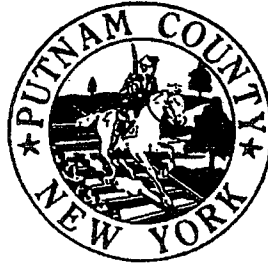


THE PUTNAM COUNTY LEGISLATURE

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

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

Tuesday September 2, 2025 7:00 P.M.

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

PROCLAMATIONS

Recognizing September 2025 as Hunger Action Month

National Recovery Month – September 2025

Recognizing Sheriff's Week – September 14-20, 2025

Recognizing the Putnam County Youth Bureau &  
Haldane School District on their Youth-Led 9/11 Memorials

4. Acceptance of Minutes – Regular Mtg – August 5, 2025
5. Correspondence
  - a) County Auditor
6. Pre-filed resolutions:

PHYSICAL SERVICES COMMITTEE  
(Chairman Ellner, Legislators Crowley & Jonke)

- 6a. Approval – Budgetary Amendment (25A067) – DPW – ADA Improvements –  
County Office Building Ramp

- 6b. **Approval - Conveyance of a Certain County Property to the Village of Cold Spring Pursuant to Chapter 31 of the Putnam County Code (Quitclaim Deed)**
- 6c. **Approval – Putnam County’s Proposed Vulnerability Assessment and Climate Adaptation Plan**
- 6d. **Approval – Grant Application – State and Municipal (SAM) Facilities Grant Program – Putnam County Veterans Memorial Park Accessible – Inclusive Playground**

**ECONOMIC DEVELOPMENT & ENERGY COMMITTEE**  
(Chairman Gouldman, Legislator Birmingham & Ellner)

- 6e. **Approval – Designation – County of Putnam – Tourist Promotion Agency**

**RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE**  
(Chairman Birmingham, Legislators Ellner & Gouldman)

- 6f. **Approval – Budgetary Transfer (25T220) – Outside Agency – Garrison Arts Center – County Contribution – Subcontingency**
- 6g. **Approval – Budgetary Transfer (25T245) – Outside Agency – CAREERS Support Solutions – County Contribution – Subcontingency**
- 6h. **Approval – Budgetary Transfer (25T249) – Veterans Service Agency – Putnam County’s Row of Honor – Flag & Pole Set Purchase**
- 6i. **Approval – Budgetary Transfer (25T250) – Outside Agency – Boscobel – County Contribution – Subcontingency**
- 6j. **Approval – Budgetary Transfer (25T251) – Outside Agency – Second Chance Foods – County Contribution – Subcontingency**

**AUDIT & ADMINISTRATION COMMITTEE**  
(Chairwoman Sayegh, Legislators Birmingham & Crowley)

- 6k. **Approval – Budgetary Amendment (25A063) – Sheriff – Social Services – Grant Award – Police & Mental Health Co-Response Team – Vehicle Leasing**
- 6L. **Approval – Budgetary Amendment (25A065) – Sheriff’s Office – Reimbursement – NYS Sheriff’s Association – BCI Overtime – Drug Recognition Expert (DRE) Philadelphia Field Certification**
- 6m. **Approval – Budgetary Amendment (25A068) – Sheriff’s Office – Carmel Central School District - Two Additional School Resource Officers (SRO)**

- 6n. Approval - Budgetary Amendment (25A069) – Finance – Legal Aid Society – Indigent Legal Services**
- 6o. Approval – Bond Resolution – Authorizing the Redemption of Certain Outstanding Serial Bonds**
- 6p. Approval – Budgetary Amendment (25A070) – Bond Resolution - Authorizing the Redemption of Certain Outstanding Serial Bonds**
- 6q. Approval – Budgetary Amendment (25A075) – DPW – Capital Project 52511 – Myrtle Avenue @ Route 6N – Garage Roof Repair**
- 7. Other Business**
- 8. Recognition of Public on Agenda Items**
- 9. Recognition of Legislators**
- 10. Adjournment**

# Proclamation

## Recognizing September 2025 as Hunger Action Month

**WHEREAS**, the Regional Food Bank and its 1,000 partners provide vital hunger relief services to our most vulnerable neighbors; and

**WHEREAS**, Putnam County shall work with hunger relief organizations to make New York hunger-free by supporting access to three healthy meals a day for our residents in need; and

**WHEREAS**, there are 8,720 people who are food insecure in Putnam County, with 1,260 children who do not have access to the food they need to thrive; now therefore be it

**RESOLVED**, that the Putnam County Legislature and Putnam County Executive do hereby proclaim the month of September 2025 to be Hunger Action Month and urge all citizens of Putnam County to take cognizance of this event and participate fittingly in its observance.

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Kevin Byrne, Putnam County Executive

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Amy Sayegh, Chair, Putnam County Legislature



# Proclamation

## National Recovery Month – September 2025

**WHEREAS**, behavioral health is an essential part of everyone's overall wellness; and

**WHEREAS**, strategies for the prevention of mental health and substance use disorders work, treatment is effective, and people successfully recover; and

**WHEREAS**, preventing and actively addressing mental health and substance use disorders is essential to achieving healthy lifestyles as defined by each person. Recovery of individuals helps improve their own health, the health of their loved ones, and of the entire community; and

**WHEREAS**, we must normalize help seeking behaviors for everyone, and encourage the implementation of preventive measures, recognize the signs of distress, and support others in need in seeking treatment and recovery support services; and

**WHEREAS**, to help more people achieve and sustain long-term recovery, the Putnam County Executive and the Putnam County Legislature invite all residents of Putnam County to participate in National Recovery Month; now therefore be it

**RESOLVED**, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim September 2025 as ***National Recovery Month*** and together with the Putnam County Department of Mental Health, Friends of Recovery Putnam, and the Prevention Council of Putnam encourage all Putnam County residents to observe this month with appropriate programs, activities, and ceremonies to support this year's ***Recovery Month***.

Kevin Byrne, Putnam County Executive

Amy E. Sayegh, Chair, Putnam County Legislature



# Proclamation

## Recognizing Sheriff's Week – September 14-20, 2025

**WHEREAS**, the Office of Sheriff has been an integral part of the criminal justice system in New York State and in Putnam County throughout our history, having been established in the State's first constitution in 1777 and continued in every succeeding Constitution, and having been one of the original Constitutional offices upon the founding of our County; and

**WHEREAS**, despite changes in its function, status, and powers during its long history, the Office of Sheriff has maintained a continuous existence, preserved its distinguishing heritage, and continued to be an essential component of our criminal justice community; and

**WHEREAS**, the Office of Sheriff has evolved into a modern, professional, full-service law enforcement and corrections agency, manned by well-trained police officers and correctional officers using state-of-the-art technology and applying the latest and most advanced theories and practices in the fields of law enforcement and corrections; and

**WHEREAS**, the Office of Sheriff is unique in the community, and the duties of the Office go far beyond the traditional role of "Keeper of the Peace," and extend into many facets of public service, beyond law enforcement and corrections, to include providing security in our courts, dispatching emergency services, and handling civil process for our courts; and

**WHEREAS**, as a Constitutionally empowered Office directly responsible to the People, the ancient Office of Sheriff remains, even today, responsive and accountable to the public it serves; and

**WHEREAS**, it is fitting to celebrate the historical contributions of the Office of Sheriff and the significant role that the Sheriffs play in our modern criminal justice system; now therefore be it

**RESOLVED**, that the Putnam County Executive and Putnam County Legislature do recognize the important services provided to the citizens of this County by the Putnam County Sheriff's Department, and do hereby proclaim September 14-20, 2025 to be Sheriffs' Week in Putnam County.

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Kevin Byrne, Putnam County Executive

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Amy E. Sayegh, Chair, Putnam County Legislature



# Proclamation

## Recognizing the Putnam County Youth Bureau & Haldane School District on their Youth-Led 9/11 Memorials

**WHEREAS**, On September 11, 2001, the peace and security of our Nation was shattered by terrorist attacks that killed nearly 3,000 innocent people. Nineteen terrorists hijacked four commercial airplanes, crashing them into both the north and south towers of the World Trade Center in New York City, the United States Pentagon in Virginia, and in the pristine fields of Shanksville, Pennsylvania; and

**WHEREAS**, although the terrorists' goal was to tear at the fabric of our nation, arising from the very ashes of that tragedy came a remarkable spirit of unity, compassion, and determination that will never be forgotten. Many brave individuals tirelessly participated in an extraordinarily difficult and dangerous rescue and recovery effort, in some cases voluntarily putting their own well-being at risk. Each year the anniversary of the attacks is a sacred day both in Putnam County and throughout the country as citizens honor the memory of all who were lost on that day; and

**WHEREAS**, the Putnam County Youth Bureau recognizes the importance of introducing this tradition to the younger members of our community. The Youth Bureau will host their 5<sup>th</sup> Annual Youth-Led 9/11 Memorial where youth volunteers will commemorate the 24<sup>th</sup> anniversary of the September 11, 2001 attacks on our country by reading aloud the names of all who lost their lives on that day. This year the Putnam County Youth Bureau, in partnership with Haldane School District, expands its reach by synchronizing youth-led memorials on both sides of the county in honor of our fallen heroes; now therefore be it

**RESOLVED**, that the Putnam County Executive and the Putnam County Legislature hereby recognize the efforts of the Putnam County Youth Bureau and Haldane School District and encourage residents of Putnam County to participate in the Youth-Led 9/11 Memorials. The public is invited to attend the memorial at the Putnam County Bureau of Emergency Services while the memorial at Haldane School District will be limited to students, faculty, and community officials.

Kevin Byrne, Putnam County Executive

Amy E. Sayegh, Chair, Putnam County Legislature

#4

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

**Tuesday                      August 5, 2025                      7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairwoman Sayegh who requested Legislator Gouldman lead in the Pledge of Allegiance and Chairwoman Sayegh lead in the Legislative Prayer. Upon roll call, Legislators Montgomery, Gouldman, Jonke, Birmingham, Crowley and Chairwoman Sayegh were present. Legislators Addonizio, Russo and Ellner were absent.

**PROCLAMATION**

Chairwoman Sayegh recognized Legislator Crowley who presented the "Overdose Awareness Day" proclamation to Assistant Director, Prevention Council of Putnam Naura Slivinsky.

**OVERDOSE AWARENESS DAY**

WHEREAS, Putnam County does affirm and acknowledge the harm and hardship caused by drug overdose; and

WHEREAS, we recognize the purpose of International Overdose Awareness Day as remembering loved ones lost to overdose and ending the stigma of drug-related deaths; and

WHEREAS, we resolve to play our part in reducing the toll of overdose in our community, which claimed the lives of 2 Putnam County Residents last year together with countless more affected forever; and

WHEREAS, we affirm that the people affected by overdose are our sons and daughters, our mothers and fathers, our brothers and sisters, and deserving of our love, compassion and support; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim August 31, 2025, as International Overdose Awareness Day in Putnam County.

Item #4 – Acceptance of Minutes – Regular Mtg – May 6, 2025  
Special Mtg – May 19, 2025  
Regular Mtg – June 3, 2025  
Public Hearing – July 1, 2025  
Regular Mtg – July 1, 2025

The minutes were accepted as submitted.

Item #5 – Correspondence  
a) County Auditor – duly noted.

There was no activity during this reporting period.

**Item #6 – Pre-filed resolutions:**

**PERSONNEL COMMITTEE**  
(Chairman Jonke, Legislators Addonizio & Gouldman)

**Item #6a - Approval – Fund Transfer (25T177) – District Attorney – Temporary was next. Chairwoman Sayegh recognized Legislator Jonke, Chairman of the Personnel Committee. On behalf of the members of the Committee, Legislators Addonizio and Gouldman, Legislator Jonke moved the following:**

**RESOLUTION #191**

**APPROVAL – FUND TRANSFER (25T177) – DISTRICT ATTORNEY – TEMPORARY**

**WHEREAS, the District Attorney has requested a fund transfer (25T177) to hire a temporary support staff member for the front office to keep up with the workload of a full-time Senior Office Assistant out on medical leave; and**

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

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

**Decrease:**

<b>10116500 51000 (132)</b>	<b>Senior Office Assistant (Legal)</b>	<b>10,000</b>
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**Increase:**

<b>10116500 51094</b>	<b>Temporary</b>	<b>10,000</b>
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**2025 Fiscal Impact – 0 –**

**2026 Fiscal Impact – 0 –**

**BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE ABSENT. MOTION CARRIES.**

**Item #6b - Approval – Fund Transfer (25T179) – Health Department – New Position – Pre-School Program Manager – Putnam County Early Learning Center was next. On behalf of the members of the Personnel Committee, Legislators Addonizio and Gouldman, Legislator Jonke moved the following:**

**Legislator Birmingham stated that out of abundance of caution he would abstain from this vote as the program involves a few school district clients that his firm represents.**

**Legislator Crowley proceeded to read a memorandum received from Public Health Director Rian Rodriguez on August 1, 2025, which pertained to update on the Early Learning Center Initiative.**

**Legislator Jonke explained that although he is in favor of the program, he has been outspoken about its location. He hoped that our Public Health Director Rodriguez would take it back to the Administration to continue to look for an alternate site. He explained**

that with the recent collapse, he did not like that it was not structurally sound, despite what the engineers were saying. He believed that the children deserved better than that. He believed that we needed the preschool program, but he encouraged the Administration to look for an alternative site.

Legislator Montgomery believed that an investment in an Early Learning Center and a Preschool Program Manager for the Early Learning Center is the best investment we could make to keep moving our County forward.

Chairwoman Sayegh believed that all the Legislators supported the Early Learning Center. She explained that the Preschool Program Manager was needed for the start of the school year in September. She stated that the funding is coming from the Preschool Itinerant Services line so there is zero fiscal impact at this time.

#### **RESOLUTION #192**

#### **APPROVAL – FUND TRANSFER (25T179) – HEALTH DEPARTMENT – NEW POSITION – PRE-SCHOOL PROGRAM MANAGER – PUTNAM COUNTY EARLY LEARNING CENTER**

WHEREAS, the Public Health Director has requested a fund transfer (25T179) to fund a new “Pre-School Program Manager” who will work at the Putnam County Early Learning Center; and

WHEREAS, per Personnel Officer Eldridge, this position will be designated as a PuMA position with an annual salary of \$90,000; and

WHEREAS, it is requested that the funds for this position be available proportionally beginning August 1, 2025 through December 31, 2025; and

WHEREAS, the five-month proration amount to fund this position in 2025 is \$37,586 with respective fringes of \$25,004 for a total request of \$62,590; and

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

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

#### **Decrease:**

10296000 54414	Preschool Itinerant Services	62,590
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#### **Increase:**

10296001 51000 (298610101)	Pers. – Pre-School Program Mgr PC - Early Learning Center (ELC) (109 days of \$90,000)	37,586
10296001 58001	PC – ELC - Retirement	3,331
10296001 58002	PC – ELC – FICA	2,869
10296001 58003	PC – ELC – Disability	64
10296001 58004	PC – ELC – Worker’s Comp	79
10296001 58006	PC – ELC – Dental	689
10296001 58007	PC – ELC – Life Insurance	312
10296001 58008	PC – ELC – Health Insurance	16,667
10296001 58009	PC – ELC – Vision	93
10296001 58011	PC – ELC – Flex	900
		62,590

**2025 Fiscal Impact – 0 –**

**BY ROLL CALL VOTE: FIVE AYES. ONE ABSTENTION – LEGISLATOR BIRMINGHAM. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE ABSENT. MOTION CARRIES.**

**Item #6c - Approval – Confirmation – Re-Appointment of Director of Real Property Tax Services was next. On behalf of the members of the Personnel Committee, Legislators Addonizio and Gouldman, Legislator Jonke moved the following:**

**Legislator Jonke stated that it was an honor to confirm her appointment for another six (6) years.**

**Chairwoman Sayegh stated that she was pleased to support this appointment.**

**RESOLUTION #193**

**APPROVAL – CONFIRMATION – RE-APPOINTMENT OF DIRECTOR OF REAL PROPERTY TAX SERVICES**

**WHEREAS, pursuant to the New York State Real Property Tax Law, Section 1530 and the Putnam County Charter, Section 4.03, there shall be a Director of Real Property Tax Services that shall be appointed by the County Executive subject to the confirmation by the County Legislature; and**

**WHEREAS, County Executive Kevin Byrne has re-appointed Patricial McLoughlin to fill the position of Director of Real Property Tax Services for the County of Putnam pursuant to Sections 3.03 and 4.03 of the Putnam County Charter; and**

**WHEREAS, Patricia McLoughlin possesses the requisite knowledge, experience and qualifications to serve as Director of Real Property Tax Services for the County of Putnam; and**

**WHEREAS, the Personnel Committee of the Putnam County Legislature considered and approved this appointment; now therefore be it**

**RESOLVED, that the Putnam County Legislature hereby confirms the re-appointment of Patricia McLoughlin as the Director of Real Property Tax Services for the County of Putnam, pursuant to Section 4.03 of the Putnam County Charter for a six (6) year term as provided by Section 1530 of the New York State Real Property Tax Law commencing on October 1, 2025 and continuing through September 30, 2031; and be it further**

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

**BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE ABSENT. MOTION CARRIES.**

**PROTECTIVE SERVICES COMMITTEE  
(Chairman Jonke, Legislators Addonizio & Birmingham)**

**Item #6d - Approval Budgetary Amendment (25A060) – Sheriff's Office – NYS FY22 Edward Byrne Memorial Justice Assistance Grant (JAG) Award through NYS Division of Criminal Justice Services (DCJS) was next. Chairwoman Sayegh recognized Legislator**

Jonke, Chairman of the Protective Services Committee. On behalf of the members of the Committee, Legislators Addonizio and Birmingham, Legislator Jonke moved the following;

Legislator Jonke thanked the Sheriff's Office for their hard work in securing these funds.

Legislator Crowley thanked the Sheriff's Office for working diligently and for continuing to secure grants.

**RESOLUTION #194**

**APPROVAL BUDGETARY AMENDMENT (25A060) – SHERIFF'S OFFICE – NYS FY22  
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) AWARD THROUGH  
NYS DIVISION OF CRIMINAL JUSTICE SERVICES (DCJS)**

WHEREAS, the Putnam County Sheriff's Office is the recipient of a grant award through the NYS FY22 Edward Byrne Memorial Justice Assistance Grant (JAG) Program in the amount of \$97,869.00; and

WHEREAS, this funding is provided by the Division of Criminal Justice Services (DCJS) with federal funds through the Bureau of Justice Assistance; and

WHEREAS, funding is to be used to purchase various law enforcement equipment with a federal award lapse date of 09/30/26; and

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

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

**Increase Revenues:**

10311000 10003	Sheriff Admin – Byrne Justice Grant	
443890	Other Public Safety	97,869

**Increase Expenses:**

10311000 10003	Sheriff Admin – Byrne Justice Grant	
52680	Other Equipment	15,650
52130	Computer Equipment	56,360
54710	Building Maintenance & Repair	4,560
54783	Licensing	9,300
52640	AV Equipment	8,500
52110	Furniture	322
54300	Miscellaneous Supplies	<u>3,177</u>
		97,869

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

**BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE  
ABSENT. MOTION CARRIES.**

**HEALTH, SOCIAL, EDUCATIONAL & ENVIRONMENTAL COMMITTEE  
(Chairwoman Addonizio, Legislators Ellner & Russo)**



Item #6e - Approval – Budgetary Amendment (25A062) – Social Services – NYS Office of Addiction Services and Supports (OASAS) – Adjusted State Aid Levels was next. On behalf of the members of the Health, Social, Educational & Environmental Committee, Legislators Addonizio, Ellner and Russo, Chairwoman moved the following:

**RESOLUTION #195**

**APPROVAL – BUDGETARY AMENDMENT (25A062) – SOCIAL SERVICES – NYS OFFICE OF ADDICTION SERVICES AND SUPPORTS (OASAS) – ADJUSTED STATE AID LEVELS**

WHEREAS, the Commissioner of Social Services has requested a budgetary amendment (25A062) to amend the 2025 Mental Health budget to reflect adjusted State Aid levels to be passed through to provider agencies in accordance with the most recent State Aid authorization from the NYS Office of Addiction Services and Supports (OASAS) dated 06/10/25; and

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

RESOLVED, that the following budgetary amendment be made:

**Increase Estimated Revenues:**

10028000 434887	Mental Health-Alcoholism Services Council State Aid COLA	3,034
10030000 434884	OASAS Contracted Serv. State Local Asst	11,668
10431000 434981 10151	Mental Health-LGU State Aid OASAS Jail Based Services	2,983
10431000 434981 10234	Mental Health-LGU OASAS Naltrexone & Buprenorphin	<u>5,010</u>
		22,695

**Increase Appropriations:**

10028000 54647	Mental Health-Alcoholism Serv. Council Subcontractors	3,034
10030000 54647	OASAS Contracted Serv. Subcontractors	11,668
10431000 55646 10151	Mental Health-LGU Chargeback Contracts Jail Based Services	2,983
10431000 55646 10234	Mental Health-LGU OASAS Naltrexone & Buprenorphin	<u>5,010</u>
		22,695

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

**BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE ABSENT. MOTION CARRIES.**

Item #6f - Approval - Budgetary Transfer (25T190) – Health Department – New Early Learning Center – Education & Transportation 3 to 5 was next. On behalf of the members of the Health, Social, Educational & Environmental Committee, Legislators Ellner and Russo, Legislator Addonizio moved the following:

Legislator Birmingham stated that he would abstain from this vote. He stated that with respect to the transportation aspect he believed that some of the entities involved are in the school districts who are clients that his firm represents.

**RESOLUTION #196**

**APPROVAL - BUDGETARY TRANSFER (25T190) – HEALTH DEPARTMENT – NEW EARLY LEARNING CENTER – EDUCATION & TRANSPORTATION 3 TO 5**

WHEREAS, the Public Health Director has requested a budgetary transfer (25T190) to respective revenue for children receiving services in the new Early Learning Center program; and

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

RESOLVED, that the following budgetary transfer be made:

**GENERAL FUND:**

**Increase Estimated Revenues:**

10296001 432773	Early Learning Center – Ed & Transp 3 to 5	78,540
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**Decrease Estimated Revenues:**

10296000 432773	Preschool – Education & Transportation	78,540
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2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

**BY ROLL CALL VOTE: FIVE AYES. ONE ABSTENTION – LEGISLATOR BIRMINGHAM. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE ABSENT. MOTION CARRIES.**

Item #6g - Approval – Fund Transfer (25T191) – Health Department – New Early Learning Center – Purchase Items to Initiate Start Up was next. On behalf of the members of the Health, Social, Educational & Environmental Committee, Legislators Ellner and Russo, Legislator Addonizio moved the following:

Legislator Birmingham stated that he could vote on this item because it pertains to equipment and furnishings that will be used exclusively in the County office and used by County employees and residents.

Legislator Jonke stated that he supports the program, but as mentioned earlier, he was not happy with its location. He believed that we should have Early Learning Centers on both sides of the County. He stated that he was hoping the Administration would look for alternative sites.

**RESOLUTION #197**

**APPROVAL – FUND TRANSFER (25T191) – HEALTH DEPARTMENT – NEW EARLY LEARNING CENTER – PURCHASE ITEMS TO INITIATE START UP**

WHEREAS, the Public Health Director has requested a fund transfer (25T191) to purchase all items necessary to initiate the startup of the New Early Learning Center; and

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

RESOLVED, that the following fund transfer be made:

**Decrease:**

10296000 54441	Preschool Itinerant Services	219,250
10296000 54678	Preschool Leased Transportation	<u>51,000</u>
		270,250

**Increase:**

10296001 52110	ELC – Furniture	28,000
10296001 52120	ELC – Office Equipment	2,300
10296001 52130	ELC – Computer Equipment	1,500
10296001 52170	ELC – Kitchen Equipment	900
10296001 52180	ELC – Other Equipment	3,400
10296001 54310	ELC – Office Supplies	10,000
10296001 54311	ELC – Printing & Forms	300
10296001 54313	ELC – Books & Supplements	1,000
10296001 54410	ELC – Supplies & Materials	6,500
10296001 54441	ELC – Itinerant Services	132,000
10296001 54510	ELC – Machine Maintenance	1,000
10296001 54634	ELC – Telephone	250
10296001 54635	ELC – Cell Phones	900
10296001 54636	ELC – Internet	100
10296001 54646	ELC – Contracts	30,000
10296001 54670	ELC – Travel Non-Employee	1,000
10296001 54678	ELC – Leased Transportation	50,000
10296001 54783	ELC – Licensing & Accessories	100
10296001 54989	ELC – Miscellaneous	<u>1,000</u>
		270,250

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE ABSENT. MOTION CARRIES.

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

Item #6h - Approval Budgetary Amendment (25A058) – DPW – Highway & Street Equipment was next. Chairwoman Sayegh recognized Legislator Crowley, member of the Physical Services Committee. On behalf of the members of the Committee, Legislators Ellner and Jonke, Legislator Crowley moved the following:

RESOLUTION #198

**APPROVAL BUDGETARY AMENDMENT (25A058) – DPW – HIGHWAY & STREET EQUIPMENT**

**WHEREAS, the Commissioner of DPW has requested a budgetary amendment (25A058) for the purchase of a Tomahawk 8” Road Planer Asphalt Grinder; and**

**WHEREAS, this purchase is better reflected in the County Road Fund through the operating budget rather than Capital Fund as this item is underneath the County’s Capital Asset threshold of \$5,000; and**

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

**CAPITAL FUND:**

**Increase Appropriations:**

<b>55197000 59010 52515</b>	<b>Transfer Out – County Road Fund</b>	<b>2,281</b>
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**Decrease Appropriations:**

<b>55197000 52660 52515</b>	<b>Capital Exp. – Highway &amp; Street Equipment</b>	<b>2,281</b>
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**COUNTY ROAD FUND:**

**Increase Appropriations:**

<b>10511000 52160</b>	<b>Highway &amp; Street Equipment</b>	<b>2,281</b>
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**Increase Estimated Revenues:**

<b>02021310 428501</b>	<b>Transfer In – Capital Fund</b>	<b>2,281</b>
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**2025 Fiscal Impact – 0 –**

**2026 Fiscal Impact – 0 –**

**BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE ABSENT. MOTION CARRIES.**

**RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE  
(Chairman Birmingham, Legislators Ellner & Gouldman)**

**Item #6i - Approval – Budgetary Transfer (25T189) – Outside Agency – Putnam Recreation Programs & Habilitation (PRPH) – County Contribution – Subcontingency was next. Chairwoman Sayegh recognized Legislator Birmingham, Chairman of the Rules, Enactments & Intergovernmental Relations Committee. On behalf of the members of the Committee, Legislators Ellner and Gouldman, Legislator Birmingham moved the following:**

**Legislator Jonke stated that he brought this funding request forward. He explained how PRPH is a vital agency that performs a function that the County does not. He stated that it provides support for special needs children and adults in Putnam County. He thanked everyone who supported this request.**

Legislator Montgomery stated that she was happy to support this. She explained how essential these programs were for individuals with special needs. She believed there were not enough of these agencies anywhere and she believed that more of these programs were needed.

