

THE PUTNAM COUNTY LEGISLATURE

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



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

AGENDA AUDIT & ADMINISTRATION COMMITTEE MEETING TO BE HELD IN ROOM #318 PUTNAM COUNTY OFFICE BUILDING CARMEL, NY 10512

Members: Chairwoman Sayegh and Legislators Birmingham & Crowley

Monday **September 29, 2025**
(Immediately following the Special Full Mtg. & Economic Development Mtg. beginning at 5:30pm)

1. Pledge of Allegiance
2. Roll Call
3. Acceptance of Minutes – March 24, 2025
4. Department of General Services – Overview of Chargeback Process
5. Correspondence – County Auditor
 - a. Sales Tax Report
 - b. Board In Revenue Report
 - c. Transfer/Revenue Report
 - d. Contingency/Subcontingency Report
6. Correspondence – Commissioner of Finance
 - a. FYI – Overtime & Temporary Report
 - b. Approval – Budgetary Amendment 25A072 – Dept. of Social Services – 2025-2025 NYS Rental Supplement Program (Also reviewed in Health)
 - c. Approval – Budgetary Amendment 25A073 – Veterans Service Agency – Additional Funding Awarded to Peer to Peer Program (Also reviewed in Rules)
 - d. Approval – Budgetary Amendment 25A076 – Sheriff's Dept. – Insurance Recoveries (Also reviewed in Protective)

- e. **Approval – Budgetary Amendment 25A077 – Dept. of Social Services – Amend Resolution #162 of 2025 to Correct Funding Source (Also reviewed in Health)**
- f. **Approval – Budgetary Amendment 25A078 – Emergency Services – Concrete for Fire Training Center (Also reviewed in Protective)**
- g. **Approval – Budgetary Amendment 25A079 – Planning – UPWP Formula Funding (Also reviewed in Physical)**
- h. **Approval – Budgetary Amendment 25A080 – Finance – Account for Receipt of Empire State Development Grant – Terry Hill Road Improvements (Also reviewed in Physical)**
- i. **Approval – Budgetary Amendment 25A081 – Health Dept. – JUUL Settlement Disbursements (Also reviewed in Health)**
- j. **Approval – Budgetary Amendment 25A082 – Dept. of Social Services – Opioid Settlement Funds (Also reviewed in Health)**
- k. **Approval – Budgetary Amendment 25A084 – Sheriff's Dept. – Civil – Insurance Recoveries (Also reviewed in Protective)**
- l. **Approval – Budgetary Amendment 25A085 – Emergency Services – Receipt of Hazard Mitigation Grant (Also reviewed in Protective)**
- m. **Approval – Budgetary Amendment 25A086 – Sheriff's Dept. – Reimbursements for 2025 Holiday DRE Callouts and DWI Crackdowns (Also reviewed in Protective)**
- n. **Approval – Budgetary Amendment 25A087 – Sheriff's Dept. – BCI – Reimbursement for Instruction Given at New Paltz College (Also reviewed in Protective)**
- o. **Approval – Budgetary Amendment 25A088 – Finance – Fund Cornell Cooperative Extension Tree Seedling Program with Part C Soil & Water Conservation District Funds (Also reviewed in Physical)**
- p. **Approval – Budgetary Amendment 25A089 – Sheriff – Reimbursement from Services Rendered to School Districts**
- q. **Approval – Budgetary Amendment 25A090 – County Clerk – DMV Overtime & Furniture Purchases with DMV Revenues**
- r. **Approval – Budgetary Amendment 25A091 – Dept. of Social Services – Mental Health – State Aid Pass Through Funds**
- s. **Approval – Budgetary Amendment 25A093 – DPW – Overtime through Year End**

7. Approval – Fund Transfer 25T232 – Health Dept. – Nursing & Health Education Overtime through Year End (Also reviewed in Personnel)
8. Approval – Fund Transfer 25T235 – Health Dept. – Nursing Overtime through Year End (Also reviewed in Personnel)
9. Approval – Fund Transfer 25T254 – Finance – Temporary – Part Time Clerk
10. Approval – Fund Transfer 25T255 – Finance – Temporary – Part Time Clerk
11. Approval – Fund Transfer 25T258 – Senior Resources – Increase Blanket Purchase Order for GoGo Transportation (Also reviewed in Health)
12. Approval – Fund Transfer 25T277 – Dept. of Social Services – Increase Overtime & On-Call Lines to Reflect CSEA Contract Settlement (Also reviewed in Personnel)
13. Approval – Budgetary Transfer 25T283 – Finance – Employee Vacation Payouts, Commissioner of Finance Salary, and Unemployment Insurance (Also reviewed in Personnel)
14. Approval – Fund Transfer 25T285 – Emergency Services – 911 Dispatch Overtime through Year End (Also reviewed in Personnel)
15. Approval – Fund Transfer 25T286 – Health Dept. – Temporary through Year End (Also reviewed in Personnel)
16. Approval – Fund Transfer 25T288 – Sheriff – Corrections – Title Change from Office Assistant to Principal Account Clerk (Also reviewed in Personnel)
17. Approval – Fund Transfer 25T306 – County Contribution – Subcontingency – Hudson Valley Shakespeare (Approved in Concept at Rules)
18. Approval – Resolution Extending Current Exemption from Sales and Compensating Use Taxes for Receipts from Retail Sales of, and Consideration Given or Contracted to be Given for, Certain Clothing and Footwear, Pursuant to the Authority of the Tax Law of the State of New York
19. Approval – Appointment – Plumbing Board – Guerra
20. FYI – Guardrail & Property Damage Table
21. Other Business
22. Adjournment

#3

**AUDIT & ADMINISTRATION COMMITTEE MEETING
HELD IN THE
HISTORIC COURTHOUSE
CARMEL, NEW YORK 10512**

Members: Chairwoman Sayegh and Legislators Birmingham & Crowley

Monday

March 24, 2025

(Immediately following the Economic Development Mtg. beginning at 6:00pm)

The meeting was called to order at 6:49pm by Chairwoman Sayegh who requested Legislator Crowley lead in the Pledge of Allegiance. Upon roll call, Legislators Birmingham and Crowley and Chairwoman Sayegh were present.

Item #3 – Approval of Minutes – October 8, 2024 Budget Meeting & October 28, 2024 Meeting

The minutes were accepted as submitted.

Item #4 – Correspondence–County Auditor

- a. **Sales Tax Report** – Duly Noted
- b. **OTB Report** – Duly Noted
- c. **Board In Revenue Report** – Duly Noted
- d. **Transfer–Revenue Report** – Duly Noted
- e. **2025 Contingency–Sub-Contingency Report** – Duly Noted

Item #5 – Correspondence – Commissioner of Finance

- a. **Overtime – Temporary Report** – Duly Noted
- b. **Approval – Budgetary Amendment 24A139 – Finance – Year End Journal Entry #3**

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Birmingham. All in favor.

- c. **Approval – Budgetary Amendment 25A022 – Tourism – I Love New York Funding (Also reviewed in Economic Development)**

Legislator Montgomery stated this is money going back into the advertising budget. She stated the I Love New York funds are very restrictive. She stated print is dead and there are alternative ways to advertise such as social media. She stated this \$9,000 would go a long way for garbage clean up in areas that are overwhelmed with tourists.

Legislator Addonizio stated if the County does not match the State funds the money would be lost.

Commissioner of Finance Michael Lewis stated the money is being put into the County appropriations. He stated if this is not transferred the money would just sit there.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Crowley. All in favor.

d. Approval – Budgetary Amendment 25A023 – Planning – NYSDOT Contract – Modernization & Enhancement Program Funding – Various Transit Facility Rehabilitation Projects (Also reviewed in Physical)

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Birmingham. All in favor.

e. Approval – Budgetary Amendment 25A024 – Soil & Water – Part C Funds (Also reviewed in Physical)

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Birmingham.

Legislator Birmingham made a motion to waive the rules and accept the additional; Seconded by Chairwoman Sayegh. All in favor.

Legislator Crowley stated after the last Physical Services Committee Meeting, she inquired with New York State Soil & Water about the usage of these funds. She read the response she received into the record, which explains the eligibility of the funds.

Legislator Addonizio stated the email received from NYS Soil & Water Conservation Committee Associate Environmental Analyst Benjamin Luskin that clarified that the use of Part C funding for salaries is not only allowed but promoted.

Legislator Montgomery stated the email also states that once awarded, the Soil & Water Conservation District Board (Soil & Water Board) should have full control over the funds. She questioned if Legislative approval was needed.

Commissioner Lewis stated Legislative approval is needed to fund the specific line items as requested by the Soil & Water Conservation District Board. He stated the Part C funds are being utilized to offset the salary and benefits for the Soil & Water Conservation Manager with \$20,000 going back into contingency for future purposes.

Legislator Montgomery clarified that the Soil & Water Board has control over the funds, but they still require Legislative approval. She stated the use of the funds must reflect the purpose of the Soil & Water Conservation District's annual plan, including the \$20,000 going into contingency. She stated she has not seen an annual plan. She stated a lengthy discussion was had about the \$8,000 as well; the memorandum lists it will be used for seedling samples at a one-day conference, the County Fair at Veterans Memorial park over two days, and DPW safety days/MS4 outreach. She stated she

raised the same concern at the Physical Services Committee Meeting and is hopeful information will be sent prior to the April Full Legislative Meeting.

Chairwoman Sayegh stated for clarification, the \$8,000 is going into the education and training line and anything unused will remain.

Cassandra Roth, resident of Pawling and employed in Patterson, questioned what a DPW Safety Day is.

Legislator Birmingham stated he believes it is when Highway Departments throughout the County meet to discuss safety protocols.

Legislator Ellner stated traditionally, the MS4 outreach pertains to soil and water runoff.

Ms. Roth stated the Soil & Water manual defines education and training and provides examples. She stated she is not against salary increases for people doing good work and there should be performance-based incentives, but that means the job must be done.

Commissioner Lewis clarified this is not a salary increase; that was done during the 2025 budget process. He stated this is strictly to offset the current salary and fringes. He stated the extra \$20,000 is going back into contingency.

Ms. Roth questioned how much the Part A funding is.

Commissioner Lewis stated it is \$60,000.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Birmingham. All in favor.

f. Approval – Budgetary Amendment 25A025 – Dept. of Social Services & Mental Health – Utilize Opioid Settlement Monies for Evidence Based Programs (Also reviewed in Health)

Chairwoman Sayegh made a motion to prefile the necessary resolution; Seconded by Legislator Birmingham.

Chairwoman Sayegh called for discussion.

Commissioner Lewis stated there was approximately \$900,000 at the end of 2024. He stated Commissioner of DSS Sara Servadio assembled a panel who selected five (5) organizations to receive a total of \$613,000 funding, split amongst them. He clarified that these are grant-like funds and are one-time payments, therefore he would caution any agencies relying on these funds strictly for salary and fringes.

Legislator Montgomery stated she understands the concern around using grant funds for salaries; however she does not think it was made clear to the applicants during the process regarding exactly what the money could be used for. She stated she would rather see this funding be used for battling addiction.

Legislator Birmingham stated with the settlement, the amount changes each year and can therefore not be relied on as strongly as a consistent amount and the County must be more careful how it is portioned out. He stated the biggest impact made in the opioid addiction crisis is through boots on the ground work. He stated he is in favor of this.

Chairwoman Sayegh made a motion to prefile the necessary resolution; Seconded by Legislator Birmingham. All in favor.

g. Approval – Budgetary Amendment 25A026 – Dept. of Social Services – Office for Children & Family Services Allocation – Foster & Adoptive Parent Recruitment

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Crowley. All in favor.

h. Approval – Budgetary Amendment 25A027 – Finance – Rescind Resolution #74 of 2025 & Correct as Amended – Putnam County CSEA Contract Settlement

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Birmingham. All in favor.

Item #6 – Approval – Budgetary Transfer 25T052 – Real Property – Temporary Position (Also reviewed in Personnel)

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Crowley. All in favor.

Item #7 – Approval – Budgetary Transfer 25T053 – Youth Bureau – Temporary Youth Aid Position to Part Time Youth Program Specialist (Also reviewed in Personnel)

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Crowley. All in favor.

Item #8 – Approval – Budgetary Transfer 25A056 – Dept. of Social Services – Pay Differential – Coordinator of Child Support (Also reviewed in Personnel)

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Crowley. All in favor.

Item #9 – Approval – Budgetary Transfer 25T062 – DPW – Close Out Capital Projects (Also reviewed in Physical)

Legislator Birmingham questioned if these are funds returning to the County budget.

Commissioner Lewis stated that is correct. He stated he meets with DPW monthly to review the progress of projects and if any funds can go back into the reserve.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Birmingham. All in favor.

Item #10 – Approval – Budgetary Transfer 25T063 – Dept. of Social Services – Utilize Office of Children and Family Services Funding for Contract (Also reviewed in Health)

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Crowley. All in favor.

Item #11 – Approval – Budgetary Transfer 25T064 – Finance – County Contribution – Putnam Arts Council (Also reviewed in Rules)

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Birmingham. All in favor.

Item #12 – Approval – Authorization for Commissioner of Finance to Write Off Delinquent Taxes – Town of Putnam Valley Tax Map #73.8-1-52

Chairwoman Sayegh stated items #12, #13, and #14 are similar authorizations on different properties.

Commissioner Lewis stated these are actions made years ago that are now being written off to formally zero them out on the County's books.

Legislator Ellner questioned if the County has been paying the Town of Putnam Valley for these taxes.

Commissioner Lewis stated not since 2014.

Legislator Addonizio stated this property is land only.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Crowley.

Item #13 – Approval – Authorization for Commissioner of Finance to Write Off Delinquent Taxes – Town of Patterson Tax Map #999.-99-102

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Birmingham. All in favor.

Item #14 – Approval – Authorization for Commissioner of Finance to Write Off Delinquent Taxes – Town of Patterson Tax Map #4.-1-68

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Crowley. All in favor.

