funding FC 164 (\$300K/yr), Putnam

Yes, I approve.

From: Huang, Songyun (OMH) <Songyun.Huang@omh.ny.gov>
Sent: Wednesday, December 11, 2024 1:09 PM
To: Wojtkiewicz, April A (OMH) <April.Wojtkiewicz@omh.ny.gov>
Cc: Brandow, Theresa (OMH) <Theresa.Brandow@omh.ny.gov>; McCormick, Edward (OMH) <Edward.McCormick@omh.ny.gov>; Milham, Melissa (OMH) <Melissa.Milham@omh.ny.gov>
Subject: FW: NCE- SAL 2023 & 2024 - Mobile Crisis Unit Funding FC 164 (\$300K/yr), Putnam

Hi April,

Following your guidance during our last meeting on 11/27/24, I am resending this email to reaffirm what we have approved for Putnam County to extend the Mobile Crisis Start-Up Funding(\$300K per year for two years, effective July 1, 2023). The \$450K allocated to the county's SAL in FC 164 for 2023 and 2024 will now be extended through 2025. Our field office fully supports this extension to provide the county with sufficient time to secure an appropriate service provider.

I assume the close-out team will need to conduct a multi-year close-out process for the years 2023, 2024, and 2025.

Putnam County has requested written confirmation of this approval. Please let me know if you agree to provide a confirmation response of "YES."

Thank you.

SongYun Huang

Fiscal Unit, Hudson River Field Office

NYS Office of Mental Health

- Hudson River Field Office
10 Ross Circle, Suite 5N
Poughkeepsie, NY 12601
Tel: (845)483-3570 | Fax: (845)454-8218

**Counties in the region:* Albany, Columbia, Dutchess, Greene, Orange, Putnam, Rensselaer, Rockland, Saratoga, Schenectady, Schoharie, Sullivan, Ulster, Warren, Washington and Westchester

From: Huang, Songyun (OMH)
Sent: Thursday, November 21, 2024 3:20 PM
To: Wojtkiewicz, April A (OMH) <April.Wojtkiewicz@omh.ny.gov>; Blakley, Kristyn (OMH) <Kristyn.Blakley@omh.ny.gov>; Milham, Melissa (OMH) <Melissa.Milham@omh.ny.gov>

Wunner, Kristen (DFA)

From: Huang, Songyun (OMH)
Sent: Wednesday, December 11, 2024 2:12 PM
To: Wunner, Kristen (DFA); Servadio, Sara (DFA)
Cc: Brandow, Theresa (OMH); Messmer, MaryKaye (OMH)
Subject: RE: Mobile Crisis Unit Funding
Attachments: Approved - Putnam Mobile Crisis StartUp Extension FC 164 2023 to 2025.pdf

Hi Sara and Kristen,

Please keep the attached PDF file as a record of our central office's approval to extend the Mobile Crisis Start-Up Funding allocated in 2023 and 2024 under FC 164 through 2025.

SongYun Huang

Fiscal Unit, Hudson River Field Office

NYS Office of Mental Health

- Hudson River Field Office
10 Ross Circle, Suite 5N
Poughkeepsie, NY 12601
Tel: (845)483-3570 | Fax: (845)454-8218

**Counties in the region:* Albany, Columbia, Dutchess, Greene, Orange, Putnam, Rensselaer, Rockland, Saratoga, Schenectady, Schoharie, Sullivan, Ulster, Warren, Washington and Westchester

From: Wunner, Kristen (DFA) <Kristen.Wunner@dfa.state.ny.us>
Sent: Wednesday, December 11, 2024 9:48 AM
To: Servadio, Sara (DFA) <Sara.Servadio@dfa.state.ny.us>; Huang, Songyun (OMH) <Songyun.Huang@omh.ny.gov>
Cc: Brandow, Theresa (OMH) <Theresa.Brandow@omh.ny.gov>; Messmer, MaryKaye (OMH) <MaryKaye.Messmer@omh.ny.gov>
Subject: RE: Mobile Crisis Unit Funding

Thank you, Song. Did you receive written approval (mentioned below) from your field office that you can forward for our records?

Thank you,
Kristen



Kristen Wunner

FISCAL MANAGER • Mental Health, Social Services & Youth Bureau
PHONE | 845.808.1500, ext 45210 • WEBSITE | PUTNAMCOUNTYNY.COM
PUTNAM COUNTY GOVERNMENT NEW YORK

From: Servadio, Sara (DFA) <Sara.Servadio@dfa.state.ny.us>
Sent: Wednesday, December 11, 2024 9:20 AM

To: Huang, Songyun (OMH) <Songyun.Huang@omh.ny.gov>; Wunner, Kristen (DFA) <Kristen.Wunner@dfa.state.ny.us>
Cc: Brandow, Theresa (OMH) <Theresa.Brandow@omh.ny.gov>; Messmer, MaryKaye (OMH) <MaryKaye.Messmer@omh.ny.gov>
Subject: RE: Mobile Crisis Unit Funding

Excellent, thank you.



Sara Servadio

COMMISSIONER • Mental Health, Social Services & Youth Bureau
PHONE | 845.808.1500, ext 45200 • WEBSITE | PUTNAMCOUNTYNY.COM
PUTNAM COUNTY GOVERNMENT NEW YORK

From: Huang, Songyun (OMH) <Songyun.Huang@omh.ny.gov>
Sent: Thursday, November 21, 2024 4:24 PM
To: Wunner, Kristen (DFA) <Kristen.Wunner@dfa.state.ny.us>
Cc: Servadio, Sara (DFA) <Sara.Servadio@dfa.state.ny.us>; Brandow, Theresa (OMH) <Theresa.Brandow@omh.ny.gov>; Messmer, MaryKaye (OMH) <MaryKaye.Messmer@omh.ny.gov>
Subject: RE: Mobile Crisis Unit Funding

Hi Sara and Kristen,

As discussed in the last meeting, I have received verbal approval from our central office to extend the Mobile Crisis Start-Up funding you received for 2023 and 2024 until December 31, 2025.

2023 SAL \$75,000 x 2qts = 150,000

2024 SAL \$75,000 x 4qts = 300,000

\$450,000 (To extend to 12/31/2025)

Please note that the state aid letters (SALs) for 2023 and 2024 will not be reissued. Instead, we will conduct a multi-year close-out for the related funding code and program code combination. This will ensure that your CAT allocation to FC 164/PC 0680 is not recovered at the annual close-out until 12/31/2025.

If you notice any discrepancies related to this matter during the SAL close-out, please bring them to our attention. I will forward the written approval once I receive it.

SongYun Huang

Fiscal Unit, Hudson River Field Office

NYS Office of Mental Health

- Hudson River Field Office

10 Ross Circle, Suite 5N
Poughkeepsie, NY 12601

Tel: (845)483-3570 | Fax: (845)454-8218

**Counties in the region:* Albany, Columbia, Dutchess, Greene, Orange, Putnam, Rensselaer, Rockland, Saratoga, Schenectady, Schoharie, Sullivan, Ulster, Warren, Washington and Westchester

From: Wunner, Kristen (DFA) <Kristen.Wunner@dfa.state.ny.us>

Sent: Monday, October 21, 2024 3:24 PM

To: Huang, Songyun (OMH) <Songyun.Huang@omh.ny.gov>

Cc: Servadio, Sara (DFA) <Sara.Servadio@dfa.state.ny.us>

Subject: Mobile Crisis Unit Funding

Hi Song,

As a follow up to our 3pm call, we are inquiring on the use of the \$150k that was allocated to 164 - Suicide Prevention & Crisis Services on our 2023 State Aid letter. I have attached a copy of the Funding Source Allocation Table Amendment 14 and highlighted the funding source in question. As this is a new initiative, we are hoping this can be carried forward into 2024 and even 2025 as the project continues to get off the ground (same for any unspent funds allocated on the 2024 state aid letter). We appreciate your guidance and looking into this.

Thank you,
Kristen



Kristen Wunner

FISCAL MANAGER • Mental Health, Social Services & Youth Bureau

PHONE | 845.808.1500, ext 45210 • WEBSITE | PUTNAMCOUNTYNY.COM

PUTNAM COUNTY GOVERNMENT NEW YORK

Are you in crisis, experiencing emotional distress, or worried about someone you know? Call or text 988 or chat at

988lifeline.org

24 hours a day, 7 days a week.

IMPORTANT NOTICE:

This e-mail is meant only for the use of the intended recipient. It may contain confidential information which is legally privileged or otherwise protected by law. If you received this e-mail in error or from someone who was not authorized to send it to you, you are strictly prohibited from reviewing, using, disseminating, distributing or copying the e-mail. PLEASE NOTIFY US IMMEDIATELY OF THE ERROR BY RETURN E-MAIL AND DELETE THIS MESSAGE FROM YOUR SYSTEM. Thank you for your cooperation.

Funding Source	Code	Type	Prior Letter Allocation	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value from Prior Letter	Annualized Value Changes from Prior Letter	Fiscal Year Revised Annualized Value	Beds
Local Assistance	001A	GS	\$59,906	\$0	\$59,906	\$60,488	\$0	\$60,488	
Remarks									
An increase of \$1,746 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$2,328.									
Community Support Services	014	GS	\$110,495	\$0	\$110,495	\$111,568	\$0	\$111,568	
Remarks									
An increase of \$3,219 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$4,292.									
Adult ACT State Aid	034J	GS	\$317,342	\$0	\$317,342	\$321,766	\$0	\$321,766	
Remarks									
Effective 4/1/23, increase of \$13,272 (FAV:\$17,696) represents the 4/1/23 - 12/31/23 value of the 4% COLA funding increase (effective 4/1/23) for program code 2720 (Non-Medicaid Coordination).									
Integrated Supp Emp	037	GS	\$51,825	\$0	\$51,825	\$52,328	\$0	\$52,328	
Remarks									
An increase of \$1,509 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$2,012.									
Allocation adjustment made to 4/1/23 and AVs to correctly reflect 4/1/22 5.4% COLA increase.									
PROS State Aid	037P	GS	\$95,476	\$0	\$95,476	\$95,476	\$(5,840)	\$89,636	



Attachment A
Funding Source Allocation Table
County Code: 40 County Name: Putnam
Year: 2023 Amendment: 14 - 6/17/2024 3:57:01 PM

Print Date : 05/09/2025 10:52 AM
Printed By : L6884KNW
Page : 2 of 7

<u>Funding Source</u>	<u>Code</u>	<u>Type</u>	<u>Prior Letter Allocation</u>	<u>Allocation Changes Since Prior Letter</u>	<u>Revised Current Fiscal Year Allocation</u>	<u>Annualized Value from Prior Letter</u>	<u>Annualized Value Changes from Prior Letter</u>	<u>Fiscal Year Revised Annualized Value</u>	<u>Beds</u>
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Remarks

Effective 04/01/2023, PROS Residual State Aid and PROS Vocational Initiative funding is being increased based upon the 4% COLA effective 04/01/2023. CY 2023 funding increases PFCS PROSper SA \$1,088 Voc \$1,696.
Effective 1/1/2023, PROS Residual State Aid and PROS Vocational Initiative funding recalculated based upon monthly census data reported in CAIRS. CY 23 funding amounts are : PI PROSper SA \$36,232 Voc \$56,460.
Quarterly increase of \$311 (retro to 1/1/23) as a result of a recalculation of the UDC Funding.

Dwyer Veteran P2P

038F	GS		\$192,400	\$0	\$192,400	\$7,400	\$40,700		\$48,100	
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Remarks

Adjusting AVs to 4/1/2024 LP

An increase of \$7,400 represents the 4/1/23 - 3/31/24 value of a 4% COLA, effective 4/1/23. The full annual value is \$7,400.

Funding in the amount of \$185,000 in the SFY 23-24 Enacted Budget for the period of 4/1/2023-3/31/2024, will be used for the Veteran Peer to Peer Support Service Program for veteran suffering from post-traumatic stress syndrome, other related combat stress disorders, or having counseling needs, using individual and small group peer to peer counseling methods. The provider should use the program code 0690 on all OMH financial reporting documents.

Clinical Infrastructure-Adult

039P	GS		\$61,957	\$0	\$61,957	\$62,560	\$0		\$62,560	
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Remarks

An increase of \$1,805 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$2,408.

CMHS Kids COVID Relief Funds
Clinical Infrastructure-C&F

044C	F		\$0	\$0	\$0	\$0	\$0		\$0	
046A	GS		\$77,167	\$0	\$77,167	\$77,916	\$0		\$77,916	

Remarks

An increase of \$2,247 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$2,996.