Chairwoman Sayegh stated that she worked side by side with PRPH with her not-for-profit and she has seen firsthand the great work they do in providing help for individuals with special needs. She stated that she was happy to support this.

**RESOLUTION #199**

**APPROVAL – BUDGETARY TRANSFER (25T189) – OUTSIDE AGENCY – PUTNAM RECREATION PROGRAMS & HABILITATION (PRPH) – COUNTY CONTRIBUTION - SUBCONTINGENCY**

WHEREAS, when the 2025 Tentative Budget was presented to the Putnam County Legislature, the County Executive placed \$75,000 in subcontingency for Outside Agencies for the Legislature to distribute in the 2025 fiscal year, rather than allocating the funds based on his meetings with the organizations; and

WHEREAS, Legislator Paul Jonke has requested budgetary transfer (25T189) recommending that \$10,000 be allocated from subcontingency to Putnam Recreation Programs & Habilitation (PRPH); and

WHEREAS, the Rules, Enactments & Intergovernmental Relations Committee and the Audit & Administration Committee have reviewed and approved said budgetary transfer; now therefore be it

RESOLVED, that the following budgetary transfer be made:

**GENERAL FUND:**

**Increase Appropriations:**

25647000 54950	County Contribution – PRPH	10,000
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**Decrease Appropriations:**

10199000 54996	Subcontingency – Outside Agencies	10,000
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2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

**BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE ABSENT. MOTION CARRIES.**

**Item #6j - Approval – Request Funding – Outside Agency - Careers Support Solutions – County Contribution – Subcontingency was next. On behalf of the members of the Rules, Enactments & Intergovernmental Relations Committee, Legislators Ellner and Gouldman, Legislator Birmingham moved the following:**

**Legislator Birmingham explained that this request is for the County Executive to send a budgetary transfer of \$15,000 out of the subcontingency line CAREERS Support Solutions. He explained that CAREERS is currently a contracted agency receiving**

funding from the County and has expressed their need for additional funding. He stated that this request was brought forward by Legislator Ellner.

Legislator Montgomery expressed that she was happy to support an agency like this who provides training and helps individuals with special needs to find and keep jobs.

#### **RESOLUTION #200**

#### **APPROVAL – REQUEST FUNDING – OUTSIDE AGENCY - CAREERS SUPPORT SOLUTIONS - COUNTY CONTRIBUTION - SUBCONTINGENCY**

**WHEREAS, in 2024 when creating the 2025 Tentative Budget, the County Executive met with all of the Outside Agencies who requested funding; and**

**WHEREAS, when the 2025 Tentative Budget was presented to the Putnam County Legislature, the County Executive placed \$75,000 in subcontingency for the Outside Agencies for the Legislature to distribute in the 2025 fiscal year, rather than allocating the funds based on his meetings with the organizations; and**

**WHEREAS, CAREERS Support Solutions (CAREERS) requested funding from the County for the first time in 2023 in the amount of \$30,000 and was granted \$15,000 in both 2023 and 2024; and**

**WHEREAS, Executive Director Tina Cornish-Lauria of CAREERS appeared at the February 19, 2025 Rules, Enactments & Intergovernmental Relations Committee meeting to discuss the role CAREERS serves in the County and to request an additional \$15,000 in funding; and**

**WHEREAS, CAREERS has been operating in Putnam County for 36 years, working with clients with disabilities, most of whom are Putnam County residents with mental impairment; and**

**WHEREAS, the County funding is used toward helping residents with physical and mental disabilities with job skills, placing them in jobs, finding paid internships for students, providing job assistance, and other means of support; and**

**WHEREAS, the amount now being requested by CAREERS breaks down to approximately \$12.50 per client per month; and**

**WHEREAS, without the additional funding, CAREERS would be able to help fewer Putnam County residents; and**

**WHEREAS, the Legislature was tasked with distributing the \$75,000 placed in subcontingency by the County Executive without the benefit of the informational meetings the Administration had in preparation for the 2025 budget and, as a result, Outside Agencies such as CAREERS are facing critical hardships due to the lack of funding; and**

**WHEREAS, the current funds held in subcontingency are meant to support organizations in exactly these circumstances; now therefore be it**

**RESOLVED, the Rules, Enactments & Intergovernmental Relations Committee, after due consideration, finds that CAREERS provides an invaluable service to some of the most vulnerable population of the County, all of whom would suffer greatly if CAREERS could no longer maintain its staff or services provided due to budgetary constraints; and be it further**

**RESOLVED, the Putnam County Legislature hereby requests that the Putnam County Executive initiate a budgetary transfer of \$15,000 from the funds held in subcontingency to provide the additional funding requested by CAREERS.**

**BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE ABSENT. MOTION CARRIES.**

**Legislator Birmingham stated that the next three (3) items pertain to the Legislative Manual. He believed that Item #6m – Adoption of Legislative Manual should be voted on first and then Items #6k and #6L to show that we are adding those two (2) new rules to an existing manual. He was concerned that if we approve the manual first then adopt the 2024 manual it might obviate the two (2) other rules.**

**Legislator Birmingham made a motion to go out of order and vote on Item #6m – Adoption of Legislative Manual first; seconded by Legislator Crowley. All in favor.**

**Legislator Birmingham stated that this manual is verbatim of the 2024 manual without the changes made this year.**

*By Poll Vote: All Ayes. Legislators Addonizio, Ellner and Russo were absent. Motion Carries.*

**(This vote was later rescinded. See discussion below in Item #6k)**

**Item #6k - Approval – Amendment of Legislative Manual – Public Comment During Legislative Sessions and Committee Meetings Prior to Taking a Vote was next.**

**Legislator Birmingham stated that Legislator Crowley was instrumental in bringing forth this new rule.**

**Legislator Gouldman thanked Legislator Crowley for bringing this forward.**

**Legislator Crowley thanked her colleagues for the work that went into this. She believed that it was important to keep transparency and open communication with the constituents that we represent.**

**Chairwoman Sayegh stated that she supported the new rule. She explained that it would allow public comment at Full Meetings prior to other business items that have not been discussed in Committee.**

**Legislative Clerk Schonfeld questioned the first vote on Item #6m – Adoption of the Legislative Manual. She stated that Item #6m included the changes made in Items #6k and #6L. This was the reason they were on the agenda to be voted on first before the adoption of the manual.**

**Legislator Birmingham stated then Items #6k and #6L were irrelevant. He stated that we could remove Items #6k and #6L from the agenda.**

**Senior Deputy County Attorney Conrad Pasquale explained that the way Legislator Birmingham worded the motion on Item #6m, irrespective of the backup, only the 2024 version of the manual was adopted which does not include Items #6k and #6L. He stated that this means we should continue with Items #6k and #6L.**

*After further discussion on the process of approving a Legislative Manual, Legislator Montgomery made a motion to rescind the approval of Item #6m – Adoption of the Legislative Manual; seconded by Legislator Jonke. All in favor.*

**On behalf of the members of the Rules, Enactments & Intergovernmental Relations Committee, Legislators Ellner and Gouldman, Legislator Birmingham moved the following:**

**RESOLUTION #201**

**APPROVAL - AMENDMENT OF LEGISLATIVE MANUAL - PUBLIC COMMENT DURING LEGISLATIVE SESSIONS AND COMMITTEE MEETINGS PRIOR TO TAKING A VOTE**

**WHEREAS, the Putnam County Legislature values transparency and public participation in the legislative process; and**

**WHEREAS, it is essential that the public has an opportunity to voice their opinions and concerns on issues that directly impact them; and**

**WHEREAS, the allowance of public comment before votes are taken in legislative sessions and committee meetings promotes open dialogue and better-informed decision-making by legislators; and**

**WHEREAS, the Putnam County Legislature seeks to ensure that all voices are heard, and that the democratic process remains inclusive and responsive to the needs of the community; and**

**WHEREAS, in order to promote the thorough formulation, review and discussion of policies, resolutions, local laws, charter amendments and budgetary measures, the Putnam County Legislature operates on the committee system in order to provide a forum for cautious and purposeful analysis of such initiatives; and**

**WHEREAS, such legislative committee meetings have provided an open forum for members of the respective legislative committees, other legislators, and the public at large to provide advice, testimony, and input; and**

**WHEREAS, it is recognized that such deliberation through the committee process is necessary and essential for the proper enactment of resolutions, local laws, charter amendments and budgetary measures; and**

**WHEREAS, it is also recognized that occasionally due to the urgent nature of certain legislative items and in limited circumstances, it is necessary for the County Legislature to consider time-sensitive resolutions that have not been reviewed by an appropriate committee; and**

**WHEREAS, and that, in such limited circumstances, it is important to the deliberative process to receive public comment during a full legislative meeting prior to taking a vote for the approval or disapproval of such specific item of urgency; now therefore be it**

**RESOLVED, that the Putnam County Legislature hereby directs that the Legislative Manual be amended by adding the following rule:**

**RULE 32 – PUBLIC COMMENT DURING REGULAR OR SPECIAL FULL LEGISLATIVE MEETINGS AND COMMITTEE MEETINGS PRIOR TO TAKING A VOTE**

- A. All committee meetings shall include a designated period for public comment prior to any votes being taken on agenda items. This public comment period shall be structured in a manner that is consistent, fair, and efficient, with a time limit for**



individual comments to ensure that all individuals wishing to speak are given an opportunity to do so.

- B. If a draft resolution or local law has not gone through the committee process but is being requested to be considered at a regular or special full legislative meeting as either a pre-filed request pursuant to Rule 5(A)(9) or as new business pursuant to Rule 5(A)(10), and following a procedural vote as to whether such resolution should be placed before the County Legislature for consideration, there shall be a designated period for public comment on the substance of such resolution prior to any votes being taken on such resolution. This public comment period shall be structured in a manner that is consistent, fair, and efficient, with a time limit for individual comments to ensure that all individuals wishing to speak are given an opportunity to do so.
- C. To the extent possible, the Chair of each full legislative meeting or committee meeting shall notify the public in advance of the meeting agenda and the designated time for public comment, providing reasonable access for the public to attend and participate in the meeting; and
- D. Any member of the public who wishes to speak during the recognition of the public on agenda items shall be given a fair opportunity to present their views, consistent with the Rules of Order and Procedure of the County Legislature.

And be it further

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

**BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE ABSENT. MOTION CARRIES.**

**Item #6L - Approval – Amendment of Legislative Manual - Confirmation of Appointments of County Executive was next. On behalf of the members of the Rules, Enactments & Intergovernmental Relations Committee, Legislators Ellner and Gouldman, Legislator Birmingham moved the following:**

**RESOLUTION #202**

**APPROVAL – AMENDMENT OF LEGISLATIVE MANUAL - CONFIRMATION OF APPOINTMENTS OF COUNTY EXECUTIVE**

**Rule 33 – Confirmation of Appointments of the County Executive**

Upon the filing by the County Executive with the Clerk of the County Legislature of a written appointment of the head of a County department or administrative unit pursuant to Charter Section 3.03, and in order for the County Legislature to perform its confirmation responsibilities pursuant to Charter Section 2.08, the Chair of the Legislature shall refer such appointment to one of the Standing Committees of the County Legislature to review said appointment and to conduct a Committee meeting in connection with such appointment.

- a) Following such referral, and prior to the date of said Standing Committee meeting, the appointee shall provide the following to such Standing Committee in connection with such Committee review:
- a written professional resume;
  - three (3) written references from persons engaged in the professional area of expertise to which the appointee is being considered to be maintained under confidential cover, not to be released to the public, pursuant to Public Officers Law §89(2)(b)(i);
  - a signed document stating whether such appointee has any interest\* in any contract\* with the County. (\*as such terms are defined in Article 18 of the New York State General Municipal Law).
- b) The Standing Committee to which such appointment has been referred shall conduct a committee meeting to interview said appointee.
- c) At the conclusion of said Standing Committee meeting, said Standing Committee shall adopt a resolution to be prefiled at a subsequent meeting of the County Legislature stating one of the following three (3) results: 1- approve appointment, 2- disapprove appointment or 3- no recommendation.

BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE ABSENT. MOTION CARRIES.

Item #6m - Approval – Adoption of Legislative Manual was next. On behalf of the members of the Rules, Enactments & Intergovernmental Relations Committee, Legislators Ellner and Gouldman, Legislator Birmingham moved the following:

#### RESOLUTION #203

#### ADOPTION OF LEGISLATIVE MANUAL

WHEREAS, Section 2, Sub-division B(1)(f) of the Legislative Manual requires that the Legislature adopt annually its Legislative Manual, including any amendments incorporated therein; now therefore be it

RESOLVED, that the Putnam County Legislature adopts the annexed Legislative Manual for the year 2025.

BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE ABSENT. MOTION CARRIES.

#### AUDIT & ADMINISTRATION COMMITTEE (Chairwoman Sayegh, Legislators Birmingham & Crowley)

Item #6n - Approval – Budgetary Amendment (25A061) – Sheriff's Office – Insurance Recovery was next. On behalf of the members of the Audit & Administration Committee, Legislators Birmingham and Crowley, Chairwoman Sayegh moved the following:

#### RESOLUTION #204

**APPROVAL – BUDGETARY AMENDMENT (25A061) – SHERIFF’S OFFICE – INSURANCE RECOVERY**

WHEREAS, the Putnam County Sheriff has requested a budgetary amendment (25A061) to recognize reimbursement from New York Municipal Insurance Reciprocal for damages to a 2023 Chevy Tahoe in the Sheriff’s Narcotics unit for an accident that occurred on December 19, 2024; and

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

RESOLVED, that the following budgetary amendment be made:

**Increase Revenue:**

14311000 426801	Sheriff Narcotics – Insurance Recoveries	1,608.80
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**Increase Expenses:**

14311000 54370	Sheriff Narcotics – Automotive	1,608.80
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2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE ABSENT. MOTION CARRIES.

Item #6o - Approval – Budgetary Amendment (25A064) – Youth Bureau – Correct Budget Lines was next. On behalf of the members of the Audit & Administration Committee, Legislators Birmingham and Crowley, Chairwoman Sayegh moved the following:

**RESOLUTION #205**

**APPROVAL – BUDGETARY AMENDMENT (25A064) – YOUTH BUREAU – CORRECT BUDGET LINES**

WHEREAS, the Director of the Youth Bureau has requested a budgetary amendment (25A064) to correct budget lines to match the Youth Bureau’s revenues to the appropriate program expense; and

WHEREAS, the Audit & Administration has reviewed and approved said budgetary amendment; now therefore be it

RESOLVED, that the following budgetary amendment be made:

**Decrease Revenues:**

10731000 438201	Youth Admin – St Aid Youth	50,938
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**Increase Revenues:**

10731000	Youth Admin	
438202	Coordinated Youth CYFS	20,228
438203 10114	OCFS – Mentoring	10,000
438651	PC School Based Program	2,070
43889A	Strengthening Families	1,500
10087000 438201	Youth Court – St Aid Youth	15,060
10088000 438762	Youth Pegasus – St Aid Pegasus	<u>2,080</u>

2025 Fiscal Impact – 0 –  
2026 Fiscal Impact – 0 –

BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE ABSENT. MOTION CARRIES.

Item #6p – Approval – Authorization - Legislators to Attend September New York State Association of Counties Conference was next. On behalf of the members of the Audit & Administration Committee, Legislators Birmingham and Crowley, Chairwoman Sayegh moved the following:

**RESOLUTION #206**

**APPROVAL - AUTHORIZATION - LEGISLATORS TO ATTEND SEPTEMBER NEW YORK STATE ASSOCIATION OF COUNTIES CONFERENCE**

WHEREAS, six (6) Legislators have requested permission to attend the New York State Association of Counties Conference to be held in Niagara Falls, New York in September 2025 for registration and lodging total expenditure of approximately \$916 per person; and

RESOLVED, that the Putnam County Legislature authorizes six (6) Legislators to attend the New York State Association of Counties Conference to be held in Niagara Falls, New York in September 2025.

BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE ABSENT. MOTION CARRIES.

Item #6q - Approval – Bond Resolution – Authorizing the Redemption of Certain Outstanding Serial Bonds was next.

Chairwoman Sayegh made a motion to table this item back to the Audit & Administration Committee. She wanted the current Interim Commissioner of Finance William Carlin to weigh in on this; seconded by Legislator Jonke. All in favor.

**EXTRACT OF MINUTES**

**Meeting of the County Legislature of**

**the County of Putnam, New York**

**August 5, 2025**

\* \* \*

A regular meeting of the County Legislature of the County of Putnam, New York, was held at the Historic County Courthouse, Gleneida Avenue, Carmel, New York, on August 5, 2025, at 7:00 o'clock P.M. (Prevailing Time).

The following Legislators were present:

There were absent:

Also present: Diane Schonfeld, Clerk of the County Legislature

\* \* \*

\_\_\_\_\_ offered the following resolution and moved its adoption:

**RESOLUTION OF THE COUNTY OF PUTNAM, NEW YORK  
ADOPTED AUGUST 5, 2025, AUTHORIZING THE REDEMPTION  
OF CERTAIN OUTSTANDING SERIAL BONDS OF SAID  
COUNTY, AND RESOLVING OTHER MATTERS RELATIVE  
THERE TO.**

WHEREAS, the County of Putnam, New York (the "County") has heretofore duly issued \$11,060,000 aggregate principal amount of Public Improvement Refunding Serial Bonds - 2015, such bonds dated April 15, 2015 and maturing in annual installments in each of the years 2015 to 2031, both inclusive (the "Outstanding Bonds"), as more fully described therein; and

WHEREAS, the Outstanding Bonds were authorized pursuant to a refunding bond resolution dated February 4, 2015 and were issued to refund all or a portion of the principal balance of the \$16,208,000 Public Improvement (Serial) Bonds, 2007 (the "2007 Refunding Bonds"), as more fully described therein; and

WHEREAS, the 2007 Refunding Bonds were authorized pursuant to various bond resolutions dated August, 6, 2005, July 5, 2006, December 2, 2003 and December 5, 2006 (collectively, the "Bond Resolutions") to finance parking lot paving, construction of a new

central County Courthouse, highway infrastructure and road construction and acquisition of MacGregor Golf Course; and

WHEREAS, the Outstanding Bonds were authorized, issued, sold and delivered subject to the right of the County to redeem the Outstanding Bonds maturing on or after January 15, 2027, as a whole or in part in principal amounts of \$5,000 or integral multiples thereof, on January 15, 2026, or on any date thereafter at par, plus accrued interest to the date of redemption; and

WHEREAS, the County Legislature of the County hereby finds and determines that it is in the best interest of the County to use lawfully available funds of the County to redeem prior to maturity the Outstanding Bonds on the date and in the manner hereinafter provided and in accordance with the requirements prescribed therefor and a notice of redemption of such Outstanding Bonds shall be given as provided in the Bond Resolutions; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY LEGISLATURE OF THE COUNTY OF PUTNAM, NEW YORK, AS FOLLOWS:

Section 1. The County Legislature of the County hereby authorizes the redemption of the Outstanding Bonds on January 15, 2026 or such other date as may be determined by the Commissioner of Finance pursuant to Section 2 of this Resolution.

Section 2. Attached to this Resolution as Exhibit "A" and made a part hereof for all purposes, is a copy of the draft Notice of Redemption for the Outstanding Bonds in substantially final form with such changes and additions approved by the Commissioner of Finance, the chief fiscal officer of the County. The Commissioner of Finance, the County's municipal advisor, the County's bond counsel are hereby authorized to take all actions necessary to call for the redemption of such Outstanding Bonds, including finalizing the Notice of Redemption and sending all notices of such redemption required by the documents authorizing the issuance of the Outstanding Bonds. The Commissioner of Finance is further authorized to determine the timing of the redemption of the Outstanding Bonds and the delivery of the notice once all requirements of this Resolution for such redemption have been satisfied; provided that such notice in all events is to be given by the time and in the manner required in the Bond Resolutions and other documents authorizing the issuance of the Outstanding Bonds.

Section 3. The Commissioner of Finance is hereby authorized to transfer available funds of the County, as necessary, to redeem the Outstanding Bonds prior to maturity. The County is hereby authorized and directed to cause notice of such call for redemption to be given in the name of the County in the manner and within the time provided in the Outstanding Bonds and in Section 53 of the Local Finance Law. Notice of such call for redemption shall be given by mailing such notice to the registered holder not more than sixty (60) days nor less than thirty (30) days prior to such date. Notice of redemption having been given as aforesaid, the Outstanding Bonds so called for redemption shall, on the date for redemption set forth in such call for redemption, become due and payable, together with interest to such redemption date, and interest shall cease to be paid thereon after such redemption date.

Section 4. The Commissioner of Finance and all other officers, employees and agents of the County, and each of them, shall be and they are hereby expressly authorized, empowered and directed from time to time and at any time to do and perform all such acts and things, including giving any notices as may be required by the County's continuing disclosure obligations, if any, with respect to the Outstanding Bonds and all other instruments, whether or not herein mentioned, as may be necessary or desirable in order

to carry out the terms and provisions of this Resolution or the Bond Resolutions authorizing the Outstanding Bonds.

**Section 5.** If any provision of this Resolution or the application thereof to any circumstance shall be held to be invalid, the remainder of this Resolution and the application thereof to other circumstances shall nevertheless be valid, and this governing body hereby declares that this Resolution would have been enacted without such invalid provision.

**Section 6.** This Resolution shall take effect immediately upon its approval of the County Executive and the Clerk of the County Legislature.

\* \* \*

The adoption of the foregoing resolution was seconded by \_\_\_\_\_ and duly put to a vote on roll call, which resulted as follows:

AYES:

NOES:

The resolution was declared adopted.

\*\*\*\*\*

#### CERTIFICATE

I, Diane Schonfeld, Clerk to the County Legislature of the County of Putnam, State of New York, HEREBY CERTIFY that the Resolution No. \_\_\_\_-2025 contained in the foregoing annexed extract from the minutes of a meeting of the County Legislature of said County of Putnam duly called and held on August 5, 2025, has been compared by me with the original minutes as officially recorded in my office in the Minute Book of said County Legislature and is a true, complete and correct copy thereof and of the whole of said original Resolution, which was duly adopted by the County Legislature of the County of Putnam on [\_\_\_\_], 2025 and approved by the County Executive on [\_\_\_\_], 2025.

IN WITNESS WHEREOF, I have hereto set my hand and have hereunto affixed the corporate seal of said County of Putnam this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Diane Schonfeld  
Clerk of the County Legislature

**EXHIBIT "A"**

**NOTICE OF REDEMPTION**

NOTICE IS HEREBY GIVEN that the County of Putnam, New York (the "County") has called for redemption on [January 15, 2026] (the "Redemption Date") all of the outstanding aggregate principal amount of the \$11,060,000 Public Improvement Refunding Serial Bonds – 2015, dated April 15, 2015 maturing on January 15 in the years 2027 through 2031 (the "Outstanding Bonds"), at par plus accrued interest to the Redemption Date

The Outstanding Bonds are as follows:

**Maturity Date**

<u>(January 15)</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP Number</u>
2027	\$ 870,000	5.000%	746639WL3
2028	915,000	5.000	746639WM1
2029	955,000	2.750	746639WN9
2030	980,000	2.875	746639WP4
2031	1,005,000	3.000	746639WQ2

NOTICE IS HEREBY FURTHER GIVEN that the Outstanding Bonds maturing after the Redemption Date shall be presented and surrendered for payment as aforesaid on the Redemption Date at the Office of the Clerk of the County of Putnam, the fiscal agent of the County for the Outstanding Bonds.

NOTICE IS HEREBY FURTHER GIVEN that interest on the Outstanding Bonds shall cease to be paid after the Redemption Date.



Under the provisions of the Jobs and Growth Relief Reconciliation Act of 2003, paying agents making payments of interest or principal on municipal securities may be obligated to withhold a 28% tax from remittance to individuals who have failed to furnish the paying agent with a valid taxpayer identification number. Owners of the Outstanding Bonds who wish to avoid the imposition of the tax should submit certified taxpayer identification numbers when presenting the Outstanding Bonds for payment.

The County shall be responsible for the selection or use of the CUSIP identification numbers printed herein or on the Outstanding Bonds nor is any representation made as to the correctness of any CUSIP identification number shown herein or printed on the Outstanding Bonds. Said CUSIP identification numbers are included solely for the convenience of the holders.

Dated: \_\_\_\_\_, 2025

COUNTY OF PUTNAM, NEW YORK

**Item #7 – Other Business**

Chairwoman made a motion to add Item #7a on the agenda; seconded by Legislator Jonke. All in favor.

Item #7a – Approval – Standard Work Day and Reporting Resolution was next. Chairwoman Sayegh made a motion to approve the following; seconded by Legislator Birmingham. All in favor.

**RESOLUTION #207**

**APPROVAL - STANDARD WORK DAY AND REPORTING RESOLUTION**

WHEREAS, the New York State and Local Employees' Retirement System requires the County to file the Standard Work Days for elected and appointed employees based on time and attendance records or the records of activities maintained and submitted by these officials to the Clerk of the Legislature, and

WHEREAS, a copy of this report was contained in the following:

- Resolution #195 of 2010 and Resolution #286 of 2010 (one employee only).
- Resolution #190 of 2011.
- Resolution #338 of 2011 correcting Resolution #190 of 2011.
- Resolution #155 of 2012.
- Resolution #218 of 2012 correcting Resolution #155 of 2012.
- Resolution #143 of 2013.
- Resolution #168 of 2014.
- Resolution #226 of 2014 correcting Resolution #143 of 2013.
- Resolution #150 of 2015.
- Resolution #148 of 2016.

- Resolution #156 of 2017.
- Resolution #244 of 2017 reflecting change made on Resolution #226 of 2014 which corrected Resolution #143 of 2013 (one employee only).
- Resolution #170 of 2018.
- Resolution #141 of 2019.
- Resolution #266 of 2019 correcting Resolution #141 of 2019.
- Resolution #115 of 2020.
- Resolution #176 of 2020 correcting Resolution #115 of 2020.
- Resolution #125 of 2021.
- Resolution #209 of 2021 correcting Resolution #125 of 2021.
- Resolution #131 of 2022.
- Resolution #266 of 2022 New ROA submitted.
- Resolution #155 of 2023.
- Resolution #165 of 2024.

And

WHEREAS, it is now time to file the report for 2025; now therefore be it

RESOLVED that the County of Putnam hereby established the following as standard work days for the listed elected officials in schedule "A" and will report the following days worked to the New York State and Local Employees' Retirement system based upon time and attendance records or on the record of activities maintained and submitted by these officials to the Clerk of this body.

BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE ABSENT. MOTION CARRIES.