Item #15 – Approval – Putnam County’s Request for the County Sales Tax Rate to be Established at a Rate of 3.___% for the Period from December 1, 2025- November 30, 2028

Chairwoman Sayegh stated this request is to extend the County’s sales tax rate for another three (3) years.

Legislator Crowley stated she is confused about this resolution with the “3.___%” which she does not believe is appropriate. She stated she is not in support of this proposal. She questioned how many positions in the County are currently funded by grants and how much they total.

Commissioner Lewis stated he believes there are at least five (5) positions at about \$500,000 total.

Legislator Crowley stated if those grants were lost, the County would need to either cut those positions or subsidize them. She stated lowering the sales tax rate could leave the County vulnerable if expenses like this arose. She stated the County’s bond rating would be affected as well. She stated there are many different issues to consider before deciding to lower our sales tax rate.

Legislator Birmingham explained that there is a base of 3% sales tax and every two (2) or three (3) years the County has requested the State allow an additional 1%. He stated there has been discussion among the Legislators that some may prefer to request less than 1% therefore the resolution being considered this evening says “3.___%” which is meant to be filled in. He suggested making that 3.75%. He stated last month the resolution had 3.5% which did not get out of Committee. He stated there is a time sensitive process this request needs to follow so the County must approve their request in a timely manner. He stated he believes extending the sales tax at a rate of 0.75% rather than a full 1% would benefit shoppers in Putnam County, both residents and non-residents. He stated the County now collects sales tax from sales made online as well, which is a huge benefit to the County.

Legislator Birmingham made a motion to pre-file the necessary resolution with “3.75%” replacing the two (2) blank lines; Seconded by Chairwoman Sayegh.

Chairwoman Sayegh questioned what dollar amount the full 1% or 0.75% would equate to.

Commissioner Lewis stated based on last year's numbers, the difference would be \$5.3 million. He stated the full 1% is about \$20 million so each 0.25% would be about \$5 million.

Chairwoman Sayegh stated last year the County's sales tax revenue came in about \$7 million over budget.

Commissioner Lewis stated it is important to also consider that the State Comptroller is cautioning counties to budget sales tax conservatively because of the impact the wars and tariffs may have on the market. He stated if Federal programming is cut, that trickles down to the states and ultimately local governments. He stated there are also other costs to be factored in such as health insurance premiums, retirement costs, early intervention and pre-kindergarten, etc. He stated within the next few months the Administration will be coming before the Legislature for approval to pay down bonds, some pertaining to the Golf Course and the safe harbor guidelines currently in effect. He stated this would be utilizing the fund balance and saving taxpayer dollars in the long run. He stated there is a committee working on lowering insurance rates for employees, which will result in a cost to the County. He stated there are four (4) bargaining contracts settled, which will result in an additional \$2 million.

Chairwoman Sayegh recognized the many things the County must pay for and stated the taxpayer also has many expenses. She stated requesting a 0.75% sales tax extension rather than the full 1% would give \$5 million back to the taxpayers and when compared to a \$200 million budget, it does not seem so egregious.

Legislator Crowley questioned how much the revenue decreased since the County sales tax break was implemented on clothing and footwear sales under \$110.

Commissioner Lewis stated it decreased approximately \$1.5 million.

Legislator Crowley stated it is important to take this into consideration when discussing potentially cutting the revenue another \$5 million, especially with all of the mandated costs listed by Commissioner Lewis. She stated she would rather see a property tax be given to the residents rather than a decrease in sales tax and she cannot support this.

Legislator Birmingham stated a reduction in sales tax and a reduction in property taxes would affect many of the same residents. He stated Putnam County has a great commercial community, but it is not a regional retail center drawing many shoppers in from outside the County. He stated the same individuals will benefit from either reduction. He complimented the Commissioner of Finance and Administration for husbanding the fund balance and designating portions for necessary expenditures. He stated there is also \$140 million of unrestricted fund balance therefore he believes the County has the ability to return some money to the taxpayers.

Commissioner Lewis clarified that of the \$140 million fund balance, about \$79 million is undesignated and the rest is assigned.

Legislator Ellner stated in 2024 the County sales tax revenue was \$7.1 million over budget, including the break on clothing and footwear purchases under \$110. He stated he is in favor of reducing the sales tax by a $\frac{1}{4}$ of a percent. He stated a property tax reduction keeps being brought up, he provided the following example of a potential reduction: On a property assessed at \$500,000, the County property tax is about \$1,250 and using an example of a 10% property tax cut, the property owner would save \$125 a year. He stated by reducing the sales tax by a $\frac{1}{4}$ of a percent, there is a potential for higher savings. He stated the savings on sales tax could also result in consumers spending more money, which would then positively impact the sales tax revenue. He stated he wants to give tax relief to the residents of Putnam County.

Legislator Montgomery questioned how much money was shared with the towns and villages during the Share the Growth program.

Commissioner Lewis stated \$5 million was shared.

Legislator Montgomery stated the $\frac{1}{4}$ percent equals a similar amount, which could be shared with the towns and villages. She stated budgeting on a town and village level can be very difficult and she sees an opportunity here to help by sharing some of this revenue. She stated if this resolution passes through the Full Legislative Meeting, she believes it will be vetoed and the Legislature will then be forced to compromise. She stated a sales tax reduction will benefit those who visit the County more than residents. She stated there are many unfunded mandates and we are in uncertain times right now. She questioned how much revenue was generated from the 1% sales tax extension in 2024.

Commissioner Lewis stated \$22 million was generated.

Legislator Montgomery stated without extending the 1% sales tax, that \$22 million would be lost and the property taxes would most likely rise and services would be reduced. She stated the \$5 million Share the Growth money went toward projects involving water, infrastructure, and services not provided by the County. She stated she hopes a member of the Committee will move to extend the full 1% sales tax.

Legislator Gouldman agreed that taxes should be cut; the best way to do so must be figured out. He stated taxes have been cut, one example being the legislation pertaining to sales of clothing and footwear under \$110. He stated over the past 15 years Putnam County has used sales tax revenue to keep property taxes level. He stated constituents he has spoken to have expressed concern over their property tax bill and do not even mention sales tax. He stated school taxes make up the largest share of the tax bill, about 70%, with the County portion being only 9%. He stated residents are paying too much to live in New York. He thanked Town of Putnam Valley representatives for being

present this evening. He stated not extending the full 1% this evening would be a mistake. He stated the County has mandated costs that are only going to get more expensive in the coming years. He cited union negotiations and employee health insurance as examples of these costs. He stated Federal cuts will trickle down to the States and local governments. He stated he would like to see the property taxes lowered. He stated it is important to consider the long-term strength of Putnam County.

Legislator Addonizio stated the County provides many services to the towns and requested Commissioner Lewis provide examples of some of those things.

Commissioner Lewis stated the County holds the ALS (Advanced Life Support) contract, pays for community college, and makes the towns and villages whole in terms of unpaid property taxes.

Legislator Addonizio questioned what the cost of sharing sales tax revenue with the towns and villages would be.

Commissioner Lewis stated the amount would need to be decided.

Chairwoman Sayegh clarified that this discussion at this time is about the extension of the sales tax, not about sharing with municipalities; they are two separate issues.

Legislator Crowley questioned what Commissioner Lewis believes is best for the County right now.

Commissioner Lewis stated he is fiscally conservative and cautious. He stated his job is to make the Legislature aware of all the factors to consider. He stated there are other ways to spend down the fund balance but there will always be mandated costs. He stated property taxes could be increased by as much as 2% to stay within the tax levy and the County has kept the taxes flat which resulted in almost \$6 million going back to the taxpayers.

Chairwoman Sayegh clarified that by keeping taxes flat, money was not given back to the taxpayers.

Legislator Crowley questioned how much the County would owe if the CHIPS (Consolidated Local Streets & Highway Improvement Program) funding was lost.

Commissioner Lewis stated right now it is approximately \$1.5 million.

Legislator Crowley stated it is important to remain cognizant of expenses coming our way. She stated cutting sales tax could impact the County's bond rating and eventually increase property taxes to make up for the shortfall.

Legislator Birmingham stated lowering the sales tax is a good thing for the taxpayer. He stated the County Executive has stated that he would like to lower property taxes.

Legislator Birmingham stated he believes both property and sales tax can be lowered. He stated the County has a lot of responsibilities, as outlined by Commissioner Lewis. He stated the Commissioner of Finance is the Chief Financial Officer of the County and the Legislature is the Chief Financial Board of the County and he does not believe this is a huge reduction. He stated the County portion of a resident's property tax bill is the smallest, even a 10% reduction would be nominal. He stated he believes a decrease in sales tax would be more impactful.

Legislator Ellner stated the total generated sales tax in 2024 was about \$85,262,000. He stated he has a significant number of constituents who reside in Carmel Water District 2 and the taxes are almost $\frac{3}{4}$ of what the County tax is. He stated each of those taxpayers would benefit from a sales tax reduction. He stated the County portion of the sales tax is so low, a reduction would not be as meaningful, even at 10%. He stated the County has a 2% tax cap, which protects property tax from skyrocketing. He stated he believes taxpayers will see more savings through a reduction in the sales tax. He agreed with Legislator Birmingham in that both a reduction in property and sales tax is possible. He stated a sales tax reduction is generating real money into the pockets of the taxpayers.

Legislator Montgomery stated she would like to address comments made earlier about what the County does for the towns; it is not enough. She stated in contrast, Putnam is one of few counties that does not share sales tax with the towns and villages. She stated counties in New York State that have reduced their 1% sales tax extension have faced financial difficulties. She stated when this extension was considered three (3) years ago some of the same Legislators made strong comments defending the full 1% extension. She stated her concern that some Legislators are taking a position on this matter as a political move and it is the residents of Putnam County that face the consequences. She stated this is about community wellbeing, without the tax law enforcement, road repairs, and health services will suffer. She requested that a member of the Committee move to amend this resolution to extend the full 1% sales tax.

Legislator Addonizio stated counties with a city are required to share sales tax and Putnam County does not have a city. She questioned how the County knows the true value of how much less sales tax is being collected since the relief given on clothing and footwear purchases less than \$110. She stated customers might be purchasing more items.

Commissioner Lewis stated it is difficult to quantify.

Chairwoman Sayegh clarified that this discussion is about the sales tax extension; not about sharing sales tax. She stated that being said she wanted to clarify that there are 21 counties in New York State without a city, of those counties 10 share their sales tax revenue with towns and villages while the other 11 do not. She stated the matter of sharing this revenue can be addressed at a later time, but she would like to stay on task and focus on the extension. She stated this extension would be requested for three (3)

years. She stated Dutchess and Orange counties extended their sales tax rate at 3.75% rather than the full 4%.

Legislator Montgomery stated many towns have spoken on this, some of which were not able to come in person due to scheduling conflicts. She stated there have been many community members come before the Legislature over the years requesting that sales tax be shared. She stated if sales tax is not extended the full 1% it is unlikely that it will be shared with the towns. She stated the people of Putnam are not being listened to.

Legislator Gouldman stated this request is for three (3) years, which is concerning because there are many uncertainties. He stated there are many mandated costs that are only going to rise over the next few years. He urged his colleagues to think this decision through.

Legislator Crowley made a motion to amend the resolution to include the full 1% extension. There was no second.

Legislator Birmingham stated although the request is for a three (3) year extension, the request is generally granted for two (2) years.

Jeff Gordon, resident of Putnam Valley, stated he is a sales tax consultant and has been in the field for 40 years. He stated the good thing about sales tax is that it is regressive, meaning it affects people at the bottom the most. He stated reducing the sales tax by 1% will not change much for the consumer.

Town of Putnam Valley Supervisor Jacqueline Annabi stated \$5.3 million is a lot of money and if the Legislature wants to save taxpayer dollars, the extension should be left at the full 1%. She stated that additional revenue could help the towns and make a huge difference. She stated sales tax is another source of revenue outside of property tax for the County. She stated her appreciation for all the County does for the towns and is concerned that by reducing this revenue stream, those things funded by the County could fall back onto the towns if the County could no longer afford it. She requested that the Legislature request the full 1% extension and consider sharing some if the revenue with the towns.

Andrew Jarrett, resident of Brewster, stated 0.25% on \$1.00 is less than a penny; it is \$25 on \$10,000. He stated he does not believe this reduction is going to be saving taxpayers any money. He stated he would rather see a reduction on property taxes, even though the majority of the bill is school taxes. He stated he would rather pay the full sales tax than lose the revenue.

Brett Yarris, resident of Carmel, stated he once got business advice saying not to fall so in love with an idea that its impossible to consider other ideas. He stated if the goal here is to save taxpayer dollars, it is important to recognize that not all tax cuts are equal. He stated in this case, the 0.25% reduction would equal roughly about \$55 per

person, and even less when taking non-residents into account. He stated if the goal is to reduce the tax burden for taxpayers, it is important to remain open to other ideas that will have a real impact. He stated sales tax is not a consideration when people are deciding where to shop or what to buy. He stated the 0.25% reduction in sales tax is not significant and there are better ways to help the taxpayers.

Clinton Brooks, resident of Putnam Valley, stated it cannot be guaranteed where the sales tax is going to come from. He stated what may change in the future is uncertain, but what will not change is the beautiful landscape of this county and how it draws people here.

Town of Putnam Valley Councilman Christian Russo stated he would like to echo the concerns stated this evening. He stated we are entering a time of uncertainty with the tariffs in place. He stated Federal funding may be reduced over the next few years. He stated this may not be the best time to lower the sales tax. He questioned there are some large purchases that can be made in Putnam County, for instance a kitchen renovation from Home Depot. He questioned if those purchases are being made by residents or customers from outside of the county. He stated it is important to look at those numbers before a decision is made. He stated this can be revisited in a few years when some of these uncertainties are made clear. He stated he hopes the Legislature considers sharing some of this revenue with the towns to assist with their expenditures without having to increase taxes.

Legislator Montgomery stated most of the time when taxes are cut there is an alternative revenue source, however all revenue sources could be on the chopping block here. She encouraged her colleagues on the Committee to make a motion to amend this resolution.

Legislator Birmingham stated for clarification, the resolution before the Committee is to request a sales tax extension for three (3) years at the rate of 3.75%.