Community Support Programs-C&F

046L	GS		\$319,809	\$0	\$319,809	\$322,914	\$0		\$322,914	
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Attachment A

Funding Source Allocation Table

County Code: 40 County Name: Putnam

Year: 2023 Amendment: 14 - 6/17/2024 3:57:01 PM

<u>Funding Source</u>	<u>Code</u>	<u>Type</u>	<u>Prior Letter Allocation</u>	<u>Allocation Changes Since Prior Letter</u>	<u>Revised Current Fiscal Year Allocation</u>	<u>Annualized Value from Prior Letter</u>	<u>Annualized Value Changes from Prior Letter</u>	<u>Fiscal Year Revised Annualized Value</u>	<u>Beds</u>
Remarks									
An increase of \$9,315 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$12,420.									
Supported Housing	078	GS	\$2,188,926	\$0	\$2,188,926	\$2,228,621	\$0	\$2,228,621	76
Remarks									
Effective 4/1/23, a \$930 per bed COLA and a \$1,812 per bed stipend increase are being allocated for 76 SH beds. The first year value of this increase is \$156,294. The full annual value is \$208,392.									
Effective 4/1/2023, an FMR stipend increase of \$1,392 per bed is being added to 76 SH beds. The first year value of this increase is \$79,344. The full annual value of this increase is \$105,792.									
Effective 1/1/23, a \$1,200 per bed stipend increase is being added for 78 Supportive Housing beds enrolled to participate in the SH SPA roll out. The first year value of this increase is \$187,200 and includes \$93,600 for start-up. The ongoing (full annual) value of this increase is \$93,600.									
Effective 4/1/22, a \$3,312 per bed stipend increase is being allocated for 76 SH beds. The first year value (2022) of this increase is \$188,784 and has been allocated in 122P. The FAV (2023) of this increase is \$251,712.									
Prior Year Liability	122P	GS	\$193,752	\$0	\$193,752	\$0	\$0	\$0	
Remarks									
See remark(s) in FSC(s) 078 and 200C.									
Expanded Community Support Adult	142A	GS	\$273,659	\$0	\$273,659	\$276,316	\$0	\$276,316	



Office of
Mental Health

Aid to Localities Financial System

Attachment A

Funding Source Allocation Table

County Code: 40 County Name: Putnam

Year: 2023 Amendment: 14 - 6/17/2024 3:57:01 PM

Print Date : 05/09/2025 10:52 AM
Printed By : L6884KNW
Page : 4 of 7

Funding Source	Code	Type	Prior Letter Allocation	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value from Prior Letter	Annualized Value Changes from Prior Letter	Fiscal Year Revised Annualized Value	Beds
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Remarks

Allocation supports Advocacy/Support services (\$23,000 annualized) and a Self-Help program (\$215,000 annualized), effective 7/1/2014. The advocacy program code to be included on OMH's financial reports is Advocacy/Support Services (1760). The self-help program code to be included on OMH's financial reports is Self Help Programs (2770). These funds are part of the System Transformation Plan initiative which is intended to reduce the need for and length of costly psychiatric hospitalizations. These funds must be reported separately on all OMH financial reports and must not be commingled with existing programs and OMH funding sources. The LGU is required to provide the OMH with monthly reports concerning the number of individuals and new individuals served by age group and county, month and year. Allocations may be adjusted based upon actual program performance.

An increase of \$7,971 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$10,628.

Allocation supports Advocacy/Support services (\$23,000 annualized) and a Self-Help program (\$215,000 annualized), effective 7/1/2014; plus 4/1/16 COLA 0.2% (\$476); 1/1/18 & 4/1/20 Workforce Enhancements (\$6,648); 1/1/20 & 4/1/20 Workforce Enhancements (\$4,500); and 4/1/21 COLA 1% (\$2,452). The advocacy program code to be included on OMH's financial reports is Advocacy/Support Services (1760). The self-help program code to be included on OMH's financial reports is Self Help Programs (2770). These funds are part of the System Transformation Plan initiative which is intended to reduce the need for and length of costly psychiatric hospitalizations. These funds must be reported separately on all OMH financial reports and must not be commingled with existing programs and OMH funding sources. The LGU is required to provide the OMH with monthly reports concerning the number of individuals and new individuals served by age group and county, month and year. Allocations may be adjusted based upon actual program performance.

Suicide Prevention & Crisis Services	164	GS	\$150,000	\$0	\$150,000	\$150,000	\$0	\$150,000	
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Remarks

Effective 7/1/2023, quarterly allocation of \$75,000 to provide one-time start-up funding to help support the development of behavioral health Mobile Crisis services. Program code 0680 should be used on all OMH financial reporting documents.

Trans. Mgmt. Kendra's	1708	GS	\$7,626	\$0	\$7,626	\$7,700	\$0	\$7,700	
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Remarks

An increase of \$222 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$296.

MGP Admin Kendra's	170C	GS	\$2,509	\$0	\$2,509	\$2,532	\$0	\$2,532	
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Office of
Mental Health
Aid to Localities Financial System

Attachment A
Funding Source Allocation Table

County Code: 40 County Name: Putnam

Year: 2023 Amendment: 14 - 6/17/2024 3:57:01 PM

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<u>Funding Source</u>	<u>Code</u>	<u>Type</u>	<u>Prior Letter Allocation</u>	<u>Allocation Changes Since Prior Letter</u>	<u>Revised Current Fiscal Year Allocation</u>	<u>Annualized Value from Prior Letter</u>	<u>Annualized Value Changes from Prior Letter</u>	<u>Fiscal Year Revised Annualized Value</u>	<u>Beds</u>
Remarks									
An increase of \$73 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$96.									
Article 28&31 Closure Re-Invest. (Adult)	175A	GS	\$27,472	\$0	\$27,472	\$27,740	\$0	\$27,740	
Remarks									
The State aid allocation includes \$27,740 (annualized) for a respite services program. The program code to be included on OMH's financial reports is Respite Services (0650). These funds are pursuant to the approved Article 28 closure reinvestment plans (Stony Lodge/Rye Hospitals). These funds must be reported separately on all OMH financial reports and must not be commingled with existing programs and OMH funding sources. The LGU is required to provide the OMH with monthly reports concerning the number of individuals and new individuals served by age group and county, month and year. Allocations may be adjusted based upon actual program performance.									
An increase of \$800 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$1,068.									
The State aid allocation includes \$25,000 (annualized) for a respite services program, effective January 1, 2015; plus 4/1/16 COLA 0.2% (\$52); and 4/1/21 COLA 1% (\$252). The program code to be included on OMH's financial reports is Respite Services (0650). These funds are pursuant to the approved Article 28 closure reinvestment plans (Stony Lodge/Rye Hospitals). These funds must be reported separately on all OMH financial reports and must not be commingled with existing programs and OMH funding sources. The LGU is required to provide OMH with monthly reports concerning the number of individuals and new individuals served by age group and county, month and year. Allocations may be adjusted based upon actual program performance.									
Com. Reinvestment	200	GS	\$786,776	\$0	\$786,776	\$794,416	\$0	\$794,416	
Remarks									
An increase of \$22,916 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$30,556.									
Supported Housing - Workforce RIV	200C	GS	\$52,682	\$0	\$52,682	\$0	\$0	\$0	2

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<u>Funding Source</u>	<u>Code</u>	<u>Type</u>	<u>Prior Letter Allocation</u>	<u>Allocation Changes Since Prior Letter</u>	<u>Revised Current Fiscal Year Allocation</u>	<u>Annualized Value from Prior Letter</u>	<u>Annualized Value Changes from Prior Letter</u>	<u>Fiscal Year Revised Annualized Value</u>	<u>Beds</u>
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Remarks

Effective 4/1/23, a \$930 per bed COLA and a \$1,812 per bed stipend increase are being allocated for 2 SH beds. The first year value of this increase is \$4,113. The full annual value is \$5,484.
 Effective 4/1/2023, an FMR stipend increase of \$1,392 per bed is being added to 2 SH beds. The first year value of this increase is \$2,088. The full annual value of this increase is \$2,717.
 Effective 4/1/22, a \$3,312 per bed stipend increase is being allocated for 2 SH beds. The first year value (2022) of this increase is \$4,968 and has been allocated in 122P. The FAV (2022) of this increase is \$6,624.

Commissioner's Perf.

400	GS		\$27,262	\$0	\$27,262	\$27,524	\$0	\$27,524	
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Remarks

An increase of \$796 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$1,058.

Health Home

570	GS		\$68,553	\$0	\$68,553	\$69,220	\$0	\$69,220	
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Remarks

An increase of \$1,997 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$2,664.

Kids Health Home Care Management

570K	GS		\$54,170	\$0	\$54,170	\$54,696	\$0	\$54,696	
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Remarks

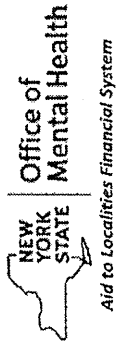
An increase of \$1,578 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$2,104.

Funding Reduction/COLA

965	GS		\$0	\$0	\$0	\$0	\$0	\$0	
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Remarks

Effective 4/1/23, an estimated allocation of \$84,687 for the proposed 2.5% COLA. Any changes to allocations related to the SFY24 Enacted Budget will be reconciled in April of 2023 when the final COLA amounts are allocated by fund source code.

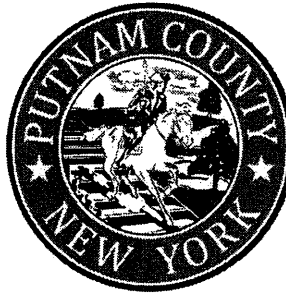


Attachment A
Funding Source Allocation Table
County Code: 40 County Name: Putnam
Year: 2023 Amendment: 14 - 6/17/2024 3:57:01 PM

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<u>Funding Source</u>	<u>Code</u>	<u>Type</u>	<u>Prior Letter Allocation</u>	<u>Allocation Changes Since Prior Letter</u>	<u>Revised Current Fiscal Year Allocation</u>	<u>Annualized Value from Prior Letter</u>	<u>Annualized Value Changes from Prior Letter</u>	<u>Fiscal Year Revised Annualized Value</u>	<u>Beds</u>
Personnel Services Enhancements	9655	GS	\$73,538	\$0	\$73,538	\$74,252	\$4,282	\$78,534	
Remarks									
An increase of \$2,142 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$2,856.									
The SFY 23 Enacted Budget included funding for increases to minimum wage, effective 1/1/2023.									
Grand Total:			\$5,193,302	\$0	\$5,193,302	\$4,825,433	\$39,142	\$4,864,575	

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 – 25A042

DATE: May 12, 2025

2025 MAY 13 PM 12:21
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

CAPITAL FUND:

INCREASE ESTIMATED REVENUES:

55197000 428601 52511	TRANSFER IN - GENERAL FUND	\$ 200,000.00
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INCREASE APPROPRIATIONS:

55197000 53000 52511	CAPITAL EXPENDITURES - MYRTLE AVE @ RTE6N	\$ 200,000.00
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GENERAL FUND:

DECREASE APPROPRIATIONS:

10199000 54980	GENERAL CONTINGENCIES	\$ 200,000.00
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INCREASE APPROPRIATIONS:

10199000 59020	TRANSFER OUT - CAPITAL FUND	\$ 200,000.00
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2025 Fiscal Impact \$0 200,000
2026 Fiscal Impact \$0

Please refer to Commissioner Feighery's memorandum regarding the additional funding to support the Garage Roof Repair at Myrtle Avenue @ Route 6N.

THOMAS FEIGHERY
COMMISSIONER OF PUBLIC WORKS



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

MEMORANDUM

TO: Mike Lewis, Commissioner of Finance

FROM: Thomas Feighery
Commissioner of DPW

CC: Alexis M. Hawley, Asst. Supervisor of Planning & Design
Joe Bellucci, Deputy Commissioner of Public Works
Diane Schonfeld, Legislative Clerk
Michele Sharkey, County Auditor

DATE: May 9, 2025

RE: AMEND CAPITAL PROJECT 52511- Myrtle Ave @ RTE 6N Garage Roof Repair

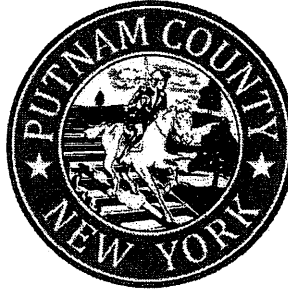
Please accept this letter of necessity for the Legislature to consider the budgetary amendment to Capital Project 52511- Myrtle Ave @ RTE 6N Garage Roof Repair in the amount of \$200,000.