#### Item #8 – Recognition of the Public on Agenda Items

Brett Yarris, from the Hamlet of Carmel spoke about Item #6i – Approval – Budgetary Transfer (25T189) – Outside Agency – Putnam Recreation Programs & Habilitation (PRPH) – County Contribution – Subcontingency and Item #6j – Approval – Request for Funding – Outside Agency – Careers Support Solutions – County Contribution – Subcontingency. He thanked the Legislature for approving both of these items that involve outside agencies that help individuals with special needs and disabilities. He also stated that the Early Learning Center is an amazing accomplishment. He explained that there are outside agencies that simply do not have the funding or ability to help solve this crisis by providing adult services for the special needs community. He also spoke about Item #6k – Approval – Amendment of Legislative Manual – Public Comment During Legislative Sessions and Committee Meetings Prior to Taking a Vote. He thanked Legislative Crowley for bringing this forward. He believed that the adjustments made strengthened the resolution. He was glad to see that the public will have a voice.

Scott Seaman, Town of Southeast Resident and member of the Brewster Board of Education, spoke about the Early Learning Center. He thanked the Legislature for approving this item which provides a great benefit for the children by keeping them in the area. He also explained how CAREERS Support Solutions is a great organization which provides individuals with disabilities career life skills during High School.

#### Item #9 – Recognition of Legislators

**Legislator Montgomery wished the best of luck to all students heading off to school.**

**Legislator Crowley reminded everyone that August 7<sup>th</sup> is Purple Heart Day, which is observed annually, and there will be a ceremony at 1:00 P.M. at VFW in Mahopac. She encouraged individuals to attend.**

**Legislator Jonke thanked former Commissioner of Finance Michael Lewis for the service he provided to Putnam County. He explained that he was terminated from his position on Friday, August 1, 2025. He explained that he served as First Deputy Commissioner of Finance to former Commissioner of Finance William Carlin before he was appointed to position of Commissioner of Finance. He stated that his termination was sudden and after the 2026 Budget process had begun. He believed that Michael Lewis was transparent whenever addressing questions from the Legislators. He stated that while it is the prerogative of the County Executive to hire and fire these positions, he did not understand this. He once again thanked Michael Lewis for his service. He explained that approximately 3½ weeks ago he sent a 19-page memorandum to the County Executive regarding a request to remove the County Attorney from his position. He stated that he was informed yesterday that when Chairwoman Sayegh inquired about when a response would be received, she was told by the County Executive that he did not read the memorandum. He believed this is what the County Executive thinks of this Legislature; by not reading or responding to the memorandum, an equal branch of government. He believed that his memorandum was deserving of a response, and he was hoping that he would receive one.**

**Chairwoman Sayegh thanked former Commissioner Lewis for his time and dedication here in Putnam County. She believed that he was transparent in his work, and he was very professional, knowledgeable, and responsive to all the Legislators. She stated that he is a fine professional, and she wished him well. She stated that she was glad that Commissioner Carlin was willing to come back to help the County through the budget process.**

**There being no further business, at 7:45 P.M., Chairwoman Sayegh made a motion to adjourn; seconded by Legislator Birmingham. All in favor.**

**Respectfully submitted by Diane Schonfeld, Clerk.**

# 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

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

Tuesday August 5, 2025 7:00 P.M.

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

### PROCLAMATION

#### Overdose Awareness Day

4. Acceptance of Minutes – Regular Mtg – May 6, 2025  
Special Mtg – May 19, 2025  
Regular Mtg – June 3, 2025  
Public Hearing – July 1, 2025  
Regular Mtg – July 1, 2025
5. Correspondence
  - a) County Auditor
6. Pre-filed resolutions:

### PERSONNEL COMMITTEE

(Chairman Jonke, Legislators Addonizio & Gouldman)

- 6a. Approval – Fund Transfer (25T177) – District Attorney – Temporary
- 6b. Approval – Fund Transfer (25T179) – Health Department – New Position – Pre-School Program Manager – Putnam County Early Learning Center
- 6c. Approval – Confirmation – Re-Appointment of Director of Real Property Tax Services

**PROTECTIVE SERVICES COMMITTEE**  
(Chairman Jonke, Legislators Addonizio & Birmingham)

- 6d. Approval Budgetary Amendment (25A060) – Sheriff’s Office – NYS FY22 Edward Byrne Memorial Justice Assistance Grant (JAG) Award through NYS Division of Criminal Justice Services (DCJS)

**HEALTH, SOCIAL, EDUCATIONAL & ENVIRONMENTAL COMMITTEE**  
(Chairwoman Addonizio, Legislators Ellner & Russo)

- 6e. Approval – Budgetary Amendment (25A062) – Social Services – NYS Office of Addiction Services and Supports (OASAS) – Adjusted State Aid Levels
- 6f. Approval - Budgetary Transfer (25T190) – Health Department – New Early Learning Center – Education & Transportation 3 to 5
- 6g. Approval – Fund Transfer (25T191) – Health Department – New Early Learning Center – Purchase Items to Initiate Start Up

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

- 6h. Approval Budgetary Amendment (25A058) – DPW – Highway & Street Equipment

**RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE**  
(Chairman Birmingham, Legislators Ellner & Gouldman)

- 6i. Approval – Budgetary Transfer (25T189) – Outside Agency – Putnam Recreation Programs & Habilitation (PRPH) – County Contribution – Subcontingency
- 6j. Approval – Request Funding – Outside Agency - Careers Support Solutions – County Contribution – Subcontingency
- 6k. Approval – Amendment of Legislative Manual – Public Comment During Legislative Sessions and Committee Meetings Prior to Taking a Vote
- 6L. Approval – Amendment of Legislative Manual - Confirmation of Appointments of County Executive
- 6m. Approval – Adoption of Legislative Manual

**AUDIT & ADMINISTRATION COMMITTEE**  
**(Chairwoman Sayegh, Legislators Birmingham & Crowley)**

- 6n. Approval – Budgetary Amendment (25A061) – Sheriff’s Office – Insurance Recovery**
- 6o. Approval – Budgetary Amendment (25A064) – Youth Bureau – Correct Budget Lines**
- 6p. Approval – Authorization - Legislators to Attend September New York State Association of Counties Conference**
- 6q. Approval – Bond Resolution – Authorizing the Redemption of Certain Outstanding Serial Bonds**
- 7. Other Business**
- 7a. Approval – Standard Work Day and Reporting Resolution**
- 8. Recognition of Public on Agenda Items**
- 9. Recognition of Legislators**
- 10. Adjournment**

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

**Francine Romeo**  
*Deputy County Auditor*



**COUNTY AUDITOR**

#5a  
County Office Building  
40 Gleneida Avenue  
Carmel, New York 10512  
Main (845)808-1040  
Fax (845)808-1900

TO: Putnam County Legislature

FROM: Michele Alfano-Sharkey  
County Auditor (mas)

DATE: August 26, 2025

RE: Refund of Taxes

This is the report for August 26, 2025, provided by Real  
Property Tax Law- Section 556, Paragraph (c).

There was no activity during this reporting period.

#6a

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

**APPROVAL – BUDGETARY AMENDMENT (25A067) – DPW – ADA  
IMPROVEMENTS – COUNTY OFFICE BUILDING RAMP**

WHEREAS, by and through the State of New York and the Office of Senator Peter Harkham, the County had the opportunity to apply for a State and Municipal (SAM) Crest Grant in the amount of \$50,000 administered by the Dormitory Authority of the State of New York (DASNY) for installation of an ADA compliant ramp at the County Office Building (COB); and

WHEREAS, there were no matching funds required, and the purpose of the grant funds was to subsidize the costs associated with the Project; and

WHEREAS, by Resolution #282 of 2023, the Putnam County Legislature approved the Planning Department's submission of its application for said SAM Crest Grant; and

WHEREAS, the Commissioner of DPW has requested a budgetary amendment (25A067) to adjust the capital budget to fund the COB ADA Compliant Ramp project funded by the SAM Crest Grant; and

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

RESOLVED, that the following budgetary amendment be made:

**CAPITAL FUND:**

**Increase Estimated Appropriations:**

55197000 53000 52519      ADA Improvements – COB Ramp      50,000

**Increase Estimated Revenues:**

55197000 435971 52519      State Aid – CREST Grant      50,000

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

\_\_\_\_\_  
Legislator Addonizio  
\_\_\_\_\_  
Legislator Birmingham  
\_\_\_\_\_  
Legislator Crowley  
\_\_\_\_\_  
Legislator Ellner  
\_\_\_\_\_  
Legislator Gouldman  
\_\_\_\_\_  
Legislator Jonke  
\_\_\_\_\_  
Legislator Montgomery  
\_\_\_\_\_  
Legislator Russo  
\_\_\_\_\_  
Chairwoman Sayegh



cc:all  
Phys  
A+A

Reso

ALEXANDRA GORDON  
*Deputy Commissioner of Finance*

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2025 AUG 13 PM 2:00

PUTNAM COUNTY LEGISLATURE

Resolution #282

Introduced by Legislator: William Gouldman on behalf of the Physical Services Committee at the Year End Meeting held on December 19, 2023.

page 1

**APPROVAL/ GRANT APPLICATION/ STATE AND MUNICIPAL FACILITIES GRANT PROGRAM/ PUTNAM COUNTY OFFICE BUILDING ADA COMPLIANT RAMP**

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

WHEREAS, by and through the State of New York and the Office of Senator Peter Harckham, the County has the opportunity to apply for a State and Municipal ("SAM") Crest Grant in the amount of \$50,000 administered by the Dormitory Authority of the State of New York ("DASNY") for installation of an ADA compliant ramp at the County Office Building main entrance; and

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

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

RESOLVED, that the Legislature authorizes and approves the County's submission, by the Department of Planning, Development and Public Transportation, of its application for a \$50,000 grant administered through DASNY and awarded by the SAM Crest Facilities Grant Program for the Project; and be it further

RESOLVED, that this resolution shall take effect immediately.

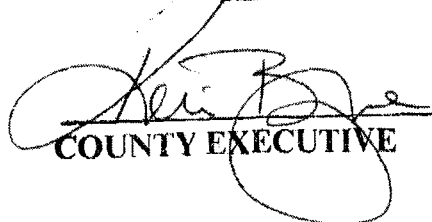
BY POLL VOTE: ALL AYES. LEGISLATORS NACERINO AND SAYEGH WERE ABSENT.  
MOTION CARRIES.

State of New York

ss:

County of Putnam

**APPROVED**

 12/27/23  
COUNTY EXECUTIVE DATE

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on December 19, 2023.

Dated: December 21, 2023

Signed: 

Diane Schonfeld  
Clerk of the Legislature of Putnam County

This **GRANT DISBURSEMENT AGREEMENT** includes  
all exhibits and attachments hereto and are made on the terms and by the parties listed below  
and relates to the project described below:

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**DORMITORY AUTHORITY OF THE STATE OF  
NEW YORK ("DASNY"):**

515 Broadway  
Albany, New York 12207  
Contact: Karen Hunter  
Phone: (518) 257-3177  
E-mail: grants@dasny.org

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**THE GRANTEE:**

County of Putnam  
40 Gleneida Ave  
Carmel, New York 10512  
United States  
Contact: Barbara Barosa  
Phone: 845-878-3480  
Email:  
barbara.barosa@putnamcountyny.gov

---

**THE PROJECT:**

Purchase and Installation of an ADA  
Compliant Ramp as well as an Entry Door  
for the County Office Building

---

**PROJECT LOCATION(S):**

David D. Bruen County Office

**ADDRESS:**

40 Gleneida Avenue, Carmel, 10512

**GRANT AMOUNT:**

\$50,000.00

**FUNDING SOURCE:**

Community Resiliency, Economic  
Sustainability, and Technology  
Program("CREST")

For Office Use Only:

**PRELIMINARY APPLICATION OR PROJECT  
INFORMATION SHEET DATE:**

12/19/2023

**EXPIRATION DATE OF THIS AGREEMENT:**

3 YEARS FROM DASNY EXECUTION DATE

**Project ID:** 26605

**Grantee ID:** 3018

**FMS#:** 135249

DASNY ADA

## TERMS AND CONDITIONS

### 1. The Project

The Grantee will perform tasks within the scope of the project description, budget, and timeline as set forth in the Project Budget attached hereto as Exhibit A (collectively, the "Project") which was described by the Grantee in the Preliminary Application or Project Information Sheet submitted by the Grantee, then reviewed by DASNY and approved by the State.

### 2. Project Budget and Use of Funds

- a) The Grantee will undertake and complete the Project in accordance with the overall budget, which includes the Grant funds, as set forth in the attached Exhibit A. The Grant will be applied to eligible expenses which are as described in the Preliminary Application or Project Information Sheet, and fall within the scope of the project description set forth in the attached Exhibit A.
- b) Grantee agrees and covenants to apply the Grant proceeds only to capital works or purposes, which shall consist of the following:
  - i. the acquisition, construction, demolition, or replacement of a fixed asset or assets;
  - ii. the major repair or renovation of a fixed asset, or assets, which materially extends its useful life or materially improves or increases its capacity; or
  - iii. the planning or design of the acquisition, construction, demolition, replacement, major repair or renovation of a fixed asset or assets, including the preparation and review of plans and specifications including engineering and other services, field surveys and sub-surface investigations incidental thereto.
- c) Grantee agrees and covenants that the Grant proceeds shall not be used for costs that are not capital in nature, which include, but shall not be limited to working capital, rent, utilities, salaries, supplies, administrative expenses, or to pay down debt incurred to undertake the Project.

### 3. Books and Records

The Grantee will maintain accurate books and records concerning the Project for six (6) years from the date the Project is completed and will make those books and records available to DASNY, its agents, officers and employees during Grantee's business hours upon reasonable request. In the event of earlier termination of this Agreement, such documentation shall be made available to DASNY, its agents, officers and employees for six (6) years following the date of such early termination.

#### 4. Conditions Precedent to Disbursement of the Grant

No Grant funds shall be disbursed until the following conditions have been satisfied:

- a) DASNY has received the project description, budget, and timeline as set forth in the attached Exhibit A, and an opinion of Grantee's counsel, in substantially the form attached hereto as Exhibit B; and
- b) The requirements of the CREST Program have been met; and
- c) The monies required to fund the Grant have been received by DASNY; and
- d) In the event of disbursement pursuant to paragraph 5(b) below, the Grantee has provided DASNY with documentation evidencing that a segregated account has been established by the Grantee into which Grant funds will be deposited (the "Segregated Account"). The Segregated Account must have industry-standard fraud protections added to the account, including but not limited to, check positive pay and ACH positive pay. Eligible Expenses incurred in connection with the Project to be financed with Grant proceeds that are to be paid on invoice shall be paid out of the Segregated Account. The funds in such account shall not be used for any other purpose.
- e) The Grantee certifies that it is in compliance with the provisions of the CREST Program as well as this Agreement and that the Grant will only be used for the Project set forth in the Preliminary Application or Project Information Sheet and in Exhibit A hereto.
- f) Not-for-profit organizations are required to register and prequalify in New York's Statewide Financial System (<https://www.sfs.ny.gov/>) in order to receive Grant funds. The Grantee must have a current, non-expired prequalification application prior to any disbursements of the grant funds.

#### 5. Disbursement

Subject to the terms and conditions contained in this Agreement, DASNY shall disburse the Grant to the Grantee, in the manner set forth in Exhibit D, as follows:

- a) Reimbursement: DASNY shall make payment directly to the Grantee in the amount of Eligible Expenses actually incurred and paid for by the Grantee, upon presentation to DASNY of:
  - i. the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments;
  - ii. copies of invoices for Eligible Expenses from the Grantee's contractor and/or vendor and proof of payment from the Grantee to the contractor and/or vendor in a form acceptable to DASNY; and
  - iii. such additional supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were incurred and paid by the Grantee in connection with the Project described herein; or

b) Payment on Invoice:

- i. DASNY may make payment directly to the Grantee in the amount of Eligible Expenses actually incurred by the Grantee, upon presentation to DASNY of:
  - 1) the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments;
  - 2) copies of invoices for Eligible Expenses from the Grantee's contractor and/or vendor in a form acceptable to DASNY evidencing the completion of work; and
  - 3) such additional supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were incurred by the Grantee in connection with the Project described herein.
- ii. The Grantee must deposit all Grant proceeds paid on invoice pursuant to this paragraph 5(b) into the Segregated Account established pursuant to Paragraph 4(d). All Eligible Expenses incurred in connection with the Project to be financed with Grant funds that are to be paid on invoice must be paid out of this account. The account shall not be used for any other purpose.
- iii. The Grantee must provide proof of disbursement of Grant funds to the respective contractor and/or vendor in a form acceptable to DASNY, within sixty (60) days of the date that Grant funds are disbursed to the Grantee to pay for such costs. DASNY will not make any additional disbursements from Grant funds until such time as proof of payment is provided.
- iv. Utilizing the Grant funds paid to the Grantee pursuant to this section for any purpose other than paying the contractors and/or vendors identified in the requisition documentation in the amounts set forth in the requisition shall constitute a default under this Agreement and shall, at a minimum, result in the denial of payment on invoice for subsequent requisitions.
- v. DASNY may deny payment on invoice at its sole and absolute discretion, thereby restricting the method of payment pursuant to this contract to reimbursement subject to the terms of Section 5(a).

c) Real Property Acquisition:

- i. Prior to closing on the sale of the subject real property, DASNY shall be provided with an executed Escrow Instruction Letter, signed by DASNY and an escrow agent approved by DASNY, a title report, the draft deed and any other documents requested by DASNY to justify and support the costs to be paid at the closing from Grant funds.
- ii. DASNY shall transfer the Grant funds to the escrow agent to hold in escrow pending closing. The Grant funds will be wired to the escrow agent not more than one (1) business day prior to the scheduled closing unless otherwise approved by DASNY.
- iii. On the day of the closing, the escrow agent shall provide DASNY with copies of the executed deed, a copy of the title insurance policy, the final closing

statement setting forth costs to be paid at closing, and copies of any checks to be drawn against Grant funds.

- iv. Upon DASNY approval, the escrow agent shall disburse the Grant funds as set forth in the documentation described in (iii), above.
- d) Electronic Payments Program: DASNY reserves the right to implement an electronic payment program ("Electronic Payment Program") for all payments to be made to the Grantee thereunder. Prior to implementing an Electronic Payment Program, DASNY shall provide the Grantee written notice one hundred twenty days prior to the effective date of such Electronic Payment Program ("Electronic Payment Effective Date"). Commencing on or after the Electronic Payment Effective Date, all payments due hereunder by the Grantee shall only be rendered electronically, unless payment by paper check is expressly authorized by DASNY. Commencing on or after the Electronic Payment Effective Date the Grantee further acknowledges and agrees that DASNY may withhold any request for payment hereunder, if the Grantee has not complied with DASNY's Policies and Procedures relating to its Electronic Payment Program in effect at such time, unless payment by paper check is expressly authorized by DASNY.
- e) In no event will DASNY make any payment which would cause DASNY's aggregate disbursements to exceed the Grant amount.
- f) The Grant, or a portion thereof, may be subject to recapture by DASNY as provided in Section 9(c) hereof.

6. Non-Discrimination and Affirmative Action

The Grantee shall make its best effort to comply with DASNY's Non-Discrimination and Affirmative Action policies set forth in Exhibit F to this Agreement.

7. No Liability of DASNY or the State

DASNY shall not in any event whatsoever be liable for any injury or damage, cost or expense of any nature whatsoever that occurs as a result of or in any way in connection with the Project and the Grantee hereby agrees to indemnify, defend, and hold harmless DASNY, the State and their respective agents, officers, employees and directors (collectively, the "Indemnitees") from and against any and all such liability and any other liability for injury or damage, cost or expense resulting from the payment of the Grant by DASNY to the Grantee or use of the Project in any manner, including in a manner which, if the bonds are issued on a tax-exempt basis, (i) results in the interest on the bonds issued by DASNY the proceeds of which were used to fund the Grant (the "Bonds") to be includable in gross income for federal income tax purposes or (ii) gives rise to an allegation against DASNY by a governmental agency or authority, which DASNY defends that the interest on the Bonds is includable in gross income for federal income tax purposes, other than that caused by the gross negligence or the willful misconduct of the Indemnitees.

8. Warranties and Covenants

The Grantee warrants and covenants that:

- a) The Grant shall be used solely for Eligible Expenses in accordance with the Terms and Conditions of this Agreement.
- b) No materials, if any, purchased with the Grant will be used for any purpose other than the eligible Project costs as identified in Exhibit A.
- c) The Grantee agrees to utilize all funds disbursed in accordance with this Agreement in accordance with the terms of the CREST Program.
- d) The Grantee is solely responsible for all Project costs in excess of the Grant. The Grantee will incur and pay Project costs and submit requisitions for reimbursement in connection with such costs.
- e) The Grantee has sufficient, secured funding for all Project costs in excess of the Grant, and will complete the Project as described in the Preliminary Application or Project Information Sheet and in this Agreement.
- f) The Grantee agrees to use its best efforts to utilize the Project for substantially the same purpose set forth in this Agreement until such time as the Grantee determines that the Project is no longer reasonably necessary or useful in furthering the public purpose for which the grant was made.
- g) There has been no material adverse change in the financial condition of the Grantee since the date of submission of the Preliminary Application or Project Information Sheet to DASNY.
- h) No part of the Grant will be applied to any expenses paid or payable from any other external funding source, including State or Federal grants, or grants from any other public or private source.
- i) The Grantee owns, leases, or otherwise has control over the site where the Project will be located. If the Project includes vehicle purchase(s), removable equipment, or furnishings including but not limited to, computer hardware and software, air conditioning units, lab equipment, office furniture and telephone systems, the Grantee has or will develop, implement, and maintain an inventory system for tracking such items, as well as has or will develop, implement, and maintain a usage policy.
- j) In the event the Grantee will utilize the Grant funds to acquire real property, the Grantee must retain title ownership to the real property. If at any time during the term of this Agreement the real property is repurchased by the Seller or otherwise conveyed to any entity other than the Grantee, the Grantee will notify DASNY within 10 business days from the date the contract of sale is executed OR within 10 business days from the date the Grantee initiates or is notified of the intent to transfer ownership of the real property, whichever is earlier. In that event, Grantee hereby agrees to repay to DASNY all Grant funds disbursed pursuant to this Agreement.
- k) The Project to be funded by the Grant will be located in the State of New York. If the Grant will fund all or a portion of the purchase of any type of vehicle, such vehicle will be registered in the State of New York and a copy of the New York State Vehicle Registration documents will be provided to DASNY's Accounts Payable Department at the time of requisition.



- l) Grantee is in compliance with, and shall continue to comply in all material respects, with all applicable laws, rules, regulations and orders affecting the Grantee and the Project including but not limited to maintaining the Grantee's prequalification status in New York's Statewide Financial System (<https://www.sfs.ny.gov/>).
- m) The Grantee has obtained all necessary consents and approvals from the property owner in connection with any work to be undertaken in connection with the Project.
- n) All contractors and vendors retained to perform services in connection with the Project shall be authorized to do business in the State of New York and/or filed such documentation, certifications, or other information with the State or County as required in order to lawfully provide such services in the State of New York. In addition, said contractor/vendors shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the Project.
- o) Neither the Grantee nor any of the members of its Board of Directors or other governing body or its employees have given or will give anything of value to anyone to procure the Grant or to influence any official act or the judgment of any person in the performance of any of the terms of this Agreement.
- p) The Grant shall not be used in any manner for any of the following purposes:
  - i. political activities of any kind or nature, including, but not limited to, furthering the election or defeat of any candidate for public, political or party office, or for providing a forum for such candidate activity to promote the passage, defeat, or repeal of any proposed or enacted legislation;
  - ii. Sectarian instruction or study, or as a place of devotional activities or religious worship, or as a facility used primarily in connection with any part of the program of a school or department of divinity for any religious denomination, or the training of ministers or other similar persons in the field of religion, unless as previously disclosed to DASNY as an attachment to Grantee Certification;
  - iii. payments to any firm, company, association, corporation or organization in which a member of the Grantee's Board of Directors or other governing body, or any officer or employee of the Grantee, or a member of the immediate family of any member of the Grantee's Board of Directors or other governing body, officer, or employee of the Grantee has any ownership, control or financial interest, including but not limited to an officer or employee directly or indirectly responsible for the preparation or the determination of the terms of the contract or other arrangement pursuant to which the proceeds of the Grant are to be disbursed. For purposes of this paragraph, "ownership" means ownership, directly or indirectly, of more than five percent (5%) of the assets, stock, bonds or other dividend or interest-bearing securities; and "control" means serving as a member of the board of directors or other governing body, or as an officer in any of the above; and

- iv. payment to any member of Grantee's Board of Directors or other governing body of any fee, salary or stipend for employment or services, except as may be expressly provided for in this Agreement.
  - v. generation of tax credits or reimbursement of Project costs that have or will cycle through corpus of tax credit structure.
- q) The relationship of the Grantee (including, for purposes of this paragraph, its officers, employees, agents and representatives) to DASNY arising out of this Agreement shall be that of an independent contractor. The Grantee covenants and agrees that it will conduct itself in a manner consistent with such status, that it will neither hold itself out as, nor claim to be, an officer, employee, agent or representative of DASNY or the State by reason hereof, and that it will not by reason thereof, make any claim, demand or application for any right or privilege applicable to an officer, employee, agent or representative of DASNY or the State, including without limitation, worker's compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.
- r) The information contained in the Preliminary Application or Project Information Sheet submitted by the Grantee in connection with the Project and the Grant, as such may have been amended or supplemented and any supplemental documentation requested by the State or DASNY in connection with the Grant, is incorporated herein by reference in its entirety. In the event of an inconsistency between the descriptions, conditions, and terms of this Agreement and those contained in the Preliminary Application or Project Information Sheet, the provisions of this Agreement shall govern. The Grantee hereby acknowledges that DASNY has relied on the statements and representations made by the Grantee in the Preliminary Application or Project Information Sheet and any supplemental information in making the Grant. The Grantee hereby represents and warrants that it has made no material misstatement or omission of fact in the Preliminary Application or Project Information Sheet, supplemental information, or otherwise in connection with the Grant and that the information contained in the Preliminary Application or Project Information Sheet and supplemental information continues on the date hereof to be materially correct and complete.
- s) The Grantee hereby represents and warrants that it has made no material misstatement or omission of fact in the Grantee Questionnaire ("GQ"), attached hereto as Exhibit C, or the Grantee's current prequalification application in New York's Statewide Financial System, and that the responses in the GQ and the document vault continue on the date hereof to be materially correct and complete. The Grantee hereby acknowledges that DASNY has relied on the statements and representations made by the Grantee in the GQ in making the Grant, and that the Grantee will be required to reaffirm the information therein each time a requisition for grant funds is presented to DASNY.
- t) The Grantee is duly organized, validly existing and in good standing under the laws of the State of New York, or is duly organized and validly existing under the laws of another jurisdiction and is authorized to do business and is in good standing in the State of New York and shall maintain its corporate existence in good standing in each such jurisdiction for the term of this Agreement, and has full power and authority to execute and deliver the Agreement and to perform its obligations thereunder;

- u) The Grantee agrees to provide such documentation to DASNY as may be requested by DASNY in its sole and absolute discretion to support a requisition for payment, to determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant, and further acknowledges that if documentation requested in connection with a requisition for payment does not, in the sole and absolute discretion of DASNY, provide adequate support for the costs requested, that such requisition request shall be denied and payment shall not be made to the Grantee.
- v) The Agreement was duly authorized, executed and delivered by the Grantee and is binding on and enforceable against the Grantee in accordance with its terms.