Legislator Birmingham made a motion to pre-file the necessary resolution with "3.75" replacing the two (2) blank lines; Seconded by Chairwoman Sayegh. By roll call vote: Two Ayes: Chairwoman Sayegh and Legislator Birmingham. One Nay: Legislator Crowley. Motion carries.

Legislator Montgomery requested an additional item be added to the agenda pertaining to sharing sales tax revenue.

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

Item #17 – Other Business – Personnel Update – Personnel Officer Eldridge

Chairwoman Sayegh made a motion to waive the rules and accept the other business; Seconded by Legislator Crowley. All in favor.

Chairwoman Sayegh stated Personnel Officer Paul Eldridge had an update to provide the Legislature related to contract negotiations.

Personnel Officer Paul Eldridge stated there is a proposal relative to one of the agreements and he would like to provide a quick update and analysis to the Legislature.

At 8:57pm Legislator Birmingham made a motion to go into Executive Session to discuss contractual information; Seconded by Chairwoman Sayegh. All in favor.

At 9:17pm Chairwoman Sayegh made a motion to come out of Executive Session; Seconded by Legislator Crowley. All in favor.

No action was taken.

Item #18 – Adjournment

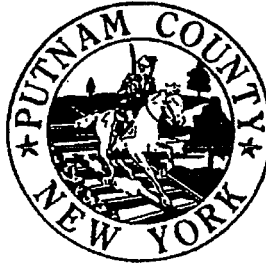
There being no further business at 9:17pm, Chairwoman Sayegh made a motion to adjourn; Seconded by Legislator Birmingham. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.

THE PUTNAM COUNTY LEGISLATURE

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

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



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

AGENDA
AUDIT & ADMINISTRATION COMMITTEE MEETING
TO BE HELD IN THE
HISTORIC COURTHOUSE
CARMEL, NEW YORK 10512

Members: Chairwoman Sayegh and Legislators Birmingham & Crowley

Monday March 24, 2025

(Immediately following the Economic Development Mtg. beginning at 6:00pm)

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Approval of Minutes – October 8, 2024 Budget Meeting & October 28, 2024 Meeting**
- 4. Correspondence/County Auditor**
 - a. Sales Tax Report**
 - b. OTB Report**
 - c. Board In Revenue Report**
 - d. Transfer/Revenue Report**
 - e. 2025 Contingency/Sub-Contingency Report**
- 5. Correspondence/ Commissioner of Finance**
 - a. Overtime/ Temporary Report**
 - b. Approval/ Budgetary Amendment 24A139/ Finance/ Year End Journal Entry #3**
 - c. Approval/ Budgetary Amendment 25A022/ Tourism/ I Love New York Funding (Also reviewed in Economic Development)**
 - d. Approval/ Budgetary Amendment 25A023/ Planning/ NYSDOT Contract/ Modernization & Enhancement Program Funding/ Various Transit Facility Rehabilitation Projects (Also reviewed in Physical)**
 - e. Approval/ Budgetary Amendment 25A024/ Soil & Water/ Part C Funds (Also reviewed in Physical)**

- f. Approval/ Budgetary Amendment 25A025/ Dept. of Social Services & Mental Health/ Utilize Opioid Settlement Monies for Evidence Based Programs (Also reviewed in Health)**
 - g. Approval/ Budgetary Amendment 25A026/ Dept. of Social Services/ Office for Children & Family Services Allocation/ Foster & Adoptive Parent Recruitment**
 - h. Approval/ Budgetary Amendment 25A027/ Finance/ Rescind Resolution #74 of 2025 & Correct as Amended/ Putnam County CSEA Contract Settlement**
- 6. Approval/ Budgetary Transfer 25T052/ Real Property/ Temporary Position (Also reviewed in Personnel)**
- 7. Approval/ Budgetary Transfer 25T053/ Youth Bureau/ Temporary Youth Aid Position to Part Time Youth Program Specialist (Also reviewed in Personnel)**
- 8. Approval/ Budgetary Transfer 25A056/ Dept. of Social Services/ Pay Differential – Coordinator of Child Support (Also reviewed in Personnel)**
- 9. Approval/ Budgetary Transfer 25T062/ DPW/ Close Out Capital Projects (Also reviewed in Physical)**
- 10. Approval/ Budgetary Transfer 25T063/ Dept. of Social Services/ Utilize Office of Children and Family Services Funding for Contract (Also reviewed in Health)**
- 11. Approval/ Budgetary Transfer 25T064/ Finance/ County Contribution/ Putnam Arts Council (Also reviewed in Rules)**
- 12. Approval/ Authorization for Commissioner of Finance to Write Off Delinquent Taxes/ Town of Putnam Valley Tax Map #73.8-1-52**
- 13. Approval/ Authorization for Commissioner of Finance to Write Off Delinquent Taxes/ Town of Patterson Tax Map #999.-99-102**
- 14. Approval/ Authorization for Commissioner of Finance to Write Off Delinquent Taxes/ Town of Patterson Tax Map #4.-1-68**
- 15. Approval/ Putnam County's Request for the County Sales Tax Rate to be Established at a Rate of 3.__% for the Period From December 1, 2025-November 30, 2028**
- 16. FYI/ Guardrail & Property Damage Table**
- 17. Other Business**
- 18. Adjournment**

#4

September 29, 2025
Audit Meeting

#4
**Department of General Services – Overview of Chargeback
Process**

#5a

Sales Tax	Same Period												+or(-)
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
January	\$ 3,910,113	\$ 4,117,955	\$ 4,235,351	\$ 4,472,651	\$ 4,699,597	\$ 4,966,930	5,536,978	4,810,372	6,071,784	6,673,020	7,112,139	7,785,254	673,114
February	3,270,383	3,234,919	3,828,416	3,797,974	4,062,844	4,228,841	4,573,894	4,483,277	5,047,591	5,979,925	6,138,980	5,833,205	(305,775)
March	5,708,091	4,670,041	5,932,547	5,174,049	5,383,664	5,792,011	5,949,514	8,065,989	8,250,002	7,952,761	7,642,006	5,854,261	(1,787,745)
April**	4,077,701	4,248,878	4,354,716	4,344,286	4,696,971	4,674,670	3,538,226	5,264,056	6,424,074	6,652,126	6,591,464	7,624,148	1,042,684
May	5,793,860	6,075,331	5,946,190	6,367,505	6,807,221	7,425,730	5,011,290	7,975,256	9,113,026	10,361,506	8,845,599	9,291,972	446,373
June	4,053,988	3,621,035	4,666,527	3,983,941	4,182,456	4,557,885	5,146,439	6,789,670	4,685,857	5,311,513	5,512,815	5,058,035	(454,781)
July	4,320,542	4,558,502	4,372,322	4,952,664	4,835,632	5,266,612	4,871,906	6,094,635	6,393,098	6,737,854	7,635,468	6,068,354	(1,567,113)
August	4,179,098	4,312,904	4,286,170	4,754,633	4,815,929	5,368,556	4,918,555	6,017,886	6,254,546	6,609,400	6,963,785	7,707,350	743,565
September	5,997,983	5,347,273	6,377,884	5,821,648	7,067,806	7,331,396	9,125,106	8,508,962	8,459,469	9,682,066	8,395,971		
October	4,179,344	4,311,976	4,555,008	4,449,271	4,840,611	5,244,815	4,917,403	5,730,039	6,397,048	6,520,201	6,701,109		
November*	4,513,878	4,190,564	4,407,709	4,616,873	4,715,091	4,959,534	4,492,906	5,514,058	6,265,506	6,722,976	6,853,597		
December	5,881,014	5,264,022	6,092,242	6,056,492	7,037,269	6,186,904	8,678,973	8,798,537	8,601,579	9,246,964	6,878,953		
Actual	\$ 55,885,996	\$ 53,953,400	\$ 59,055,082	\$ 58,791,988	\$ 63,145,092	\$ 66,003,884	66,761,192	78,052,738	81,963,580	88,450,310	85,261,887	55,222,580	
Budget/(Rev)	\$ 55,885,996	\$ 53,953,400	\$ 54,739,000	\$ 58,887,699	\$ 63,145,092	\$ 66,003,871	65,705,798	61,765,294	65,000,000	76,060,632	78,150,000	79,319,718	
Over/(Under) Budget	(0)	(0)	4,316,082	(95,711)	(0)	13	1,055,394	16,287,444	16,963,580	12,389,678	7,111,887	(24,097,138)	(1,209,677)

#5b

*Revenue includes US Marshalls

2025 Transfer/Revenue Report - August

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	8	25T226	Tilly Foster	10084000	54410		SUPPLIES AND MAT	700.00	C	FOR NEW DRYER TILLY BLDG #2
2025	8	25T226	Tilly Foster	10084000	52170		KITCHEN EQUIPMENT	700.00	D	FOR NEW DRYER TILLY BLDG #2
2025	8	25T227	Emergency Services	10398900	54379		TRAINING SUPPLIES	3,000.00	C	CHARGEBACK AUTOMOTIVE
2025	8	25T227	Emergency Services	10398900	55370		CHRGBK AUTOMOTIVE	3,000.00	D	CHARGEBACK AUTOMOTIVE
2025	8	25T228	Health - Education State	21401000	54510		MACHINE MAINTENANCE	200.00	C	FOR MILEAGE REIMBURSEMENT
2025	8	25T228	Health - Education State	21401000	54675		TRAVEL	200.00	D	FOR MILEAGE REIMBURSEMENT
2025	8	25T229	Consumer Affairs	10661000	54385		UNIFORMS	600.00	D	UNIFORMS FOR NEW HIREES
2025	8	25T229	Consumer Affairs	10661000	54664		ADVERTISING	600.00	C	NEED FUNDS FOR UNIFORMS
2025	8	25T230	Health - Nursing	11401000	54636		INTERNET COSTS	600.00	C	PURCHASE BABY SCALES
2025	8	25T230	Health - Nursing	11401000	52190		MEDICAL EQUIPMENT	600.00	D	PURCHASE BABY SCALES
2025	8	25T233	Highway Facilities	10511100	54419		JANITORIAL SUPPLIES	4,300.00	D	TO COVER JANITORIAL SUPPLIES
2025	8	25T233	Highway Facilities	10511100	54419		JANITORIAL SUPPLIES	2,700.00	D	TO COVER JANITORIAL SUPPLIES
2025	8	25T233	Highway Facilities	10511100	54410		SUPPLIES AND MAT	4,300.00	C	TO COVER JANITORIAL SUPPLIES

#5C

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	8	25T233	Highway Facilities	10511100	54540		RADIO COMMUNICATIONS	2,700.00	C	TO COVER JANITORIAL SUPPLIES
2025	8	25T234	Judicial	10116200	54419		JANITORIAL SUPPLIES	1,000.00	D	TO COVER JANITORIAL SUPPLIES
2025	8	25T234	Judicial	10116200	54410		SUPPLIES AND MAT	1,000.00	C	TO COVER JANITORIAL SUPPLIES
2025	8	25T237	OEOP Crime Victims	22071000	52130		COMPUTER EQUIPMENT	1,200.00	D	TABLET - PROGRAM COORDINATOR
2025	8	25T237	OEOP Crime Victims	22071000	54640		EDUCATION AND TRAINING	1,200.00	C	TABLET - PROGRAM COORDINATOR
2025	8	25T238	OEOP CAC	22070000	54311		PRINTING AND FORMS	100.00	C	OFFICE SUPPLIES
2025	8	25T238	OEOP CAC	22070000	54310		OFFICE SUPPLIES	100.00	D	OFFICE SUPPLIES
2025	8	25T238	OEOP CAC	22070000	54410		SUPPLIES AND MAT	30.00	D	CAR SEATS (PRICE CHANGED)
2025	8	25T238	OEOP CAC	22070000	54311		PRINTING AND FORMS	30.00	C	CAR SEATS (PRICE CHANGED)
2025	8	25T239	DSS Admin	10102000	55370		CHRGBK AUTOMOTIVE	100.00	D	Q2 AUTO CHARGEBACK
2025	8	25T239	DSS Admin	10102000	54989		MISCELLANEOUS	100.00	C	Q2 AUTO CHARGEBACK
2025	8	25T240	DSS Admin	10102000	54311		PRINTING AND FORMS	610.00	D	ORDER 3-PART OT FORMS
2025	8	25T240	DSS Admin	10102000	54989		MISCELLANEOUS	610.00	C	ORDER 3-PART OT FORMS
2025	8	25T241	Historian	10751000	54311		PRINTING AND FORMS	975.00	C	FUNDS NEEDED FOR DIGITIZATION

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	8	25T241	Historian	10751000	54682		SPECIAL SERVICES	975.00	D	FUNDS NEEDED FOR DIGITIZATION
2025	8	25T242	Emergency Services	10398900	55370		CHRGBK AUTOMOTIVE	45.00	D	TRANSFER SHORT FUNDS
2025	8	25T242	EMS Indian Point	10014000	54989		MISCELLANEOUS	45.00	C	TRANSFER SHORT FUNDS
2025	8	25T243	Health - Education State	21401000	54410		SUPPLIES AND MAT	300.00	C	NEW EMPLOYEE TRAINING
2025	8	25T243	Health - Education State	21401000	54640		EDUCATION AND TRAINING	300.00	D	NEW EMPLOYEE TRAINING
2025	8	25T244	Office for Disabled	10198900	54640		EDUCATION AND TRAINING	400.00	C	FUNDS FOR CLIENT TRANSPORT
2025	8	25T244	Office for Disabled	10198900	54670		TRAVEL NON EMPLOYEES	400.00	D	FUNDS FOR CLIENT TRANSPORT
2025	8	25T246	Central Services	10161000	54560		EQUIP RENTAL LEASE	350.00	C	COVER COST MH COPIER LEASE
2025	8	25T246	Mental Health Legal	10431000	54560		EQUIP RENTAL LEASE	350.00	D	COVER COST MH COPIER LEASE
2025	8	25T247	OEOP CAC	22070000	54640	10221	EDUCATION AND TRAINING	200.00	D	EMDR CONSULTATION/TRAINING
2025	8	25T247	OEOP CAC	22070000	52650	10221	MOTOR VEHICLES	2,000.00	C	EMDR CONSULTATION/TRAINING
2025	8	25T247	OEOP CAC	22070000	52110	10221	FURNITURE AND FURNISHINGS	200.00	C	EMDR CONSULTATION/TRAINING
2025	8	25T247	OEOP CAC	22070000	54640	10221	EDUCATION AND TRAINING	2,000.00	D	EMDR CONSULTATION/TRAINING
2025	8	25T248	OEOP CAC	22070000	54410		SUPPLIES AND MAT	350.00	D	CARD GAMES, SNACKS (CAC GRANT)