This funding will allow the Department of Public Works to advertise this project for bid so that the roof, currently in poor condition, can be replaced with some immediacy. In the detailed development of project plans and specifications with our contracted consultant, unforeseen issues, which will need to be rectified, were identified including an expanded roof membrane demolition, asbestos remediation and garage door structural modifications.

The Administration and the Capital Committee have reviewed this request and are in support of its presentation for consideration at the Physical Services Committee meeting.

The associated budgetary backup information is attached.

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 – 25A043**

DATE: May 13, 2025

2025 MAY 13 PM 12:21
LEGISLATURE
PUTNAM COUNTY
CARNEL, NY

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

CAPITAL FUND:

INCREASE ESTIMATED REVENUES:

55197000 428601 52510	TRANSFER IN - GENERAL FUND	\$ 190,000.00
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INCREASE APPROPRIATIONS:

55197000 53000 52510	CAPITAL EXPENDITURES - YOUTH BUREAU REALLOCATION	\$ 190,000.00
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GENERAL FUND:

DECREASE APPROPRIATIONS:

10199000 54980	GENERAL CONTINGENCIES	\$ 190,000.00
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INCREASE APPROPRIATIONS:

10990100 59020	TRANSFER OUT - CAPITAL FUND	\$ 190,000.00
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2025 Fiscal Impact \$190,000
2026 Fiscal Impact \$0

Please refer to Commissioner Feighery's memorandum regarding the additional funding to support the continuation of the Youth Bureau Reallocation.



MEMORANDUM

TO: Mike Lewis, Commissioner of Finance

FROM: Thomas Feighery
Thomas Feighery
Commissioner of DPW

CC: Alexis M. Hawley, Asst. Supervisor of Planning & Design
Joe Bellucci, Deputy Commissioner of Public Works
Diane Schonfeld, Legislative Clerk
Michele Sharkey, County Auditor

DATE: May 12, 2025

RE: AMEND CAPITAL PROJECT 52510- Youth Bureau Reallocation

Please accept this memorandum as a letter of necessity for the Legislature to consider the amended Capital Projects 52510- Youth Bureau Reallocation in the amount of \$190,000.

This funding will allow the Department of Public Works to proceed with this project and realize our desired completion date of August 31, 2025. During the demolition phase of the existing building, unanticipated issues, including structural deficiencies and the presence of asbestos and lead were discovered and will need to be remedied in order to successfully continue to move this project forward.

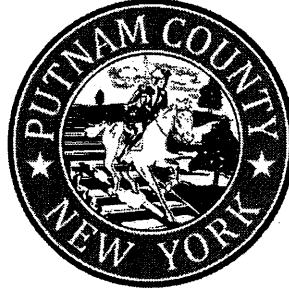
The Administration and the Capital Committee have reviewed this request and are in support of its presentation for consideration at the Physical Services Committee meeting.

The associated budgetary backup information is attached.

cc:all
Phys
A+A

#4: Reso

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*
RE: **Budgetary Amendment – 25A044**
DATE: May 13, 2025

2025 MAY 13 PM 12:21
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

GENERAL FUND:

INCREASE APPROPRIATIONS:

10085000 54632	WASTE WATER SEWER CHARGES	\$	68,000.00
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DECREASE APPROPRIATIONS:

10199000 54980	GENERAL CONTINGENCIES	\$	68,000.00
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2025 Fiscal Impact \$68,000

2026 Fiscal Impact \$TBD

Please refer to Commissioner Feighery's memorandum regarding the additional funding to support the O&M costs, future repairs, et al for the Waste Water Treatment Plant.

THOMAS FEIGHERY
COMMISSIONER OF PUBLIC WORKS



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

MEMORANDUM

TO: Mike Lewis, Commissioner of Finance

FROM: Thomas Feighery
Thomas Feighery
Commissioner of DPW

CC: Alexis M. Hawley, Asst. Supervisor of Planning & Design
Joe Bellucci, Deputy Commissioner of Public Works
Diane Schonfeld, Legislative Clerk
Michele Sharkey, County Auditor

DATE: May 12, 2025

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

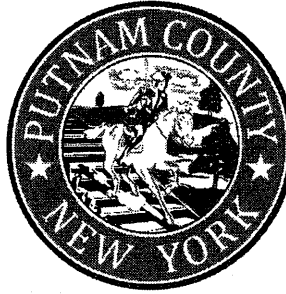
In January of this year, we were noticed by our current WWTP operator that they would be terminating their contract with the County as of April 1, 2025 for financial reasons. Soon thereafter, the County released an RFP to solicit proposals from potential new WWTP operators. Unfortunately, no one responded to the RFP. Since that time, we have had ongoing discussions with our current operator (who has agreed to stay on until June 1, 2025) along with other area WWTP operators to seek a resolution/replacement. While discussions have been positive, market conditions indicate that the operation of our WWTP plant will increase from the \$1,425.00 per month we are currently paying to \$4,000.00 per month going forward based on informal proposals received thus far. Therefore, for the remaining eight months of the year, we are anticipating a shortfall of \$32,00.00. This increase in cost will be shared with the NYCDEP through our O&M Agreement at a split of 54.4% DEP (\$17,408.00) and 45.6% (\$14,592.00) County. However, the O&M Agreement is structured as a reimbursement and therefore the County must pay the entirety of the operator's contract cost before we are reimbursed. We are

therefore respectfully requesting funding in the amount of \$32,000.00 to supplement the monthly cost of WWTP operation services for the remainder of 2025.

Additionally, two aeration blowers are in need of immediate replacement and will need to be replaced at a cost of \$29,946.98 for hardware, configuration, installation and setup. These costs will be shared with NYCDEP as well with NYCDEP ultimately reimbursing the County 75% (\$22,460.24) of the expense.

The cost of the replacement of the aeration blowers alone will deplete this operating line in its entirety. Therefore, this request is for \$68,000 to replenish this operating line to fund ongoing O&M costs, future repairs and other related O&M expenses, all funded by this budget line.

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 – 25A045**
DATE: May 13, 2025

2025 MAY 13 PM 4:20
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Soil & Water Conversation Manager, the following budgetary amendment is recommended.

GENERAL FUND:

INCREASE APPROPRIATIONS:

10874500 51094	S&W - Temporary	\$	9,360.00
10874500 58002	S&W - SOCIAL SECURITY	\$	719.00

INCREASE ESTIMATED REVENUES:

10874500 439105	S&W - Performance Measures - Part C	\$	10,079.00
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2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

Please refer to the attached memorandum from the Soil & Water Conversation Manager for further explanation.

Please forward it to the appropriate committee.



MEMORANDUM

To: Diane Schonfeld, Clerk of the Legislature
From: Neal Tomann, Putnam County Soil & Water District
Date: March 6, 2025
Re: Physical Services Meeting – May 19, 2025

I would respectfully like to request an agenda item for the May 19th, 2025 Physical Services meeting.

At the April 30, 2025, meeting of the Putnam County Soil & Water Conservation District the board unanimously approved a \$10,079 Part C expenditure for a summer intern. The intern will be with us for 13 weeks, 40 hours per week, starting May 26th.

The internship is part of the Soil & Water program's (2b) Performance Measure for Outreach and Education. The intern will be working on a range of projects including MS4/GIS mapping compliance, field inspections, GPS applications and producing informational brochures.

I request this item be considered for approval by the Legislature. I've attached a project schedule and an email from my supervisor at New York State Agriculture and Markets confirming this is an eligible Part C expenditure.

Thank you for your consideration.

Diane Schonfeld

From: Luskin, Ben (AGRICULTURE) <Ben.Luskin@agriculture.ny.gov>
Sent: Monday, April 21, 2025 3:51 PM
To: Joseph Bellucci; Neal Tomann; Thomas Feighery
Subject: RE: April '25 Part C funding requests.

PUTNAM COUNTY NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER! DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way! REMEMBER: NEVER provide your user ID or password to anyone for any reason!

These are all eligible Part C expenses if the district board feels that they are appropriate conservation projects to spend the funds on.

From: Joseph Bellucci <Joseph.Bellucci@putnamcountyny.gov>
Sent: Thursday, April 17, 2025 1:30 PM
To: Neal Tomann <Neal.Tomann@putnamcountyny.gov>; Thomas.Feighery@putnamcountyny.gov
Cc: Luskin, Ben (AGRICULTURE) <Ben.Luskin@agriculture.ny.gov>
Subject: RE: April '25 Part C funding requests.

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

Neal,

We will need \$10,076.04 in temp funds for the internship. Assuming she is working 8 hour days 5 days a week for 13 weeks, 40 hours week x 13 weeks = 520 hours x \$18/hr + \$716.04 FICA = \$10,076.04.

Thanks,

Joe

From: Neal Tomann <Neal.Tomann@putnamcountyny.gov>
Sent: Thursday, April 17, 2025 11:38 AM
To: Thomas Feighery <Thomas.Feighery@putnamcountyny.gov>; Joseph Bellucci <Joseph.Bellucci@putnamcountyny.gov>
Cc: Ben.Luskin@agriculture.ny.gov
Subject: April '25 Part C funding requests.

Good morning.

I am preparing the April 30 Soil & Water board meeting agenda. One of the items on the agenda is a request to approve Part C funding for the following:

- The Desmond Fish Library is requesting \$6000 for a solar panel installation. (see attached)
- Glynwood is requesting \$68,000 to remove 1500 cubic yards of material from the site and process local stone into rip – rap. (see attached)

- Funds for hiring a 2025 summer intern. (Projects will include GIS mapping updates, culvert assessments and gathering data for stormwater retrofit prioritization.)

For the internship, I can provide the back-up for what the intern will be tasked with. What I need is the cost. How much do we need to request for a salary.

The agenda will go out on Monday the 21st or Friday the 25th depending on the feedback I get on this and other pending agenda items.

I have cc'd Ben Luskin from the NYSWCC here for feedback.

As these requests move through the process, I would like to have confirmation from Ag & Markets on hand stating that these projects are a legitimate use of Part C funds.

Thank you

NT.

MICHAEL LEWIS
COMMISSIONER OF FINANCE



*cc: all
A+A
Re: 15 - reviewed grant
5/13/25*

KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

#4x

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: Sheila M. Barrett, First Deputy Commissioner of Finance *SHB*

Re: Budgetary Amendment - **25A046**

Date: May 15, 2025

2025 MAY 15 PM 4:06
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

Decrease estimated appropriations:

10101000.51000.07111	Personnel Services	31,024
10107000.51000.07111	Personnel Services	18,615
		<u>49,639</u>

Increase estimated appropriations

10101000.51000.07115	Personnel Services	31,024
10107000.51000.07115	Personnel Services	18,615
10101000.51000.10233.07115	Personnel Services	12,410
10101000.58001.10233.07115	Retirement	1,087
10101000.58002.10233.07115	FICA	949
10101000.58004.10233.07115	Workers Compensation	141
10101000.58006.10233.07115	Dental	407
10101000.58009.10233.07115	Vision	48
10101000.51000.10233.07116	Personnel Services	84,655
10101000.58001.10233.07116	Retirement	15,121
10101000.58002.10233.07116	FICA	6,476
10101000.58004.10233.07116	Workers Compensation	964
10101000.58006.10233.07116	Dental	2,034
10101000.58008.10233.07116	Health Insurance	24,788
10101000.58009.10233.07116	Vision	242
10101000.52110.10223	Furniture & Fixtures	3,000
10101000.52130.10223	Computer Equipment	7,000
10101000.54310.10223	Office Supplies	1,500
10101000.54210.10223	Vehicle Leasing/Rental	4,563
		<u>215,024</u>

Increase estimated revenue

10101000.436101.10223	Family Centered Caseload Mgmt Grant	\$ 165,385
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Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to properly allocate budget funds for the Family-Centered Case Management Services Grant. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Commissioner

RAJNI CHAWLA
Executive Deputy Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	24-LCM-07
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	July 16, 2024
Subject:	Allocations for SFY 2024-2025 Family-Centered Case Management Services
Contact Person(s):	Kyle Miller (Employment and Advancement Services): Kyle.Miller2@otda.ny.gov or (518) 473-1457
Attachments:	<u>Attachment A – 2024-2025 Family-Centered Services Allocations by District</u> <u>Attachment B – 2024-2025 Family-Centered Services Program Plan</u>

Section 2

I. Purpose

The New York State Fiscal Year 2024-2025 Budget appropriates \$17.2 million in Temporary Assistance for Needy Families (TANF) funds for social services districts (districts) to hire appropriately credentialed/experienced staff to provide case management services for families who are having difficulty stabilizing their households and transitioning toward greater financial security. The purpose of this Local Commissioners Memorandum (LCM) is to notify districts of their allocations, to provide general guidance for use of this funding, and to request that each district inform the Office of Temporary and Disability Assistance (OTDA) of their plans for administration of their allocations by no later than August 30, 2024. Each district is expected to ensure its use of these resources adheres to the guidelines established in this LCM, as expenditures deviating from these guidelines will not be reimbursed.