9. Default and Remedies

- a) Each of the following shall constitute a default by the Grantee under this Agreement:
  - i. Failure to perform or observe any obligation, warranty or covenant of the Grantee contained herein, or the failure by the Grantee to perform the requirements herein to the reasonable satisfaction of DASNY and within the time frames established therefor under this Agreement.
  - ii. Failure to comply with any request for information reasonably made by DASNY to determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant.
  - iii. The making by the Grantee of any false statement or the omission by the Grantee to state any material fact in or in connection with this Agreement or the Grant, including information provided in the Preliminary Application or Project Information Sheet or in any supplemental information that may be requested by the State or DASNY.
  - iv. The Grantee shall (A) be generally not paying its debts as they become due, (B) file, or consent by answer or otherwise to the filing against it of, a petition under the United States Bankruptcy Code or under any other bankruptcy or insolvency law of any jurisdiction, (C) make a general assignment for the benefit of its general creditors, (D) consent to the appointment of a custodian, receiver, trustee or other officer with similar powers of itself or of any substantial part of its property, (E) be adjudicated insolvent or be liquidated or (F) take corporate action for the purpose of any of the foregoing.
  - v. An order of a court having jurisdiction shall be made directing the sale, disposition or distribution of all or substantially all of the property belonging to the Grantee, which order shall remain undismissed or unstayed for an aggregate of thirty (30) days.
  - vi. The Grantee abandons the Project prior to its completion.
  - vii. The Grantee is found to have falsified or modified any documents submitted in connection with this grant, including but not limited to invoice, contract or payment documents submitted in connection with a Grantee's request for payment/reimbursement.

viii. Utilizing the Grant funds paid to the Grantee pursuant to Section 5(b) for any purpose other than paying the contractors and/or vendors identified in the requisition documentation in the amounts set forth in the requisition.

- b) Upon the occurrence of a default by the Grantee and written notice by DASNY indicating the nature of the default, DASNY shall have the right to terminate this Agreement.
- c) Upon any such termination, DASNY may withhold any Grant proceeds not yet disbursed and may require repayment of Grant proceeds already disbursed. If DASNY determines that any Grant proceeds had previously been released based upon fraudulent representations or other willful misconduct, DASNY may require repayment of those funds and may refer the matter to the appropriate authorities for prosecution. DASNY shall be entitled to exercise any other rights and seek any other remedies provided by law.

#### 10. Term of Agreement

Notwithstanding the provisions of Section 9 hereof, this Agreement shall terminate three (3) years after the latest date set forth on the front page hereof without any further notice to the Grantee. DASNY, in its sole discretion, may extend the term of this Agreement upon a showing by the Grantee that the Project is under construction and is expected to be completed within the succeeding twelve (12) months. All requisitions must be submitted to DASNY in proper form prior to the termination date in order to be reimbursed.

#### 11. Project Audit

DASNY shall, upon reasonable notice, have the right to conduct, or cause to be conducted, one or more audits, including field inspections, of the Grantee to assure that the Grantee is in compliance with this Agreement. This right to audit shall continue for six (6) years following the completion of the Project or earlier termination of this Agreement.

#### 12. Survival of Provisions

The provisions of Sections 3, 7, 8(o), 8(p) and 11 shall survive the expiration or earlier termination of this Agreement.

#### 13. Notices

Each notice, demand, request or other communication required or otherwise permitted hereunder shall be in writing and shall be effective upon receipt if personally delivered or sent by any overnight service or three (3) days after dispatch by certified mail, return receipt requested, to the addresses set forth on this document's cover page.

#### 14. Assignment

The Grantee may not assign or transfer this Agreement or any of its rights hereunder.

#### 15. Modification

This Agreement may be modified only by a written instrument executed by the party against whom enforcement of such modification is sought.

16. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of New York. This Agreement shall be construed without the aid of any presumption or other rule of law regarding construction against the party drafting this Agreement or any part of it. In case any one or more of the provisions of this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such provision(s) had never been contained herein.

17. Confidentiality of Information

Any information contained in reports made to DASNY or obtained by DASNY as a result of any audit or examination of Grantee's documents or relating to trade secrets, operations and commercial or financial information, including but not limited to the nature, amount or source of income, profits, losses, financial condition, marketing plans, manufacturing processes, production costs, productivity rates, or customer lists, provided that such information is clearly marked "confidential" by the Grantee that concerns or relates to trade secrets, operations and commercial or financial information, including but not limited to the nature, amount or source of income, profits, losses or expenditures, financial condition, marketing plans, manufacturing processes, production costs, productivity rates, or customer lists, which is determined by DASNY to be exempt from public disclosure under the Freedom of Information Law, shall be considered business confidential and is not to be released to anyone, except DASNY and staff directly involved in assisting the Grantee, without prior written authorization from the Grantee, as applicable. Notwithstanding the foregoing, DASNY will not be liable for any information disclosed, in DASNY's sole discretion, pursuant to the Freedom of Information Law, or which DASNY is required to disclose pursuant to legal process.

18. Executory Clause

This Agreement shall be deemed executory to the extent of monies available for the CREST Program to DASNY.

County of Putnam  
Purchase and Installation of an ADA Compliant Ramp as well as an Entry Door for the County  
Office Building  
Project ID: 26605

This agreement is entered into as of the latest date written below:

**GRANTEE: County of Putnam**

Signed by:

*Kevin M. Byrne*

2187979D162E487...

**(Signature of Grantee Authorized Officer)**

Kevin M. Byrne

Putnam County Executive

(Printed Name and Title)

Date: 4/4/2025

**DORMITORY AUTHORITY OF THE STATE OF NEW YORK**

DocuSigned by:

*Sara Richards*

0269C8ED93074D9...

**(Signature of DASNY Authorized Officer)**

Sara Richards

Managing Director, Executive Direction

(Printed Name)

Date: 4/14/2025

**DASNY OFFICE USE ONLY**

**GRANTS ADMIN REVIEW**

APPROVED FOR LEGAL  
REVIEW:

<sup>DS</sup>  
*EP*

**FINAL LEGAL REVIEW**

APPROVED FOR  
SIGNATURE:

<sup>DS</sup>  
*FWC*

DATE:

4/14/2025

DATE:

4/14/2025

**GRANT DISBURSEMENT AGREEMENT**

**EXHIBITS**

EXHIBIT A	Project Budget
EXHIBIT B	Opinion of Counsel
EXHIBIT C	Grantee Questionnaire
EXHIBIT D	Disbursement Terms
EXHIBIT E	Payment Requisition Form and Dual Certification
EXHIBIT E-1	Payment Requisition Cover Letter
EXHIBIT E-2	Payment Requisition Back-up Summary
EXHIBIT F	Non-Discrimination and Affirmative Action Policy

### EXHIBIT A: Project Budget

County of Putnam  
Purchase and Installation of an ADA Compliant Ramp as well as an Entry Door for the County Office Building  
Project ID: 26605

USE OF FUNDS	TIMELINE		SOURCES			Total
	Anticipated Dates**		DASNY Share	In-Kind / Equity / Sponsor	Other Sources	
	Start	End	Amount	Amount	Amount	
Project Description*						
Purchase and Installation of an ADA Compliant Ramp as well as an Entry Door for the County Office Building	01/01/2025	04/04/2025	\$50,000.00	\$2,379.45	\$0.00	\$52,379.45

\* Please note that the project description as set forth in this column must summarize the scope of the Eligible Expenses set forth in the Preliminary Application or Project Information Sheet as per Section 2(a) of this Agreement for which reimbursement or payment on invoice will be sought. Please ensure that the project description is an appropriate summary of the Eligible Expenses for which grantee will be submitting for requisition. The failure to ensure **all** Eligible Expenses are consistent with the project description may delay payment.

\*\* Please be sure to complete the anticipated start and end dates in the Project timeline.



## EXHIBIT B: Opinion of Counsel

DASNY  
General Counsel  
515 Broadway  
Albany, New York 12207

*Re: Community Resiliency, Economic Sustainability, and Technology Program ("CREST") Grant  
Purchase and Installation of an ADA Compliant Ramp as well as an Entry Door for the County Office  
Building  
Project ID: 26605*

Ladies and Gentlemen:

I have acted as counsel to County of Putnam (the "Grantee") in connection with the Project referenced above. In so acting, I have reviewed a certain Grant Disbursement Agreement between you and the Grantee (the "Agreement") and such other documents as I consider necessary to render the opinion expressed hereby.

Based on the foregoing, I am of the opinion that:

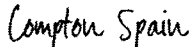
1. the Grantee is duly organized, validly existing and in good standing under the laws of the State of New York; **or**

the Grantee is duly organized and validly existing under the laws of another jurisdiction, and the Grantee is in good standing and authorized to do business in the State of New York;

2. the Grantee has full power and authority to execute and deliver the Agreement and to perform its obligations thereunder; **and**

3. the Agreement was duly authorized, executed and delivered by the Grantee and is binding on and enforceable against the Grantee in accordance with its terms.

x By selecting this option and providing my electronic signature, I hereby execute and deliver a validly binding legal opinion in the form of this Exhibit B, just the same as a pen-and-paper signature on a separate document.

Signed by:  
  
C17E018DD4EF483...

Compton Spain

Putnam County

Approved – Legal Opinion attached

*\*\*Instructions – Grantee's Attorney will choose appropriate response. If "**Approved as to form**" is checked, the Attorney will DocuSign form. If "**Approved – Legal Opinion attached**" is checked, the Attorney must attach a legal opinion using the language provided in this exhibit.*

### **EXHIBIT C: Grantee Questionnaire**

#### **PLEASE READ THE FOLLOWING:**

- 1) You are acknowledging the following regarding the included Grantee Questionnaire:
  - This inserted Grantee Questionnaire is an accurate and true copy of such previously submitted DASNY Grantee Questionnaire.
  - The Grantee certifies that there has been no material change in the information provided in the Grantee Questionnaire.



**DASNY**

**DASNY OFFICE USE ONLY**

**GQ Review**

DS  
SG

1/17/2025

**Grant Programs**

**Municipal Grantee Questionnaire**

*THIS QUESTIONNAIRE MUST BE COMPLETED IN FULL BEFORE DASNY WILL PROCESS YOUR GRANT APPLICATION. THE COMPLETED QUESTIONNAIRE WILL BE KEPT ON FILE FOR ONE (1) YEAR. THE GRANTEE MUST NOTIFY DASNY, IN WRITING OF ANY CHANGES TO THESE RESPONSES.*

**SECTION I: GENERAL INFORMATION**

1. Grantee (Legally Inc. Name): COUNTY OF PUTNAM, NEW YORK
2. Federal Employer ID No. (FEIN): 14-6002759
3. Website Address: www.putnamcountyny.gov
4. Business E-mail Address: countyexecutive@putnamcountyny.gov
5. Principal Place of Business Address: 40 Gleneida Ave, Room 201
6. Telephone Number: 845-808-1001
7. Type of Entity (Please select appropriate response):
  - a) ☒ Municipality
  - b) ☐ Other Please Specify: \_\_\_\_\_

**SECTION II: GRANTEE CERTIFICATION AS TO PUBLIC PURPOSE**

**A. DEFINITIONS**

*As used herein in this Grant Programs Grantee Questionnaire:*

1. "Affiliate" means any person or entity that directly or indirectly controls or is controlled by or is under common control or ownership with the Grantee.
2. "Authorized officer" is someone who can contractually bind the organization to a legal contract. If you do not know who this is, please consult with your attorney. DASNY will not be able to provide you with this information.
3. "Grantee" means the party or parties receiving funds pursuant to the terms of Grant Disbursement Agreement(s) ("GDA") to be entered into between the Grantee and DASNY.

4. "Grant-Funded Project" means the work that will be fully or partially paid for with the proceeds of one or more Grants administered by DASNY, as described in the Preliminary Application(s), Project Information Sheet(s) and GDA(s), and includes, but is not limited to, capital costs including architectural, engineering and other preliminary planning costs, construction, furnishings and equipment.
5. "Related Party" means: (i) the party's spouse, (ii) natural or adopted descendants or step-children of the party or of the spouse, (iii) any natural or adopted parent or step-parent or any natural, adopted, or step-sibling of the party or of the spouse, (iv) the son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law or mother-in-law of the party or of the spouse, (v) any person sharing the home of any of the party or of the spouse, (vi) any person who has been a staff member, employee, director, officer or agent of the party within two (2) years of the date of this Grantee questionnaire, and (vii) affiliates or subcontractors of the party.
6. "Sponsoring Member(s)" means the Elected State Official who sponsored, arranged for and/or procured the Grant.

#### B. GRANT AWARD(S)

1. Has the Grantee or any of the Grantee's Related Parties paid any third party or agent, either directly or indirectly, to aid in the securing of a Grant-Funded Project? Yes No ☒

If answer is "Yes", Please explain:

2. As a condition of receiving a Grant, has the Grantee or any of the Grantee's Related Parties agreed to select specific consultants, contractors, suppliers or vendors (collectively 'vendors') to provide goods or services in connection with any Grant- Funded Project? Yes No ☒

If answer is "Yes", Please explain why vendor selection was a condition of receiving a Grant:

3. Does the Grantee have a conflict of interest (COI) policy?

Yes ☒ No

a) If **"No"** Grantee does not have a COI policy, please explain why Grantee does not have a COI policy, and/or what Grantee has in lieu of COI policy.

b) If **"Yes"** Grantee does have a COI policy or similar policy as described above, will all consultants, contractors, suppliers and vendors selected to provide goods or services in connection with any Grant-Funded Project be chosen in accordance with the Grantee's COI policy, or if consultants, suppliers and vendors retained in connection with a Grant-Funded Project have already been selected, was the selection undertaken in accordance with the Grantee have a conflict of interest (COI) policy?

Yes ☒ No

If answer is **"No"** to 3b, Please explain:

4. Does the Sponsoring Member(s) or any Related Parties to Sponsoring Member(s) have any financial interest, direct or indirect, in the Grantee or in any of the Grantee's equity owners, or will the Sponsoring Members or any Related Parties to Sponsoring Members receive any financial benefit, either directly or indirectly, from the Grant-Funded Project(s) funded in whole or in part with Grant proceeds?

Yes No ☒

If the answer is **"Yes"**, please provide details:

### SECTION III: DUE DILIGENCE QUESTIONS

1. Does the Grantee currently possess all certifications, licenses, permits, approvals, or other authorizations issued by any Local, State, or Federal governmental entity in connection with any Grant-Funded Project, Grantee's services, operations, business, or ability to conduct its activities? Please note this does not include construction related activities such as building permits and certificates of occupancy for any Grant-Funded project.

Yes ☒ No

Yes ☐ No ☐

If the answer is "**No**", will the Grantee obtain all required certifications, licenses, permits, approvals, or other authorizations issued by Local, State, or Federal Governmental entity in connection with any Grant-Funded Project, Grantee's services, operations, business or ability to conduct its activities prior to the execution of the Grant Disbursement Agreement for that Grant- Funded Project?

If the answer is "**No**", please explain:

1. Within the past five (5) years, has the Grantee or any Elected or Appointed Official on the Governing Board, Zoning Board, Planning Board, or other Municipal Board or body of the Grantee been subject to any of the following:

- |   |     |  |
|---|-----|--|
| a) A judgment or conviction for any business-related conduct constituting a crime under Federal, State or Local government law?                         | Yes | No <input checked="" type="checkbox"/> |
| b) Been suspended, debarred or terminated by a Local, State or Federal authority in connection with a contract or contracting process?                  | Yes | No <input checked="" type="checkbox"/> |
| c) Been denied an award of a Local, State or Federal government contract, had a contract suspended or had a contract terminated for non-responsibility? | Yes | No <input checked="" type="checkbox"/> |
| d) Had a Local, State, or Federal government contract suspended or terminated for cause prior to the completion of the term of the contract?            | Yes | No <input checked="" type="checkbox"/> |
| e) A criminal investigation or indictment for any business-related conduct constituting a crime under Federal, State or Local government?               | Yes | No <input checked="" type="checkbox"/> |
| f) An investigation for a civil violation for any business-related conduct by any Federal, State or Local agency?                                       | Yes | No <input checked="" type="checkbox"/> |

- |   |     |    |   |
|---|-----|----|---|
| g) An unsatisfied judgment, injunction or lien for any business-related conduct obtained by any Federal, State or Local government agency including, but not limited to, judgments based on taxes owed and fines and penalties assessed by any Federal, State or Local government agency? | Yes | No | x |
| h) A grant of immunity for any business-related conduct constituting a crime under Federal, State or Local law including, but not limited to any crime related to truthfulness and/or business conduct?   | Yes | No | x |
| i) An administrative proceeding or civil action seeking specific performance or restitution in connection with any Federal, State or Local contract or lease?   | Yes | No | x |
| j) The withdrawal, termination or suspension of any grant or other financial support by any Federal, State, or Local agency, organization or foundation?  | Yes | No | x |
| k) A suspension or revocation of any business or professional license held by the Grantee, a current or former principal, director, or officer of the Grantee, or any member of the any current or former staff of the Grantee?   | Yes | No | x |
| l) A sanction imposed as a result of judicial or administrative proceedings relative to any business or professional license?   | Yes | No | x |
| m) A Federal, State or Local government enforcement determination involving a violation of Federal, State or Local laws?  | Yes | No | x |
| n) A citation, notice, violation order, pending administrative hearing or proceeding or determination for violations of:  |     |    |   |
| - Unemployment insurance or workers' compensation coverage or claim requirements  | Yes | No | x |
| - A Federal, State, or Local determination of a willful violation of any public works or labor law or regulation?   | Yes | No | x |

**For each "Yes" answer to questions 2a-n, provide details regarding the finding, including but not limited to cause, current status, resolution, etc.**

3. During the past three (3) years, has the Grantee **failed** to file documentation requested by any regulating entity, with the Attorney General of the State of New York, or with any other Local, State, Yes No ☒ or Federal entity that has made a formal request for information?

If the answer is "**Yes**", indicate the years the Grantee fails to file the requested information and the current status of the matter:

4. During the past three (3) years, has the Grantee had any Governmental audits conducted that revealed material weaknesses in the Grantee's system of internal controls or was non-compliant with contractual agreements or any material disallowance? Yes No ☒

If the answer is "**Yes**", identify the taxing jurisdiction, type of tax, liability year(s) and tax liability amount the Grantee failed to pay and the current status of the liability:





### CERTIFICATION

The Grantee certifies that all funds that will be expended pursuant to the terms of a GDA to be entered into between DASNY and the Grantee are to be used solely and directly for the public purpose or public purposes described in the Preliminary Application, Project Information Sheet and GDA. The Grantee further certifies that all such funds will be used solely in the manner described in the Preliminary Application, Project Information Sheet, and GDA. The Grantee further certifies that it will utilize the real property, equipment, furnishings, and other capital costs paid for with Grant proceeds until such time as the Grantee reasonably determines that such real property, equipment, furnishings and other capital costs are no longer reasonably necessary or useful to further the public purpose for which the Grant was made.

The undersigned recognizes that this questionnaire is submitted for the express purpose of inducing DASNY to make payment to the Grantee for services rendered by the undersigned and that DASNY may in its discretion, by means which it may choose, determine the truth and accuracy of all statements made herein. The undersigned further acknowledges that intentional submission of false or misleading information may constitute crimes, including but not limited to, a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine of up to \$10,000 or imprisonment of up to five years under 18 U.S.C. Section 1001; and swears and/or affirms under penalty of perjury that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned also certifies that s/he has not altered the content of the questions in the questionnaire in any manner; has read and understands all of the items contained in the questionnaire and any attached pages; has supplied full and complete and accurate responses to each item therein; is knowledgeable about the submitting Grantee's business and operations; understands that DASNY will rely on the information supplied in this questionnaire when entering into a contract with the Grantee; and is under duty to notify DASNY of any changes to the Grantee's responses herein until such time as the Grant proceeds have been fully paid out to Grantee.

Signed by:  
  
830522E846224E6  
 Signature of Authorized Officer

Signed by:  
  
2187979D192E4B7  
 Signature of Authorized Officer

Michael Lewis  
 Printed Name of Authorized Officer

Kevin M. Byrne  
 Printed Name of Authorized Officer

Commissioner of Finance  
 Title of Authorized Officer

Putnam County Executive  
 Title of Authorized Officer

1/3/2025  
 Date Signed

1/16/2025  
 Date Signed

## EXHIBIT D: Disbursement Terms

County of Putnam  
Purchase and Installation of an ADA Compliant Ramp as well as an Entry Door for the County  
Office Building  
Project ID: 26605

Subject to the terms and conditions contained in this Agreement, DASNY shall disburse the Grant to the Grantee as follows:

### Standard Reimbursement

DASNY shall make payment to the Grantee, no more frequently than monthly, based upon Eligible Expenses (as set forth and in accordance with the schedule in Exhibit A) actually incurred by the Grantee, in compliance with Exhibit A and upon presentation to DASNY of the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments, together with such supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were actually incurred by the Grantee in connection with the Project described herein. Payment shall be made by reimbursement, subject to the terms and conditions of Sections 4 and 5(a) of this Agreement; by payment on invoice subject to the terms and conditions of Sections 4 and 5(b) of this Agreement; or, for real property acquisition, subject to the terms and conditions of Sections 4 and 5(c) of this Agreement.

Supporting documentation acceptable to DASNY must be provided prior to payment, including invoices and proof of payment in a form acceptable to DASNY. If the fronts and backs of canceled checks cannot be obtained from the Grantee's financial institution, a copy of the front of the check must be provided, along with a copy of a bank statement clearly showing that payment was made by the Grantee to the contractor. DASNY reserves the right to request additional supporting documentation in connection with requests for payment, including the backs of canceled checks, certifications from contractors or vendors, or other documentation to verify that grant funds are properly expended. *Please note that quotes, proposals, estimates, purchase orders, and other such documentation **do NOT** qualify as invoices.*

The Grantee agrees to provide such documentation to DASNY as may be requested by DASNY in its sole and absolute discretion to support a requisition for payment, to determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant, and further acknowledges that if documentation requested in connection with a requisition for payment does not, in the sole and absolute discretion of DASNY, provide adequate support for the costs requested, that such requisition request shall be denied and payment shall not be made to the Grantee.

All expenses submitted for reimbursement or payment on invoice must be for work completed at the approved Project location(s) and/or items received at the approved Project location(s) prior to the date of the request for reimbursement/payment. In addition, if funds are requisitioned for the purchase of a vehicle, the New York State Vehicle Registration Documents and title must be submitted along with the requisition forms.

**EXHIBIT E: Payment Requisition Form and Dual Certification**

County of Putnam  
Purchase and Installation of an ADA Compliant Ramp as well as an Entry Door for the County  
Office Building  
Project ID: 26605

<b>For Office Use Only:</b>  <b>FMS#: 135249</b>
--

Payment Request #

For work completed between \_\_\_\_ / \_\_\_\_ / \_\_\_\_ and \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**THIS REQUEST:**

A: DASNY SHARE*		B: THIS REQUEST	C: TOTAL REQUESTED PRIOR TO THIS REQUEST	D: A-B-C BALANCE
\$	\$50,000.00			

\* Please note that when submitting a requisition for payment, DASNY can only reimburse for capital expenditures for the Project as set forth in Exhibit A of this Agreement. In addition, all capital expenditures are to be both incurred (billed to) and paid for by the named Grantee. Capital expenditures include the costs of acquisition, design, construction, reconstruction, rehabilitation, preservation, development, improvement, modernization and equipping of the approved Project location.

## EXHIBIT E: Payment Requisition Form and Dual Certification

### DUAL CERTIFICATION

This certification must be signed by two Authorized Officers of the County of Putnam, for Project #26605.

We hereby warrant and represent to DASNY that:

1. To the best of our knowledge, information and belief, the expenditures described in Payment Requisition Request # \_\_\_\_\_ attached hereto in the amount of \$ \_\_\_\_\_ for which County of Putnam, is seeking payment and/or reimbursement comply with the requirements of the Agreement between DASNY and County of Putnam (the "Agreement"), are Eligible Expenses, and that the payment and/or reimbursement of expenditures for which it is seeking payment and/or reimbursement from DASNY does not duplicate reimbursement or disbursement of costs and/or expenses from any other source.
2. The warranties and covenants contained in Section 8 of the Agreement are true and correct as if made on the date hereof.
3. The Eligible Expenses for which reimbursement is sought in connection with this requisition were actually incurred by the Grantee named on the cover page of this Agreement, and/or will be paid by the Grantee solely from the Segregated Account established pursuant to paragraph 4(d) of the Grant Disbursement Agreement to the contractor named on the invoices submitted in connection with this requisition and shall not be used for any other purpose.
4. All Project costs described in any contractor/vendor invoice submitted pursuant the payment requisition form have been completely and fully performed and/or received on site at the applicable project location prior to the date hereof.
5. Proof of disposition of funds from the Segregated Account to the contractor and/or vendors that are being paid on invoice, if any, will be provided to DASNY within sixty (60) days of the date that Grant funds are disbursed to the Grantee to pay for such costs. We understand that in the event that acceptable proof of payment is not provided, DASNY will not make any additional disbursements from Grant funds until such time as such proof of payment is provided.
6. We have the authority to submit this requisition on behalf of County of Putnam. All eligible expenses have been incurred within the scope of the project description set forth in the schedule in Exhibit A to this Agreement.
7. The following documents are hereby attached for DASNY approval, in support of this requisition, and are accurate images of the original documents **(Please check off all that apply):**
  - ☐ Readable copies of both front and back of canceled checks.
  - ☐ Readable copies of the front of the checks and copies of bank statements showing that the checks have cleared.
  - ☐ Copy of New York State Vehicle Registration and Title documents for all vehicles purchased with Grant funds.
  - ☐ Invoices/receipts for eligible goods/services that have been received/performed at the approved Project location(s) and a completed Exhibit E-2: Payment Requisition Back-up Summary.
  - ☐ Other:

**Authorized Officer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Authorized Officer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**EXHIBIT E-I: Payment Requisition Cover Letter**

ON GRANTEE'S LETTERHEAD

Date

Attention: Accounts Payable - Grants  
DASNY  
515 Broadway  
Albany, New York 12207

*Re: Community Resiliency, Economic Sustainability, and Technology Program ("CREST") Grant  
Purchase and Installation of an ADA Compliant Ramp as well as an Entry Door for the  
County Office Building  
Project No. 26605*

To Whom It May Concern:

Enclosed please find our request for payment/reimbursement. The package includes completed Exhibits E and E-2, including a Dual Certification with original signatures from two authorized officers. I have also included supporting documentation and invoices, as summarized in Exhibit E-2.