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	8	25T248	OEOP CAC	22070000	54675		TRAVEL	350.00	C	CARD GAMES, SNACKS (CAC GRANT)
2025	8	25T252	District Attorney	10001000	52130		COMPUTER EQUIPMENT	2,500.00	C	2 TOUCHBOOKS FOR BREWSTER PD
2025	8	25T252	District Attorney	10001000	54936		PARTNERSHIP INITIATIVE	2,755.25	D	2 TOUGHBOOKS FOR BREWSTER PD
2025	8	25T252	District Attorney	10001000	54682		SPECIAL SERVICES	2,755.25	C	2 TOUGHBOOKS FOR BREWSTER PD
2025	8	25T252	District Attorney	10001000	54936		PARTNERSHIP INITIATIVE	1,000.00	D	2 TOUGHBOOKS FOR BREWSTER PD
2025	8	25T252	District Attorney	10001000	54783		LICENSING SOFTWARE	1,000.00	C	2 TOUGHBOOKS FOR BREWSTER PD
2025	8	25T252	District Attorney	10001000	54936		PARTNERSHIP INITIATIVE	1,500.00	D	2 TOUGHBOOKS FOR BREWSTER PD
2025	8	25T252	District Attorney	10001000	54782		SOFTWARE ACCESSORIES	1,500.00	C	2 TOUGHBOOKS FOR BREWSTER PD
2025	8	25T252	District Attorney	10001000	54936		PARTNERSHIP INITIATIVE	2,500.00	D	2 TOUGHBOOKS FOR BREWSTER PD
2025	8	25T253	Health - Education State	21401000	54989		MISCELLANEOUS	75.00	D	BREWSTER FALL FESTIVAL
2025	8	25T253	Health - Education State	21401000	54311		PRINTING AND FORMS	75.00	C	BREWSTER FALL FESTIVAL
2025	8	25T256	Board of Elections	10145000	54510		MACHINE MAINTENANCE	250.00	D	CLEARBALLOT SCANNER MAINTENANCE
2025	8	25T256	Board of Elections	10145000	54314		POSTAGE	250.00	C	CLEARBALLOT SCANNER MAINTENANCE
2025	8	25T257	Highway - Parks	10711000	54783		LICENSING SOFTWARE	206.00	C	PURCHASE PRINTER/COPIER GATEHO

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	8	25T257	Highway - Parks	10711000	52130		COMPUTER EQUIPMENT	206.00	D	PURCHASE PRINTER/COPIER GATEHO
2025	8	25T259	Mental Health Legal	10431000	54670		TRAVEL NON EMPLOYEES	180.00	D	MH CLIENT TRNSPRT
2025	8	25T259	Mental Health Legal	10431000	54675		TRAVEL	180.00	C	MH CLIENT TRNSPRT
2025	8	25T260	Legislature	10101001	51094		TEMPORARY	9,100.00	D	COVER COST OFFICE ASSISTANCE
2025	8	25T260	Legislature	10101001	58002		SOCIAL SECURITY	697.00	D	FICA COSTS
2025	8	25T260	Legislature	10101001	54385		UNIFORMS	697.00	C	FICA COSTS
2025	8	25T260	Legislature	10101001	54989		MISCELLANEOUS	9,100.00	C	COVER COST OFFICE ASSISTANCE
2025	8	25T261	Probation	10314000	54783		LICENSING SOFTWARE	277.00	D	COVER AUTOMON SHORTFALL
2025	8	25T261	Probation	10314000	54152		MEDICAL EXAMS TESTING	277.00	C	COVER AUTOMON SHORTFALL
2025	8	25T262	Highway - Parks	10711000	54656		SIGNS AND TENT RENTALS	795.50	D	SIGNS & TENT RENTALS
2025	8	25T262	Highway - Parks	10711000	54783		LICENSING SOFTWARE	795.50	C	SIGNS & TENT RENTALS
2025	8	25T263	DSS	10101000	54310		OFFICE SUPPLIES	50.00	D	PURCHASE OF LASER TONER
2025	8	25T263	DSS Admin	10102000	54310		OFFICE SUPPLIES	50.00	C	PURCHASE OF LASER TONER
2025	8	25T264	Health - Rabies	11024000	54488		RABIES	130.00	C	PURCHASE RABIES VACCINE

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	8	25T264	Health - Rabies	11024000	54330		MEDICAL SUPPLIES	130.00	D	PURCHASE RABIES VACCINE
2025	8	25T265	Health - EHS	12401000	54320		FOOD	500.00	C	DESK FOR PH SANITARIAN
2025	8	25T265	Health - EHS	12401000	52110		FURNITURE AND FURNISHINGS	500.00	D	DESK FOR PH SANITARIAN
2025	8	25T266	Legislature	10101001	54635		CELLPHONES	450.00	D	CELL PHONE COST THRU Y/E
2025	8	25T266	Legislature	10101001	54313		BOOKS AND SUPPLEMENTS	450.00	C	CELL PHONE COST THRU Y/E
2025	8	25T267	ENGINEERING	10144000	54313		BOOKS AND SUPPLEMENTS	800.00	D	TO PROPERLY ALLOCATE FOR NACE
2025	8	25T267	ENGINEERING	10144000	54664		ADVERTISING	500.00	C	TO PROPERLY ALLOCATE FOR NACE
2025	8	25T267	ENGINEERING	10144000	54783		LICENSING SOFTWARE	300.00	C	TO PROPERLY ALLOCATE FOR NACE
2025	8	25T268	Health - Rabies	11024000	54313		BOOKS AND SUPPLEMENTS	100.00	D	FUND AVAILITY.COM SUBSCRIPTION
2025	8	25T268	Health - Rabies	11024000	54182		CONSULTANTS	100.00	C	FUND AVAILITY.COM SUBSCRIPTION
2025	8	25T269	IT	10168000	52130		COMPUTER EQUIPMENT	670.00	D	REPLACE FAILING PRINTER
2025	8	25T269	Consumer Affairs	10661000	52180		OTHER EQUIPMENT	670.00	C	REPLACE FAILING PRINTER
2025	8	25T270	Early Learning	10296001	54310		OFFICE SUPPLIES	1,005.00	C	PURCHASE FIREWALL
2025	8	25T270	Early Learning	10296001	54783		LICENSING SOFTWARE	1,005.00	D	PURCHASE FIREWALL

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	8	25T271	Youth Court	10087000	54989		MISCELLANEOUS	30.00	C	FUNDS FOR YOUTH COURT SUPPLIES
2025	8	25T271	Youth Court	10087000	54410		SUPPLIES AND MAT	30.00	D	FUNDS FOR YOUTH COURT SUPPLIES
2025	8	25T272	Highway - Parks	10711000	52180		OTHER EQUIPMENT	4,281.00	D	TO PROPERLY ALLOCATE FUNDS
2025	8	25T272	Highway - Parks	10711000	52680		OTHER EQUIPMENT	4,281.00	C	TO PROPERLY ALLOCATE FUNDS
2025	8	25T273	Highway - Parks	10711000	54510		MACHINE MAINTENANCE	3,000.00	D	MACHINE MAINTENANCE
2025	8	25T273	Highway - Parks	10711000	54540		RADIO COMMUNICATIONS	3,000.00	C	MACHINE MAINTENANCE
2025	8	25T274	Health - Rabies	11024000	54330		MEDICAL SUPPLIES	4,400.00	D	PURCHASE RABIES VACCINES
2025	8	25T274	Health - Immun.	11025000	54330		MEDICAL SUPPLIES	4,400.00	C	PURCHASE RABIES VACCINES
2025	8	R#211/25	Capital Projects	55197000	435971	52519	STATE AID TRANS CAP GRANTS	50,000.00	C	ADA IMPROVEMENTS-COB RAMP
2025	8	R#211/25	Capital Projects	55197000	53000	52519	CAPITAL EXPENDITURES	50,000.00	D	ADA IMPROVEMENTS-COB RAMP
2025	8	R#217/25	Career Support Solutions	25648000	54950		COUNTY CONTRIBUTION	15,000.00	D	CAREER SUPPORT SOLUTIONS
2025	8	R#217/25	Contingency	10199000	54996		SUBCONTINGENCY	15,000.00	C	CAREER SUPPORT SOLUTIONS
2025	8	R#218/25	Veterans Services	10651000	54512		LOYALTY DAY	1,000.00	C	2025 ROW OF HONOR
2025	8	R#218/25	Veterans Services	10651000	54410		SUPPLIES AND MAT	18,950.00	D	2025 ROW OF HONOR

YEAR	PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	8 R#218/25	Contingency	10199000	54980		CONTINGENCY	17,950.00	C	2025 ROW OF HONOR
2025	8 R#219/25	Boscobel	25878000	54950		COUNTY CONTRIBUTION	10,000.00	D	Boscobel
2025	8 R#219/25	Contingency	10199000	54996		SUBCONTINGENCY	10,000.00	C	Boscobel
2025	8 R#220/25	Contingency	10199000	54996		SUBCONTINGENCY	10,000.00	C	Second chance foods
2025	8 R#220/25	Second Chance	25876000	54950		COUNTY CONTRIBUTION	10,000.00	D	Second chance foods
2025	8 R#223/25	Sheriff - Youth	16311000	58004		WORKMENS COMPENSATION	932.00	D	POSITION 119 ,120 - CARMEL SRO
2025	8 R#223/25	Sheriff - Youth	16311000	51000		PERSONNEL SERVICES	31,643.00	D	POSITION 119 - CARMEL SRO
2025	8 R#223/25	Sheriff - Youth	16311000	51000		PERSONNEL SERVICES	31,643.00	D	POSITION 120 - CARMEL SRO
2025	8 R#223/25	Sheriff - Youth	16311000	58002		SOCIAL SECURITY	4,841.00	D	POSITION 119 ,120 - CARMEL SRO
2025	8 R#223/25	Sheriff - Youth	16311000	58006		DENTAL BENEFITS	1,138.00	D	POSITION 119 ,120 - CARMEL SRO
2025	8 R#223/25	Sheriff - Youth	16311000	58008		HEALTH PLANS	16,955.00	D	POSITION 119 ,120 - CARMEL SRO
2025	8 R#223/25	Sheriff - Youth	16311000	58009		VISION	136.00	D	POSITION 119 ,120 - CARMEL SRO
2025	8 R#223/25	Sheriff - Youth	16311000	422609		SRO/SPO CONTRACTS	100,154.00	C	POSITION 119 ,120 - CARMEL SRO
2025	8 R#223/25	Sheriff - Youth	16311000	58001		STATE RETIREMENT	12,866.00	D	POSITION 119 ,120 - CARMEL SRO

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	8	R#224/25	Legal Aid Society	25117000	54950		COUNTY CONTRIBUTION	197,960.00	D	LEGAL AID SOCIETY
2025	8	R#224/25	Legal Aid Society	25117000	430251		ST AID INDIGENT LEGAL SERV	197,960.00	C	LEGAL AID SOCIETY
2025	8	R#227/25	To Road	10990100	59020		TRANSFER TO CAPITAL	139,315.00	D	25A075 PRJ 52511 6N ROOF
2025	8	R#227/25	Finance	10131000	427112		USE OF CAPITAL PROJECT RESERVE	139,315.00	C	25A075 PRJ 52511 6N ROOF
2025	8	R#227/25	Capital Projects	55197000	53000	52511	CAPITAL EXPENDITURES	139,315.00	D	25A075 PRJ 52511 6N ROOF
2025	8	R#227/25	Capital Projects	55197000	428601	52511	TRANSFER FROM OTHER FUND	139,315.00	C	25A075 PRJ 52511 6N ROOF
								735,205.75		
								735,205.75		

Debits
Credits

#5d

2025 Contingency Report

<u>Beginning Balance 1/1/25</u>		2,494,060.00
Res29	Adjust personnel services to proper amounts	9,660.00
Res41	Reclass -Deputy Sheriff 1st Sgt.	7,037.00
Res72	Health department Personnel changes	56,245.00
Res99	Soil & Water Performance Measures- Part C	20,000.00
Res112	District Attorney Criminal Justice Discovery Reform Gr24-25	20,265.00
Res145	Close out Fema projects	927,322.00
25A079	UPWP Federal Aid	137,461.00
Subtotal General Contingency		\$ 3,672,050.00

Deductions:

Res25	PCSEA ratification	(328,170.00)
Res82	East Branch Rd Pin 8763.60	(30,579.00)
Res83	Peekskill Hollow Rd Pin 8763.61	(29,437.00)
Res104	CSEA Ratification	(1,381,346.00)
Res111	State Aid Public Health	(38,417.00)
Res138	Cordinator of Information Technology	(1,119.00)
Res140	PUMA ratification	(5,389.00)
Res146	Garage roof repair-Myrtle Ave	(200,000.00)
Res147	Youth Bureau reallocation	(190,000.00)
Res148	Waste Water Sewer charges	(68,000.00)
Res161	DA -Criminal Justce Disvry Reform Gr24-25-merit bonus	(3,663.00)
Res178	PCSO Life Safety Systems Modernization	(16,000.00)
Res180	Railroad Station Maintenance	(20,798.00)
Res 190	Youth Bureau furniture	(95,000.00)
Res218	Veterans - flags	(17,950.00)

Total

(2,425,868.00)
\$ 1,246,182.00

Proposed Deductions:

25T074	Social Services - on call pay as per CSEA contract	(75,700.00)
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Pending Balance 9/26/25