II. Background

Districts across New York State will benefit from additional staff and resources to support the needs of families whose circumstances require a more intensive level of case management and specialized services to achieve financial stability and well-being. The target population includes households with complex needs such as mental health conditions, developmental disabilities, substance use disorders, homelessness and/or those experiencing domestic violence.

The Family-Centered Services initiative provides funding intended to support hiring between 1 to 7 full-time credentialed or appropriately experienced staff per district to provide a range of case management services that could include but not be limited to in-depth assessments, crisis intervention, resource navigation, and peer supports to stabilize household conditions for TANF eligible families. The funding allocations which determine how many Family-Centered Services staff

each district will be able to hire were calculated based on caseload size. The complete list of allocations for this initiative can be found in Attachment A.

III. Program Implications

Program Design

Districts have flexibility in determining how the credentialed/experienced staff hired through the Family-Centered Services initiative would best be utilized to support their program and client population needs. Districts may have these staff support their general Family Assistance (FA) and/or Safety Net Assistance Maintenance of Effort (SNA-MOE) applicant and recipient populations (case types 11, 12, and those type 16 and 17 that are SNA-MOE [i.e., State charge code 63 or 64]). They could also choose to target the program toward a specific FA or TANF 200% eligible population for whom there is a marked need for additional resources, such as families experiencing homelessness. Activities recommended by OTDA for Family-Centered Services staff include, but are not limited to:

- Providing assessments to determine whether individuals need specialized services to progress and potentially identifying unaddressed treatment, rehabilitation and support needs to guide employment planning;
- Assisting individuals with complex care needs in navigating State and federal benefits programs to ensure they receive all benefits to which they're entitled and do not fall out of program compliance.
- Connecting clients with behavioral health needs to Single Point of Access (SPOA) and Children's Single Point of Access (CSPOA). Where appropriate, helping clients through the process of applying for Social Security benefits and obtaining the necessary documentation;
- Identifying client treatment, rehabilitation and support needs and linking them to the necessary providers while acting as liaison to ensure the treatment is high-quality and consistent with their goals for family stabilization and well-being. Monitoring individuals' ongoing progress and ensuring they receive the supportive services to attend appointments when needed;
- When appropriate, providing direct support to assist individuals currently undergoing crisis situations including crisis intervention and connection to local crisis services, same-day assistance navigating the process of applying to have immediate needs met, or peer navigation;
- Working with district workers to determine the types of activities and the number of hours to include in applicant/recipient employment plans and providing ongoing guidance in case decision-making and how to interact effectively with individuals;
- Training staff in how to best identify and work with individuals and families with issues such as mental health disabilities, substance use, homeless/unhoused, and domestic violence;
- Identifying and maintaining partnerships with other community-based treatment and supportive service providers to ensure a strong referral network is in place. Participating actively in any existing Children's System of Care infrastructure in collaboration with the county mental hygiene department's Director of Community Services (DCS). This is a key component of ensuring that local funding and resources are coordinated and utilized for maximum benefit. It is important that staff hired through this initiative believe that recovery is possible and strive for seamless service provision and "warm handoffs" for the families served;
- Coaching households on locating and retaining housing, including building positive relationships with landlords and temporary housing providers; and
- Providing case management for unhoused families placed in hotels/motels where there is not a service provider present.

FA and SNA-MOE individuals and families determined to be in need of these services would be directed to the Family-Centered Services staff through referrals by their initial case manager/district worker as outlined by the district Family-Centered Services Program Plan. Case managers/district workers should make the referrals whenever potentially complicated barrier issues are identified, or when a client/family is struggling to meet eligibility requirements, engage in their plan for employability (for instance, if they are approaching program time limits or have a sanction or other non-compliance they don't appear to be attempting to resolve), or comply with the requirements of their Independent Living Plan (ILP) as required to remain in temporary housing.

Staff Recruitment

OTDA strongly encourages districts to reach out and foster partnerships with local educational institutions that train Master's-level and other appropriate licensed clinical counselors. These institutions represent a strong recruitment source for the new staff positions, as well as potential partners for future initiatives to potentially expand the Family-Centered Services program for the benefit of all parties, such as internships placing Master's program students with the districts. However, districts are not precluded from hiring staff who do not hold specific educational credentials if the individual(s) possess the appropriate work and lived experience as well as the knowledge, skills, and ability to do the job. Staff should be culturally competent and have training in trauma-informed practices.

Target Population /Participant Eligibility

FA and/or SNA-MOE applicant and recipient populations (case types 11, 12, and those type 16 and 17 that are SNA-MOE), or a specific FA or TANF 200% eligible population for whom there is a marked need for additional resources are eligible to be served by the Family-Centered Case Management staff supported through this funding. If a district chooses to utilize their Family-Centered Services staff to serve other populations in addition to those eligible for TANF, their salaries must be cost-allocated appropriately. While Attachment A indicates a specific number of staff correlated with the allocation amount, which was based on OTDA's estimates for FTE salaries, districts are not precluded from hiring more than this number if the staff are hired at a lower salary cost or their activities are cost-allocated. The only restriction is that districts cannot exceed their total allocation.

OTDA has set a 15% spending limitation on administrative costs. It is expected that because the staff hired through this initiative will be providing direct services, their salaries and most of the costs associated with the program will be considered non-administrative. However, OTDA acknowledges that some program expenses may fall under the definition of administrative costs. Federal regulations define non-administrative (program) and administrative costs as follows:

- Non-administrative (program) costs are the direct salaries and fringe benefit costs of the staff providing direct services; providing program information to clients; developing employability plans, providing work activities and work subsidies for eligible program participants; providing post-employment services and work supports; and performing case management services. Non-salary costs of staff performing work activities that are considered programmatic are also allowable program costs. Non-salary costs may include, but not be limited to travel, postage, utilities, rental costs, maintenance, supplies, and equipment. Contracts whose main purpose is to provide services defined as program costs as above are considered program as well.
- Administrative costs are the salaries, fringe benefits, and non-salary costs of staff performing activities related to eligibility determinations; preparing program plans, budgets, and schedules; monitoring programs and projects; performing procurement activities; providing public relations; performing accounting, legal, payroll and personnel activities; property management; and preparing reports and other documents.

Community of Practice and Reporting

Once the new Family-Centered Services staff are hired, OTDA intends to work with districts to establish a statewide Community of Practice among these staff and other stakeholders across every district. It is envisioned that this Community of Practice will meet quarterly to share best practices, give updates on the progress of their local Family-Centered Services initiatives, report what training/resources staff might need from OTDA and other agencies, and discuss issues and case trends they are encountering in their regions.

After the Family-Centered Services program has been established, each district will also be responsible for submitting an annual report that will provide OTDA with information on district progress in applying this funding towards their stated initiatives. This report will contain information on the nature of the services provided by the staff hired under the program, the number of referrals made and households who received services and, eventually, pertinent data on recipients' outcomes such as connections to services, sanctions resolved, housing located and retained, and entries to employment. Further details on both the Community of Practice and the annual report requirements will be forthcoming as OTDA oversees the disbursement of this funding.

To establish initiation of the Family-Centered Services program, OTDA requests that all districts review their Family-Centered Services allotments outlined in Attachment A and determine where these specialized staff resources are most needed. Districts must collaborate with the county DCS in the planning phase of the Family-Centered Services program, and the program plan must include documentation that services will be coordinated with SPOA and CSPOA and not duplicative of these resources. Districts must document coordination with any existing Children's System of Care infrastructure with the county DCS. A list of DCS contacts for every county mental hygiene department can be found at https://www.clmhd.org/contact_local_mental_hygiene_departments/.

OTDA requests that all districts submit a Plan (Attachment B) to OTDA that provides an overview of the district's proposal for administering this funding. Consideration should be given as to how to best use these staff to link to existing resources and avoid duplication of effort. This overview should state the overarching objective the district intends to achieve with this funding, break down the estimated allocation of funds by number of clinical staff the district plans to hire, indicate the credential level/specializations of these prospective staff, identify the programs and services the staff would be involved in providing, and describe the target population the district plans to serve through its Family-Centered Services initiative. OTDA requests that each district submits the prospective overview of their Family-Centered Services plan to Kyle Miller at Kyle.Miller2@otda.ny.gov no later than August 30, 2024.

IV. Claiming

Expenditures for this project should be claimed through the RF17 special project claim package for the month(s) that the expenditures were made. These costs are first identified on the RF2A 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 RF2A claim package, the individual project costs are then reported under the project label **FAM CEN 2024** on the RF17.

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 on this project 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 the LDSS-923B "Summary - Administrative Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs."

Districts must follow eligibility requirements for use of these funds as described in this LCM.

Program costs should be reported as object of expense code 37 - Special Project Program Expense on 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% Federal Share and will be reimbursed up to the amount of each district's allocation.

To receive reimbursement, claims for expenditures of FAM CEN 2024 for the period July 1, 2024, through June 30, 2025, must be final accepted in the Automated Claiming System (ACS) by December 31, 2025.

Further instructions for completing time studies; the LDSS-923, LDSS-923B and Schedule D; and the RF17 claim package are found in Chapters 4, 7, and 18, respectively, of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available on-line at:
<https://intranet.otda.ny.gov/bfdm/finance/>.

Claiming contacts:

Regions 1-5: Justin Gross: 518-474-7549 or otda.sm.field_ops.i-iv@otda.ny.gov

Region 6: Michael Simon: 212-961-8250 or michael.simon@otda.ny.gov

Issued By:

Name: Valerie T. Figueroa

Title: Deputy Commissioner

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

District	2024 Family Centered Services Allocation	Estimated Number of Staff Positions Based on Allocation
Albany	\$496,153	3
Allegany	\$165,385	1
Broome	\$496,153	3
Cattaraugus	\$330,769	2
Cayuga	\$330,769	2
Chautauqua	\$496,153	3
Chemung	\$165,385	1
Chenango	\$165,385	1
Clinton	\$165,385	1
Columbia	\$165,385	1
Cortland	\$165,385	1
Delaware	\$165,385	1
Dutchess	\$330,769	2
Erie	\$826,925	5
Essex	\$165,385	1
Franklin	\$165,385	1
Fulton	\$165,385	1
Genesee	\$165,385	1
Greene	\$165,385	1
Hamilton	\$165,385	1
Herkimer	\$165,385	1
Jefferson	\$165,385	1
Lewis	\$165,385	1
Livingston	\$165,385	1
Madison	\$165,385	1
Monroe	\$826,925	5
Montgomery	\$165,385	1
Nassau	\$661,537	4
New York City	\$1,157,687	7
Niagara	\$330,769	2
Oneida	\$496,153	3
Onondaga	\$661,537	4
Ontario	\$165,385	1
Orange	\$496,153	3
Orleans	\$165,385	1
Oswego	\$330,769	2
Otsego	\$165,385	1
Putnam	\$165,385	1
Rensselaer	\$330,769	2
Rockland	\$330,769	2
St. Lawrence	\$330,769	2
Saratoga	\$165,385	1
Schenectady	\$330,769	2
Schoharie	\$165,385	1
Schuyler	\$165,385	1
Seneca	\$165,385	1
Steuben	\$165,385	1
Suffolk	\$661,537	4
Sullivan	\$165,385	1
Tioga	\$165,385	1
Tompkins	\$165,385	1
Ulster	\$330,769	2
Warren	\$165,385	1
Washington	\$165,385	1
Wayne	\$165,385	1
Westchester	\$661,537	4
Wyoming	\$165,385	1
Yates	\$165,385	1
TOTAL	\$17,200,000	104

2024-2025 Family-Centered Services Program Plan

District:

Contact Person(s)/Title(s):

Telephone:

Email:

A. Program Overview and Staff Allocations

Provide a description of the central objective your district hopes to achieve through the new hiring facilitated by your Family-Centered Services program funding. This could involve a particular challenge or area of limited resources you'd like to address, a new targeted initiative you hope to establish, or plans for how the new staff allocation would otherwise support case management for families facing instability.