Below I have checked off the relevant payment option and completed the required payment information. This information is complete and accurate as of the date of this letter:

1)	<input type="checkbox"/>	We would like to be paid by reimbursement pursuant to section 5(a) of the grant disbursement agreement. Proof of payment is enclosed for all invoices submitted in this request. Please remit payment by check.
<u>OR</u>		
2)	<input type="checkbox"/>	We would like to be paid by reimbursement pursuant to section 5(a) of the grant disbursement agreement. Proof of payment is enclosed for all invoices submitted in this request. Please remit payment by wire. The wire instructions for our account are as follows: BANK NAME: _____ ACCOUNT #:  ACCOUNT NAME: _____ ABA #:

OR

- 3) ☐ We would like to be paid on invoice pursuant to Section 5(b) of the grant disbursement agreement. We have not paid the invoice(s) included in this request. We have established a **segregated account to be used solely for accepting and disbursing funds from DASNY for this grant and for no other purpose.** We have applied industry standard fraud protections to this account, including but not limited to, check positive pay and ACH positive pay. The wire instructions for this account are as follows:

BANK NAME: \_\_\_\_\_ ACCOUNT #:

ACCOUNT NAME: \_\_\_\_\_ ABA #:

If any further information is needed, please contact me at ( ) \_\_\_\_\_.

Please sign and return these documents to DASNY at [apgrants@dasny.org](mailto:apgrants@dasny.org). Please return them from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_



## **EXHIBIT F**

### **NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICY FOR THE PROJECT**

It is the policy of the State of New York and DASNY, to comply with all federal, State and local law, policy, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action to ensure that Minority and Women-owned Business Enterprises (M/WBEs), Minorities Group Members and women share in the economic opportunities generated by DASNY's participation in projects or initiatives, and/or the use of DASNY funds.

- 1) The recipient of State funds represents that its equal employment opportunity policy statement incorporates, at a minimum, the policies and practices set forth below:
  - a) Grantee shall (i) not unlawfully discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, (ii) undertake or continue existing programs of affirmative action to ensure that Minority Group Members and women are afforded equal employment opportunities, and (iii) make and document its conscientious and active efforts to employ and utilize M/WBEs, Minority Group Members and women in its workforce on contracts. Such action shall be taken with reference to, but not limited to, solicitations or advertisements for employment, recruitment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.
  - b) At the request of the AAO, the Grantee shall request each employment agency, labor union, or authorized representative of workers with whom it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative does not unlawfully discriminate, and that such union or representative will affirmatively cooperate in the implementation of the Grantee's obligations herein.
- 2) The Grantee is encouraged to include minorities and women in any job opportunities created by the Project; and to solicit and utilize M/WBE firms for any contractual opportunities generated in connection with the Project.
- 3) Grantee represents and warrants that, for the duration of the Agreement, it shall furnish all information and reports required by the AAO and shall permit access to its books and records by DASNY, or its designee, for the purpose of ascertaining compliance with provisions hereof.
- 4) Grantee shall include or cause to be included, paragraphs (1) through (3) herein, in every contract, subcontract or purchase order with a Contracting Party executed in connection with the Project, in such a manner that said provisions shall be binding upon each Contracting Party as to its obligations incurred in connection with the Project.



## **NON-DISCRIMINATION AND AFFIRMATIVE ACTION DEFINITIONS**

### **Affirmative Action**

Shall mean the actions to be undertaken by the Borrower, Grantee and any Contracting Party in connection with any project or initiative to ensure non-discrimination and Minority/Women-owned Business Enterprise and minority/female workforce participation, as set forth in paragraph 2) herein, and developed by DASNY.

### **Affirmative Action Officer ("AAO")**

Shall mean DASNY's Affirmative Action Officer or his/her designee, managing the affirmative action program for DASNY.

### **Contracting Party**

Shall mean (i) any contractor, subcontractor, consultant, subconsultant or vendor supplying goods or services, pursuant to a contract or purchase order in excess of \$1,500, in connection with any projects or initiatives funded in whole or in part by DASNY and (ii) **any borrower or Grantee** receiving funds from DASNY pursuant to a loan or Grant document.

### **Minority Business Enterprise ("MBE")**

Shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is (i) a lease fifty-one percent (51%) owned by one or more Minority Group Members; (ii) an enterprise in which such minority ownership is real, substantial and continuing; (iii) an enterprise in which such minority ownership has and exercises DASNY to control and operate, independently, the day-to-day business decisions of the enterprise; (iv) an enterprise authorized to do business in the State of New York and is independently owned and operated; and (v) an enterprise certified by New York State as a minority business.

### **Minority Group Member**

Shall mean a United States citizen or permanent resident alien who is and can demonstrate membership in one of the following groups: (i) Black persons having origins in any of the Black African racial groups; (ii) Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent of either Indian or Hispanic origin, regardless of race; (iii) Asian and Pacific Islander persons having origins in any of the Far East countries, South East Asia, the Indian subcontinent or the Pacific Islands; and (iv) Native American or Alaskan native persons having origins in any of the original peoples of North America.

### **Minority and Women-Owned Business Enterprise Participation**

Minority and Women-owned Business Enterprise participation efforts are not limited to the efforts suggested herein, and the role of M/WBE firms should not be restricted to that of a subcontractor/subconsultant. Where applicable, M/WBE firms should be considered for roles as prime contractors. Such efforts may include but not be limited to:

- (a) Dividing the contract work into smaller portions in such a manner as to permit subcontracting to the extent that it is economically and technically feasible to do so;
- (b) Actively and affirmatively soliciting bids from qualified M/WBEs, including circulation of solicitations to Minority and Women's trade associations;
- (c) Making plans and specifications for prospective work available to M/WBEs in sufficient time for review;

- (d) Utilizing the services and cooperating with those organizations providing technical assistance to the Contracting Party in connection with potential M/WBE participation on DASNY contract;
- (e) Utilizing the resources of DASNY Affirmative Action Unit to identify New York State certified M/WBE firms for the purpose of soliciting bids and subcontracts;
- (f) Encouraging the formation of joint ventures, associations, partnerships, or other similar entities with M/WBE firms, where appropriate, and
- (g) The Contracting Party shall remit payment in a timely fashion.

**Women-owned Business Enterprise ("WBE")**

Shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is: (i) at least fifty-one percent (51%) owned by one or more citizens or permanent resident aliens who are women; (ii) an enterprise in which the ownership interest of such women is real, substantial and continuing, (iii) an enterprise in which such women ownership has and exercises DASNY to control and operate, independently, the day-to-day business decisions of the enterprise; (iv) an enterprise authorized to do business in the State of New York and is independently owned and operated; and (v) an enterprise certified by New York State as woman-owned.

#6b

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

**APPROVAL - CONVEYANCE OF A CERTAIN COUNTY PROPERTY TO THE  
VILLAGE OF COLD SPRING PURSUANT TO CHAPTER 31 OF THE PUTNAM  
COUNTY CODE (Quitclaim Deed)**

**WHEREAS, by tax deed the County of Putnam acquired title to certain  
parcel located in the Village of Cold Spring designated as Tax Map No. 48.8-1-25  
(the "Parcel"); and**

**WHEREAS, the Village of Cold Spring the ("Village"), through the Cold  
Spring Highway Superintendent, has requested that the County convey the  
Parcel to the "Village" so that the "Village" may use said Parcel for the purpose  
of maintaining a stormwater outfall structure; and**

**WHEREAS, Putnam County Code § 31-8 permits such a conveyance when  
it is for public use and in the best interests of the County; and**

**WHEREAS, the Putnam County Legislature has determined that  
conveying the Parcel to the Village of Cold Spring Highway Department for the  
purposes of maintaining a stormwater outfall structure will constitute a public  
use and be in the best interests of the County; now therefore be it**

**RESOLVED, that the Parcel, designated as Tax Map No. 48.8-1-25 be  
conveyed to the Village of Cold Spring to be used for public use; and be it  
further**

**RESOLVED, that the County Executive is authorized to sign a quitclaim  
deed to the Parcel conveying it to the Village of Cold Spring after approval of the  
County Attorney, Commissioner of Finance and Director of Real Property Tax  
Services; and be it further**

**RESOLVED, that said quitclaim deed shall reserve to the County an  
interest, whereby the subject parcel shall revert to the County in the event that it  
is used for other than a public purpose and benefit; and be it further**

**RESOLVED, that the County Attorney is hereby authorized to take  
whatever action is necessary in order to effectuate this Resolution; and be it  
further**

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

\_\_\_\_\_  
Legislator Addonizio  
\_\_\_\_\_  
Legislator Birmingham  
\_\_\_\_\_  
Legislator Crowley  
\_\_\_\_\_  
Legislator Ellner  
\_\_\_\_\_  
Legislator Gouldman  
\_\_\_\_\_  
Legislator Jonke  
\_\_\_\_\_  
Legislator Montgomery  
\_\_\_\_\_  
Legislator Russo  
\_\_\_\_\_  
Chairwoman Sayegh

cc: all  
phys.

RESOLUTION # of 2025

**APPROVAL/CONVEYANCE OF A CERTAIN COUNTY PROPERTY TO THE VILLAGE OF COLD SPRING PURSUANT TO CHAPTER 31 OF THE PUTNAM COUNTY CODE**

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**WHEREAS, Putnam County Code § 31-8 permits such a conveyance when it is for public use and in the best interests of the County; and**

**WHEREAS, the Putnam County Legislature has determined that conveying the Parcel to the Village of Cold Spring Highway Department for the purposes of maintaining a stormwater outfall structure will constitute a public use and be in the best interests of the County; now therefore be it**

**RESOLVED, that the Parcel, designated as Tax Map No. 48.8-1-25 be conveyed to the Village of Cold Spring to be used for public use; and be it further**

**RESOLVED, that the County Executive is authorized to sign a quitclaim deed to the Parcel conveying it to the Village of Cold Spring after approval of the County Attorney, Commissioner of Finance and Director of Real Property Tax Services; and be it further**

**RESOLVED, that said quitclaim deed shall reserve to the County an interest, whereby the subject parcel shall revert to the County in the event that it is used for other than a public purpose and benefit; and be it further**

**RESOLVED, that the County Attorney is hereby authorized to take whatever action is necessary in order to effectuate this Resolution; and be it further**

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

2025 AUG 12 PM 12:51  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

## Diane Schonfeld

---

**From:** Jennifer Nygard  
**Sent:** Tuesday, August 12, 2025 11:41 AM  
**To:** Diane Schonfeld  
**Subject:** Cold Spring Property Conveyance  
**Attachments:** COLDSPRING PARCEL.docx

Good morning, Diane. Please add the attached resolution to the next appropriate meeting scheduled with the Legislature.

Thank you.

May your troubles be less, and your blessings be more, and nothing but happiness come through your door 😊



### Jennifer Nygard

Paralegal • Putnam County Department of Law

**PHONE | 845.808.1150 Ext. 49400 • WEBSITE | [PUTNAMCOUNTYNY.COM](http://PUTNAMCOUNTYNY.COM)**

PUTNAM COUNTY GOVERNMENT NEW YORK

**"Empowering Putnam County through dedicated service."**

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#6C

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

**APPROVAL - PUTNAM COUNTY'S PROPOSED VULNERABILITY ASSESSMENT  
AND CLIMATE ADAPTATION PLAN**

**WHEREAS, Putnam County pledged to take part in and has become bronze certified in the NYS DEC Climate Smart Communities Certification Program that includes as an action item the preparation of a Vulnerability Assessment and Climate Adaptation Plan; and**

**WHEREAS, free technical assistance is available to support the development of these documents (PE7 Action: Climate Vulnerability Assessment and PE7 Action: Climate Adaptation Plan) from the Hudson Valley Regional Council (HVRC) through a NYS DEC Climate Smart Communities Coordinator Services contract; and**

**WHEREAS, the Climate Smart Task Force, comprised of municipal officials and environmental volunteer community leaders, will collaborate with HVRC in the development of a combined Vulnerability Assessment and Climate Adaptation Plan, review drafts, and provide valuable feedback on iterations that result in final draft; and**

**WHEREAS, the Climate Smart task force will provide an opportunity for public input and comment on the draft report; and**

**WHEREAS, the Climate Smart task force will present a summary of the vulnerability results and adaptation plan to the County legislature for consideration of adoption; now therefore be it**

**RESOLVED, that the County Executive, together with the Putnam County Legislature, support the County's undertaking of the combined Vulnerability Assessment and Climate Adaptation Plan; and be it further**

**RESOLVED, that the County Executive, together with the Putnam County Legislature, supports, approves and authorizes the Department of Planning, Development and Public Transportation to submit these documents to the NYS DEC Office for Climate Change for consideration of points toward Climate Smart Communities certification for Putnam County; and be it further**

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

\_\_\_\_\_  
Legislator Addonizio  
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Legislator Birmingham  
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Legislator Crowley  
\_\_\_\_\_  
Legislator Ellner  
\_\_\_\_\_  
Legislator Gouldman  
\_\_\_\_\_  
Legislator Jonke  
\_\_\_\_\_  
Legislator Montgomery  
\_\_\_\_\_  
Legislator Russo  
\_\_\_\_\_  
Chairwoman Sayegh



cc:all  
Phys.

## **APPROVAL/ PUTNAM COUNTY'S PROPOSED VULNERABILITY ASSESSMENT AND CLIMATE ADAPTATION PLAN**

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**WHEREAS**, the Climate Smart Task Force, comprised of municipal officials and environmental volunteer community leaders, will collaborate with HVRC in the development of a combined Vulnerability Assessment and Climate Adaptation Plan, review drafts, and provide valuable feedback on iterations that result in final draft; and

**WHEREAS**, the Climate Smart task force will provide an opportunity for public input and comment on the draft report; and

**WHEREAS**, the Climate Smart task force will present a summary of the vulnerability results and adaptation plan to the County legislature for consideration of adoption; now therefore be it

**RESOLVED**, that the County Executive, together with the Putnam County Legislature, support the County's undertaking of the combined Vulnerability Assessment and Climate Adaptation Plan; and be it further

**RESOLVED**, that the County Executive, together with the Putnam County Legislature, supports, approves and authorizes the Department of Planning, Development and Public Transportation to submit these documents to the NYS DEC Office for Climate Change for consideration of points toward Climate Smart Communities certification for Putnam County; and be it further

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

2025 AUG 12 PM 3:42  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

## Diane Schonfeld

---

**From:** Barbara Barosa  
**Sent:** Tuesday, August 12, 2025 2:20 PM  
**To:** Diane Schonfeld; Diane Trabulsy  
**Subject:** Resolution for the Preparation of County Vulnerability Assessment and Climate Adaptation Plan  
**Attachments:** Resolution for Putnam County to Undertake Resilience Work with HVRC.docx

Please see attached for Resolution regarding the preparation of a Vulnerability and Climate Adaptation Plan. I kindly ask that this matter be placed for consideration on this month's Physical Services agenda. Please let me know if you require anything further.

Thank you,  
Barbara



**Barbara Barosa, AICP**

Commissioner ● Department of Planning, Development & Public Transportation ●

**PHONE | 845.878-3480 ● WEBSITE | [PUTNAMCOUNTYNY.COM](http://PUTNAMCOUNTYNY.COM)**

PUTNAM COUNTY NEW YORK GOVERNMENT

**"Empowering Putnam County through dedicated service."**

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

**APPROVAL - GRANT APPLICATION - STATE AND MUNICIPAL (SAM) FACILITIES  
 GRANT PROGRAM - PUTNAM COUNTY VETERANS MEMORIAL PARK  
 ACCESSIBLE - INCLUSIVE PLAYGROUND**

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

**WHEREAS, by and through the State of New York and the Office of Senator Peter Harckham, the County has the opportunity to apply for a State and Municipal ("SAM") Crest Grant in the amount of \$100,000 administered by the Dormitory Authority of the State of New York ("DASNY") to retrofit the Putnam County Veterans Memorial Park playground into an accessible, inclusive playground; and**

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

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

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

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

\_\_\_\_\_  
 Legislator Addonizio  
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 Legislator Birmingham  
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 Legislator Crowley  
 \_\_\_\_\_  
 Legislator Ellner  
 \_\_\_\_\_  
 Legislator Gouldman  
 \_\_\_\_\_  
 Legislator Jonke  
 \_\_\_\_\_  
 Legislator Montgomery  
 \_\_\_\_\_  
 Legislator Russo  
 \_\_\_\_\_  
 Chairwoman Sayegh

cc: all  
phys

**APPROVAL/ GRANT APPLICATION/ STATE AND MUNICIPAL FACILITIES GRANT  
PROGRAM/ PUTNAM COUNTY VETERANS MEMORIAL PARK ACCESSIBLE/ INCLUSIVE  
PLAYGROUND**

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

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RESOLVED, that this resolution shall take effect immediately.

2025 AUG 12 PM 3:42  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

CHAIR  
ENVIRONMENTAL CONSERVATION

COMMITTEES  
ALCOHOLISM AND SUBSTANCE USE DISORDERS  
CRIME VICIMS, CRIME AND CORRECTIONS  
INSURANCE  
RULES  
TRANSPORTATION  
VETERANS, HOMELAND SECURITY  
AND MILITARY AFFAIRS

THE SENATE  
STATE OF NEW YORK



PETER B. HARCKHAM  
SENATOR, 40TH DISTRICT

ALBANY OFFICE  
315 LEGISLATIVE OFFICE BUILDING  
ALBANY, NEW YORK 12247  
(518) 455-2340

DISTRICT OFFICE  
1 PARK PLACE  
SUITE 302  
PEEKSKILL, NEW YORK 10566  
(914) 241-4600

**July 11, 2024**

Dear Grantee,

I am pleased to inform you that Putnam County has been allocated \$100,000 through the **Community Resiliency, Economic Sustainability, and Technology (CREST) Capital Reimbursement Grant Program** to support your efforts in enhancing public spaces such as parks, playgrounds, sidewalks, and other vital infrastructure that fosters accessibility and community well-being.

To move forward with the formal application and approval process, please follow the steps outlined below:

### **Required Documentation**

Along with your completed Preliminary Application (PA), please submit the following:

- Vendor quotes or bids for the project
- A detailed project description
- Project deed or lease agreement
- A signed letter confirming your organization will cover any project costs that exceed the allocated amount

### **Review and Approval Process**

1. The Senate Finance Committee will review your PA and supporting documents for completeness and eligibility.
2. Once approved, your application will be forwarded to the **Dormitory Authority of the State of New York (DASNY)** for further review and project activation.

### **Project Activation**

Upon approval, DASNY will assign a **Project Identification Number** and send your organization a due diligence package with detailed instructions and additional paperwork.

CHAIR  
ENVIRONMENTAL CONSERVATION

COMMITTEES  
ALCOHOLISM AND SUBSTANCE USE DISORDERS  
CRIME VICIMS, CRIME AND CORRECTIONS  
INSURANCE  
RULES  
TRANSPORTATION  
VETERANS, HOMELAND SECURITY  
AND MILITARY AFFAIRS

THE SENATE  
STATE OF NEW YORK



PETER B. HARCKHAM  
SENATOR, 40TH DISTRICT

ALBANY OFFICE  
315 LEGISLATIVE OFFICE BUILDING  
ALBANY, NEW YORK 12247  
(518) 455-2340

DISTRICT OFFICE  
1 PARK PLACE  
SUITE 302  
PEEKSKILL, NEW YORK 10566  
(914) 241-4600

## Grant Disbursement Agreement

After obtaining all necessary governmental approvals, DASNY will send two copies of the **Grant Disbursement Agreement** (GDA) to your organization. Once signed, you may begin incurring eligible project costs and submitting reimbursement requests.

### Important Note:

CREST grants are **reimbursement-based**. This means your organization must pay project costs upfront and request reimbursement later. **Do not begin your project until you receive written confirmation from DASNY to proceed.**

We are excited about the impact your project will have and are committed to supporting you throughout this process. If you have any questions or need assistance, please contact Sarah Perez at [Perezs@nysenate.gov](mailto:Perezs@nysenate.gov) or (518) 455-2340.

Congratulations on your allocation. We look forward to working with you to bring your project to life.

Sincerely,

A handwritten signature in cursive script, reading 'Peter B. Harckham'.

Senator Pete Harckham  
SD 40

#6e

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

**APPROVAL - DESIGNATION - COUNTY OF PUTNAM - TOURIST PROMOTION AGENCY**

**WHEREAS, pursuant to Sections 162 and 163 of the New York State Economic Development Law, the Putnam County Legislature may designate any not-for-profit corporation or other non-profit organizations, associations, or agencies as the Tourist Promotion Agency of the County of Putnam and authorize such agency to make application for and receive grants for the purposes specified in the New York State Tourism Promotion Act; and**

**WHEREAS, the County of Putnam previously designated itself as the Tourist Promotion Agency for Putnam County; and**

**WHEREAS, the County of Putnam has established a Department of Tourism and appointed a Director of Tourism for the purposes of promoting tourism throughout Putnam County; and**

**WHEREAS, as the lead agency in the promoting of Putnam County, the County of Putnam is qualified to be designated as the Tourist Promotion Agency for Putnam County; now therefore be it**

**RESOLVED, that the Putnam County Legislature hereby designates the County of Putnam as the Tourist Promotion Agency for the County of Putnam; and be it further**

**RESOLVED, that this designation shall be effective immediately upon adoption and shall remain in effect until December 31, 2025; and be it further**

**RESOLVED, that the Putnam County Legislature approves and authorizes the Tourist Promotion Agency to make application for and receive grants for the purpose specified in the New York State Tourism Promotion Act.**

\_\_\_\_\_  
Legislator Addonizio  
\_\_\_\_\_  
Legislator Birmingham  
\_\_\_\_\_  
Legislator Crowley  
\_\_\_\_\_  
Legislator Ellner  
\_\_\_\_\_  
Legislator Gouldman  
\_\_\_\_\_  
Legislator Jonke  
\_\_\_\_\_  
Legislator Montgomery  
\_\_\_\_\_  
Legislator Russo  
\_\_\_\_\_  
Chairwoman Sayegh



Kevin Byrne  
County Executive

PUTNAM COUNTY  
40 Gleneida Avenue  
Carmel, New York 10512  
(845) 808-1001 Fax (845) 808-1901  
www.putnamcountyny.gov

Tara Keegan  
Tourism Director



MEMORANDUM

To: Diane Schonfeld, Clerk of the Putnam County Legislature  
From: Tara Keegan, Director of Tourism  
Date: July 8, 2025  
Subject: Request for Designation of Tourist Promotion Agency – Department of Tourism

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2025 JUL -9 PM 3:39

The Department of Tourism is in need of a resolution to be passed by the legislature designating us as the Tourism Promotion Agency (TPA) for the County for the I Love NY grant process.

The only change to the resolution language is the effect until date. The new effect until date would be **December 31, 2026**. [Please see Resolution No. 305 of 2024 as reference]

I would like to request that the resolution to be presented for approval at the next Economic Development Committee meeting in order for it to be considered by the Full Legislature at their next scheduled meeting.

If you have any questions, please do not hesitate to contact me.

Thank you for your time and consideration.

  
Tara Keegan, Director of Tourism

PUTNAM COUNTY LEGISLATURE

Resolution #305

Introduced by Legislator: Joseph Castellano on behalf of the Audit & Administration Committee at a Regular Meeting held on November 6, 2024.

page 1

**APPROVAL - DESIGNATION - COUNTY OF PUTNAM - TOURIST PROMOTION AGENCY**

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WHEREAS, the County of Putnam has established a Department of Tourism and appointed a Director of Tourism for the purposes of promoting tourism throughout Putnam County; and

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RESOLVED, that this designation shall be effective immediately upon adoption and shall remain in effect until December 31, 2025; and be it further

RESOLVED, that the Putnam County Legislature approves and authorizes the Tourist Promotion Agency to make application for and receive grants for the purpose specified in the New York State Tourism Promotion Act.


BY POLL VOTE: ALL AYES. CHAIRMAN JONKE WAS ABSENT. MOTION CARRIES.

State of New York  
ss:  
County of Putnam

APPROVED  
  
COUNTY EXECUTIVE      11/15/24  
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 November 6, 2024.

Dated: November 8, 2024

Signed: 

Diane Schonfeld  
Clerk of the Legislature of Putnam County

#6f

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

**APPROVAL – BUDGETARY TRANSFER (25T220) – OUTSIDE AGENCY –  
GARRISON ARTS CENTER – COUNTY CONTRIBUTION – SUBCONTINGENCY**

**WHEREAS, when the 2025 Tentative Budget was presented to the Putnam County Legislature, \$75,000 was placed in subcontingency for Outside Agencies for the Legislature to distribute in the 2025 fiscal year; and**

**WHEREAS, Legislator Nancy Montgomery has requested budgetary transfer (25T220) recommending that \$10,000 be allocated from subcontingency to the Garrison Arts Center; and**

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

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

**GENERAL FUND:**

**Increase Appropriations:**

**25877000 54950                      County Contribution – Garrison Arts Center                      10,000**

**Decrease Appropriations:**

**10199000 54996                      Subcontingency – Outside Agencies                      10,000**

**2025 Fiscal Impact – 0 –**

**2026 Fiscal Impact – 0 –**

\_\_\_\_\_  
Legislator Addonizio  
\_\_\_\_\_  
Legislator Birmingham  
\_\_\_\_\_  
Legislator Crowley  
\_\_\_\_\_  
Legislator Ellner  
\_\_\_\_\_  
Legislator Gouldman  
\_\_\_\_\_  
Legislator Jonke  
\_\_\_\_\_  
Legislator Montgomery  
\_\_\_\_\_  
Legislator Russo  
\_\_\_\_\_  
Chairwoman Sayegh



MICHAEL J. LEWIS  
*Commissioner of Finance*



cc: all  
Rules  
A+A

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 – 25T220**

DATE: July 29, 2025

2025 JUL 30 PM 1:48  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**GENERAL FUND:**

**Increase Appropriations:**

25877000 54950	County Contribution - Garrison Art Center	\$ 10,000.00
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**Decrease Appropriations:**

10199000 54996	Subcontingency - Outside Agencies	\$ 10,000.00
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Fiscal Impact - 2025 - \$ 0

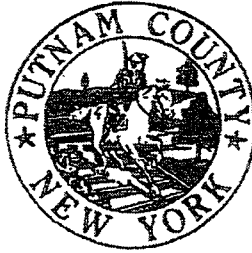
Fiscal Impact - 2026 - \$ 0

This Budgetary transfer is recommended by Legislator Montgomery to take from Sub Contingency to the Garrison Arts Center in the amount of \$10,000. Please refer to Legislator Montgomery's memorandum dated July 22, 2025.