(75,700.00)
\$1,170,482.00

2025 Subcontingency Report

4985- Maintenance & Repairs

Beginning Balance 1/1/25

\$ 45,000.00

Subtotal Subcontingency

\$ 45,000.00

Deductions:

25LT01	normal maintenance -nails, paint, plumbing supplies- Tilly	(10,000.00)
25LT02	normal maintenance -nails, paint, plumbing supplies- Park	(10,000.00)
25LT03	normal maintenance -nails, paint, plumbing supplies- Tilly	(10,000.00)
25LT04	normal maintenance -nails, paint, plumbing supplies- Park	(10,000.00)

(40,000.00)

Total

\$ 5,000.00

Proposed Deductions:

Pending Balance 9/26/25

\$5,000.00

Note:

R= resolution

A= proposed budgetary amendment

2025 Subcontingency Report

4987- Subcontingency (Nursing,BES)

Beginning Balance 1/1/25 **\$ 78,060.00**

Subtotal Subcontingency **\$ 78,060.00**

Deductions:

Total **\$ 78,060.00**

Proposed Deductions:

Pending Balance 9/26/25 **\$ 78,060.00**

Note:

R= resolution

A= proposed budgetary amendment

2025 Subcontingency Report

4993- Subcontingency (Cty Exec COLA)

Beginning Balance 1/1/25 **\$ 5,211.00**

Subtotal Subcontingency **\$ 5,211.00**

Deductions:

Total **\$ 5,211.00**

Proposed Deductions:

Pending Balance 9/26/25 **\$5,211.00**

Note:

R= resolution

A= proposed budgetary amendment

2025 Subcontingency Report

4996- Subcontingency (Outside Agencies)

Beginning Balance 1/1/25

\$ 71,893.00

Subtotal Subcontingency

\$ 71,893.00

Deductions:

Res 94	Putnam Arts Council	(13,993.00)
Res 199	PRPH	(10,000.00)
Res 216	Garrison Arts Center	(10,000.00)
Res 217	Careers Support Solutions	(15,000.00)
Res 219	Boscobel	(10,000.00)
Res 220	Second Chance Foods	(10,000.00)

(68,993.00)

Total

\$ 2,900.00

Proposed Deductions:

25T306	Hudson Valley Shakespeare	(2,900.00)
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(2,900.00)

Pending Balance 9/26/25

\$0.00

Note:

R= resolution

A= proposed budgetary amendment

WILLIAM J. CARLIN, JR.
COMMISSIONER OF FINANCE



#Coa
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk

DATE: September 23, 2025

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

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

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

Enclosure

2025 SEP 23 PM 12:42
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

OrgDescription	Org	Object	Project	Acct. Description	2024 Actual	2025 Original Budget	2025 Revised Budget	2025 Actual	2025 Distributed Budget	2025 Available	2025 Percent
Capital Projects - Interop. Public	53097000	51094	51601	TEMPORARY	33,626.25	(15,221.25)	(15,221.25)	42,033.75	(11,123.22)	(57,255.00)	-276.15%
County Executive	10123000	51094		TEMPORARY	7,205.28	18,118.00	18,118.00	19,328.45	13,240.08	(1,210.45)	106.68%
DMV	10141100	51093		OVERTIME	3,405.59	15,000.00	15,000.00	15,006.76	10,961.54	(6.76)	100.05%
DPW - County Snow	10514200	51093		OVERTIME	231,909.52	276,000.00	276,000.00	270,741.24	201,692.31	5,258.76	98.09%
DPW - Engineering	10144000	51094		TEMPORARY	35,418.59	35,000.00	35,000.00	28,647.00	25,576.92	6,353.00	81.85%
DPW - Facilities	10511100	51093		OVERTIME	64,676.24	55,000.00	55,000.00	53,008.73	40,192.31	1,991.27	96.38%
DPW - Facilities	10511100	51094		TEMPORARY	18,403.21	30,000.00	30,000.00	30,038.93	21,923.08	(38.93)	100.13%
DPW - Parks & Recreation	10711000	51093		OVERTIME	34,584.83	26,000.00	26,000.00	20,423.23	19,000.00	5,576.77	78.55%
DPW - Road Machinery	10513000	51093		OVERTIME	24,038.68	17,000.00	17,000.00	17,806.27	12,423.08	(806.27)	104.74%
DPW - Roads & Bridges	10511000	51094		TEMPORARY	22,531.50	30,000.00	30,000.00	28,165.50	21,923.08	1,834.50	93.89%
DPW - Roads & Bridges	10511000	51093		OVERTIME	95,856.07	60,000.00	60,000.00	82,009.76	43,846.15	(22,009.76)	136.68%
DSS Administration	10102000	51093		OVERTIME	28,718.93	20,000.00	20,000.00	37,554.76	14,615.38	(17,554.76)	187.77%
DSS - Administration - Overhead	10120000	51094		TEMPORARY	103,995.78	68,630.00	62,096.00	49,692.24	45,377.85	12,403.76	80.02%
DSS - Adoption and Legal Guardianship	10102000	51093	10229	OVERTIME	-	-	10,750.00	10,729.48	7,855.77	20.52	99.81%
Emergency Services - Dispatch	13398900	51093		OVERTIME	319,117.22	200,000.00	200,000.00	235,185.78	146,153.85	(35,185.78)	117.59%
Emergency Services - EMS	14398900	51094		TEMPORARY	18,377.75	25,000.00	25,000.00	19,563.56	18,269.23	5,436.44	78.25%
Finance	10131000	51093		OVERTIME	16,772.56	17,500.00	17,500.00	14,400.43	12,788.46	3,099.57	82.29%
Health - ATUPA	12023000	51093		OVERTIME	2,484.56	7,000.00	8,475.00	7,759.03	6,193.27	715.97	91.55%
Health - Early Intervention	10405900	51093		OVERTIME	11,413.28	6,500.00	6,500.00	6,256.74	4,750.00	243.26	96.26%
Health - EHS - Water Qualit	12022000	51094		TEMPORARY	23,587.20	19,900.00	19,900.00	16,685.76	14,542.31	3,214.24	83.85%
Health - Health Education	21401000	51093		OVERTIME	1,243.81	800.00	800.00	3,752.46	584.62	(2,952.46)	469.06%
Health - Nursing	11401000	51093		OVERTIME	45,493.81	25,000.00	25,000.00	31,213.79	18,269.23	(6,213.79)	124.86%
Health Department - Environmental	12401000	51093		OVERTIME	44,663.27	37,000.00	37,000.00	33,009.26	27,038.46	3,990.74	89.21%
Mental Health	10431000	51094		TEMPORARY	19,354.02	-	6,154.00	5,573.41	4,497.15	580.59	90.57%
Purchasing	10134500	51093		OVERTIME	6,197.28	5,200.00	5,200.00	4,210.16	3,800.00	989.84	80.96%
Real Property	10135500	51094		TEMPORARY	1,361.25	-	14,463.00	12,273.75	10,569.12	2,189.25	84.86%
Sheriff - Administration	10311000	51094		TEMPORARY	7,492.40	19,720.00	19,720.00	20,527.00	14,410.77	(807.00)	104.09%
Sheriff - Building Security - Kern Bldg.	19311000	51093		OVERTIME	12,892.18	10,570.00	10,570.00	11,297.51	7,724.23	(727.51)	106.88%
Sheriff - Jail Maintenance	10011000	51093		OVERTIME	4,910.05	11,944.00	11,944.00	9,758.65	8,728.31	2,185.35	81.70%
Sheriff - Oscawana	17003000	51093		OVERTIME	25,053.46	27,250.00	27,250.00	24,322.95	19,913.46	2,927.05	89.26%
Sheriff - Road Patrol - BUCKLE UP	17311002	51093	10024	OVERTIME	-	4,400.00	4,400.00	3,645.68	3,215.38	754.32	82.86%
Sheriff - Road Patrol - SRT Callouts	17311000	51093	10102	OVERTIME	105,416.11	94,250.00	94,250.00	76,401.35	68,875.00	17,848.65	81.06%
Sheriff - Youth	16311000	51093		OVERTIME	282,710.22	207,000.00	207,000.00	221,657.58	151,269.23	(14,657.58)	107.08%
Youth Bureau	10731000	51093		OVERTIME	-	250.00	250.00	200.00	182.69	50.00	80.00%
Youth Court	10087000	51094		TEMPORARY	7,309.13	12,720.00	3,494.00	3,493.75	2,553.31	0.25	99.99%

cc: all
Health
AVA

Reso

#06

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 - **25A072**

Date: August 19, 2025

2025 AUG 21 PM 12:55
LEGISLATURE
PUTNAM COUNTY
CARLIN, NY

At the request of the DSS Fiscal Manager, the following budgetary amendment is required.

General Fund:

Increase estimated appropriations:

10120000.54647.10198	NYS Rental Supplement Program Subcontractors	100,000
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Increase estimated revenues:

10120000.436101.10198	NYS Rental Supplement Program DSS Administration - Revenue	100,000
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Fiscal Impact - 2025 - \$0

Fiscal Impact - 2026 - \$0

0

This Resolution is necessary to record the 2025-2026 New York State Rental Supplement Program award.

Approved:

Kevin M. Byrne
County Executive

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

August 14, 2025

TO: William Carlin, Commissioner of Finance

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

SUBJECT: DSS 2025 Budgetary Amendment

Your approval is requested to amend the 2025 DSS budget to include Putnam's **2025-2026 New York State Rental Supplement Program** allocation provided by the Office of Temporary and Disability Assistance (OTDA) for the purpose of providing vital rental assistance to individuals and families, regardless of immigration status, who are experiencing homelessness or are facing an imminent loss of housing.

Increase Estimated Revenue:

10120000	SS PROGRAM ADMN OVHD	
436101	ADM SOCIAL SERVICES	\$100,000
10198	NYS RENTAL SUPPLEMENT PROGRAM	
	Total Estimated Revenues	\$100,000

Increase Appropriations:


10120000	SS PROGRAM ADMN OVHD	
54647	SUB CONTRACTORS	\$100,000
10198	NYS RENTAL SUPPLEMENT PROGRAM	
	Total Appropriations	\$100,000

Fiscal Impact (25) - 0 -
Fiscal Impact (26) - 0 -

Thank you for your time and consideration of this request.

Attachments:

25-LCM-04 – 2025-2026 New York State Rental Supplement Program Allocations

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

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



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Commissioner

RAJNI CHAWLA
Executive Deputy Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	25-LCM-04
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	April 25, 2025
Subject:	2025-2026 New York State Rental Supplement Program Allocations
Contact Person(s):	Temporary Assistance Bureau (518) 474-9344 tabureau@otda.ny.gov
Attachments:	<u>Attachment A – 2025-2026 Rental Supplement Allocations</u> <u>Attachment B – 2025-2026 Rental Supplement Program Plan</u> <u>Attachment C – Rental Supplement Program Claiming Instructions</u> <u>Attachment D – 2025-2026 Rental Supplement Program Simplified Quarterly Report</u>

Section 2

I. Purpose

The New York State Fiscal Year 2024-2025 Budget appropriates \$100 million to provide rental supplements to individuals and families, both with and without children, who are experiencing homelessness or are facing an imminent loss of housing, regardless of immigration status. The purpose of this Local Commissioners Memorandum (LCM) is to notify social services districts (districts) of the option to participate in the New York State Rental Supplement Program (RSP) for the 2025-2026 program year. Additionally, this guidance provides the 2025-2026 RSP allocations and general program information. Districts choosing to participate in the RSP must have a Rental Supplement Program Plan (Attachment B) on file which details the intended use of their allocation for each program year and includes an adjusted fair market rent (FMR) chart for the new fiscal year.

II. Background

The RSP is a program established to provide vital rental assistance to individuals and families, regardless of immigration status, who are experiencing homelessness or are facing an imminent loss of housing. The RSP is available to individuals and families both with and without children. Districts may choose to retain their allocation and use district mechanisms (e.g., direct administration or transfer of funds to county agencies) to operate

this program or may delegate the administration of this program, in full or in part, to another public agency, contractor or non-profit organization.

III. Program Implications

A. Program Activities and Services

For the 2025-2026 RSP cycle, OTDA has combined each district's prior RSP plans into one document per district that includes current FMR rates. Updated plans were disseminated to districts individually in advance of this LCM. Districts choosing to participate in the 2025-2026 RSP **must** confirm receipt of their updated plan and notify OTDA if there are any changes to their plan, or confirm that there are no changes, **as soon as possible, but no later than May 5, 2025**. It is expected that services will continue for eligible households transitioning into the 2025-2026 program cycle without interruption. Districts who did not opt in to the RSP during a prior cycle are encouraged to reach out to OTDA to develop a 2025-2026 RSP plan. OTDA is also available to assist districts who would like insight ascertained from districts with programs functioning seamlessly and/or at full capacity. RSP supplements shall be made available in accordance with district plans, provided however that certain minimum eligibility requirements are established as outlined in this LCM.

Supplements provided through the RSP will not be part of the standard of need pursuant to Social Services Law §131-a for individuals or families applying for or in receipt of Public Assistance (PA), and therefore would not be considered by ABEL when computing financial eligibility for PA. When computing a budget for a PA recipient who is receiving an RSP supplement, the shelter cost not covered by the RSP, or any other program, must be entered into the budget unless the supplement covers the entire shelter cost. In addition, RSP supplements shall not be subject to recoupment or repayment unless there is a determination that the application submitted was fraudulent, or otherwise identified as ineligible, and the application should not have been approved.

B. Program Eligibility and Program Requirements

While districts have flexibility regarding the development of a local RSP, the governing statute outlines some minimum requirements for participant eligibility as follows:

- Eligible participants are individuals and/or families, both with and without children, who are experiencing homelessness or facing an imminent loss of housing, regardless of immigration status;
- Household income shall be no more than 50% of area median income (AMI) at the time of application based on location and household size, with initial priority given to households who earn no more than 30% of AMI;
- Rental supplement amounts shall be set at 85% of local Fair Market Rent (FMR) values with a district option to pay up to 100% of FMR using local funds;
- At least 50% of the supplements shall be allocated for households who are currently in a shelter or experiencing homelessness, unless sufficient demand does not exist for such households within the district;
- A household's financial contribution will be limited to 30% of their household's total earned and/or unearned income;

- Supplements are to be provided until a household's total monthly rent is 30% or less than their total monthly income, at which point the housing will be considered affordable for the individual/family and the supplement will end; and
- Receipt of PA is not a requirement for determining eligibility for the RSP.