- Based on your district's funding allocation in Attachment A, provide an estimated breakdown of how many staff the district plans to hire and the required credentials, specialization and/or relevant experience that the district will seek for each of these positions.
- Provide an estimated timeframe expected for the hiring and training of the new Family-Centered Services staff.
- Provide a description of any collaboration with the county DCS. Document that services provided will not be duplication of Single Point of Access and Children's Single Point of Access, and how they will be coordinated with these resources. Document coordination with any existing System of Care infrastructure in collaboration with the county DCS.

B. Program Activities

- Provide a description of the specific services and activities your district proposes the Family-Centered Services staff will deliver. Include the following information:
 - Detailed description of each activity/service to be provided and which of the new staff (if the allocation is for more than one) will work on each.
 - Description of the population(s) to be served and an estimated number of families expected to be served by each activity. If targeting a specific population(s) or area(s), describe the rationale for selecting said target(s).
 - Indicate whether or not proposed activities are an expansion of an existing local initiative(s) and if so, provide background on said initiative(s) including data on participant outcomes and other evidence of program effectiveness.
 - If the district expects to serve individuals who are not in receipt of public assistance or for follow-up services to eligible former recipients of public assistance, please describe (or indicate not applicable).

C. Reporting/Monitoring Performance

OTDA intends to develop annual reporting requirements for the Family-Centered Services program that will allow us to review district progress in bringing the new staff onboard and utilizing them towards the district's stated objectives.

Based on the target population and program design proposed above, describe how the district intends to measure performance and monitor staff and participant outcomes for the initiative.

PAUL ELDRIDGE
PERSONNEL OFFICER



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

January 29, 2025

Classification/Reclassification Notice

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

Via email

Dear Commissioner Servadio,

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 1/7/2025 submitted on behalf of [REDACTED]
- ☐ 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 Senior Caseworker 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/agency. Please have a supervisor or department head complete page two (2) and return to me as soon as possible. This will ensure that the process is handled as quickly as possible.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Virginia Redlon".

Virginia Redlon
Senior Personnel Specialist

Putnam County Personnel Department
Classification/Reclassification Checklist

Name: _____ Title: _____
Municipality: _____ Department: _____
Preferred contact information: _____

For employee title re-classification:

- ☐ We plan on moving forward with this classification. Please advise as to next steps.
- ☐ 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 next steps.
- ☐ We do not agree with this 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* time spent as a provisional 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 no longer on probation.

SENIOR CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: The senior caseworker provides professional casework and social work services, involving investigation and resolution of difficult problem cases as well as determination and recommendation of needs for services. The senior caseworker is also responsible for the development and implementation of plans to resolve problems and/or meet the individual needs of assigned cases. Additionally, the senior caseworker may be assigned to provide supervision of one or more programs in the Department of Social Services. Work is performed under general supervision, and direct supervision is provided over the activities of caseworkers and clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews applicants and persons referring cases of children needing care, supervision, or services; recommends services necessary to carry out plans to meet the needs of individuals or families;

Makes visits to applicants to ascertain the need for services;

Develops involved or complex social histories and a plan of treatment which, with supervisory approval, is the basis for delivery of the services;

Aids individual caseworkers in formulating service and work organization plans;

In each case, in cooperation with the individual or family plans the use to be made of available resources;

Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts and other agencies;

Makes necessary collateral contacts with employees, relatives, friends, physicians, hospitals, and other agencies;

When foster care is necessary, determines whether the child's needs can best be met in an institution or foster family home;

Finds family homes interested in caring for children;

Studies and evaluates family homes desiring to care for children at board, at wages, or on a free or adoptive basis and recommends boarding homes for certification;

Arranges for medical care of children in foster homes, takes children to doctors, dentists, and clinics if foster parents are unable to do so;

Plans with parents and relatives for the care of children and re-establishment of the home;

Makes referrals to other agencies when indicated;

Writes letters and reports as required;

Periodically reviews cases to determine changes in client situation affecting the need for service;

Assists the case supervisor in administering the work of the unit;

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:

Good knowledge of principles and practices of social casework and social group work; good knowledge of Federal, State, and local public welfare laws and programs; knowledge of the techniques of preparing social research studies; extensive familiarity with services provided by the agency and community resources; ability to effectively formulate and conduct interviews and investigations; ability to direct the work of others; ability to communicate effectively both orally and in writing to groups and individuals; ability to use computers and computer software for word processing and data management; ability to establish and maintain effective working relationships; ability to deal effectively and objectively with clients of diverse socio-economic backgrounds and cultures; good listening skills, social perceptiveness; tact; confidentiality; good judgment.

MINIMUM REQUIREMENTS: EITHER

- A) Bachelor's degree and two (2) years full time paid experience in social work with a public or private social services agency adhering to acceptable standards; or
- B) Two (2) full time paid experience as a caseworker in a public or private social services agency adhering to acceptable standards; 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.

SPECIAL REQUIREMENT:

Possession of a valid, unrestricted, appropriate level driver's license, and acceptable driving record are required at time of appointment and must be maintained throughout employment.

PAUL ELDRIDGE
PERSONNEL OFFICER



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

February 21, 2025

Classification/Reclassification Notice

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

Via email

Dear Commissioner Servadio,

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 2/20/2025 submitted on behalf of [REDACTED]
☐ 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 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/agency. Please have a supervisor or department head complete page two (2) and return to me as soon as possible. This will ensure that the process is handled as quickly as possible.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Virginia Redlon".

Virginia Redlon
Senior Personnel Specialist

Putnam County Personnel Department
Classification/Reclassification Checklist

Name: _____ Title: _____
Municipality: _____ Department: _____
Preferred contact information: _____

For employee title re-classification:

- ☐ We plan on moving forward with this classification. Please advise as to next steps.
- ☐ 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 next steps.
- ☐ We do not agree with this 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* time spent as a provisional 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 no longer on probation.

PRINCIPAL OFFICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This class is characterized by high degree of responsibility calling for mature office judgment and knowledge of the policies, laws and regulations relating to the program of the agency in which the position is located. Responsibilities are varied and difficult and will include planning and administering activities on a moderately large scale, independently performing difficult and complex tasks, and exercise of higher level independent judgment in the handling of non-routine situations and information. Secretarial duties may also be involved. The Principal Office Assistant is distinguished from the Senior Office Assistant by the greater complexity of related duties, by supervision of a number of subordinate office employees, or by a combination of those factors. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides support to administrator(s) and/or assigned department;
Receives telephone calls, answers questions and refers calls to proper person;
Makes referrals according to office policies and procedures, and regulations and policies relating to program or department;
Keeps administrator(s) informed and up-to-date on any changes in regulations and policies relating to the program, department, or staff;;
Makes appointments and schedules for trainings, conferences, meetings, and other out of office obligations on behalf of administrators and/or assigned department/unit;
Receives and directs visitors to the office;
Coordinates clerical processing functions involving considerable internal and external communication by letter, telephone;
Operates a computer or other word processing related equipment to produce routine correspondence, reports, spreadsheets, databases, charts and other work documents;
Collects, compiles, records and files a variety of records, reports, statistics and other related information;
Maintains and/or coordinates the maintenance of related office files and records;
Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials as appropriate;
Operates a variety of business office machines such as computers, copying machines, calculators, scanners, etc.;;
Reviews data for completeness, accuracy and conformity with established procedure and answers difficult questions related thereto;
Instructs new employees in the routine and specialized work of the department, and assigns and reviews work;
Conducts correspondence independently or composes with administrative judgment for official signature, as required;
May collect fees and accounts for monies received;
May issue permits and licenses;
May attend meetings as needed;
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.

PRINCIPAL OFFICE ASSISTANT (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of the policies, laws, rules and regulations relating to the program of the agency in which the business is located insofar as it is necessary for the proper acknowledgment of the duties; thorough knowledge of business arithmetic and English; ability to plan and direct the work of others; ability to operate an alphanumeric keyboard at an acceptable rate of speed; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to set up appropriate forms, charts and other tabular listings; ability to prepare correspondence, reports and other materials; ability to follow complex oral and written instructions; ability to prepare correspondence, reports and other materials; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; good judgment; accuracy; resourcefulness; initiative; tact; courtesy; neat appearance.

MINIMUM QUALIFICATIONS:

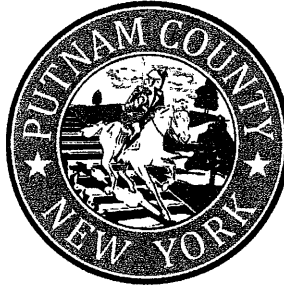
Graduation from high school or possession of a comparable diploma and four (4) years of progressively responsible clerical experience which included use of computer word processing software, one (1) year of which shall have been in a supervisory or responsible capacity

SUBSTITUTION NOTE: Post-secondary level education may be substituted for the required experience indicated above on the basis of thirty (30) college credits per year of experience.

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

SPECIAL REQUIREMENT: Depending on assignment, an incumbent of this class may be required to obtain and maintain appointment as a New York State Notary Public.

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 – 25A047**
DATE: May 16, 2025

2025 MAY 16 PM 3:30
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Sheriff, the following budgetary amendment is recommended.

GENERAL FUND:

INCREASE APPROPRIATIONS:

17311000 52680 10102	SRT - Other Equipment	\$ 502,963.00
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INCREASE ESTIMATED REVENUES:

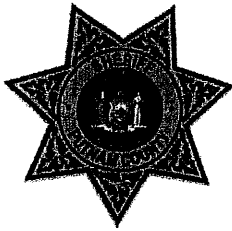
17311000 427151 10102	SRT Proceeds of Seized Assets	\$ 502,963.00
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2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

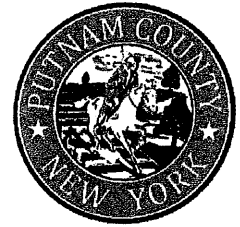
Please refer to the attached memorandum from the Sheriff McConville requesting \$502,963.00 in Seized Assets Funds for equipment that was discussed at the Protective Services Committee Meeting on May 13, 2025.

Please forward it to the appropriate committee.



KEVIN J. MCCONVILLE
SHERIFF

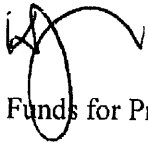
**PUTNAM COUNTY
OFFICE OF THE SHERIFF
AND
CORRECTIONAL FACILITY
THREE COUNTY CENTER
CARMEL, NEW YORK 10512
845-225-4300**



THOMAS H. LINDERT
UNDERSHERIFF



May 14, 2025

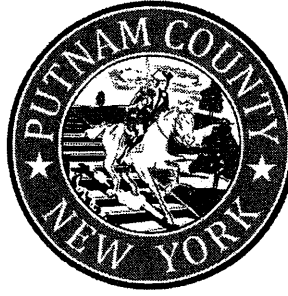
TO: Chairwoman Amy Sayegh, Audit Committee
FROM: Sheriff Kevin McConville 
SUBJECT: Expenditure of Seized Asset Funds for Procurement of Equipment

As discussed in the Protective Services Committee Meeting on May 13, 2025, we are requesting authorization to spend \$502, 963.00 in Seized Asset Funds for equipment. Therefore, please place this on the May 22, 2025 Audit Committee Agenda.

The expenditure of these monies will have no Fiscal Impact on the PCSO Budget, the County Budget, and, importantly, on the taxpayers.

cc: Legislator Daniel G. Birmingham
Legislator Erin L. Crowley'

MICHAEL J. LEWIS
Commissioner of Finance



cc All
Pers
A+A

#5 Reso

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 – 25T079**

DATE: March 31, 2025

2025 APR 28 PM 3:33
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Personnel Director, the following budgetary transfer is recommended.