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

**MEMORANDUM**

**DATE:** July 22, 2025

**TO:** Kevin Byrne  
Putnam County Executive

**CC:** Michael Lewis  
Commissioner of Finance

Daniel Birmingham  
Chairman, Rules, Enactments & Intergovernmental Relations Committee

**FROM:** Nancy Montgomery *Nancy A. Montgomery*  
Putnam County Legislator, District #1

**RE:** Funding for Garrison Art Center

I am writing today to respectfully revisit the 2025 funding request for the Garrison Art Center (GAC) and to request that Commissioner of Finance Michael Lewis prepare a budget amendment for \$10,000 from the sub contingency line.

As you may recall from your 2024 budget meeting with GAC, the Center has served as a cornerstone of Putnam County's cultural and community life for over 60 years. Growing up in Philipstown and raising my own children here, I've seen firsthand how the Garrison Art Center enriches lives; offering high-quality art education, regional exhibitions, and inclusive programming that reaches every generation.

As both a County Legislator and former Town Council Member, I understand the vital importance of preserving and strengthening legacy institutions like GAC, which operate on lean budgets but deliver far-reaching impact. This is especially true in rural communities like ours, where shared cultural spaces often double as social lifelines, particularly for our seniors.

In recent years, GAC has expanded its efforts to make programs more financially accessible through tuition assistance, especially for older adults. The next critical step is

to address physical accessibility; removing barriers that prevent seniors and residents with disabilities from fully participating in classes, workshops, and events.

I fully support GAC in its efforts to retrofit its facilities and implement ADA-compliant upgrades to create a truly inclusive space. These enhancements are not only a moral imperative but also align with our shared commitment to public health, aging-in-place initiatives, and equitable access to community resources.

Accordingly, I request that a \$10,000 amendment or transfer be prepared to support this important project, and by copy of this memorandum, I am also requesting that Chairman Birmingham place this item on the August 2025 Rules, Enactments, and Intergovernmental Relations Committee agenda.

Please provide the requested amendment or budgetary transfer at least five (5) days in advance of the meeting for proper committee review.

Thank you for your thoughtful consideration and continued support for the arts, accessibility, and community well-being.

# 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
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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

## MEMORANDUM

**DATE:** August 25, 2025  
**TO:** Putnam County Legislators  
**FROM:** Nancy Montgomery  
Legislator, District #1  
**RE:** Outside Agency Funding Requests

A handwritten signature in cursive script that reads "Nancy A. Montgomery".

Dear Colleagues,

As you know, the Rules and Audit Committees will meet tonight to consider three funding requests that I submitted earlier this summer. Unfortunately, due to the meeting date change, I am unable to be present this evening. I am writing to respectfully ask for your support in approving these requests.

The three initiatives - **Garrison Art Center, Second Chance Foods, and Boscobel House and Gardens** - are not just organizations, but cornerstones of our community. Each provides a service that County Government alone cannot. Here are brief highlights:

- **Garrison Art Center (\$10,000)** – A cultural and community hub in Putnam County for over 60 years, offering art education, exhibitions, and inclusive programs across generations. This funding will help make the building more accessible to seniors and individuals with disabilities, while also supporting tuition assistance programs that expand access for residents of all ages.
- **Second Chance Foods (\$10,000)** – A leader in fighting hunger and food waste by rescuing healthy food and distributing it to residents in need. Their nutrition box program currently serves 370 residents weekly, with over 68,000 pounds of groceries and nearly 35,000 meals provided annually.
- **Boscobel House and Gardens (\$10,000)** – A historic landmark that serves as a living classroom for hundreds of local students, particularly in American Revolution history. This funding will expand curriculum development ahead of the Revolutionary Putnam County 250th anniversary in 2026.

Together, these investments promote accessibility, equity, and education - strengthening our cultural institutions, addressing food insecurity, and preserving history in ways that directly

improve the lives of Putnam County residents. Their work leverages County support to deliver outsized impact, far beyond what government programs alone could achieve.

I strongly encourage you to vote in favor of these modest but meaningful fund transfers so that these organizations can continue to serve our residents. Thank you for your thoughtful consideration and for your commitment to strengthening our community.

Attached please find the full memos outlining each request.

With gratitude,

Nancy Montgomery  
Legislator, District #1

# 69

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

**APPROVAL – BUDGETARY TRANSFER (25T245) – OUTSIDE AGENCY – CAREERS  
SUPPORT SOLUTIONS – COUNTY CONTRIBUTION – SUBCONTINGENCY**

**WHEREAS, by Resolution #200 of 2025, the Putnam County Legislature  
approved a request to provide CAREERS Support Solutions with an additional  
\$15,000 from the funding placed in subcontingency in the 2025 budget for outside  
agencies; and**

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

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

**Increase Appropriations:**

<b>25648000 54950</b>	<b>CAREERS Support Solutions County Contribution</b>	<b>15,000</b>
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**Decrease Appropriations:**

<b>10199000 54996</b>	<b>Subcontingency – Outside Agencies</b>	<b>15,000</b>
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**2025 Fiscal Impact – 0 –**

**2026 Fiscal Impact – 0 –**

\_\_\_\_\_  
Legislator Addonizio  
\_\_\_\_\_  
Legislator Birmingham  
\_\_\_\_\_  
Legislator Crowley  
\_\_\_\_\_  
Legislator Ellner  
\_\_\_\_\_  
Legislator Gouldman  
\_\_\_\_\_  
Legislator Jonke  
\_\_\_\_\_  
Legislator Montgomery  
\_\_\_\_\_  
Legislator Russo  
\_\_\_\_\_  
Chairwoman Sayegh

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



*cc: all Rules A+A*  
*Reso*  
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 - **25T245**

Date: August 14, 2025

2025 AUG 18 PM 3:14  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Increase Appropriations:**

25648000.54950	CAREERS Support Solutions	15,000
	County Contribution	

**Decrease Appropriations:**

10199000.54996	Subcontingency - Outside Agencies	15,000
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Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2024 - \$ 0

This Resolution was recommended to increase funding from part of the funds placed into Subcontingency in the 2025 budget process.

Please see attached Resolution #200/2025.

Approved:

Kevin M. Byrne  
County Executive

**25T245**

#6h

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

**APPROVAL – BUDGETARY TRANSFER (25T249) – VETERANS SERVICE AGENCY  
– PUTNAM COUNTY’S ROW OF HONOR – FLAG & POLE SET PURCHASE**

**WHEREAS, the Director of Putnam County’s Veterans Service Agency has requested a budgetary transfer (25T249) to purchase 500 US Flags and 500 Fiberglass Pole Sets for the continuation of Putnam County’s Row of Honor; and**

**WHEREAS, the Veterans Service Agency has allocated \$4,000 towards this purchase and is requesting additional funding of \$17,950 to complete the purchase; and**

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

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

**Increase Appropriations:**

<b>10651000 54410</b>	<b>Supplies &amp; Materials</b>	<b>18,950</b>
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**Decrease Appropriations:**

<b>10651000 54512</b>	<b>Loyalty Day</b>	<b>1,000</b>
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**Decrease Contingency:**

<b>10199000 54980</b>	<b>General Contingencies</b>	<b>17,950</b>
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**2025 Fiscal Impact – \$17,950**

**2026 Fiscal Impact – 0 –**

\_\_\_\_\_  
Legislator Addonizio

\_\_\_\_\_  
Legislator Birmingham

\_\_\_\_\_  
Legislator Crowley

\_\_\_\_\_  
Legislator Ellner

\_\_\_\_\_  
Legislator Gouldman

\_\_\_\_\_  
Legislator Jonke

\_\_\_\_\_  
Legislator Montgomery

\_\_\_\_\_  
Legislator Russo

\_\_\_\_\_  
Chairwoman Sayegh



WILLIAM J. CARLIN  
Commissioner of Finance



cc: all  
Rules  
A & A

Reso

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

August 18, 2025

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

Dear Ms. Schonfeld,

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

Increase Appropriations:

10651000 54410	Supplies & Materials	<u>\$18,950</u>
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Decrease Appropriations:

10651000 54512	Loyalty Day	<u>\$1,000</u>
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Decrease Contingency

10199000 54980	General Contingencies	<u>\$17,950</u>
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2025 Fiscal Impact – \$17,950

2026 Fiscal Impact -0-

**25T249**

This request is for your review to approve the transfer of funds for the Veterans Agency to purchase five hundred US Flags and five hundred fiberglass poles for the continuation of Putnam County's Row of Honor. Attached is the quote for your review. Putnam County Veterans Service Agency has allocated funds of \$4,000 to put towards the purchase and are requesting the additional funding of \$17,950 to complete the purchase.

AUTHORIZATION:

Date	Department of Finance/Designee: Initiation by \$0 - \$5,000.00
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Date	County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00
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Date	Chairperson Audit/Designee: \$0 - \$10,000.00
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Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00
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2025 AUG 19 PM 12:33  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY



Allied Products Corp.  
1420 Kansas Ave  
Kansas City, MO, 64127-2135  
Phone: 816-241-8080

## Quote

Order No.: QT00001253  
Order Date: 7/21/2025  
Delivery Date:  
Expiration Date: 8/20/2025  
Customer ID: 2000000018  
Currency: USD

BILL TO:	SHIP TO:
PUTNAM COUNTY VETERANS SERV 110 OLD ROUTE 6 BLDG 3 DONALD B SMITH GOV CAMPUS CARMEL NY 10512 United States of America Attn: TANYA PENNELLA	PUTNAM COUNTY VETERANS SERV 110 OLD ROUTE 6 BLDG 3 DONALD B SMITH GOV CAMPUS CARMEL NY 10512 United States of America Attn: TANYA PENNELLA

CUSTOMER P.O. NO.	TERMS	CONTACT
QUOTE ONLY	Prepaid	Geri Sauerwin

FOB POINT	SHIPPING TERMS	SHIP VIA

NO.	ITEM	QTY	UOM	PRICE	DISC	EXTENDED PRICE
1	64-100-32028: 6'X1" FIBERGLASS DISPLAY POLE NOTE: **POLE SET INCLUDES 1PC FIBERGLASS POLE, WOODEN SLIP FIT BALL TOP, 2 FLAG TIES AND ALUMINUM GROUP SLEEVE.	500.0000	EACH	28.9000	0%	14,450.00
2	60-100-3111P: 3 X 5 U.S.NYLON FLAG POLYBAG NOTE: *** SHIPPING CHARGES TO BE DETERMINED***	500.0000	EACH	15.0000	0%	7,500.00

Total Weight (LB):	1175	Sales Total:	21,950.00
Total Volume (LITER):	0	Freight & Misc.:	0.00
		Less Discount:	0.00
		Tax Total:	0.00
		Total (USD):	21,950.00

#6i

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

**APPROVAL – BUDGETARY TRANSFER (25T250) – OUTSIDE AGENCY –  
BOSCobel – COUNTY CONTRIBUTION – SUBCONTINGENCY**

**WHEREAS, when the 2025 Tentative Budget was presented to the Putnam County Legislature, \$75,000 was placed in subcontingency for Outside Agencies for the Legislature to distribute in the 2025 fiscal year; and**

**WHEREAS, Legislator Nancy Montgomery has requested budgetary transfer (25T250) recommending that \$10,000 be allocated from subcontingency to Boscobel House & Gardens; and**

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

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

**Increase Estimated Appropriations:**

<b>25878000 54950</b>	<b>County Contribution – Boscobel</b>	<b>10,000</b>
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**Decrease Estimated Appropriations:**

<b>10199000 54996</b>	<b>Subcontingency – Outside Agencies</b>	<b>10,000</b>
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**2025 Fiscal Impact – 0 –**

**2026 Fiscal Impact – 0 –**

\_\_\_\_\_  
Legislator Addonizio  
\_\_\_\_\_  
Legislator Birmingham  
\_\_\_\_\_  
Legislator Crowley  
\_\_\_\_\_  
Legislator Ellner  
\_\_\_\_\_  
Legislator Gouldman  
\_\_\_\_\_  
Legislator Jonke  
\_\_\_\_\_  
Legislator Montgomery  
\_\_\_\_\_  
Legislator Russo  
\_\_\_\_\_  
Chairwoman Sayegh

WILLIAM J. CARLIN, Jr.  
Interim Commissioner of Finance



cc:all  
Rules  
A+A

Reso

Sheila Barrett  
Chief Deputy Commissioner of Finance

Alexandra Gordon  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

**MEMORANDUM**

To: Diane Schonfeld, Legislative Clerk

From: William J. Carlin, Jr., Commissioner of Finance *WJC*

Re: Budgetary Transfer - **25T250**

Date: August 18, 2025

At the request of the Legislator Montgomery, the following budgetary transfer is recommended.

**Increase Estimated Appropriations:**

25878000 54950	County Contribution - Boscobel	10,000
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**Decrease Estimated Appropriations:**

10199000 54996	Sub Contingency	10,000
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Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to allocate \$ 10,000 from Sub Contingency to support Boscobel House and Gardens, as per the atttached memorandum.  
Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive

2025 AUG 19 PM 12:02  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**MEMORANDUM**

**DATE:** August 8, 2025

**TO:** Kevin Byrne  
Putnam County Executive

**CC:** William Carlin  
Interim Commissioner of Finance

Daniel Birmingham  
Chairman, Rules, Enactments & Intergovernmental Relations Committee

**FROM:** Nancy Montgomery  
Putnam County Legislator, District #1

A handwritten signature in black ink that reads "Nancy A. Montgomery". The signature is written in a cursive style.

**RE:** Funding for Boscobel House and Gardens

I hope this message finds you well. I am writing today to request that Interim Commissioner of Finance, William Carlin, prepare a budget amendment for \$10,000 from the sub contingency line to support the expansion of Boscobel House and Gardens' K-12 school curriculum programming and materials focused on the history of the American Revolution.

Boscobel House and Gardens is an iconic and historically significant landmark in Putnam County. As you know, Boscobel is a vital resource for local education, providing rich historical context to students across the region. It serves as a living history museum with a particular focus on the American Revolution, a key theme for our community, especially with the upcoming Revolutionary Putnam County New York 250 celebrations marking the 250th anniversary of the American Revolution in 2026.

Boscobel's original request for \$11,600 in FY24 and \$15,000 in FY25 for curriculum development received no funding, and given the importance of this project, I strongly urge that we reconsider this support. The requested funds will be used to upgrade and expand their curriculum, which reaches hundreds of local students each year. The expansion of this program will help ensure that Boscobel plays a key educational role

during Revolutionary Putnam County New York 250 celebrations, especially as we commemorate the important connections between our region and the founding of the United States.

This request is even more urgent given the historic significance of Boscobel and its ties to the Revolution. The property, which served as the home of Loyalists States and Elizabeth Dyckman, holds remarkable educational value, from its interiors showcasing Federal period decorative arts to its landscape, where remnants of the "Great Chain" used to block British vessels in the Hudson River can still be seen.

By supporting this initiative, we are investing in the future of local education while preserving the rich history that makes Putnam County such a vital part of the Revolutionary War narrative. It will also ensure that Boscobel remains a key player in engaging not only local students but also visitors who will flock to our community to celebrate the 250th anniversary of the American Revolution.

Accordingly, I request that a \$10,000 budget amendment or transfer be prepared to support this important project. By copy of this memorandum, I am also requesting that Chairman Daniel Birmingham place this item on the August 2025 Rules, Enactments, and Intergovernmental Relations Committee agenda.

Please provide the requested amendment or budgetary transfer at least five (5) days in advance of the meeting for proper committee review.

Thank you for your thoughtful consideration and continued support for education, history, and community well-being.

# 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

## MEMORANDUM

**DATE:** August 25, 2025  
**TO:** Putnam County Legislators  
**FROM:** Nancy Montgomery  
Legislator, District #1  
**RE:** Outside Agency Funding Requests

A handwritten signature in cursive script that reads "Nancy A. Montgomery".

Dear Colleagues,

As you know, the Rules and Audit Committees will meet tonight to consider three funding requests that I submitted earlier this summer. Unfortunately, due to the meeting date change, I am unable to be present this evening. I am writing to respectfully ask for your support in approving these requests.

The three initiatives - **Garrison Art Center**, **Second Chance Foods**, and **Boscobel House and Gardens** - are not just organizations, but cornerstones of our community. Each provides a service that County Government alone cannot. Here are brief highlights:

- **Garrison Art Center (\$10,000)** – A cultural and community hub in Putnam County for over 60 years, offering art education, exhibitions, and inclusive programs across generations. This funding will help make the building more accessible to seniors and individuals with disabilities, while also supporting tuition assistance programs that expand access for residents of all ages.
- **Second Chance Foods (\$10,000)** – A leader in fighting hunger and food waste by rescuing healthy food and distributing it to residents in need. Their nutrition box program currently serves 370 residents weekly, with over 68,000 pounds of groceries and nearly 35,000 meals provided annually.
- **Boscobel House and Gardens (\$10,000)** – A historic landmark that serves as a living classroom for hundreds of local students, particularly in American Revolution history. This funding will expand curriculum development ahead of the Revolutionary Putnam County 250th anniversary in 2026.

Together, these investments promote accessibility, equity, and education - strengthening our cultural institutions, addressing food insecurity, and preserving history in ways that directly

improve the lives of Putnam County residents. Their work leverages County support to deliver outsized impact, far beyond what government programs alone could achieve.

I strongly encourage you to vote in favor of these modest but meaningful fund transfers so that these organizations can continue to serve our residents. Thank you for your thoughtful consideration and for your commitment to strengthening our community.

Attached please find the full memos outlining each request.

With gratitude,

Nancy Montgomery  
Legislator, District #1



#6j

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

**APPROVAL – BUDGETARY TRANSFER (25T251) – OUTSIDE AGENCY – SECOND  
CHANCE FOODS – COUNTY CONTRIBUTION – SUBCONTINGENCY**

**WHEREAS, when the 2025 Tentative Budget was presented to the Putnam  
County Legislature, \$75,000 was placed in subcontingency for Outside Agencies  
for the Legislature to distribute in the 2025 fiscal year; and**

**WHEREAS, Legislator Nancy Montgomery has requested budgetary  
transfer (25T251) recommending that \$10,000 be allocated from subcontingency to  
Second Chance Foods; and**

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

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

**Increase Estimated Appropriations:**

<b>25876000 54950</b>	<b>County Contribution – 2<sup>nd</sup> Chance Foods</b>	<b>10,000</b>
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**Decrease Estimated Appropriations:**

<b>10199000 54996</b>	<b>Subcontingency – Outside Agencies</b>	<b>10,000</b>
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**2025 Fiscal Impact – 0 –**

**2026 Fiscal Impact – 0 –**

\_\_\_\_\_  
Legislator Addonizio  
\_\_\_\_\_  
Legislator Birmingham  
\_\_\_\_\_  
Legislator Crowley  
\_\_\_\_\_  
Legislator Ellner  
\_\_\_\_\_  
Legislator Gouldman  
\_\_\_\_\_  
Legislator Jonke  
\_\_\_\_\_  
Legislator Montgomery  
\_\_\_\_\_  
Legislator Russo  
\_\_\_\_\_  
Chairwoman Sayegh

WILLIAM J. CARLIN, Jr.  
Interim Commissioner of Finance



cc:all  
Rules  
ATA

Reso

Sheila Barrett  
Chief Deputy Commissioner of Finance

Alexandra Gordon  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

**MEMORANDUM**

To: Diane Schonfeld, Legislative Clerk

From: William J. Carlin, Jr., Commissioner of Finance *WJC*

Re: Budgetary Transfer - **25T251**

Date: August 18, 2025

At the request of the Legislator Montgomery, the following budgetary transfer is recommended.

**Increase Estimated Appropriations:**

25876000 54950	County Contribution - 2nd Chance Foods	10,000
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**Decrease Estimated Appropriations:**

10199000 54996	Sub Contingency	10,000
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Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to allocate \$ 10,000 from Sub Contingency to support Second Chance Foods, as per the attached memorandum.  
Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive

2025 AUG 19 PM 12:03  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

# 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

## MEMORANDUM

**DATE:** August 8, 2025

**TO:** Kevin Byrne  
Putnam County Executive

**CC:** William Carlin  
Interim Commissioner of Finance

Daniel Birmingham  
Chairman, Rules, Enactments & Intergovernmental Relations Committee

**FROM:** Nancy Montgomery *Nancy A. Montgomery*  
Putnam County Legislator, District #1

**RE:** Funding for Second Chance Foods

I hope this message finds you well. I am writing today to respectfully revisit the 2025 funding request for Second Chance Foods and to request that Interim Commissioner of Finance, William Carlin, prepare a budget amendment for \$10,000 from the sub contingency line.

As you may recall from your 2024 budget meeting with Second Chance Foods, the organization works tirelessly to end the cycle of food waste and hunger by recovering local, nourishing food, and connecting it to individuals experiencing food insecurity, while ensuring dignity and reducing barriers to access.

As a County Legislator and as someone who has volunteered at our local food pantry and Davoren Farm, I recognize the vital role that food organizations play in our community. One of the many impactful programs provided by Second Chance Foods is its community-supported nutrition boxes, which distribute meals and groceries every Wednesday throughout the year at Mount Carmel Bible Church. This program currently serves 370 Putnam County residents and has provided over 68,000 lbs. of fresh groceries and nearly 35,000 meals.

With the ongoing success of this program and considering the recent news regarding the Trump Administration's tariffs, it is more critical than ever to secure reliable food sources for our community. I am requesting that a \$10,000 amendment or transfer be prepared for continued support of this important project.

By copy of this memorandum, I am also requesting that Chairman Daniel Birmingham place this item on the August 2025 Rules Enactments, and Intergovernmental Relations Committee agenda.

Please provide the requested amendment or budgetary transfer at least five (5) days in advance of the meeting for proper committee review.

Thank you for your thoughtful consideration and continued support of our community well-being.

# THE PUTNAM COUNTY LEGISLATURE

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

Amy E. Sayegh *Chairwoman*  
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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

## MEMORANDUM

**DATE:** August 25, 2025  
**TO:** Putnam County Legislators  
**FROM:** Nancy Montgomery  
Legislator, District #1  
**RE:** Outside Agency Funding Requests

Dear Colleagues,

As you know, the Rules and Audit Committees will meet tonight to consider three funding requests that I submitted earlier this summer. Unfortunately, due to the meeting date change, I am unable to be present this evening. I am writing to respectfully ask for your support in approving these requests.

The three initiatives - **Garrison Art Center, Second Chance Foods, and Boscobel House and Gardens** - are not just organizations, but cornerstones of our community. Each provides a service that County Government alone cannot. Here are brief highlights:

- **Garrison Art Center (\$10,000)** – A cultural and community hub in Putnam County for over 60 years, offering art education, exhibitions, and inclusive programs across generations. This funding will help make the building more accessible to seniors and individuals with disabilities, while also supporting tuition assistance programs that expand access for residents of all ages.
- **Second Chance Foods (\$10,000)** – A leader in fighting hunger and food waste by rescuing healthy food and distributing it to residents in need. Their nutrition box program currently serves 370 residents weekly, with over 68,000 pounds of groceries and nearly 35,000 meals provided annually.
- **Boscobel House and Gardens (\$10,000)** – A historic landmark that serves as a living classroom for hundreds of local students, particularly in American Revolution history. This funding will expand curriculum development ahead of the Revolutionary Putnam County 250th anniversary in 2026.

Together, these investments promote accessibility, equity, and education - strengthening our cultural institutions, addressing food insecurity, and preserving history in ways that directly

improve the lives of Putnam County residents. Their work leverages County support to deliver outsized impact, far beyond what government programs alone could achieve.

I strongly encourage you to vote in favor of these modest but meaningful fund transfers so that these organizations can continue to serve our residents. Thank you for your thoughtful consideration and for your commitment to strengthening our community.

Attached please find the full memos outlining each request.

With gratitude,

Nancy Montgomery  
Legislator, District #1

#6K

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

**APPROVAL – BUDGETARY AMENDMENT (25A063) – SHERIFF – SOCIAL SERVICES – GRANT AWARD – POLICE & MENTAL HEALTH CO-RESPONSE TEAM – VEHICLE LEASING**

WHEREAS, on November 2, 2023, the County received a grant award in the amount of \$400,000 for the implementation of a Police and Mental Health Co-Response Team; and

WHEREAS, the grant required no County matching funds; and

WHEREAS, said grant is 100% federally funded (CFDA 16.710) and administered by the United States Department of Justice (USDOJ) – Office of Community Oriented Policing Services (COPS), and runs from October 1, 2023, through September 30, 2025; and

WHEREAS, by Resolution 239 of 2023, the Putnam County Legislature approved budgetary amendment (23A071) pertaining to said grant award; and

WHEREAS, the Putnam County Sheriff has requested budgetary amendment (25A063) to recognize available grant funding remaining for Vehicle Leasing; and

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

RESOLVED, that the following budgetary amendment be made:

**GENERAL FUND:**

**Increase Appropriations:**

13311000 54210 10211	Co-Response Team Grant	
	Vehicle Leasing	14,700

**Increase Revenue:**

13311000 444900 10211	Co-Response Team Grant	14,700
-----------------------	------------------------	--------

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

\_\_\_\_\_  
Legislators Addonizio  
\_\_\_\_\_  
Legislators Birmingham  
\_\_\_\_\_  
Legislators Crowley  
\_\_\_\_\_  
Legislators Ellner  
\_\_\_\_\_  
Legislators Gouldman  
\_\_\_\_\_  
Legislators Jonke  
\_\_\_\_\_  
Legislators Montgomery  
\_\_\_\_\_  
Legislators Russo  
\_\_\_\_\_  
Chairwoman Sayegh



cc:alex  
Prot  
A+A

RCSO

DEPARTMENT OF FINANCE

**MEMORANDUM**

To: Diane Schonfeld, Legislative Clerk

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

Re: Budgetary Amendment - **25A063**

Date: July 11, 2025

At the request of the Sheriff's Department, the following budgetary transfer is required.

**General Fund:**

**Increase Appropriations:**

13311000.54210.10211	Co-Response Team Grant - Vehicle Leasing	14,700
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**Increase Revenue:**

13311000.444900.10211	Co-Response Team Grant	14,700
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2025 JUL 22 PM 3:02  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

To acknowledge grant from Department of Justice - Crisis Intervention Team.

Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive



# Account Inquiry [Putnam County]

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Account Inquiry [Putnam County]

Account

Fund	01	GF	Acct	01 13 20 13.3110.000.000 00.54210 .10211	
Org	13311000	SHRF Comm	Acct name	VEHICLE LEASING/RENTAL	<a href="#">Account Notes</a>
Object	54210	Veh Leasin	Type	Expense	Status Active
Project	10211	<input type="checkbox"/> CO-RESPONSE TEAM GF Rollup		<input type="checkbox"/>	
		Sub-Rollup		<input type="checkbox"/>	

Multi-Fund

[4 Year Comparison](#) | [Current Year](#) | [History](#) | [4 Year Graph](#) | [History Graph](#)

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	7,900.00 <input type="checkbox"/>	.00 <input type="checkbox"/>	.00 <input type="checkbox"/>	.00 <input type="checkbox"/>
Transfers In	2,381.95 <input type="checkbox"/>	18,000.00 <input type="checkbox"/>	18,000.00 <input type="checkbox"/>	.00 <input type="checkbox"/>
Transfers Out	.00 <input type="checkbox"/>	.00 <input type="checkbox"/>	.00 <input type="checkbox"/>	.00 <input type="checkbox"/>
Revised Budget	10,281.95	18,000.00	18,000.00	.00
Actual (Memo)	4,566.10 <input type="checkbox"/>	15,618.05 <input type="checkbox"/>	.00 <input type="checkbox"/>	.00 <input type="checkbox"/>
Encumbrances	1,115.85 <input type="checkbox"/>	.00 <input type="checkbox"/>	.00 <input type="checkbox"/>	.00 <input type="checkbox"/>
Requisitions	.00 <input type="checkbox"/>			.00 <input type="checkbox"/>
Available	4,600.00	2,381.95	18,000.00	.00
Percent used	55.26	86.77	.00	.00

\$ 36,000 -  
 - 15,618.05 (2024)  
 - 4,566.10 (2025)  
 - 1,115.85 (Encumbered)  
 \$ 14,700 -

**Sheila Barrett**

---

**From:** Johnathon Cihanek  
**Sent:** Friday, July 11, 2025 10:19 AM  
**To:** Sheila Barrett  
**Subject:** RE: Year End Forms  
**Attachments:** GAM\_Details\_GAM-593996.pdf

On page 6 under equipment it notes \$36,000 for the vehicle.

---

**From:** Sheila Barrett <[sheila.barrett2@putnamcountyny.gov](mailto:sheila.barrett2@putnamcountyny.gov)>  
**Sent:** Friday, July 11, 2025 10:12 AM  
**To:** Johnathon Cihanek <[johnathon.cihanek@putnamcountyny.gov](mailto:johnathon.cihanek@putnamcountyny.gov)>  
**Subject:** FW: Year End Forms

Sheila Barrett  
First Deputy Commissioner of Finance  
Putnam County  
40 Gleneida Avenue  
Carmel, New York 10512

-

Phone: (845) 808-1075 X49320  
Fax: (845) 808-1910

---

**From:** Sheila Barrett  
**Sent:** Thursday, December 19, 2024 2:36 PM  
**To:** Marianne Larm <[Marianne.larm@putnamcountyny.gov](mailto:Marianne.larm@putnamcountyny.gov)>  
**Subject:** FW: Year End Forms

FYI

Sheila Barrett  
First Deputy Commissioner of Finance  
Putnam County  
40 Gleneida Avenue  
Carmel, New York 10512

-

Phone: (845) 808-1075 X49320  
Fax: (845) 808-1910

---

**From:** Sheila Barrett  
**Sent:** Thursday, December 12, 2024 3:08 PM  
**To:** Diane Schonfeld <[Diane.Schonfeld@putnamcountyny.gov](mailto:Diane.Schonfeld@putnamcountyny.gov)>; Robert Tendy <[robert.tendy@putnamcountyny.gov](mailto:robert.tendy@putnamcountyny.gov)>; Christina Rizzo <[Christina.Rizzo@putnamcountyny.gov](mailto:Christina.Rizzo@putnamcountyny.gov)>; Michael Nesheiwat <[michael.nesheiwat@putnamcountyny.gov](mailto:michael.nesheiwat@putnamcountyny.gov)>; Laureve Wilson <[Laureve.Wilson@putnamcountyny.gov](mailto:Laureve.Wilson@putnamcountyny.gov)>; Alexis Hawley



## Department of Justice (DOJ)

### Office of Community Oriented Policing Services (COPS Office)

Washington, D.C. 20531

**Case Status:**

Resolved-Completed

**Solicitation Title:**

FY23 Implementing Crisis Intervention Teams- Community Policing Development Solicitation

**Project Title:**

FY23 County Of Putnam , NY CIT Grant

**Project Period:**

10/1/23 - 9/30/25

**Managing Office:**

COPS

**DOJ Grant Manager:**

LINDA KEOMANIVONG

**Grant Award Administrator:**

Johnathon Cihaneke

**Last Updated Date:**

09/13/2024

**Solicitation Category**

N/A

**Federal Award Amount:**

\$400,000.00

**Funding Instrument Type:**

Grant

**UEI**

RNKJAGJKCVL8

**COPS ORI:**

no value

**TIN:**

\*\*\*\*\*2759

**Award Number:**

15JCOPS-23-GG-01767-PPSE

## Budget Modification

## Budget Detail and Summary Modification



### Project Budget Summary

Budget Category	Approved Budget	Requested Budget Changes	Revised Budget	Percentage
Sworn Officer Positions:	\$0	\$0	\$0	
Civilian or Non-Sworn Personnel:	\$259,733	\$0	\$259,733	
Travel:	\$46,000	\$0	\$46,000	
Equipment:	\$58,267	-\$2,705	\$55,562	
Supplies:	\$6,000	\$2,705	\$8,705	
SubAwards	\$0	\$0	\$0	
Procurement Contracts:	\$0	\$0	\$0	
Other Costs:	\$30,000	\$0	\$30,000	
Total Direct Costs:	\$400,000	\$0	\$400,000	
Indirect Costs:	\$0	\$0	\$0	
Total Project Costs:	\$400,000	\$0	\$400,000	
Federal Funds	\$400,000	\$0	\$400,000	100.00%
Match Amount:	\$0	\$0	\$0	0.00%
Program Income:	\$0	\$0	\$0	0.00%

**Budget Detail Summary**

**Sworn Officer**

**Civilian Personnel**

Position Title	Number of Positions	Position Description
Mental Health Clinician	1	

Mental Health Clinician - Co-Response Team

Year:	Year 1	Year 2	Year 3
<b>Salary</b>			
Salary	% Time 100%	% Time 100%	% Time 100%
	\$85,000.00	\$85,000.00	\$0.00
Allocated Salary	\$85,000.00	\$85,000.00	\$0.00
<b>Fringe Benefits</b>			
<b>Social Security</b>			
6.2%	6.20%		
	\$5,270.00	\$5,270.00	\$0.00
<b>Medicare</b>			
1.45%	1.45%		
	\$1,232.50	\$1,232.50	\$0.00
<b>Health Insurance</b>			
Fixed Amount	\$28,582.83	\$28,582.83	no value
	\$28,582.83	\$28,582.83	no value
<b>Life Insurance</b>			
Fixed Amount	\$5.95	\$5.95	no value
	\$5.95	\$5.95	no value

**Vacation**

Included In Salary?	Hours	\$0.00	\$0.00	\$0.00
Yes	0			

**Sick Leave**

Included In Salary?	Hours	\$0.00	\$0.00	\$0.00
Yes	0			

**Retirement**

Fixed Rate	\$8,160.00	\$8,160.00	\$0.00
	9.60%	9.60%	5.00%

**Workers Compensation**

Fixed Amount	\$1,615.00	\$1,615.00	no value
	\$1,615.00	\$1,615.00	no value

**Unemployment Insurance**

Exempt	\$0.00	\$0.00	\$0.00
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**Other Benefit**

None	no value	no value	no value
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**Other Benefit**

None	no value	no value	no value
------	----------	----------	----------

**Other Benefit**

None	no value	no value	no value
------	----------	----------	----------

**Summary Totals**

<b>Year:</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Benefits	\$44,866.28	\$44,866.28	\$0.00
Salary	\$85,000.00	\$85,000.00	\$0.00
Total	\$129,866.28	\$129,866.28	\$0.00
Mental Health Clinician			
<b>Number of Positions</b>			
1			
<b>Total Salary and Benefits</b>			
\$259,733			

## Travel

	Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost
1	Co-Responder Conference	TBD	Transportation	Round-Trip	\$2,500.00	1.00	2.00	2.00	\$10,000.00
2	CIT International Conference	TBD	Other	N/A	\$750.00	1.00	2.00	2.00	\$3,000.00
3	CIT International Conference	TBD	Transportation	Round-Trip	\$2,500.00	1.00	2.00	2.00	\$10,000.00
4	CIT International Conference	TBD	Lodging	Night	\$500.00	5.00	2.00	2.00	\$10,000.00
5	Co-Responder Conference	TBD	Other	N/A	\$750.00	1.00	2.00	2.00	\$3,000.00
6	Co-Responder Conference	TBD	Lodging	Night	\$500.00	5.00	2.00	2.00	\$10,000.00

Travel Total Cost

\$46,000

Additional Narrative

Training will be conducted at the National Co-Responder Conference and CIT International Conferences. Locations and conference fees have not been published for FY 24 & FY 25 events.

## Equipment

	Equipment Item	# of Items	Cost	Total Cost
1	APX 8500 Mobile Radio	1.00	\$7,712.10	\$7,712.10
2	APX 8000 Portable Radio w/ encryption	1.00	\$8,049.30	\$8,049.30
3	Lockable Vehicle Equipment Vault	1.00	\$1,241.67	\$1,241.67
4	Misc Equipment	1.00	\$2,559.41	\$2,559.41
5	Vehicle	1.00	\$36,000.00	\$36,000.00

Equipment Total Cost

\$55,562

Additional Narrative

A dedicated Co-Response Team vehicle will be leased through Enterprise Fleet at a projected cost of \$18,000.00 per year and suitable for interaction with persons in crisis. Land Mobile Radio for



response vehicle and Portable Radio for clinician.

A lockable vehicle equipment vault was identified as a requirement to secure Co-response Team equipment & computers

### Supplies

Purpose of Supply Items	# of Items	Unit Cost	Total Cost
1 Mobile computer and peripherals	2 00	\$3,000.00	\$6,000.00
2 Computer Monitor	2 00	\$166.21	\$332.42
3 Color Printer	1 00	\$339.00	\$339.00
4 Wireless Mouse	2 00	\$16.55	\$33.10
5 Misc Computer and Office Supplies	1 00	\$2,000.00	\$2,000.00

Supplies Total Cost

\$8,705

### Additional Narrative

Computing devices and general office supplies, forms, and miscellaneous supplies.

2 Computer monitors, color printer, and wireless mice were identified as a need for the Co-Response Team administrative workstations.

### SubAwards

Item	Description	Country	State/U.S. Territory	City	Total Cost
------	-------------	---------	----------------------	------	------------

No items

Subawards Total Cost

\$0

### Procurement Contracts

Item	Description	Consultant	Country	State/U.S. Territory	City	Total Cost
------	-------------	------------	---------	----------------------	------	------------

No items

Procurement Cost

\$0

Consultant Travel Required

Yes

#### Consultant Travel

Purpose of Travel	Location	Type of Expense	Cost	Duration or Distance	# of Staff	Total Cost
No items						

Consultant Travel Total Cost

\$0

Procurement Total Cost

\$0

#### Other Costs

Description	Quantity	Basis	Costs	Length of Time	Total Costs
1 Overtime for Sworn Deputy Sheriff	1.00	Annual	\$15,000.00	2.00	\$30,000.00

Other Costs Total Cost

\$30,000

Additional Narrative

Overtime for call-out or holdover for sworn Deputy Sheriff associated with Co-Response Team activities

#### Indirect Costs

Description	Base	Indirect Cost Rate	Total Cost
No items			

Indirect Costs Total Cost

\$0

For guidance, see DOJ Financial Guide Chapter 3.11 on "Indirect Costs" "[Budget Modification](#)"

### Justification

Several needs were identified by the Co-Response Team personnel during their operational period conducting mobile crisis response. A secure vehicle vault has been requested by the CRT in order to safeguard their assigned equipment and supplies while conducting field operations and outreach. Additionally, supplemental computer supplies have been requested to aid in the CRT's effectiveness while they are completing administrative tasks in the office environment. Funding was re-directed from realized savings on the budgeted mobile and portables radios having procured them at a discounted price utilizing NYS OGS contracts. The balance of said funds are requested to support future equipment and supplies needs as approved by the grant manager.

### Budget/Financial Documentation

Name	Category	Created by	Date Added
SKM_C65924052314410.pdf	BudgetOther	Timothy Keith	06/28/2024
Name	Category	Created by	Date Added
GSA Quote 2110_Vehicle Storage Vault.pdf	BudgetOther	Timothy Keith	06/28/2024

### Grants Management Comments

Create Date	User	Note
No items		

PUTNAM COUNTY LEGISLATURE

Resolution #239

Introduced by Legislator: Paul Jonke on behalf of the Personnel Committee at a Regular Meeting held on December 5, 2023.

page 1

**APPROVAL/ BUDGETARY AMENDMENT (23A071)/ SHERIFF/ DEPARTMENT OF SOCIAL SERVICES/ GRANT AWARD / IMPLEMENTATION OF POLICE & MENTAL HEALTH CO-RESPONSE TEAM/ MENTAL HEALTH CLINICIAN POSITION**

WHEREAS, at the Health, Social, Educational & Environmental Committee meeting on May 9, 2023, and the Protective Services Committee meeting on May 17, 2023, Putnam County Sheriff McConville, Commissioner of Social Services Michael Piazza and Deputy Commissioner of Social Services Sara Servadio presented a Public Safety Partnership and Community Policing Grant opportunity; and

WHEREAS, said grant required no County matching funds; and

WHEREAS, on November 2, 2023 the County received a grant award in the amount of \$400,000 for the implementation of a Police and Mental Health Co-Response Team; and

WHEREAS, the Putnam County Sheriff and the Commissioner of Social Services have requested a budgetary amendment (23A071) to fund a full-time Mental Health Clinician to work proactively with police agencies throughout the County; and

WHEREAS, this grant, which is 100% federally funded (CFDA 16.710) and administered by the United States Department of Justice (USDOJ) – Office of Community Oriented Policing Services (COPS), runs from October 1, 2023, through September 30, 2025; and

WHEREAS, the full-time position will expire contingent upon a renewal of the grant past September 30, 2025; and

WHEREAS, the Personnel 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:**

**Sheriff - Communications**

13311000 51093 10211	Overtime	15,000
13311000 52130 10211	Computer Equipment (under \$5K)	6,000
13311000 52680 10211	Other Equipment (over \$5K)	10,863
13311000 52680 10211	Other Equipment (over \$ \$5K)	11,404
13311000 54210 10211	Vehicle Leasing/Rental	18,000

State of New York

ss:

County of Putnam

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

Dated: December 7, 2023

Signed: \_\_\_\_\_

**Diane Schonfeld**  
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #239

Introduced by Legislator: Paul Jonke on behalf of the Personnel Committee at a Regular Meeting held on December 5, 2023.

page 2

13311000 54640 10211	Education & Training	11,500
----------------------	----------------------	--------

**Mental Health – Crisis Intervention**

10431000 51000 10211 (10102)	Pers Serv – Mental Health Clinician	85,000
10431000 54640 10211	Education & Training	11,500
10431000 58001 10211	State Retirement	8,160
10431000 58002 10211	Social Security	6,503
10431000 58004 10211	Workers Compensation	1,615
10431000 58008 10211	Health Insurance	28,583

**Increase Estimated Revenues:**

13311000 444900 10211	Federal Aid – CFDA 16.710	72,767
10431000 444900 10211	Federal Aid – CFDA 16.710	141,361

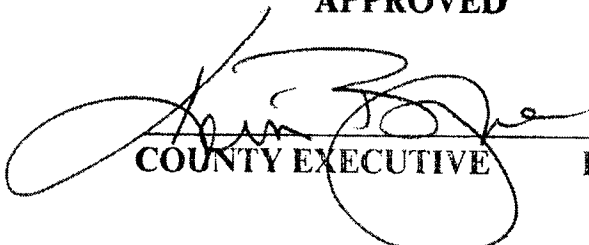
2023 Fiscal Impact – 0 –

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  
12/8/23  
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

#62

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

**APPROVAL – BUDGETARY AMENDMENT (25A065) – SHERIFF’S OFFICE –  
REIMBURSEMENT – NYS SHERIFF’S ASSOCIATION – BCI OVERTIME – DRUG  
RECOGNITION EXPERT (DRE) PHILADELPHIA FIELD CERTIFICATION**

**WHEREAS, the Putnam County Sheriff’s Office has received  
reimbursement from the New York State Sheriff’s Association for a Putnam  
County Sheriff’s Bureau of Criminal Investigations (BCI) Deputy Sheriff Instructor  
services at the Drug Recognition Expert (DRE) Philadelphia Field Certification  
from May 18, 2025 through May 24, 2025; and**

**WHEREAS, this was a grant through the NYS Governor’s Traffic Safety  
Committee for fund assistance to attend DRE school; and**

**WHEREAS, the Putnam County Sheriff requested a budgetary amendment  
(25A065) to account for said grant funding requesting that it be used to increase  
BCI’s Overtime line; and**

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

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

**Increase Revenues:**

<b>32311000 427701</b>	<b>Sheriff BCI – Unclassified</b>	<b>3,855.36</b>
------------------------	-----------------------------------	-----------------

**Increase Expenses:**

<b>32311000</b>	<b>Sheriff BCI</b>	
<b>51093</b>	<b>Overtime</b>	<b>3,581.38</b>
<b>58002</b>	<b>Social Security</b>	<b><u>273.98</u></b>
		<b>3,855.36</b>

**2025 Fiscal Impact – 0 –**

**2026 Fiscal Impact – 0 –**

\_\_\_\_\_  
Legislator Addonizio  
\_\_\_\_\_  
Legislator Birmingham  
\_\_\_\_\_  
Legislator Crowley  
\_\_\_\_\_  
Legislator Ellner  
\_\_\_\_\_  
Legislator Gouldman  
\_\_\_\_\_  
Legislator Jonke  
\_\_\_\_\_  
Legislator Montgomery  
\_\_\_\_\_  
Legislator Russo  
\_\_\_\_\_  
Chairwoman Sayegh

MICHAEL LEWIS  
Commissioner Of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

July 15, 2025

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

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the PC Sheriff's 2025 budget:

Increase Revenues:

32311000 427701	Sheriff BCI – Unclassified	<u>\$ 3,855.36</u>
-----------------	----------------------------	--------------------

Increase Expenses:

32311000	Sheriff BCI	
51093	Overtime	\$ 3,581.38
58002	Social Security	<u>273.98</u>
		<u>\$ 3,855.36</u>

2025 Fiscal Impact - 0

2026 Fiscal Impact - 0

The Sheriff respectfully requests that reimbursement received from the NYS Sheriff's Association for Instructor Kevin Radovich's services rendered at the DRE Philadelphia Field Certification May 18 – 24 be used to increase BCI's overtime line.

NYS SHERIFF'S ASSOCIATION ~ CK 7802 ~ \$3,855.36

**25A065**

AUTHORIZATION:

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

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

Date	Chairperson Audit/Designee: \$0 - \$10,000.00
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00





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



**KEVIN J. MCCONVILLE  
SHERIFF**

**THOMAS H. LINDERT  
UNDERSHERIFF**



DATE: 7/11/2025

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

Dear Commissioner Lewis

Check #7802 in the amount of \$3,855.36

From: NYS SHERIFF'S ASSOCIATION INC.

Is reimbursement for Instructor Kevin Radovich for hours of services pertaining to DRE Philadelphia Field Certification from May 18<sup>th</sup> through the 24<sup>th</sup>.

This was a grant through NYS Governor's Traffic Safety Committee for funding assistance to attend DRE school.

Please apply to corresponding revenue account # 32311000.427701 \$3,855.36

Additionally, please increase expenditure lines:

32311000.51093	\$3,581.38
32311000.58002	\$ 273.98

Very truly yours,

Kristin D. Van Tassel  
Fiscal Manager

Putnam County Sheriff's Office				7/7/2025		
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
6/23/2025	Bill	DRE School Philadelp	3,855.36	3,855.36		3,855.36
					Check Amount	3,855.36

M&T Checking Accou	DRE School Philadelphia May 18-25 (K Radovic	3,855.36
--------------------	--	----------

#6m

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

**APPROVAL – BUDGETARY AMENDMENT (25A068) – SHERIFF’S OFFICE –  
CARMEL CENTRAL SCHOOL DISTRICT - TWO ADDITIONAL SCHOOL RESOURCE  
OFFICERS (SRO)**

**WHEREAS, the Carmel Central School District has requested consideration  
for Two (2) additional School Resource Officers (SRO) to be added to their  
contract in 2025; one (1) for Carmel High School and the second for George  
Fischer Middle School; and**

**WHEREAS, the Putnam County Sheriff has requested a budgetary  
amendment (25A068) to accommodate this request and to create these Two (2)  
New SRO positions; and**

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

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

**GENERAL FUND:**

**Increase Estimated Appropriations:**

16311000 51000 (119)	Personnel Services	31,643
16311000 51000 (120)	Personnel Services	31,643
16311000 58001	Retirement	12,866
16311000 58002	FICA	4,841
16311000 58004	Workers Compensation	932
16311000 58006	Dental	1,138
16311000 58008	Health Insurance	16,955
16311000 58009	Vision	136
		<u>100,154</u>

**Increase Estimated Revenues:**

16311000 422609	SRO – Carmel CSD	100,154
-----------------	------------------	---------

**2025 Fiscal Impact – 0 –**

**2026 Fiscal Impact – 0 –**

\_\_\_\_\_  
Legislator Addonizio  
\_\_\_\_\_  
Legislator Birmingham  
\_\_\_\_\_  
Legislator Crowley  
\_\_\_\_\_  
Legislator Ellner  
\_\_\_\_\_  
Legislator Gouldman  
\_\_\_\_\_  
Legislator Jonke  
\_\_\_\_\_  
Legislator Montgomery  
\_\_\_\_\_  
Legislator Russo  
\_\_\_\_\_  
Chairwoman Sayegh

cc:all  
A+A OK PJ  
Revised

Reso

**WILLIAM J. CARLIN, JR., CPA**  
COMMISSIONER OF FINANCE

**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

## MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: William J. Carlin, Jr., Interim Commissioner of Finance *WJC*

Re: Budgetary Amendment - **25A068**

Date: August 9, 2025

2025 AUG 20 AM 9:01  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Undersheriff, the following budgetary amendment is required.

### General Fund:

#### Increase estimated appropriations:

16311000 51000 (119)	Personnel Services	31,643
16311000 51000 (120)	Personnel Services	31,643
16311000 58001	Retirement	12,866
16311000 58002	FICA	4,841
16311000 58004	Workers Compensation	932
16311000 58006	Dental	1,138
16311000 58008	Health Insurance	16,955
16311000 58009	Vision	135
		100,154

#### Increase estimated revenues:

16311000 422609	SRO - Carmel CSD	100,154
-----------------	------------------	---------

Fiscal Impact - 2025 - \$0

Fiscal Impact - 2026 - \$0

0

This Resolution is necessary to create two SRO positions for the Town in 2025 as per the attached backup provided by the Undersheriff.

Approved:

Kevin M. Byrne  
County Executive

**From:** Meehan-Fairben, Erin  
**Sent:** Friday, March 28, 2025 8:46 AM  
**To:** Kevin McConville <[Kevin.McConville@putnamcountyny.gov](mailto:Kevin.McConville@putnamcountyny.gov)>  
**Subject:** Request

Hello Kevin,

I hope this email finds you well and enjoying the start of Spring.

I am writing to request you consider adding two additional SRO to the Carmel Central School District Contract. I would like two SROs at GFMS and two SROs at CHS in addition to the three SPOs at MPES, KES, KPS. We value the role of the SRO within our schools in keeping students and staff safe and want to expand on our current contact with Putnam County.

As we know we need additional support, we are also requesting that you consider allowing us to increase the time for the remainder of this school year for the current SROs at GFMS and CHS, as we enter a busy time of the school year.

Please let me know your thoughts.

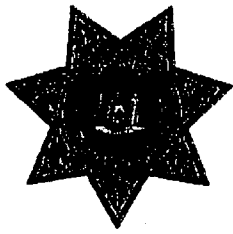
Thank you,  
Erin

Erin Meehan-Fairben, Ed.D.  
Superintendent of Schools  
Carmel Central School District  
81 South Street P.O. Box 296  
Patterson, NY 12563  
Office: 845-878-2094  
Cell: 845-489-0129  
Email: [emeehan@carmelschools.org](mailto:emeehan@carmelschools.org)



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CONFIDENTIALITY: This e-mail (including any attachments) may contain confidential, proprietary or privileged information which may be protected by law from further disclosure, and unauthorized disclosure or use is prohibited. If you received this e-mail in error, please notify the sender and delete this e-mail from your system immediately.



**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

**MEMORANDUM**

**TO:** Amy Sayegh, Chairwoman  
Putnam County Legislature

**FROM:** Thomas Lindert   
Undersheriff

**Cc:** William Carlin  
Commission of Finance

**RE:** Two Additional Full Time SRO's

**DATE:** August 8, 2025

I respectfully request the attached Email from Erin Meehan-Fairben, Superintendent of Carmel Central School District, requesting two additional full-time SRO's, be placed on the August 25<sup>th</sup> Audit & Administration Committee meeting for discussion.

Thank you for your consideration.

#6n

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

**APPROVAL - BUDGETARY AMENDMENT (25A069) – FINANCE – LEGAL AID  
SOCIETY – INDIGENT LEGAL SERVICES**

**WHEREAS, the Interim Commissioner of Finance has requested a  
budgetary amendment (25A069) to account for recently completed agreement  
between the NYS Office of Indigent Legal Services and Putnam County; and**

**WHEREAS, the County acts as a pass through for these funds; and**

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

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

**Increase Estimated Appropriations:**

<b>25117000 54950</b>	<b>Legal Aid Society</b>	<b>197,860</b>
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**Increase Estimated Revenues:**

<b>25117000 430251</b>	<b>State Aid – Indigent Legal Services</b>	<b>197,860</b>
------------------------	--	----------------

**2025 Fiscal Impact – 0 –**

**2026 Fiscal Impact – 0 –**

\_\_\_\_\_  
Legislator Addonizio  
\_\_\_\_\_  
Legislator Birmingham  
\_\_\_\_\_  
Legislator Crowley  
\_\_\_\_\_  
Legislator Ellner  
\_\_\_\_\_  
Legislator Gouldman  
\_\_\_\_\_  
Legislator Jonke  
\_\_\_\_\_  
Legislator Montgomery  
\_\_\_\_\_  
Legislator Russo  
\_\_\_\_\_  
Chairwoman Sayegh

WILLIAM J. CARLIN, Jr.  
Interim Commissioner of Finance



cc:all  
A+A

Reso

Sheila Barrett  
Chief Deputy Commissioner of Finance

Alexandra Gordon  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk  
From: William J. Carlin, Jr., Interim Commissioner of Finance  
Re: Budgetary Amendment - **25A069**  
Date: August 18, 2025

WJC

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2025 AUG 19 PM 12:32

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

**Increase estimated appropriations:**

25117000 54950	Legal Aid Society	197,860
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**Increase estimated revenues:**

25117000 430251	State Aid - Indigent Legal Services	197,860
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Fiscal Impact - 2025 - 0

Fiscal Impact - 2026 - 0

This Resolution is necessary to account recently completed agreements between the NYS Office of Indigent Legal Services and Putnam County. The County acts as a pass through for these funds.