Additionally, districts must make sure they have policies and procedures in place to:

- Establish that the supplement recipient is the primary tenant (e.g., require a lease or other documentation);
- Establish the rent obligation of the supplement recipient and how contributions from individuals outside the household will be taken into consideration;
- Take reasonable steps to prevent the duplication of benefits;
- Establish a process for handling fraudulent applications, including a procedure for recouping funds, if necessary; and,
- Establish a process for reviewing and considering appeals of applications that are denied or vouchers that are reduced or ended.

RSP Plans must provide a comprehensive outline of each district's proposed program and must address, at minimum, the following:

- Specific details regarding how eligibility for a rental supplement will be determined as well as any target populations identified;
- The process for handling modifications (moves, rent increases, changes in household composition, etc.);
- A description of the forms and/or notices that will be used to facilitate the application and determination process. When households requesting a supplement do not meet the criteria set forth in the district's plan, the denial/closing letter must support the decision by explaining the criteria and the district's decision that the household does not meet such criteria. An award letter must be provided to both the tenant and landlord and must detail the amount approved to be paid on a monthly basis, months/term included and any applicable tenant protections resulting from receipt of the RSP; and
- An explanation of whether there will be any health and safety standards that must be adhered to prior to paying rental supplements at a specific location.

Eligibility is determined based on a household's current monthly income at the time of application. Applications are to be accepted on a first come, first-served basis according to the eligibility parameters set forth at the local level. Districts must establish a recertification process, including the length of the local recertification period, but recertifications shall occur at least annually.

While districts have flexibility in determining the overall design of their local RSP, they are encouraged to make extra efforts to ensure prioritization of certain households, such as those with children under the age of six, single individuals with a history of housing instability, veterans, individuals and families experiencing domestic violence (DV), and other victims of violence. Though PA eligibility is not a factor in determining eligibility for the RSP, operators are encouraged to refer RSP applicants for assistance applying for applicable benefit programs, such as PA, Home Energy Assistance Program (HEAP),

Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

Notifications regarding eligibility determinations (e.g., approvals, denials, and closings) must be maintained in the case record for a minimum of six years following submission of the final expenditure report.

C. Allocations

A total of \$100 million is available annually to support the RSP. While all funding is subject to legislative enactment each year, continuing funding support for the RSP is expected. The program year 2025-2026 RSP district allocations are listed in Attachment A and have been determined based on each district's relative share of PA households as of March 31, 2022, as well as the distribution of renter households under 30% of the local AMI, based on the US Census Bureau 2015-19 Public Use Microdata Sample. RSP allocations may be adjusted in future award years based on factors including statewide utilization and ongoing local rental supplement needs.

D. Reporting Requirements

As part of their participation in the RSP, districts must keep data about each household that participates in the RSP from the point of application throughout participation in the program and must submit RSP reports on a quarterly basis. These quarterly reports are utilized to compile the annual report required by RSP legislation. In addition, on time reporting allows districts and the State to answer questions, many required by the RSP legislation, about how the RSP is being implemented in each district and to inform future programs to support those in need of housing in New York State.

While OTDA is not requiring districts to submit household-level data at this time, OTDA has provided a template with the household-level data elements that are required to complete the RSP reports. Districts may consider utilizing this optional household-level tracker as it is helpful with compilation and completion of the mandatory report.

This LCM modifies the reporting instrument and requirements set forth in 24-LCM-02 and distributed to districts for prior years of RSP reporting. In the first three years of RSP, districts reported activity during the quarter as well as cumulative activity by groups of households applying for and entering the program. Now that RSP has been operating for several years, OTDA is shifting the reporting to only cover activity during each RSP program year, by quarter. In addition, for those households already receiving the supplement at the start of the new RSP program cycle, OTDA is no longer requiring districts to report on the AMI, public assistance, single vs family, and homeless/shelter status at the time of application. OTDA will use previously reported information to report those characteristics for households who began receiving RSP supplements in the first years of the program. The new report still requires districts to report characteristics for applications approved and denied during the quarter. The new reporting template is provided as Attachment D.

2025-2026 RSP reports are due on or before July 10, 2025 (for the period April 1, 2025, through June 30, 2025); October 10, 2025 (for the period July 1, 2025, through September 30, 2025); January 10, 2026 (for the period October 1, 2025, through

December 31, 2025); and April 10, 2026 (for the period January 1, 2026, through March 31, 2026). RSP reports must be submitted quarterly as long as there are still clients receiving a supplement through this program.

Districts and/or program operators, as applicable, are required to provide OTDA or its designees access to the program records during the course of the project. RSP projects will be monitored by OTDA on a regular basis and may include onsite visits as well as regular telephone contact and/or case reviews. The goal of monitoring is to ensure the terms of the RSP are being met in accordance with State legislation. In addition, monitoring enables OTDA to provide technical assistance, where necessary, to assist the district and/or program operator to meet the overall intent of the RSP. It is the responsibility of the district to monitor any and all subcontracts. Districts must ensure the confidentiality of records concerning project participants.

IV. Reimbursement Structure and Allowable Costs

Allocations for the 2025-2026 RSP will be made immediately available to participating districts retroactive to April 1, 2025, to prevent any interruption in supplement payments for eligible households currently enrolled in the 2024-2025 RSP. District allocations will be paid as claims are submitted to substantiate payment. Districts that did not opt to participate in the RSP during the initial year may be able to receive an advance of 25 percent of the district's RSP allocation payments for the initial 12-month period.

RSP funding is made available for districts to provide vital rental assistance to eligible households and as such, it is expected that a minimum of 85% of the funds will be used toward rental supplements (including, in limited instances, rental arrears and security deposits) in accordance with the guidelines outlined herein. OTDA has set a 15% spending limitation on administrative costs.

Agencies should limit the amount of administrative costs necessary to operate the RSP to maximize both the amount of funds available to pay rental supplements and the number of households enrolled. The use of RSP funds for administrative purposes must be directly related to the provision of rental supplements to eligible individuals and families.

For districts opting to assign all or a portion of their RSP allocation to another public agency, contractor or local nonprofit organization, districts will be held liable for assigned funds not used in a manner consistent with the purpose of the RSP allocation.

Districts are required to submit all claims for reimbursement through the Automated Claiming System (ACS) regardless of whether they elect to operate the program in-house or transfer the administration to another entity. RSP claims must be for expenditures from April 1, 2025, through March 31, 2026, and must be submitted in a timely manner. Additional claiming information is included in Attachment C.

V. Necessary Action

Districts who elect to receive this funding must have an updated 2025-2026 RSP Plan. Districts are encouraged to submit changes to their Plans, or confirm that no changes are required, as soon as possible, but no later than May 5, 2025.

In order to expedite the review and approval of RSP Plans for districts who operated during the 2024-2025 program year, OTDA provided each district with a version of their RSP Plan that includes previously submitted information. Districts must note any changes to their Plans by highlighting or italicizing the changes on this version of their Plan.

Issued By:

Name: Valerie T. Figueroa

Title: Deputy Commissioner

Division/Office: Employment and Income Supports
Office of Temporary and Disability Assistance

Attachment A

District	2025-2026 Rental Supplement Program Allocation
New York City	\$67,922,380
Albany	\$1,125,750
Allegany	\$120,210
Broome	\$899,827
Cattaraugus	\$282,026
Cayuga	\$268,767
Chautauqua	\$645,332
Chemung	\$290,178
Chenango	\$139,789
Clinton	\$240,580
Columbia	\$129,741
Cortland	\$141,026
Delaware	\$121,902
Dutchess	\$727,515
Erie	\$3,874,658
Essex	\$100,000
Franklin	\$164,265
Fulton	\$116,749
Genesee	\$143,394
Greene	\$116,986
Hamilton	\$100,000
Herkimer	\$154,406
Jefferson	\$402,505
Lewis	\$100,000
Livingston	\$190,065
Madison	\$120,038
Monroe	\$3,035,181
Montgomery	\$154,608
Nassau	\$2,028,294
Niagara	\$742,819
Oneida	\$857,846
Onondaga	\$1,916,038
Ontario	\$256,173
Orange	\$920,321
Orleans	\$144,298
Oswego	\$432,808
Otsego	\$125,940
Putnam	\$100,000
Rensselaer	\$497,493
Rockland	\$713,032
St. Lawrence	\$309,135
Saratoga	\$322,466
Schenectady	\$536,305
Schoharie	\$100,000
Schuyler	\$100,000
Seneca	\$100,000
Steuben	\$325,926
Suffolk	\$2,640,308
Sullivan	\$240,957
Tioga	\$124,850
Tompkins	\$461,767
Ulster	\$494,918
Warren	\$126,379
Washington	\$131,444
Wayne	\$193,050
Westchester	\$3,029,553
Wyoming	\$100,000
Yates	\$100,000

2025-2026 New York State Rental Supplement Program Plan

District: Click or tap here to enter text.

Program Operator: Click or tap here to enter text.

Contact Person(s): Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Effective Date: Click or tap here to enter text.

Indicate whether the program will be administered using district mechanisms (e.g., direct administration or transfer of funds to county agencies) or by another public agency, contractor or non-profit organization. Administration of the RSP may be delegated in full or in part. Also indicate whether districts will coordinate with the local HUD-funded Continuum of Care, if applicable. If contracting out, please list the contact information for other individuals that OTDA may contact regarding the RSP.

Click or tap here to enter text.

Anticipated Number of Households to be Served (04/1/25-03/31/26): _____

RSP FMR Percentage to be used: _____

Include a table that includes the FY 2025 HUD 100% FMR, the 85% FMR calculation, the local cost share (if electing to reimburse above 85% FMR), household sizes and allowable number of bedrooms for each household size. An example is shown below and can be modified as needed.

Household Size	Allowable Number of Bedrooms	100% FY2025 HUD FMR	85% FY2025 HUD FMR State Reimbursed	Max Supplement Amount	District Funded Amount
1	0				
1	1				
2	1				
3	2				

4	2				
5	3				
6	4				

Describe the outreach mechanisms that will be used. Receipt of TA is not a requirement for determining eligibility for the RSP, but at least 50% of the supplements shall be allocated for households who are in shelter or experiencing homelessness at the time of application (unless sufficient demand does not exist for such households within a district).

Click or tap here to enter text.

Attach the forms and/or notices that were not initially approved by OTDA or that have been revised subsequent to approval that will be used to facilitate the application and determination process and include a description of each below. When households requesting a supplement do not meet the criteria established by the district, the denial/discontinuance letter must support the decision by explaining the criteria and the district's decision. When a supplement is approved, an award letter must be provided to both the tenant and landlord and must detail the amount approved to be paid on a monthly basis and the months/term included.

Click or tap here to enter text.

Indicate the target population and prioritization (if any) of certain households (e.g., those with children under the age of six, single individuals, veterans, individuals and families experiencing domestic violence (DV) and non-DV victims of violence). Eligible participants include individuals and/or families, regardless of immigration status or TA eligibility, who are experiencing homelessness or facing an imminent loss of housing, including individuals and families with or without children.

Click or tap here to enter text.

List any other established eligibility criteria and indicate how each criterion will be determined and documented. Include the following:

- **Will there be any health and safety standards regarding the housing that must be met prior to paying the supplement at a specific location?** Click or tap here to enter text.
- **How will the district handle modifications (e.g., moves, rent increases, changes in household composition, etc.)?** Click or tap here to enter text.
- **Will the district pay for security deposits and/or rental arrears if there are no other available resources to assist?** Click or tap here to enter text.

Indicate the payment mechanism (e.g., check, transfer of funds, etc.) and whether the supplement will be paid to the tenant or the landlord.

Click or tap here to enter text.

Indicate how the progress of those served in the RSP will be monitored. Reports that describe the progress of RSP activities and those served will be required on at least a quarterly basis. A report template will be provided. Minimally, reports must include the amount of rental supplement payments provided, the number of households served and certain demographic information including receipt of TA and household composition.

Click or tap here to enter text.

Describe the process for reviewing and considering appeals of applications that are denied or have vouchers reduced/ended.

Click or tap here to enter text.

Indicate how fraudulent applications and/or cases determined otherwise ineligible will be handled, including the procedure for recouping funds, if necessary.

Click or tap here to enter text.

To the fullest extent possible, RSP funding should not be used to supplement existing Shelter Supplement Programs. Districts who currently have an approved Public Assistance Shelter Supplement (PASS) Plan must indicate the following:

- **How will the RSP be different from the district's currently approved PASS Plan?** Click or tap here to enter text.
- **How will participating households be distinguished?** Click or tap here to enter text.



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Commissioner

RAJNI CHAWLA
Executive Deputy Commissioner

New York State Rental Supplement Program Claiming Instructions

Expenditures for the New York State Rental Supplement Program (RSP) should be claimed through the RF-17 claim package for special project claiming for the month(s) that the expenditures were made. These costs are first identified on the RF-2A claim package as F17 functional costs and reported in the F17 column on the LDSS-923 "Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries" and the LDSS-2347 "Schedule D "DSS Administrative Expenses Allocation and Distribution by Function and Program." After final accepting the RF-2A, the individual project costs are then reported under the project label "**Rental Supplement Program 2526**" on the RF-17.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the LDSS-4975A "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs" while overhead costs are automatically brought over from the RF2A, Schedule D and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time for RSP must maintain time studies to support the salary and fringe benefit costs allocated to the program.

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

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

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

Districts can receive reimbursement for both **administrative and program related costs**, for the period April 1, 2025 through March 31, 2026. All claims for expenditures of **Rental Supplement Program 2526** must be final accepted in the Automated Claiming System (ACS) by July 1, 2026.