General Fund

Increase Appropriations:

10102000	51000	Personnel Services	288.00
10102000	58002	Social Security	22.00
10120000	51000	Personnel Services	318.00
10120000	58002	Social Security	24.00
22071000	51000	Personnel Services	213.00
22071000	58002	Social Security	16.00
10033000	51000	Personnel Services	483.00
10033000	58002	Social Security	37.00
10108000	51000	Personnel Services	213.00
10108000	58002	Social Security	16.00
10116500	51000	Personnel Services	95.00
10116500	58002	Social Security	7.00
10120000	51000	Personnel Services	451.00
10120000	58002	Social Security	35.00
10142000	51000	Personnel Services	171.00
10142000	58002	Social Security	13.00
10143000	51000	Personnel Services	556.00
10143000	58002	Social Security	43.00
10144000	51000	Personnel Services	435.00
10144000	58002	Social Security	34.00

10168000	51000	Personnel Services	474.00
10168000	58002	Social Security	37.00
10311000	51000	Personnel Services	251.00
10311000	58002	Social Security	19.00
10401000	51000	Personnel Services	337.00
10401000	58002	Social Security	26.00
10661000	51000	Personnel Services	393.00
10661000	58002	Social Security	30.00
10677900	51000	Personnel Services	156.00
10677900	58002	Social Security	12.00
10762000	51000	Personnel Services	171.00
10762000	58002	Social Security	13.00
			<u>\$ 5,389.00</u>

Decrease Appropriations:

10199000	54980	Contingency	\$ 5,389.00
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Fiscal Impact - 2025 - \$5,389

Fiscal Impact - 2026 - TBD

This budgetary transfer is recommended to provide additional funding for the 2025 salary and benefit costs pursuant to the ratified contract settlement between Putnam County and the Putnam Management Association (**PuMa**). Please refer to Director Eldridge's memorandum to the Legislature.

Position Number	Position Number Description	Current Effective Date	Location Code Description	Group/Bargaining Unit Code	Org Code	Object Code	Annual Pay @ 2025 Adoption	Inc %	Inc \$	FICA	Total	Annual Pay @ 2025 Revised
116510123	VICTIM/WITNESS ASST	01/01/2025	DIST ATTY	PUMA	10116500	51000	\$ 37,987	0.25%	\$ 95	7	\$ 102	\$ 38,082
142010116	PARALEGAL	01/01/2025	LAW DEPT	PUMA	10142000	51000	\$ 68,513	0.25%	\$ 171	13	\$ 184	\$ 68,684
143010103	PR PERSONNEL SPEC	01/01/2025	PERSONNEL	PUMA	10143000	51000	\$ 87,071	0.25%	\$ 218	17	\$ 235	\$ 87,289
143010106	PERSONNEL SPECIALIST	03/03/2025	PERSONNEL	PUMA	10143000	51000	\$ 63,000	0.25%	\$ 158	12	\$ 170	\$ 63,158
143010108	SR PERSONNEL SPEC	01/01/2025	PERSONNEL	PUMA	10143000	51000	\$ 72,000	0.25%	\$ 180	14	\$ 194	\$ 72,180
144010106	FED FUNDED PROGRAM MANAGER	01/01/2025	DPW - ENG	PUMA	10144000	51000	\$ 85,988	0.25%	\$ 217	17	\$ 234	\$ 87,205
144010109	PROJECT MANAGER	01/01/2025	DPW - ENG	PUMA	10144000	51000	\$ 87,208	0.25%	\$ 218	17	\$ 235	\$ 87,426
168010113	IT SYSTEM SPECIALIST	01/01/2025	IT/GIS	PUMA	10168000	51000	\$ 70,853	0.25%	\$ 177	14	\$ 191	\$ 71,030
168010115	IT SYSTEMS SPECIALIST	01/01/2025	IT/GIS	PUMA	10168000	51000	\$ 65,403	0.25%	\$ 164	13	\$ 177	\$ 65,567
168010123	IT SYSTEMS SPECIALIST	01/01/2025	IT/GIS	PUMA	10168000	51000	\$ 53,300	0.25%	\$ 133	10	\$ 143	\$ 53,433
311010129	FISCAL MANAGER	01/01/2025	SHERIFF	PUMA	10311000	51000	\$ 100,435	0.25%	\$ 251	19	\$ 270	\$ 100,686
401010111	SR FISCAL MANAGER	01/01/2025	HEALTH	PUMA	10401000	51000	\$ 134,809	0.25%	\$ 337	26	\$ 363	\$ 135,146
431013101	SPOA COORD-CHLDN SVC	01/13/2025	MNTL HLTH	PUMA	10033000	51000	\$ 94,697	0.25%	\$ 246	19	\$ 265	\$ 94,934
431013102	SPOA COORD - ADULT	01/13/2025	MNTL HLTH	PUMA	10033000	51000	\$ 85,348	0.25%	\$ 213	18	\$ 229	\$ 85,561
601008103	COORD CHILD SUPP ENF	02/25/2025	DSS	PUMA	10108000	51000	\$ 114,942	0.25%	\$ 287	22	\$ 309	\$ 115,229
601020110	DIR ELIGIBILITY	01/01/2025	DSS	PUMA	10120000	51000	\$ 65,403	0.25%	\$ 164	13	\$ 177	\$ 65,567
601020120	PARALEGAL	01/01/2025	DSS	PUMA	10120000	51000	\$ 127,177	0.25%	\$ 318	24	\$ 342	\$ 127,495
601020124	FISCAL MANAGER	01/01/2025	DSS	PUMA	10120000	51000	\$ 115,000	0.25%	\$ 288	22	\$ 310	\$ 115,288
601303103	DIRECTOR OF CHILD ADVOCACY CENTER	01/01/2025	DSS CAC	PUMA	10102000	51000	\$ 85,000	0.25%	\$ 213	16	\$ 229	\$ 85,213
601303105	COORD CHILD ADVC CENTER	01/27/2025	DSS CAC	PUMA	22071000	51000	\$ 45,125	0.25%	\$ 115	9	\$ 124	\$ 45,240
661010104	SECR TO ELEC BOARD	01/01/2025	CONSUMERS	PUMA	10661000	51000	\$ 45,125	0.25%	\$ 115	9	\$ 124	\$ 45,240
661010106	SECY TO PLUMB BOARD	01/01/2025	CONSUMERS	PUMA	10661000	51000	\$ 65,310	0.25%	\$ 163	12	\$ 175	\$ 65,473
661010110	DIRECTOR OF CODE ENF	01/01/2025	CONSUMERS	PUMA	10661000	51000	\$ 62,340	0.25%	\$ 156	12	\$ 168	\$ 62,496
677910104	SENIOR CENTER MANAGER	01/01/2025	OSR GEN	PUMA	10677900	51000	\$ 68,562	0.25%	\$ 171	13	\$ 184	\$ 68,733
761110102	SENIOR CENTER MANAGER	01/01/2025	OFA REC	PUMA	10762000	51000	\$ 68,562	0.25%	\$ 171	13	\$ 184	\$ 68,733
							\$ 2,001,984			\$ 5,005.00	\$ 384.00	\$ 2,006,989.00

PAUL ELDRIDGE
PERSONNEL OFFICER



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

M · E · M · O · R · A · N · D · U · M

2025 APR 28 PM 3:37
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

TO: Diane Schonfeld, Clerk to the County Legislature
FROM: Paul Eldridge, Personnel Officer
DATE: April 28, 2025
SUBJECT: Memorandum of Agreement Reflecting a Modification of PuMA agreement
(1/1/24 through 12/31/27)

On behalf of County Executive Kevin M. Byrne, attached please find a Memorandum of Agreement (MOA) reflecting the modification and extension of the current PuMA bargaining unit agreement. Please place this item on the Personnel Committee agenda for the May 13, 2025 meeting. The PuMA membership, after a 15-day notice to their members as per a requirement in their by-laws, voted and approved this MOA on Friday, April 18, 2025. I was notified by PuMA President Amanda Hanaburgh on Wednesday, April 23rd of its passage.

Attached please find the fully executed Memorandum of Agreement for the contract period January 1, 2024, through December 31, 2028. This was presented and discussed in executive session at the Audit Committee Meeting of March 24, 2025.

Several factors were taken into consideration regarding this modification. Most importantly, this MOA brings PuMA members more in line with other county bargaining unit employees.

The appropriate budgetary transfer (25T079) has been prepared and sent by the Commissioner of Finance under separate cover.

Thank you.

A handwritten signature in cursive script that reads "Paul Eldridge".
Paul Eldridge
Personnel Officer

CC: Kevin M Byrne, County Executive
James Burpoe, Deputy County Executive
Compton Spain, County Attorney
Michael Lewis, Commissioner of Finance
Michele Alfano-Sharkey, County Auditor

Attachment: PuMA Memorandum of Agreement 1/1/2024-12/31/2028

2/13/25

MEMORANDUM OF AGREEMENT

By and Between the

County of Putnam

and the

Putnam Management Association

WHEREAS, the County of Putnam ("County") and the Putnam Management Association ("PuMA") are signatories to a Collective Bargaining Agreement for the term January 1, 2024 – December 31, 2027 ("Agreement"); and

WHEREAS, the parties hereto agree that it is in their mutual best interests to modify and extend the Agreement pursuant to the terms set forth herein; and

WHEREAS, the parties have engaged in good faith negotiations to effectuate and enter into the Memorandum of Agreement herein.

NOW, THEREFORE, AS AND FOR A MEMORANDUM OF AGREEMENT, it is hereby agreed as follows:

1. The parties agree to modify and extend the January 1, 2024 through December 31, 2027 Collective Bargaining Agreement as set forth herein. All other provisions of the Agreement shall remain unchanged except modification of dates and any other housekeeping language mutually agreed upon. Members of the respective negotiating teams agree to support the ratification/approval of this Memorandum of Agreement.

2. Term of the Agreement.

January 1, 2024 – December 31, 2028.

3. Article IV, Section F, Salary.

Effective January 1, 2024: Each member's salary shall be increased by 2.75%.

Effective January 1, 2025: Each member's salary shall be increased by 2.75%.

Effective January 1, 2026: Each member's salary shall be increased by 2.75%.

2/13/25

Effective January 1, 2027: Each member's salary shall be increased by 2.75%.

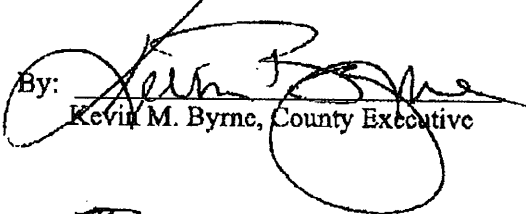
Effective January 1, 2028: Each member's salary shall be increased by 3.00%.


4. **Article VI, Holidays with Pay, Section A.**

Effective June 19, 2025, Juneteenth shall be added as a paid holiday.

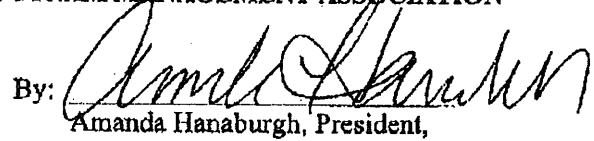
5. This Memorandum of Agreement shall be subject to ratification and approval by the Putnam County Legislature and the Putnam Management Association.

COUNTY OF PUTNAM

By: 
Kevin M. Byrne, County Executive

Dated:  February 25, 2025
March

PUTNAM MANAGEMENT ASSOCIATION

By: 
Amanda Hanaburgh, President,

Dated: February 18, 2025

ROUTING & APPROVAL LIST

Cover Sheet for Correction of Assessment Rolls & Tax Rolls

cc All
Audit - May

Reso

#6

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**

Patricia M. Goble 4/15/25
Signature Date

DIRECTOR OF REAL PROPERTY
TAX SERVICES

[Signature] 4/16/25
Signature Date

COMMISSIONER OF FINANCE

[Signature] 4-21-25
Signature Date

DEPARTMENT OF LAW

[Signature] 4/22/25
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 25 PM 12:12
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

MEMORANDUM

TO: Michael Lewis, Commissioner of Finance
FROM: Trish McLoughlin, Director of Real Property
RE: Tax Bill Refund – RP-556
DATE: April 15, 2025

Attached please find a tax bill refund request from a property owner who just came across an old (2020) County/Town tax bill, and noticed the assessment on the bill showed to be one that she had grieved, and was not reduced to the amount that she and the assessor had agreed upon, for the calculation of this particular bill.

She contacted Laurie Bell, the Assessor for the Town of Southeast, and AnnMarie Milano, the Tax Collector for the Town of Southeast, and the homeowner was told to fill out an RP-556 refund form. Laurie Bell confirms the error.

Due to RP Law 556, an error cannot be corrected going back beyond 3 years (see attached law), so this refund request has been denied.