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive



<b>SCHEDULE A 1-1-25-12-31-25</b>				
		COUNTY	COUNTY	BUDGETARY
		AMENDED	FINAL	AMENDMENT
<b>SOURCE OF FUNDS</b>	<b>BUDGET LINE</b>	BUDGET	BUDGET	(DIFFERENCE)
		2025	2025	
COUNTY FUNDS		652,200	652,200	-
STATE AID - HURRELL HARRING 2	25117000 54950	1,456,238	1,488,740	32,502
STATE AID - DISTRIBUTION # 13	25117000 54950	47,282	47,282	-
STATE AID - DISTRIBUTION # 14	25117000 54950	336,682	242,118	(94,564)
STATE AID - DISTRIBUTION # 15	25117000 54950	47,282	-	(47,282)
STATE AID - 4TH CAFA	25117000 54950	207,204	414,408	207,204
STATE AID - 4TH UPSTATE QICR	25117000 54950	100,000	200,000	100,000
STATE AID 2ND UPSTATE DEFENSE	25117000 54950	250,000	250,000	-
		3,096,888	3,294,748	197,860

#60

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

### EXTRACT OF MINUTES

#### Meeting of the County Legislature of the County of Putnam, New York

September 2, 2025

\* \* \*

A regular meeting of the County Legislature of the County of Putnam, New York, was held in said County on September 2, 2025, at 7:00 o'clock P.M. (Prevailing Time).

The following Legislators were present:

There were absent:

Also present: Diane Schonfeld, Clerk of the Legislature

\* \* \*

Legislator \_\_\_\_\_ offered the following resolution and moved its adoption:

Legislator Addonizio \_\_\_\_\_  
Legislator Birmingham \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Russo \_\_\_\_\_  
Chairwoman Sayegh \_\_\_\_\_

**RESOLUTION OF THE COUNTY OF PUTNAM, NEW YORK  
ADOPTED SEPTEMBER 2, 2025, AUTHORIZING THE  
REDEMPTION OF CERTAIN OUTSTANDING SERIAL BONDS OF  
SAID COUNTY, AND RESOLVING OTHER MATTERS RELATIVE  
THERETO.**

WHEREAS, the County of Putnam, New York (the "County") has heretofore duly issued \$11,060,000 aggregate principal amount of Public Improvement Refunding Serial Bonds - 2015, such bonds dated April 15, 2015 and maturing in annual installments in each of the years 2015 to 2031, both inclusive (the "Outstanding Bonds"), as more fully described therein; and

WHEREAS, the Outstanding Bonds were authorized pursuant to a refunding bond resolution dated February 4, 2015 and were issued to refund all or a portion of the principal balance of the \$16,208,000 Public Improvement (Serial) Bonds, 2007 (the "2007 Refunding Bonds"), as more fully described therein; and

WHEREAS, the 2007 Refunding Bonds were authorized pursuant to various bond resolutions dated August 6, 2005, July 5, 2006, December 2, 2003 and December 5, 2006 (collectively, the "Bond Resolutions") to finance parking lot paving, construction of a new central County Courthouse, highway infrastructure and road construction and acquisition of MacGregor Golf Course; and

WHEREAS, the Outstanding Bonds were authorized, issued, sold and delivered subject to the right of the County to redeem the Outstanding Bonds maturing on or after January 15, 2027, as a whole or in part in principal amounts of \$5,000 or integral multiples thereof, on January 15, 2026, or on any date thereafter at par, plus accrued interest to the date of redemption; and

WHEREAS, this Resolution has been reviewed by the Audit and Administration Committee; and

WHEREAS, the County Legislature of the County hereby finds and determines that it is in the best interest of the County to use lawfully available funds of the County to redeem prior to maturity the Outstanding Bonds on the date and in the manner hereinafter provided and in accordance with the requirements prescribed therefor and a notice of redemption of such Outstanding Bonds shall be given as provided in the Bond Resolutions;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY LEGISLATURE OF THE COUNTY OF PUTNAM, NEW YORK, AS FOLLOWS:

**Section 1.** The County Legislature of the County hereby authorizes the redemption of the Outstanding Bonds on January 15, 2026 or such other date as may be determined by the Commissioner of Finance pursuant to Section 2 of this Resolution.

**Section 2.** Attached to this Resolution as Exhibit "A" and made a part hereof for all purposes, is a copy of the draft Notice of Redemption for the Outstanding Bonds in substantially final form with such changes and additions approved by the Commissioner of Finance, the chief fiscal officer of the County. The Commissioner of Finance, the County's municipal advisor, the County's bond counsel are hereby authorized to take all actions necessary to call for the redemption of such Outstanding Bonds, including finalizing the Notice of Redemption and sending all notices of such redemption required by the documents authorizing the issuance of the Outstanding Bonds. The Commissioner of Finance is further authorized to determine the timing of the redemption of the Outstanding Bonds and the delivery of the notice once all requirements of this Resolution

for such redemption have been satisfied; provided that such notice in all events is to be given by the time and in the manner required in the Bond Resolutions and other documents authorizing the issuance of the Outstanding Bonds.

**Section 3.** Pursuant to Article 7 of the Putnam County Charter, the County Legislature has control of the financial affairs of the County and pursuant to Article 5 of the Putnam County Code has appropriation authority. The Commissioner of Finance is hereby authorized to transfer available funds of the County, as necessary, to redeem the Outstanding Bonds prior to maturity. The County is hereby authorized and directed to cause notice of such call for redemption to be given in the name of the County in the manner and within the time provided in the Outstanding Bonds and in Section 53 of the Local Finance Law. Notice of such call for redemption shall be given by mailing such notice to the registered holder not more than sixty (60) days nor less than thirty (30) days prior to such date. Notice of redemption having been given as aforesaid, the Outstanding Bonds so called for redemption shall, on the date for redemption set forth in such call for redemption, become due and payable, together with interest to such redemption date, and interest shall cease to be paid thereon after such redemption date.

**Section 4.** The Commissioner of Finance and all other officers, employees and agents of the County, and each of them, shall be and they are hereby expressly authorized, empowered and directed from time to time and at any time to do and perform all such acts and things, including giving any notices as may be required by the County's continuing disclosure obligations, if any, with respect to the Outstanding Bonds and all other instruments, whether or not herein mentioned, as may be necessary or desirable in order to carry out the terms and provisions of this Resolution or the Bond Resolutions authorizing the Outstanding Bonds.

**Section 5.** If any provision of this Resolution or the application thereof to any circumstance shall be held to be invalid, the remainder of this Resolution and the application thereof to other circumstances shall nevertheless be valid, and this governing body hereby declares that this Resolution would have been enacted without such invalid provision.

**Section 6.** This Resolution shall take effect immediately upon its approval of the County Executive and the Clerk of the County Legislature.

\* \* \*

The adoption of the foregoing resolution was seconded by \_\_\_\_\_ and duly put to a vote on roll call, which resulted as follows:

AYES:

NOES:

The resolution was declared adopted.

\*\*\*\*\*



## **CERTIFICATE**

I, Diane Schonfeld, Clerk to the County Legislature of the County of Putnam, State of New York, HEREBY CERTIFY that the Resolution No. \_\_\_\_-2025 contained in the foregoing annexed extract from the minutes of a meeting of the County Legislature of said County of Putnam duly called and held on September 2, 2025, has been compared by me with the original minutes as officially recorded in my office in the Minute Book of said County Legislature and is a true, complete and correct copy thereof and of the whole of said original Resolution, which was duly adopted by the County Legislature of the County of Putnam on September 2, 2025 and approved by the County Executive on [\_\_\_\_ \_], 2025.

IN WITNESS WHEREOF, I have hereto set my hand and have hereunto affixed the corporate seal of said County of Putnam this \_\_\_\_ day of \_\_\_\_\_, 2025.

---

**Diane Schonfeld**  
**Clerk of the County Legislature**



**EXHIBIT "A"**

**NOTICE OF REDEMPTION**

**NOTICE IS HEREBY GIVEN** that the County of Putnam, New York (the "County") has called for redemption on [January 15, 2026] (the "Redemption Date") all of the outstanding aggregate principal amount of the \$11,060,000 Public Improvement Refunding Serial Bonds – 2015, dated April 15, 2015 maturing on January 15 in the years 2027 through 2031 (the "Outstanding Bonds"), at par plus accrued interest to the Redemption Date

**The Outstanding Bonds are as follows:**

**Maturity Date**

<b><u>(January 15)</u></b>	<b><u>Principal Amount</u></b>	<b><u>Interest Rate</u></b>	<b><u>CUSIP Number</u></b>
<b>2027</b>	<b>\$ 870,000</b>	<b>5.000%</b>	<b>746639WL3</b>
<b>2028</b>	<b>915,000</b>	<b>5.000</b>	<b>746639WM1</b>
<b>2029</b>	<b>955,000</b>	<b>2.750</b>	<b>746639WN9</b>
<b>2030</b>	<b>980,000</b>	<b>2.875</b>	<b>746639WP4</b>
<b>2031</b>	<b>1,005,000</b>	<b>3.000</b>	<b>746639WQ2</b>

**NOTICE IS HEREBY FURTHER GIVEN** that the Outstanding Bonds maturing after the Redemption Date shall be presented and surrendered for payment as aforesaid on the Redemption Date at the Office of the Clerk of the County of Putnam, the fiscal agent of the County for the Outstanding Bonds.

**NOTICE IS HEREBY FURTHER GIVEN** that interest on the Outstanding Bonds shall cease to be paid after the Redemption Date.

Under the provisions of the Jobs and Growth Relief Reconciliation Act of 2003, paying agents making payments of interest or principal on municipal securities may be obligated to withhold a 28% tax from remittance to individuals who have failed to furnish the paying agent with a valid taxpayer identification number. Owners of the Outstanding Bonds who wish to avoid the imposition of the tax should submit certified taxpayer identification numbers when presenting the Outstanding Bonds for payment.



**The County shall be responsible for the selection or use of the CUSIP identification numbers printed herein or on the Outstanding Bonds nor is any representation made as to the correctness of any CUSIP identification number shown herein or printed on the Outstanding Bonds. Said CUSIP identification numbers are included solely for the convenience of the holders.**

**Dated: \_\_\_\_\_, 2025**

**COUNTY OF PUTNAM, NEW YORK**

Revised

cc:all  
A+A

EXTRACT OF MINUTES  
Meeting of the County Legislature of  
the County of Putnam, New York

August 5, 2025

\* \* \*

A regular meeting of the County Legislature of the County of Putnam, New York, was held in said County on August 5, 2025, at 7:00 o'clock P.M. (Prevailing Time).

The following Legislators were present:

There were absent:

Also present: Diane Schonfeld, Clerk of the Legislature

\* \* \*

\_\_\_\_\_ offered the following resolution and moved its adoption:

**RESOLUTION NO. \_\_\_\_-2025**

**RESOLUTION OF THE COUNTY OF PUTNAM, NEW YORK  
ADOPTED AUGUST 5, 2025, AUTHORIZING THE  
REDEMPTION OF CERTAIN OUTSTANDING SERIAL  
BONDS OF SAID COUNTY, AND RESOLVING OTHER  
MATTERS RELATIVE THERETO.**

WHEREAS, the County of Putnam, New York (the "County") has heretofore duly issued \$11,060,000 aggregate principal amount of Public Improvement Refunding Serial Bonds - 2015, such bonds dated April 15, 2015 and maturing in annual installments in each of the years 2015 to 2031, both inclusive (the "Outstanding Bonds"), as more fully described therein; and

WHEREAS, the Outstanding Bonds were authorized pursuant to a refunding bond resolution dated February 4, 2015 and were issued to refund all or a portion of the principal balance

2025 AUG - 8 AM 9:23  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

of the \$16,208,000 Public Improvement (Serial) Bonds, 2007 (the “2007 Refunding Bonds”), as more fully described therein; and

WHEREAS, the 2007 Refunding Bonds were authorized pursuant to various bond resolutions dated August, 6, 2005, July 5, 2006, December 2, 2003 and December 5, 2006 (collectively, the “Bond Resolutions”) to finance parking lot paving, construction of a new central County Courthouse, highway infrastructure and road construction and acquisition of MacGregor Golf Course; and

WHEREAS, the Outstanding Bonds were authorized, issued, sold and delivered subject to the right of the County to redeem the Outstanding Bonds maturing on or after January 15, 2027, as a whole or in part in principal amounts of \$5,000 or integral multiples thereof, on January 15, 2026, or on any date thereafter at par, plus accrued interest to the date of redemption; and

WHEREAS, this Resolution has been reviewed by the Audit and Administration Committee; and

WHEREAS, the County Legislature of the County hereby finds and determines that it is in the best interest of the County to use lawfully available funds of the County to redeem prior to maturity the Outstanding Bonds on the date and in the manner hereinafter provided and in accordance with the requirements prescribed therefor and a notice of redemption of such Outstanding Bonds shall be given as provided in the Bond Resolutions;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY LEGISLATURE OF THE COUNTY OF PUTNAM, NEW YORK, AS FOLLOWS:

Section 1. The County Legislature of the County hereby authorizes the redemption of the Outstanding Bonds on January 15, 2026 or such other date as may be determined by the Commissioner of Finance pursuant to Section 2 of this Resolution.

Section 2. Attached to this Resolution as Exhibit “A” and made a part hereof for all purposes, is a copy of the draft Notice of Redemption for the Outstanding Bonds in substantially final form with such changes and additions approved by the Commissioner of Finance, the chief fiscal officer of the County. The Commissioner of Finance, the County’s municipal advisor, the County’s bond counsel are hereby authorized to take all actions necessary to call for the redemption of such Outstanding Bonds, including finalizing the Notice of Redemption and sending all notices of such redemption required by the documents authorizing the issuance of the Outstanding Bonds. The Commissioner of Finance is further authorized to determine the timing of the redemption of the Outstanding Bonds and the delivery of the notice once all requirements of this Resolution for such redemption have been satisfied; provided that such notice in all events is to be given by the time and in the manner required in the Bond Resolutions and other documents authorizing the issuance of the Outstanding Bonds.

Section 3. Pursuant to Article 7 of the Putnam County Charter, the County Legislature has control of the financial affairs of the County and pursuant to Article 5 of the Putnam County Code has appropriation authority. The Commissioner of Finance is hereby authorized to transfer available funds of the County, as necessary, to redeem the Outstanding Bonds prior to maturity. The County is hereby authorized and directed to cause notice of such call for redemption to be given in the name of the County in the manner and within the time provided in the Outstanding Bonds and in Section 53 of the Local Finance Law. Notice of such call for redemption shall be given by mailing such notice to the registered holder not more than sixty (60) days nor less than thirty (30) days prior to such date. Notice of redemption having been given as aforesaid, the Outstanding Bonds so called for redemption shall, on the date for redemption set forth in such call

for redemption, become due and payable, together with interest to such redemption date, and interest shall case to be paid thereon after such redemption date.

Section 4. The Commissioner of Finance and all other officers, employees and agents of the County, and each of them, shall be and they are hereby expressly authorized, empowered and directed from time to time and at any time to do and perform all such acts and things, including giving any notices as may be required by the County's continuing disclosure obligations, if any, with respect to the Outstanding Bonds and all other instruments, whether or not herein mentioned, as may be necessary or desirable in order to carry out the terms and provisions of this Resolution or the Bond Resolutions authorizing the Outstanding Bonds.

Section 5. If any provision of this Resolution or the application thereof to any circumstance shall be held to be invalid, the remainder of this Resolution and the application thereof to other circumstances shall nevertheless be valid, and this governing body hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. This Resolution shall take effect immediately upon its approval of the County Executive and the Clerk of the County Legislature.

\* \* \*

The adoption of the foregoing resolution was seconded by \_\_\_\_\_ and duly put to a vote on roll call, which resulted as follows:

AYES:

NOES:

The resolution was declared adopted.

## CERTIFICATE

I, Diane Schonfeld, Clerk to the County Legislature of the County of Putnam, State of New York, HEREBY CERTIFY that the Resolution No. \_\_\_\_-2025 contained in the foregoing annexed extract from the minutes of a meeting of the County Legislature of said County of Putnam duly called and held on August 5, 2025, has been compared by me with the original minutes as officially recorded in my office in the Minute Book of said County Legislature and is a true, complete and correct copy thereof and of the whole of said original Resolution, which was duly adopted by the County Legislature of the County of Putnam on August 5, 2025 and approved by the County Executive on [\_\_\_\_], 2025.

IN WITNESS WHEREOF, I have hereto set my hand and have hereunto affixed the corporate seal of said County of Putnam this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Diane Schonfeld  
Clerk of the County Legislature

EXHIBIT "A"

NOTICE OF REDEMPTION

NOTICE IS HEREBY GIVEN that the County of Putnam, New York (the "County") has called for redemption on [January 15, 2026] (the "Redemption Date") all of the outstanding aggregate principal amount of the \$11,060,000 Public Improvement Refunding Serial Bonds – 2015, dated April 15, 2015 maturing on January 15 in the years 2027 through 2031 (the "Outstanding Bonds"), at par plus accrued interest to the Redemption Date

The Outstanding Bonds are as follows:

<u>Maturity Date</u> <u>(January 15)</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP Number</u>
2027	\$ 870,000	5.000%	746639WL3
2028	915,000	5.000	746639WM1
2029	955,000	2.750	746639WN9
2030	980,000	2.875	746639WP4
2031	1,005,000	3.000	746639WQ2

NOTICE IS HEREBY FURTHER GIVEN that the Outstanding Bonds maturing after the Redemption Date shall be presented and surrendered for payment as aforesaid on the Redemption Date at the Office of the Clerk of the County of Putnam, the fiscal agent of the County for the Outstanding Bonds.

NOTICE IS HEREBY FURTHER GIVEN that interest on the Outstanding Bonds shall cease to be paid after the Redemption Date.

Under the provisions of the Jobs and Growth Relief Reconciliation Act of 2003, paying agents making payments of interest or principal on municipal securities may be obligated to withhold a 28% tax from remittance to individuals who have failed to furnish the paying agent with a valid taxpayer identification number. Owners of the Outstanding Bonds who wish to avoid the imposition of the tax should submit certified taxpayer identification numbers when presenting the Outstanding Bonds for payment.

The County shall be responsible for the selection or use of the CUSIP identification numbers printed herein or on the Outstanding Bonds nor is any representation made as to the correctness of any CUSIP identification number shown herein or printed on the Outstanding Bonds. Said CUSIP identification numbers are included solely for the convenience of the holders.

Dated: \_\_\_\_\_, 2025

COUNTY OF PUTNAM, NEW YORK



#6P

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

**APPROVAL – BUDGETARY AMENDMENT (25A070) – BOND RESOLUTION -  
AUTHORIZING THE REDEMPTION OF CERTAIN OUTSTANDING SERIAL BONDS**

**WHEREAS, the Interim Commissioner of Finance has requested a  
budgetary amendment (25A070) to transfer the callable bond reserve to the debt  
service fund; and**

**WHEREAS, this reserve will be utilized in the 2026 Debt Service Budget to  
pay off the remaining bonds as per the adopted Bond Resolution; and**

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

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

**GENERAL FUND:**

**Increase Estimated Appropriations:**

10990100 59057	Transfer to Debt Service Fund	4,725,000
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**Increase Estimated Revenues:**

10131000 427114	Use of Callable Bond Reserve	4,725,000
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**DEBT SERVICE FUND:**

**Decrease Estimated Revenues:**

V9710000 427161	Use of Fund Balance	4,725,000
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**Increase Estimated Revenues:**

V9710000 428601	Transfer from General Fund	4,725,000
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**2025 Fiscal Impact – 0 –**

**2026 Fiscal Impact – 0 –**

Legislator Addonizio
Legislator Birmingham
Legislator Crowley
Legislator Ellner
Legislator Gouldman
Legislator Jonke
Legislator Montgomery
Legislator Russo
Chairwoman Sayegh

WILLIAM J. CARLIN, Jr.  
Interim Commissioner of Finance



cc:all  
ATA

RESO

Sheila Barrett  
Chief Deputy Commissioner of Finance

Alexandra Gordon  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk  
From: William J. Carlin, Jr., Interim Commissioner of Finance  
Re: Budgetary Amendment - 25A070  
Date: August 18, 2025

WJC

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2025 AUG 19 PM 2:22

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

**GENERAL FUND**

**Increase estimated appropriations:**

10990100 59057	Transfer to Debt Service Fund	4,725,000
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**Increase estimated revenues:**

10131000 427114	Use of Callable Bond Reserve	4,725,000
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**DEBT SERVICE FUND**

**Decrease estimated revenues:**

V9710000 427161	Use of Fund Balance	4,725,000
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**Increase estimated revenues:**

V9710000 428601	Transfer From General Fund	4,725,000
-----------------	----------------------------	-----------

Fiscal Impact - 2025 - 0

Fiscal Impact - 2026 - 0

This Resolution is required to transfer the callable bond reserve to the debt service fund. This reserve will be utilized in the 2026 Debt Service budget to pay off the remaining bonds as per the adopted Bond Resolution. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne

County Executive  
100 GLENEIDA AVENUE ~ CARMEL, NEW YORK 10512 ~ Tel (845) 808-1075

#69

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

**APPROVAL – BUDGETARY AMENDMENT (25A075) – DPW – CAPITAL PROJECT  
52511 – MYRTLE AVENUE @ ROUTE 6N – GARAGE ROOF REPAIR**

**WHEREAS, the Capital Project Committee approved \$350,000 for a 2025  
Capital Project 52511 – Myrtle Avenue @ Route 6N Garage Roof Replacement;  
and**

**WHEREAS, by Resolution #146 of 2025, the Putnam County Legislature  
approved a request for additional funding of \$200,000 to advertise this project for  
bid so that the roof, currently in poor condition, can be replaced with some  
immediacy; and**

**WHEREAS, when bids were received on 8/20/25, the low bid was  
substantially higher than the Engineer's estimate; and**

**WHEREAS, the Commissioner of DPW has requested a budgetary  
amendment (25A075) for additional funding of \$139,315 to adjust the Capital  
Budget to proceed with the bid award and to fund the cost of the project  
scheduled to begin late summer/early fall of 2025; and**

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

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

**GENERAL FUND:**

**Increase Estimated Appropriations:**

10990100 59020	Transfer to Capital Fund	139,315
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**Increase Estimated Revenues:**

10131000 427112	Use of Capital Project Reserve	139,315
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**CAPITAL FUND:**

**Increase Estimated Appropriations:**

55197000 53000 52511	Roof Repair – Rte 6N & Myrtle Ave.	139,315
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**Increase Estimated Revenues:**

55197000 428601 52511	Transfer from General Fund	139,315
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**2025 Fiscal Impact \$139,315**

**2026 Fiscal Impact – 0 –**

\_\_\_\_\_  
Legislator Addonizio  
\_\_\_\_\_  
Legislator Birmingham  
\_\_\_\_\_  
Legislator Crowley  
\_\_\_\_\_  
Legislator Ellner  
\_\_\_\_\_  
Legislator Gouldman  
\_\_\_\_\_  
Legislator Jonke  
\_\_\_\_\_  
Legislator Montgomery  
\_\_\_\_\_  
Legislator Russo  
\_\_\_\_\_  
Chairwoman Sayegh

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



cc:all  
AVA  
KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

Reso

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk  
From: William J. Carlin, Jr., Interim Commissioner of Finance *wjc*  
Re: Budgetary Amendment - 25A075  
Date: August 25, 2025

2025 AUG 25 PM 4:17  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of Highways & Facilities, the following budgetary amendment is required.

**GENERAL FUND:**

**Increase Estimated Appropriations:**

10990100 59020	Transfer to Capital Fund	139,315
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**Increase Estimated Revenues:**

10131000 427112	Use of Capital Project Reserve	139,315
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**CAPITAL FUND:**

**Increase Estimated Appropriations:**

55197000 53000 52511	Roof Repair - RT 6 & Myrtle Ave	139,315
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**Increase Estimated Revenues:**

55197000 428601 52511	Transfer From General Fund	139,315
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Fiscal Impact - 2025 - \$ 139,315  
Fiscal Impact - 2026 - \$ 0

This Resolution is required to adjust the capital budget to fund the cost of the roof project at the DPW building as per the attached correspondence. Please forward to the appropriate committee.

Approved : \_\_\_\_\_  
Kevin M, Byrne, County Executive



**MEMORANDUM**

TO: Bill Carlin, Commissioner of Finance

FROM: Thomas Feighery, Commissioner of Public Works

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: August 25, 2025

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

LETTER OF NECESSITY- MYRTLE AVE/RT 6N DPW GARAGE ROOF REPLACEMENT- CP  
52511

Please accept this memorandum as a letter of necessity for the Legislature to consider the enclosed budgetary amendment in the amount of \$139,315.

The consideration of this resolution tonight will allow the Putnam County Department of Public Works to proceed with making an award to the low bidder for RFB-18-25 for the above-referenced Capital Project. When bids were received on 8/20/25, the low bid was substantially higher than the Engineer's Estimate, thus necessitating this request. This crucial infrastructure improvement project is scheduled to begin in the late summer/early fall of 2025. Additionally, all pertinent backup provided by the County's roofing consultant is attached.

We thank the Legislature for consideration of this resolution, and we will have members of the Finance Department and Department of Public Works available at the Audit Committee meeting to answer questions regarding this request.

Alexis-

Good morning.

Received your message regarding 6N Garage Roof Replacement.

Some comments;

- Apparent low bidder, Armor-Tite, is a qualified roofing contractor, and we have worked with them on sizeable projects over the past 30 years - they can do the work at hand.
- Contributing factors for higher than expected bid results can be attributed to;
  - Missed/too low of an estimate on raising doors/demo/installing steel structure
  - Replacing entire perimeter fascia board, (closer inspection revealed majority was deteriorated beyond repair/re-use) wood nailer, coupled with 100% coverage of the entire building with new gutter installation
  - Insurance rates (both for G/L and workers comp) in **NYS** (particularly for roofing contractors) continues to escalate into uncharted territory - for example, my insurance, with no employees, including workers comp., totals 53k!!!
  - Less and less competition these days - insurance serves as an entry blocker into many trades (good if your in/bad if your trying to get in) - pricing/bids in all areas of work only going to continue to rise in the upcoming years

Feel free to give me a shout with any further questions.

Thanks Alexis - have a good weekend.

Sean Moran

Roofing Innovations, LLC

**ROOFING - RESTORATION - WATERPROOFING**

PO Box 51

Glenmont, NY 12077

518.281.3002

[www.roofinginnovationsllc.com](http://www.roofinginnovationsllc.com)

***Building You a Better Roof.***



Low Bid Delta	\$101,650
Garage Doors	\$25,000
Contingency (10%)	\$12,665
<b>Total Amount</b>	<b>\$139,315</b>