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

Any claiming questions should be directed to:

Regions 1-5: Justin Gross (518) 474-7549

Fax: (518) 486-6350

e-mail: otda.sm.field_ops.i-iv@otda.ny.gov

Region 6: Michael Simon (212) 961-8250

e-mail: Michael.Simon@otda.ny.gov

Rental Supplement Program Quarterly Report 2025-2026

District Name:		Email Address:	
Contact Person:		Telephone Number:	
District Reimburses Over 85% FMR at Local Cost (Y/N):		If Yes, Percent FMR:	
4/1/25 - 6/30/25	7/1/25 - 9/30/25	10/1/25 - 12/31/25	1/1/26 - 3/31/26
Total \$ Amount of Rental Supplements Paid in Quarter			Total to Date
Total \$ Amount of Rental Arrears Paid in Quarter			\$
Total \$ Amount of Security Deposits Paid in Quarter			\$
Average \$ Monthly RSP Household Contribution per Quarter			\$
Average \$ Monthly RSP Household Supplement per Quarter	#DIV/0!	#DIV/0!	#DIV/0!
Total # Households Issued at Least One Supplement During Quarter			0
Total # Households Exited RSP During Quarter			0
Median # Months in Receipt of RSP of Exiters			
Total # Rental Supplements Issued During Quarter			0
Total # Applications Received in Quarter			0
Total # Applications Approved in Quarter			0
Total # Applications Withdrawn in Quarter			0
Total # Applications Denied in Quarter			0
Total # Denied in Quarter Due to Excess Income			0
Average \$ Annual Income of Households Denied Due to Excess Income During Quarter			
Total # Denied in Quarter Due to Insufficient Funds			0
Total # Denied in Quarter Due to Other Reasons			0
Total # Approved Single Households in Quarter			0
Total # Approved Family Households in Quarter			0
Total # Approved Households Per Quarter - Less Than 30% AMI			0
Total # Approved Households Per Quarter - Between 30% - 50% AMI			0
Total # Approved Households in Quarter Receiving SNAP at Application			0
Total # Approved Households in Quarter Receiving PA at Application			0
Total # Approved Households in Quarter- Homeless at Application			0
Total # Approved Households in Quarter- At Risk of Homelessness at Application			0
Total # Approved Individuals in Quarter - Exited Shelter			0

The Rental Supplement Program (RSP) Simplified Quarterly Report will provide basic information about the RSP as of the end of each calendar quarter. Provide the following information on each row:		
** - These references to the Cohort Summary are NOT a direct representation of the values from the Cohort Summary. The Cohort Summary captured a cumulative total for the year, while the new simplified report asks for the data for each quarter. These areas may be compared, but they will not be identical.		
Row	Definition	Comparable to previous reporting area:
8	Total Amount \$ of Monthly Rental Supplements Issued in the Quarter: Enter the total dollar amount issued for all monthly rental supplements during the report quarter. Note that claims should be made timely to OTDA Finance for each reporting quarter.	Quarter Activity Summary - Column G
9	Total \$ Amount of Rental Arrears Paid in Quarter: Enter the total amount issued in the reporting quarter toward an RSP household's rental arrears or money owed to the landlord that should have been paid earlier. Enter 0 if no payments were made toward rental arrears in the quarter.	Quarter Activity Summary - Column L
10	Total \$ Amount of Security Deposits Paid in Quarter: Enter the total amount issued in the reporting quarter toward security deposits for an RSP household's apartment or rental accommodation. Enter 0 if no payments were made toward security deposits in the quarter.	Quarter Activity Summary - Column K
11	Average \$ Monthly RSP Household Contribution per Quarter: Of the households counted in Row 13, enter the average household contribution to monthly rent for the quarter.	Cohort Summary - Column X** Please note: Column X denotes 'at-start' rather than 'per Quarter'
12	Average \$ Monthly RSP Household Supplement per Quarter: This will be calculated automatically by dividing the value in Row 8 by the value in Row 16.	Quarter Activity Summary - Column H
13	Total # Households Issued at Least One Supplement During Quarter: Enter the number of households who have received at least one month of the supplement during the quarter.	Cohort Summary - Column AB Totals Row
14	Total # Households Exited RSP During Quarter: Enter the total number of households which exited the RSP program during the quarter.	
15	Median # Months in Receipt of RSP of Exiters: Enter the median # of months that exiting households in Row 14 were in receipt of RSP. Instruction on how to calculate a median can be found by following the hyperlink in the next cell.	How to Calculate a Median
16	Total # Rental Supplements Issued During Quarter: Enter the number of monthly rent supplements issued by the district in the reporting quarter. Monthly rental supplements refer to the amount paid by the district toward the client's monthly rent. Check this row should never be less than Row 13.	Quarter Activity Summary - Column F
18	Total # Applications Received in Quarter: Enter the total number of applications the district received in the quarter.	Cohort Summary - Column C** Please note: Column C denotes a yearly figure rather than 'per Quarter'
19	Total # Applications Approved in Quarter: Of the total number of applications the district received in the application quarter, enter the number approved as of the end of the reporting quarter.	Cohort Summary - Column D** Please note: Column D denotes 'to date' rather than 'per Quarter'
20	Total # Applications Withdrawn in Quarter: Of the total number of applications the district received in the application quarter, enter the number of applications that were withdrawn by the applicant as of the end of the reporting quarter.	Cohort Summary - Column F** Please note: Column F denotes 'to date' rather than 'per Quarter'
21	Total # Applications Denied in Quarter: Of the total number of applications the district received in the application quarter, enter the number denied as of the end of the reporting quarter.	Cohort Summary - Column E** Please note: Column E denotes 'to date' rather than 'per Quarter'
23	Total # Denied in Quarter Due to Excess Income: Of the total number of applications the district received in the application quarter, enter the number of applications that were denied due the household being over the maximum income threshold for RSP eligibility at the time of application. Households must have an income at or below 50% of the area median income (AMI) to be considered eligible for rent supplements.	Cohort Summary - Column H** Please note: Column H denotes a yearly figure rather than 'per Quarter'
24	Average \$ Annual Income of Households Denied Due to Excess Income During Quarter: Enter the average income of clients from this quarter whose applications were denied due to exceeding income eligibility. The denominator of this average is Row 23, the total number denied in quarter due to income eligibility.	Cohort Summary - Column K** Please note: Column K denotes a yearly figure rather than 'per Quarter'
25	Total # Denied in Quarter Due to Insufficient Funds: Of the total number of applications the district received in the application quarter, enter the number of applications that were denied due to lack of RSP resources (insufficient funds) in the district.	Cohort Summary - Column I** Please note: Column I denotes a yearly figure rather than 'per Quarter'
26	Total # Denied in Quarter Due to Other Reasons: Of the total number of applications the district received in the application quarter, enter the number of applications that were denied for reasons other than the household exceeding income eligibility or the district having insufficient program funds. This would include other eligibility thresholds established at the local level.	Cohort Summary - Column J** Please note: Column J denotes a yearly figure rather than 'per Quarter'
28	Total # Approved Single Households in Quarter: Enter the number of households consisting of singles or childless couples who applied in the application quarter and went on to be approved for the RSP.	Cohort Summary - Column L** Please note: Column L denotes a yearly figure rather than 'per Quarter'
29	Total # Approved Family Households in Quarter: Enter the number of households consisting of families who applied in the application quarter and went on to be approved for the RSP.	Cohort Summary - Column M** Please note: Column M denotes a yearly figure rather than 'per Quarter'
30	Total # Approved Households Per Quarter - Less Than 30% AMI: Enter the number of households who applied in the application quarter and went on to be approved for the RSP whose income was under 30% AMI at the time of application.	Cohort Summary - Column N** Please note: Column N denotes 'at application' rather than 'per Quarter'
31	Total # Approved Households Per Quarter - Between 30% - 50% AMI: Enter the number of households who applied in the application quarter and went on to be approved for the RSP whose income was between 30-50% AMI at the time of application.	Cohort Summary - Column O** Please note: Column O denotes 'at application' rather than 'per Quarter'
32	Total # Approved Households Receiving SNAP at Application: Enter the number of households who applied in the application quarter and went on to be approved for the RSP where at least one member received SNAP benefits at the time of application.	Cohort Summary - Column Q** Please note: Column Q denotes 'at application' rather than 'per Quarter'
33	Total # Approved Households Receiving PA at Application: Enter the number of households who applied in the application quarter and went on to be approved for the RSP where at least one member received public assistance at the time of application.	Cohort Summary - Column R** Please note: Column R denotes 'at application' rather than 'per Quarter'
34	Total # Approved Households - Homeless at Application: Enter the total number of households approved during the quarter that were homeless at the time of application. This may include households that are in a formal shelter setting.	
35	Total # Approved Households - At Risk of Homelessness at Application: Enter the total number of households from the quarter that were at risk of impending homelessness as determined by the district at the time of application.	
36	Total # Approved Individuals - Exited Shelter: Enter the total number of individuals (not households) that exited a shelter setting as a result of RSP during the quarter.	

WILLIAM J. CARLIN, JR.
Commissioner Of Finance



cc: all
Rules
A+A #6C Reso

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

DEPARTMENT OF FINANCE

August 27, 2025

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

2025 SEP -2 AM 11:26
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Mrs. Schonfeld,

Pursuant to Resolution 46 Section 5.1-B, dated February 14, 2010, the following request to amend the Putnam County Veterans Affairs 2024 budget has been submitted for approval.

Increase Revenues:

10651000 437895 10105	Veterans Peer to Peer Program	<u>\$4,038</u>
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Increase Appropriations:

10651000 54646 10105	Veterans Peer to Peer Program – Contracts	<u>\$4,038</u>
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2025 Fiscal Impact -0-
2026 Fiscal Impact -0-

Putnam County has been notified by the NYS Office of Mental Health that additional funding for the Veterans Peer to Peer Support Pilot Program has been awarded to the Putnam County Office of Veterans Affairs for SFY24-25. These funds are to be used to assist veterans suffering from post-traumatic stress syndrome, other related combat stress disorders, or having counseling needs, using individual and small group peer-to-peer counseling methods. The program is administered by the Putnam County Office of Veterans Affairs and the NYS Office of Mental Health. The funds are available for the period April 1, 2025 through December 31, 2025.

NYS OMH Attachment A – Funding Source Allocation Table: Year: 2025 Amendment: 6 - 7/16/25, Dwyer Veteran P2P is attached for reference.

AUTHORIZATION:

Date	Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00
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Date	County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00
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Date	Chairperson Audit/Designee: \$0 - \$10,000.00	25A073
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Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00
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Attachment A
Funding Source Allocation Table
County Code: 40 County Name: Putnam
Year: 2025 Amendment: 6 - 7/16/2025 10:47:09 AM

Print Date : 08/13/2025 02:25 PM
Printed By : L6884KNW
Page : 2 of 5

<u>Funding Source</u>	<u>Code</u>	<u>Type</u>	<u>Prior Letter Allocation</u>	<u>Allocation Changes Since Prior Letter</u>	<u>Revised Current Fiscal Year Allocation</u>	<u>Annualized Value from Prior Letter</u>	<u>Annualized Value Changes from Prior Letter</u>	<u>Fiscal Year Revised Annualized Value</u>	<u>Beds</u>
Remarks Effective 7/1/25, the PROS funding structure has been redesigned and Putnam Countys funding has been re-based mid-year as a result. Putnam Countys total PROS State Aid funding for Calendar Year 2025 is \$131682 and should be reported as follows: \$53422 under program code 6340, \$0 under program code 7340, \$66710 under program code 8350, and \$11550 under program code 7330. For more information regarding individual provider funding, please contact your field office representative. Effective 1/1/2025, PROS Residual State Aid and PROS Vocational Initiative funding recalculated based upon monthly census data reported in CAIRS. CY 2025 funding changes are : PFCS PROSper / CoveCare Center PROSper SA \$31,942 Voc \$50,750 (SA program code 6340; Voc program code 8350). One time funding of \$88,725 represents the total 2025 PROS Viability funding. The funding for each provider is: Putnam Family & Comm Ser MH \$88,725 to be recorded on Program C 6340									
Dwyer Veteran P2P	038F	GS	\$197,864	\$3,858	\$201,722	\$197,864	\$5,144	\$203,008	
Remarks An increase of \$3,858 represents 3 quarters (4/1/25 thru 12/31/25) of the approved 2.6% COLA/TII increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$1,286 and the full annual value is \$5,144. Quarterly Allocation of \$48,100 (FAV \$192,400) in the SFY 24-25 Enacted Budget for the period of 4/1/2024-3/31/2025, will be used for the Veteran Peer to Peer Support Service Program for veterans. The provider should use the program code 0690 on all OMH financial reporting documents.									
Clinical Infrastructure-Adult	039P	GS	\$64,336	\$1,254	\$65,590	\$64,336	\$1,672	\$66,008	
Remarks An increase of \$1,254 represents 3 quarters (4/1/25 through 12/31/25) of the approved 2.6% TII increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$418 and the full annual value is \$1,672.									
CMHS Kids COVID Relief Funds	044C	F	\$0	\$0	\$0	\$0	\$0	\$0	
Clinical Infrastructure-C&F	046A	GS	\$80,128	\$0	\$80,128	\$80,128	\$0	\$80,128	
Community Support Programs-C&F	046L	GS	\$332,086	\$6,476	\$338,562	\$332,087	\$8,635	\$340,722	