Department of Taxation and Finance
Office of Real Property Tax Services

Application for Refund or Credit of Real Property Taxes

RP-556
(12/19)

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

Names of owners <u>Kevin and Genevieve FARRELL</u>		
Mailing address of owners (number and street or PO box) <u>65 Indian Wells Road</u>		Location of property (street address) <u>65 Indian Wells Rd</u>
City, village, or post office <u>Brewster</u>	State <u>NY</u>	ZIP code <u>10509</u>
Daytime contact number <u>914-490-5958</u>	Evening contact number	Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) <u>47.-3-102</u>
Account number (as appears on tax bill) <u>Tax Bill # 2425</u>	Amount of taxes paid or payable <u>\$ 6,076.94</u>	Date of payment
Reasons for requesting a refund or credit: <u>Tax Assessment was reduced by Stipulation dated 8/6/2019, filed on 9-27-2019 (Index # 501247/2019), to \$ 925,000. Bill issued at \$1 mil assessed value.</u>		

I hereby request a refund or credit of real property taxes levied by Putnam County, Town of Southeast for the year(s) 2020.
(County, city, village, etc.)

Signature of applicant 	Date <u>4-14-2025</u>
----------------------------	--------------------------

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 <u>4/15/25</u>	Date warrant annexed <u>4/1/2020</u>
Last day for collection of taxes without interest <u>11/31/2020</u>	Recommendation Approve application* <input type="checkbox"/> Deny application <input checked="" type="checkbox"/>
Signature of official 	Date <u>4/15/25</u>

* If this application is approved, and the same error appears on a current assessment roll, send a copy of this form, including all attachments, to the assessor and board of assessment review. They must treat this application as a petition for the correction of that current roll (Form RP-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 paid	Amount of taxes due	Amount of refund or credit
----------------------	---------------------	----------------------------

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). In a village which has retained its assessing unit status, submit to the village assessor or chairman of village board of trustees.

When to send

You must submit this application within three years of the annexation of the warrant for the collection of such tax.

Refunds

If the tax was already paid, and the application is approved, the applicant is entitled to a refund of the overpayment.

Credits

If the tax has not yet been paid, and the application is approved, the applicant is entitled to a credit reducing the amount of the outstanding tax. The corrected tax must be paid with the interest and penalties that have accrued up to that point. No additional interest and penalties will be imposed if the corrected tax is paid within eight days of the date on which the notice of approval is mailed to the applicant. The interest and penalties on the credited portion of the tax are cancelled.

Types of correctable errors

Real Property Tax Law (RPTL) section 550 recognize the following types of correctable errors:

Clerical error (RPTL section 550, subdivision 2):

- (a) an entry of assessed value on the tax roll which differs from the entry for the same parcel on the property record card, field book, or other final work product of the assessor, or the final verified statement of the board of assessment review due to an error in transcription
- (b) a mathematical error in the calculation of a partial exemption
- (c) an incorrect entry due to failure of the assessor to act on a partial exemption
- (d) an arithmetical error in the calculation or extension of the tax
- (e) an incorrect entry due to a mistake in the determination or transcription of a special assessment or other charge based on units of service provided by a special district
- (f) a duplicate entry of the description or assessed valuation, or both, of an entire single parcel
- (g) an entry on a tax roll which is incorrect by reason of an arithmetical mistake by the assessor appearing on the property record card, field book, or other final work product of the assessor
- (h) an incorrect entry on a tax roll of a re-levied school tax or re-levied village tax which has been previously paid
- (i) an entry on a tax roll which is incorrect by reason of a mistake in transcription of a re-levied school tax or re-levied village tax

Error in essential fact (RPTL section 550, subdivision 3):

- (a) the assessment of an improvement destroyed or removed prior to taxable status date
- (b) the assessment of an improvement not in existence or present on a different parcel

- (c) an incorrect entry of acreage which was considered by the assessor in valuing the parcel and which resulted in an incorrect assessed valuation, where such acreage is shown to be incorrect on a survey submitted by the applicant
- (d) not applicable to refunds
- (e) not applicable to refunds
- (f) misclassification of a parcel in an approved assessing unit which is exclusively used for either residential or non-residential purposes

Unlawful entry (RPTL section 550, subdivision 7):

- (a) an assessment of wholly exempt property on the taxable portion of the assessment roll
- (b) an assessment of real property located entirely outside the boundaries of the assessing unit, the school district, or the special district in which the real property is designated as being located
- (c) an entry made by a person or body without the authority to make such entry
- (d) an assessment of taxable state land which exceeds the assessment as approved by the Office of Real Property Tax Services (ORPTS)
- (e) an assessment of special franchise property which exceeds the final assessment as made by ORPTS or the full value of that special franchise as determined by ORPTS adjusted by the final state equalization rate established by the ORPTS for the assessment roll upon which that value appears

For an *unlawful entry*, attach a statement signed by assessor or majority of board of assessors substantiating that that parcel should have been granted tax exempt status on tax roll.

Real Property Tax

§ 556. Refunds and credits of taxes. 1. (a) Pursuant to the provisions of this section, an appropriate tax levying body may refund to any person the amount of any tax paid by him or her, or portion thereof, as the case may be, or may provide a credit against an outstanding tax (i) where such tax was attributable to a clerical error or an unlawful entry and application for refund or credit is made within three years from the annexation of the warrant for such tax, or (ii) where such tax was attributable to an error in essential fact, other than an error in essential fact as defined in paragraph (d) of subdivision three of section five hundred fifty of this title, and such application for refund or credit is made within three years from the annexation of the warrant for such tax.

(b) For each year for which a refund or credit is granted pursuant to the provisions of this section by reason of the existence of an unlawful entry as defined by paragraph (b) of subdivision seven of section five hundred fifty of this title, the assessor of the assessing unit in which the subject real property is actually located, but has been omitted from the assessment and tax rolls of such assessing unit, or a school district or special districts located therein, shall have the authority to enter such real property on the current assessment roll in accordance with the provisions of section five hundred fifty-one of this title, notwithstanding any time limitation contained in such section.

2. (a) Whenever it appears to a person who has paid a tax that such tax, or a portion thereof, was attributable to an unlawful entry, a clerical error, or an error in essential fact, as described in subdivision one of this section, such person may file an application in duplicate, including any available proof of the error, with the appropriate county director of real property tax services for a refund of such tax, or portion thereof, as the case may be.

(b) Whenever it appears to a person who is an owner of a parcel which is subject to an outstanding tax, that such tax, or a portion thereof, was attributable to an unlawful entry, a clerical error, or an error in essential fact, as described in subdivision one of this section, such person may file an application in duplicate, including any available proof of the error, with the appropriate county director of real property tax services for a credit of such tax, or portion thereof.

(c) For an error in essential fact, the application for correction shall include a copy of the property record card, field book, or other final work product upon which the incorrect assessment was based and a copy of any existing municipal record which substantiates the occurrence of the error. For an unlawful entry as defined in paragraph (a) of subdivision seven of section five hundred fifty of this title, the application for correction shall include a statement by the assessor or by a majority of a board of assessors substantiating that the assessor or assessors have obtained proof that the parcel which is the subject of the application should have been granted tax exempt status; the failure to include such statement shall render the application null and void and shall bar the tax levying body from directing a refund or credit of taxes pursuant to this section.

3. The application for a refund or credit pursuant to this section shall be on a form and shall contain such information as prescribed by the commissioner and shall be available in the offices of all collecting officers and in the office of the county director.

4. (a) The county director, within ten days of the receipt of an application filed pursuant to this section, shall investigate the circumstances of the claimed unlawful entry, clerical error or error in essential fact to determine whether the error exists, and on such investigation he may require and shall receive from any officer,



employee, department, board, bureau, office or other instrumentality of the appropriate municipal corporation such facilities, assistance and data as will enable him to properly consummate his studies and investigations hereunder.

(b) Upon completion of such investigation the county director shall immediately transmit a written report of such investigation and his or her recommendation for action thereon, together with both copies of the application, to the tax levying body. If the same alleged error also appears on a current assessment roll, the county director shall also file a copy of such report and recommendation with appropriate assessor and board of assessment review who shall consider the same to be the equivalent of a petition for correction filed with such board pursuant to section five hundred fifty-three of this title.

5. The tax levying body, at a regular or special meeting, upon the presentation of an application filed pursuant to this section and the written report described in subdivision four of this section, shall:

(a) examine the application and report to determine whether the claimed unlawful entry, clerical error or error in essential fact exists;

(b) reject an application where it is determined that the claimed unlawful entry, clerical error or error in essential fact does not exist by making a notation on the application and the duplicate copy thereof that the application is rejected and the reasons for the rejection;

(c) approve an application where it is determined that the claimed unlawful entry, clerical error or error in essential fact does exist by making a notation on the application and the duplicate copy thereof that the application is approved and by entering thereon the amount of the refund to be paid or outstanding tax to be credited;

(d) mail an application that has been rejected to the applicant;

(e) mail an application that has been approved to the applicant.

6. (a) The amount of any tax refunded or credited pursuant to this section shall be a charge upon each municipal corporation or special district to the extent of any such municipal corporation or special district taxes that were so refunded. Amounts so charged to cities, towns and special districts shall be included in the next ensuing tax levy.

(b) In raising the amount of a refund or credit pursuant to this section of a relieved school tax the appropriate tax levying body shall charge back against the school district which levied such tax the amount of the refund or credit which shall not exceed the amount paid by the county treasurer to such school district upon the return of such tax. The amount so charged against such school district shall be deducted by the county treasurer and withheld from any moneys which shall become payable by him to such school district by reason of taxes which shall thereafter be returned to him by such school district. No such charge shall be made by the county legislative body against a school district unless ten days' notice thereof by mail has been given to the school authorities thereof. Notice that such deduction will be made shall thereafter be given by the county treasurer in writing to such school authorities on or before the first day of May prior to the making of such deduction.

7. The powers and duties imposed by this section upon the county director of real property tax services shall be performed by such officer for taxes levied for county, city, town, special district and school district purposes except that (a) in the case of counties having the power to assess real property for tax purposes such powers and duties shall be performed by the chief assessing officer or the chairman of the county board of assessors and, (b) in the case of villages, for



village tax purposes, such powers and duties shall be performed by the village assessor or the chairman of the village board of assessors; provided, however, that if the village has enacted a local law as provided in subdivision three of section fourteen hundred two of this chapter, the county director shall perform the powers and duties imposed upon such officer by this section on behalf of such village.

8. (a) A tax levying body may, by resolution, delegate to an official who is empowered to authorize payment of bills without prior audit by such body or, in the event there is no official so empowered, to an official responsible for the payment of bills upon audit of the appropriate municipal corporation so designated by it, the authority to perform the duties of such tax levying body, as provided in this section. Such resolution shall only be in effect during the calendar year in which it is adopted and shall designate that such delegation of authority is applicable only where the recommended refund or credit is twenty-five hundred dollars or less, or such other sum not to exceed twenty-five hundred dollars.

(b) Where such resolution is adopted and the recommended refund or credit does not exceed the amount specified in the designating resolution, the county director shall transmit the written report of the investigation and recommendation, together with both copies of the application, to the official designated by the tax levying body. Upon receipt of the written report, the designated official shall follow the procedure which the tax levying body would follow in making refunds, provided, however, where the designated official denies the refund or credit, in whole or in part, such official shall transmit to the tax levying body for its review and disposition pursuant to subdivision five of this section the written report of the investigation and recommendation of the county director, together with both copies of the application and the reasons that the designated official denied the refund or credit. Where the recommendation of the county director is to deny the application or the refund or credit requested is in an amount in excess of the amount authorized in the enabling resolution, the county director shall transmit the written report of the investigation and recommendation, together with both copies of the application, to the tax levying body.

(c) On or before the fifteenth day of each month, the designated official shall submit a report to the tax levying body of the refunds or credits processed by such official during the preceding month. Such report shall indicate the name of each recipient, the location of the property and the amount of the refund or credit.

(d) In no case shall the total sum of such refunds or credits approved by the designated official exceed the amount appropriated therefor by the tax levying body.

9. In the event that an appropriation for a refund authorized pursuant to this section is included in the annual budget next adopted after approval of such refund, interest shall be added to such refund computed from the date that the application is approved pursuant to subdivision five or eight of this section.

10. When a portion of an outstanding tax has been credited pursuant to this section, any interest and penalties that have been imposed thereon shall be reduced to the extent that such interest and penalties were attributable to the credited portion of the tax, and no additional interest and penalties shall be imposed if the corrected amount of the tax is paid within eight days of the date on which the notice of approval is mailed pursuant to paragraph (e) of subdivision five of this section.



Real Property Tax

§ 550. Definitions. When used in this title:

1. "Assessment roll" means the assessment roll as it exists from the time of its tentative completion to the time of the annexation of a warrant for the collection of taxes.

2. "Clerical error" means:

(a) an incorrect entry of assessed valuation on an assessment roll or on a tax roll which, because of a mistake in transcription, does not conform to the entry for the same parcel which appears on the property record card, field book or other final work product of the assessor, or the final verified statement of the board of assessment review; or

(b) an entry which is a mathematical error present in the computation of a partial exemption; or

(c) an incorrect entry of assessed valuation on an assessment roll or on a tax roll for a parcel which, except for a failure on the part of the assessor to act on a partial exemption, would be eligible for such partial exemption; or

(d) an entry which is a mathematical error present in the computation or extension of the tax; or

(e) an entry on a tax roll which is incorrect by reason of a mistake in the determination or transcription of a special assessment or other charge based on units of service provided by a special district; or

(f) a duplicate entry on an assessment roll or on a tax roll of the description or assessed valuation, or both, of an entire single parcel; or

(g) an entry on an assessment or tax roll which is incorrect by reason of an arithmetical mistake by the assessor appearing on the property record card, field book or other final work product of the assessor; or

(h) an incorrect entry on a tax roll of a relieved school tax or relieved village tax which has been previously paid; or

(i) an entry on a tax roll which is incorrect by reason of a mistake in the transcription of a relieved school tax or relieved village tax; or

(j) an incorrect entry of assessed valuation on an assessment roll or a tax roll due to an assessor's failure to utilize the required assessment method pursuant to section five hundred eighty-one-a of this article in the valuation of qualifying real property.

3. "Error in essential fact" means:

(a) an incorrect entry on the taxable portion of the assessment roll, or the tax roll, or both, of the assessed valuation of an improvement to real property which was destroyed or removed prior to taxable status date for such assessment roll; or

(b) an incorrect entry on the taxable portion of the assessment roll, or the tax roll, or both, of the assessed valuation of an improvement to real property which was not in existence or which was present on a different parcel; or

(c) an incorrect entry of acreage on the taxable portion of the assessment roll, or the tax roll, or both, which acreage was considered by the assessor in the valuation of the parcel and which resulted in an incorrect assessed valuation, where such acreage is shown to be incorrect on a survey submitted by the applicant; or

(d) the omission of the value of an improvement present on real property prior to taxable status date; or

(e) an incorrect entry of a partial exemption on an assessment roll for a parcel which is not eligible for such partial exemption; provided that the exemption has not been renounced pursuant to section four hundred ninety-six of this chapter; or

(f) an entry pursuant to article nineteen of this chapter on an assessment or tax roll which is incorrect by reason of a

*Not an
situation*



misclassification of property which is exclusively used for either residential or non-residential purposes.

4. "Improvement" means real property as defined in paragraph (b) of subdivision twelve of section one hundred two of this chapter, and which has been separately described and valued on the property record card, field book or other final work product of the assessor.

4-a. "Omission" or "omitted real property" means a parcel wholly omitted from the assessment roll or tax roll, taxable real property entered on the roll as wholly exempt real property, or an error in essential fact as defined in paragraph (d) of subdivision three of this section. An omission shall also include taxable real property for which no school district or special district tax was levied because of a failure to include the property within the appropriate taxing district. An "omission" or "omitted real property" shall not include real property assessed pursuant to subdivisions two through five of section five hundred of this article.

5. "Tax levying body" means the governing board of a municipal corporation which annexes a warrant for the collection of taxes to a final assessment roll.

6. "Tax roll" means a final assessment roll upon which taxes have been extended and to which a warrant has been annexed.

7. "Unlawful entry" means:

(a) an entry on the taxable portion of the assessment roll or the tax roll, or both, of the assessed valuation of real property which, except for the provisions of section four hundred ninety of this chapter, is wholly exempt from taxation; or

(b) an entry on an assessment roll or a tax roll, or both, of the assessed valuation of real property which is entirely outside the boundaries of the assessing unit, the school district or the special district in which the real property is designated as being located, but not an entry on an assessment roll or a tax roll, or both, of the assessed valuation of real property assessed pursuant to subdivisions two through five of section five hundred of this article; or

(c) an entry of assessed valuation on an assessment roll or on a tax roll, or both, which has been made by a person or body without the authority to make such entry; or

(d) an entry of assessed valuation of state land subject to taxation on an assessment roll or on a tax roll, or both, which exceeds the assessment of such land approved by the commissioner; or

(e) an entry of assessed valuation of a special franchise on an assessment roll or on a tax roll, or both, which exceeds the final assessment thereof as determined by the commissioner pursuant to subdivision one of section six hundred six of this chapter, or the full value of that special franchise as determined by the commissioner pursuant to subdivision two of section six hundred six of this chapter adjusted by the final state equalization rate established by the commissioner for the assessment roll upon which that value appears.



SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF PUTNAM

-----X
In the Matter of

SMALL CLAIMS ASSESSMENT REVIEW

STIPULATION OF SETTLEMENT

Kevin & Genevieve Farrell
PETITIONER(S),

VS.

FILING #

SECTION 47 BLOCK 3 LOT 102

Town of Southeast
TAX ASSESSING MUNICIPALITY

-----X

IT IS HEREBY STIPULATED AND AGREED BY AND BETWEEN THE ABOVE NAMED PETITIONER(S) AND TAX ASSESSING MUNICIPALITY, THAT THE **2019** ASSESSMENT ON THE ABOVE REFERENCED TAX PARCEL BE *REDUCED FROM*

\$ 1,000,000 TO \$ 925,000

FOR A REDUCTION OF \$ 75,000

IT IS FURTHER STIPULATED AND AGREED that the municipal officer having custody of the assessment rolls shall correct the entry in the **2019** Assessment roll to conform to this stipulation. If any taxes were paid, based on the "*reduced from*" **2019** assessment indicated above, a refund of the taxes paid on the amount of the reduction of the above-mentioned assessment will be made to the petitioner(s).

IT IS FURTHER AGREED that this stipulation represents full settlement on this small claims assessment review proceeding, and that no costs or allowances shall be awarded or paid to, by, or against any of the parties.

DATED: August 6, 2019



AUTHORIZED
REPRESENTATIVE

SO ORDERED:

JUDICIAL HEARING OFFICER

ASSESSOR, Laurie Bell

TOWN OF SOUTHEAST - TOWN & COUNTY 2020

FISCAL YEAR: 1/1/2020 to 12/31/2020	WARRANT DATE: 12/18/2019	STATE AID: TWN 45,000
-------------------------------------	--------------------------	-----------------------

MAKE CHECKS PAYABLE TO:

AnnMarie Milano, Tax Receiver

TOWN OF SOUTHEAST

1360 RT 22

BREWSTER, NY 10509

BANK

BILL

2425

TAX MAP NUMBER

373089 47.-3-102

TO PAY IN PERSON:

Southeast Town Hall

1360 Route 22, Brewster, NY

Mon-Fri, 9:00AM to 4:30PM

Open til 7PM on 1/31/2025

PROPERTY INFORMATION:

ACCOUNT#:

DIMENSION: 3.81 Acres

ROLL SECTION: 1 CLASS: 210 - 1 Family Res

LOCATION: 65 Indian Wells Rd

MUNICIPALITY: Southeast

SCHOOL: 373001 Brewster Central

FULL MARKET VALUE: As of 7/1/18 1,000,000

UNIFORM % OF VALUE: 100.00

LAND ASSESSMENT: 137,800

TOTAL ASSESSMENT: 1,000,000

PROPERTY OWNER:

FARRELL KEVIN

FARRELL GENEVIEVE

65 INDIAN WELLS RD

BREWSTER, NY 10509

EXEMPTION	VALUE	FULL VALUE	TAX PURPOSE
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APPLY FOR THIRD PARTY NOTIFICATION BY: 11/15/20

PROPERTY TAX PAYERS BILL OF RIGHTS:

If you feel the assessment on your property is too high, you have the right to file a grievance to lower it for future tax bills. For information, please contact your assessor for the booklet "How to File a Complaint on Your Assessment" and to inquire about exemptions. Any reduction in assessment will NOT be reflected on this bill. The filing date for this assessment has passed.

LEVY DESCRIPTION	TOTAL TAX LEVY	% CHANGE FROM PRIOR YEAR LEVY	TAXABLE VALUE OR UNITS	RATE	TAX AMOUNT
----HOMESTEAD					
COUNTY TAX	44,614,208	2.8	1,000,000.00	3.09445000	3,094.45
TOWN TAX	6,626,441	-2.0	1,000,000.00	1.94993400	1,949.93
BREWSTER LIBRARY	436,978	16.0	1,000,000.00	0.14861000	148.61
----NON-CLASSIFIED					
BREWSTER FIRE	1,641,997	2.0	1,000,000.00	0.54914900	549.15
SE REFUSE FEE	0	0.0	1.00	334.79800000	334.80

COLLECTION IS CLOSED

TOWN OF SOUTHEAST - TOWN & COUNTY 2020

MUNICIPALITY: Southeast

SCHOOL: 373001 BREWSTER CENTRAL

LOCATION: 65 INDIAN WELLS RD

RECEIVER'S STUB

BILL NUMBER:

2425

Tax Map:

373089 47.-3-102

BANK:

Farrell Kevin

Farrell Genevieve

65 Indian Wells Rd

Brewster, NY 10509

Please consult the payment schedule above for any additional penalty you may owe. Please write your Bill Number on your check.

TOTAL BASE TAX:

\$6,076.94

AMOUNT ENCLOSED:

\$

☐ CHECK THIS BOX TO REQUEST A RECEIPT

RECEIVER STUB MUST BE RETURNED WITH PAYMENT

Printed On: 04/15/2025 At: 01:41:03 PM

TOWN OF SOUTHEAST - TOWN & COUNTY 2020

Receipt

FISCAL YEAR: 1/1/2020 to 12/31/2020	WARRANT DATE: 12/18/2019	STATE AID: TWN 45,000
MAKE CHECKS PAYABLE TO: AnnMarie Milano, Tax Receiver TOWN OF SOUTHEAST 1360 RT 22 BREWSTER, NY 10509	BANK	BILL 2425
		TAX MAP NUMBER 373089 47.-3-102

TO PAY IN PERSON:

Southeast Town Hall
1360 Route 22, Brewster, NY
Mon-Fri, 9:00AM to 4:30PM
Open til 7PM on 1/31/2025

PROPERTY INFORMATION:

ACCOUNT#: _____
DIMENSION: 3.81 Acres
ROLL SECTION: 1 CLASS: 210 - 1 Family Res
LOCATION: 65 Indian Wells Rd
MUNICIPALITY: Southeast
SCHOOL: 373001 Brewster Central
FULL MARKET VALUE: 1,000,000
UNIFORM % OF VALUE: 100.00
LAND ASSESSMENT: 137,800
TOTAL ASSESSMENT: 1,000,000

PROPERTY OWNER:

FARRELL KEVIN
FARRELL GENEVIEVE
65 INDIAN WELLS RD
BREWSTER, NY 10509

EXEMPTION	VALUE	FULL VALUE	TAX PURPOSE
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PROPERTY TAX PAYERS BILL OF RIGHTS:

If you feel the assessment on your property is too high, you have the right to file a grievance to lower it for future tax bills. For information, please contact your assessor for the booklet "How to File a Complaint on Your Assessment" and to inquire about exemptions. Any reduction in assessment will NOT be reflected on this bill. The filing date for this assessment has passed.

LEVY DESCRIPTION	TOTAL TAX LEVY	% CHANGE FROM PRIOR YEAR LEVY	TAXABLE VALUE OR UNITS	RATE	TAX AMOUNT
---HOMESTEAD					
COUNTY TAX	44,614,208	2.8	1,000,000.00	3.09445000	3,094.45
TOWN TAX	6,626,441	-2.0	1,000,000.00	1.94993400	1,949.93
BREWSTER LIBRARY	436,978	16.0	1,000,000.00	0.14861000	148.61
---NON-CLASSIFIED					
BREWSTER FIRE	1,641,997	2.0	1,000,000.00	0.54914900	549.15
SE REFUSE FEE	0	0.0	1.00	334.79800000	334.80

RECEIPT:

Received: 01/29/2020

Full Tax Payment	Individual	Receipt #: 20408	via Counter from: Farrell Kevin
Tax Amount	\$6,076.94	Cred. Card # 07508Z	\$6,076.94

Total Paid: \$6,076.94

PAID IN FULL

May 22, 2025
Audit Meeting

#7

FYI/ Guardrail & Property Damage Table