VET TO VET PROGRAM

BY CY SALS

CUM BAL

TOTAL STATE AID	-2013	(6/30/17)	185,000	185,000	SFY 13/14 6/30/15, EXTENDED TO 6/30/16; 6/30/17
	2016	(6/30/18)	60,000	<u>60,000</u>	SFY 16/17
				245,000	
	2017	(6/30/18)		60,000	SFY 16/17
		(6/30/19)	152,500	<u>92,500</u>	SFY 17/18
				397,500	
	2018	(6/30/19)		92,500	SFY 17/18
		(6/30/20)	185,000	<u>92,500</u>	SFY 18/19
				582,500	
	2019	(6/30/20)		92,500	SFY 18/19
		(6/30/21)	185,000	<u>92,500</u>	SFY 19/20
				767,500	
	2020	(6/30/21)		92,500	SFY 19/20 4/1/19 12/27/19
		(12/31/22)	231,250	<u>138,750</u>	SFY 20/21 4/1/20 3/5/21
				998,750	
Rev. 2021	(12/31/22)			46,250	SFY 20/21 4/1/20 6/22/21
	(12/31/23)			46,250	SFY 21/22, 7/1/21 8/23/21
	(12/31/23)			185,000	SFY 21/22, 7/1/21 2/9/22
	(12/31/23)	208,125		<u>-69,375</u>	SFY 21/22, 7/1/21 3/17/22
				1,206,875	
	2022	(12/31/23)		46,250	SFY 21/22, 7/1/21 12/20/21
	(12/31/23)			-23,125	SFY 21/22, 7/1/21 2/11/22
	(3/31/24)	208,125		<u>185,000</u>	SFY 23/24, 4/1/22 3/21/22
				1,415,000	
	2023	(3/31/24)		185,000	SFY 23/24, 4/1/23 2/27/23
	(3/31/24)	192,400		<u>7,400</u>	SFY 23/24, 4/1/23 8/9/23 4% COLA
				1,607,400	
	2024	(12/31/24)		192,400	CY 2024, 1/1/24 SAL 12/29/23 #2
				-192,400	CY 2024, 1/1/24 SAL 3/22/24 #3
				144,300	CY 2024, 1/1/24 SAL 4/22/24 #4
		148,398		<u>4,098</u>	CY 2024, 4/1/24 SAL 7/31/24 COLA 2.84% #6
				1,755,798	
	2025	(12/31/25)		197,864	CY 2025, 1/1/25 SAL 1 12/16/24 #1
		201,722		<u>3,858</u>	CY 2025, 7/16/25 SAL 7/16/25 COLA 2.6% #6
				1,957,520	

Dwyer Peer-to-Peer Funding

Funding

Paid without contract	22,748.10	
Contract 20140092	29,312.29	
Contract 2015084	715,437.97	
Contract 2020176	242,163.18	
Contract 2022109	<u>943,818.82</u>	
	1,953,480.36	
25A073	<u>4,038.00</u>	COLA plus earlier transposition (\$197, <u>684</u> should have been \$197, <u>864</u>)
	1,957,518.36	

Claimed

Paid without contract	22,748.10
Contract 20140092	29,312.29
Contract 2015084	715,437.97
Contract 2020176	242,163.18
Contract 2022109	<u>916,161.54</u>
	1,925,823.08
Balance not paid yet	31,695.28

PG 2

[illegible]

cc:all
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Reso

#6d

WILLIAM J. CARLIN, JR.
Commissioner Of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

August 28, 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 2025 Sheriff's Department budget:

Increase Revenues:

14311000 426801	Sheriff Narcotics – Insurance Recoveries	<u>\$ 13,645.00</u>
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Increase Expenses:

14311000 54370	Sheriff Narcotics – Automotive	<u>\$ 13,645.00</u>
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2025 Fiscal Impact - 0

2026 Fiscal Impact - 0

This amendment recognizes reimbursement from the Allstate Insurance Company for an April 2025 vehicle accident claim.

AUTHORIZATION:

Date	Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00
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Date	County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00
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Date	Chairperson Audit/Designee: \$0 - \$10,000.00
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25A076

Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00
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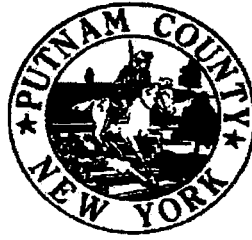
ALLSTATE FIRE & CASUALTY INSURANCE CO - CK 149903623 - \$13,645.00

2025 SEP -2 PM 3:25
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

JOHN B. CHERICO
First Deputy County Attorney

ANNA M. DIAZ
Senior Deputy County Attorney

CONRAD J. PASQUALE
Senior Deputy County Attorney



HEATHER M. ABISSI
Senior Deputy County Attorney

MAT C. BRUNO, SR.
Risk Manager

LOWELL R. SIEGEL
Deputy County Attorney

C. COMPTON SPAIN
County Attorney

DEPARTMENT OF LAW

TO: William Carlin, Commissioner of Finance
FROM: Mat C. Bruno, Sr., Manager Risk & Compliance
DATE: August 21, 2025
RE: Vehicle Accident Claim Reimbursement

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

Enclosed please find Allstate check # _____ in the amount of
\$13,645.00 representing payment for the accident listed below. The Sheriff
Department is expecting credit for the check.

Please deposit the reimbursement in Narcotics auto line: 14311000.54370.

Accident Number	Date of Accident	Damage	Reimbursement	Ins. Co	Employee Driver
07	04/28/20 25	\$13,645.00	\$13,645.00	Allstate	

Thank you.

MCB/da
Enc.

48 GLENEIDA AVENUE, CARMEL, NEW YORK 10512

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

**This office will not accept service via facsimile*



Allstate Insurance Company - Claims Payment Processing
P.O. Box 660636 , Dallas, TX 75265 , United States

0000085466 0002727 001 001 00



PUTNAM COUNTY LAW DEPARTMENT ATTN: MAT B
48 GLENEIDA AVE
CARMEL NY 10512-1702



08/15/2025

PUTNAM COUNTY LAW DEPARTMENT ATTN: MAT B,
ENCLOSED PLEASE FIND PAYMENT IN THE AMOUNT OF \$13,645.00 FOR YOUR LOSS ON 4/28/2025.
PLEASE REFERENCE CLAIM DETAILS BELOW.

CLAIM NUMBER:
DATE OF LOSS: 04/28/2025
INSURED:

In payment for Property Damage Liability for Date of Loss 4/28/2025 .

ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY
1-800-255-7828

WILLIAM J. CARLIN, JR
Commissioner Of Finance



cc: all
Health
ATA
#6e - Reso

SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORMAN
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

August 28, 2025

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

2025 SEP -2 PM 3:25
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, D dated February 14, 2010, I am advising you of the following request to amend the 2025 Department of Social Services budget which has been submitted for approval.

Increase Revenues:

10101000 446101	Admin Social Services – Fed Aid	
10233	Family Centered Caseload Mgmt. Grant	<u>\$165,385</u>

Decrease Revenues:

10101000 436101	Admin Social Services – State aid	
10233	Family Centered Caseload Mgmt. Grant	<u>\$165,385</u>

2025 Fiscal Impact - 0
2026 Fiscal Impact - 0-

This resolution is required to amend 25A046 Res#162/25. The Family-Centered Caseload Mgmt. program is 100% federally funded per 24-LCM-07 (attached) *(no correct funding source)*

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	25A077
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00	

PUTNAM COUNTY LEGISLATURE

Resolution #162

Introduced by Legislator: Amy Sayegh on behalf of the Audit & Administration Committee at a Regular Meeting held June 3, 2025.

page 1

APPROVAL – BUDGETARY AMENDMENT (25A046) – SOCIAL SERVICES – FAMILY CENTERED CASE MANAGEMENT GRANT – RECLASSIFICATION & NEW POSITION

WHEREAS, the Commissioner of Social Services has requested a budgetary amendment (25A046) to amend the 2025 DSS Budget to include the Family-Centered Case Management Services allocation (24-LCM-07) received from the Office of Temporary and Disability Assistance (OTDA) in the amount of \$165,385; and

WHEREAS, the current program period is July 1, 2024 through June 30, 2025; and

WHEREAS, this allocation is for the purpose of hiring appropriately credentialed / experienced staff to provide case management services for families who are having difficulty stabilizing their households and transitioning towards greater financial security in accordance with Putnam's plan approved by the NYS OTDA; and

WHEREAS, said grant funding will support the Reclassification of a Senior Office Assistant position to Principal Office Assistant and creation of a New Senior Caseworker position; and

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

RESOLVED, that the following budgetary amendment be made:

Decrease Estimated Appropriations:

10101000 51000 07111	Pers. Serv. – Senior Office Asst.	31,024
10101000 51000 07111	Pers. Serv. – Senior Office Asst.	<u>18,615</u>
		49,639

Increase Estimated Appropriations:

10101000 51000 07115	Pers. Serv. – Principal Office Asst.	31,024
10107000 51000 07115	Pers. Serv. – Principal Office Asst.	18,615
10101000 51000 10233 07115	Pers. Serv. – Principal Office Asst.	12,410
10101000 58001 10233 07115	Retirement	1,087
10101000 58002 10233 07115	FICA	949
10101000 58004 10233 07115	Workers Compensation	141
10101000 58006 10233 07115	Dental	407
10101000 58009 10233 07115	Vision	48
10101000 51000 10233 07116	Pers. Serv. – Senior Caseworker	84,655

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 June 3, 2025.

Dated: June 6, 2025

Signed: _____

Diane Schonfeld
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #162

Introduced by Legislator: Amy Sayegh on behalf of the Audit & Administration Committee at a Regular Meeting held June 3, 2025.

page 2

10101000 58001 10233 07116	Retirement	15,121
10101000 58002 10233 07116	FICA	6,476
10101000 58004 10233 07116	Workers Compensation	964
10101000 58006 10233 07116	Dental	2,034
10101000 58008 10233 07116	Health Insurance	24,788
10101000 58009 10233 07116	Vision	242
10101000 52110 10223	Furniture & Fixtures	3,000
10101000 52130 10223	Computer Equipment	7,000
10101000 54310 10223	Office Supplies	1,500
10101000 54210 10223	Vehicle Leasing/Rental	4,563
		215,024

Increase Estimated Revenue:

10101000 436101 10223	Family-Centered Case Mgmt Grant	165,385
-----------------------	---------------------------------	---------

STATE

SHOULD BE

FEDERAL

2025 Fiscal Impact - 0 -

2026 Fiscal Impact - 0 -

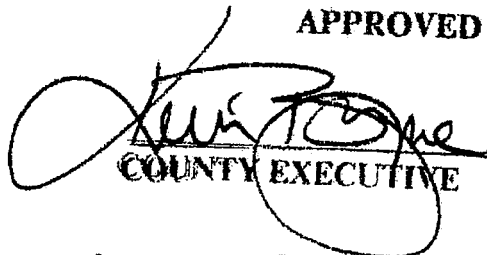
BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

APPROVED

State of New York

ss:

County of Putnam



COUNTY EXECUTIVE
6/10/25
DATE

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on June 3, 2025.

Dated: June 6, 2025

Signed: Diane Schonfeld

Diane Schonfeld
Clerk of the Legislature of Putnam County



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Commissioner

RAJNI CHAWLA
Executive Deputy Commissioner

Local Commissioners Memorandum

Section 1

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

Section 2

I. Purpose

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

II. Background

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

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

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

III. Program Implications

Program Design

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

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

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

Staff Recruitment

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

Target Population /Participant Eligibility

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

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

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

Community of Practice and Reporting

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

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

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

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

IV. Claiming

Expenditures for this project should be claimed through the RF17 special project claim package for the month(s) that the expenditures were made. These costs are first identified on the RF2A claim package as F17 functional costs and reported in the F17 column on the LDSS-923 "Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries" and the LDSS-2347 "Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program." After final accepting the RF2A claim package, the individual project costs are then reported under the project label **FAM CEN 2024** on the RF17.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the LDSS-4975A "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs" while overhead costs are automatically brought over from the RF2A, Schedule D and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time on this project must maintain time studies to support the salary and fringe benefit costs allocated to the program.

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

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

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

* Total project costs should be reported on the LDSS-4975 "Monthly Statement of Special Project Claims Federal and State Aid (RF-17)" as 100% Federal Share and will be reimbursed up to the amount of each district's allocation.

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

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

Claiming contacts:

Regions 1-5: Justin Gross: 518-474-7549 or otda.sm.field_ops.i-iv@otda.ny.gov
Region 6: Michael Simon: 212-961-8250 or michael.simon@otda.ny.gov

Issued By:

Name: Valerie T. Figueroa

Title: Deputy Commissioner

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

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

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



cc: all
Prot
ATA
Reso
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

#60F

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

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

Re: Budgetary Amendment - **25A078**

Date: August 29, 2025

At the request of the Commissioner of the Bureau of Emergency Services, the following budgetary amendment is required.

GENERAL FUND:

Increase Estimated Appropriations:

10990100 59020	Transfer to Capital Fund	3,145
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Decrease Estimated Appropriations:

10398900 54410	Supplies & Materials	3,145
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CAPITAL FUND:

Increase Estimated Appropriations:

55197000 532314 51509	Fire Training Center	3,145
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Increase Estimated Revenues:

55197000 428601 51509	Transfer From General Fund	3,145
-----------------------	----------------------------	-------

Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to fund concrete needed at the Fire Training Center.
Please forward to the appropriate committee.

Approved : : _____
Kevin M, Byrne, County Executive

2025 SEP -2 PM 3:25
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: Robert Lipton, Commissioner

DEPT: Bureau of Emergency Services

DATE: 8/28/25

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10398900 54410 Supplies & Materials	55197000 532314 51509 CP2314 Fire Training Center	\$3145.00	Transfer needed for concrete at Fire Training Center

20____ Fiscal Impact \$ _____

20____ Fiscal Impact \$ _____

Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

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

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

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

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

ESTIMATE

Putnam Mobile Mix
26 Lake Walton Road
Wappingers Falls, NY 12590

putnammobilemix@optimum.net
845-265-2502

Bill to

Putnam County DPW
842 Fair Street
Carmel, NY 10512

Ship to

Putnam County DPW
Gypsy Trail Training Center

Estimate details

Estimate no.: 25-03
Estimate date: 07/14/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		4000 PSI		10	\$184.00	\$1,840.00
2.		Fuel Surcharge		1	\$45.00	\$45.00
Total						\$1,885.00

Accepted date

Accepted by

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



cc: all
phys.
A+R
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Reso
#09

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: Sheila M. Barrett, First Deputy Commissioner of Finance
Re: Budgetary Amendment - 25A079
Date: August 28, 2025

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 SEP -3 AM 9:38

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

GENERAL FUND

Increase Appropriations:

10990100 59020	Transfer to Capital Fund	150,000
10199000 54980	Contingency	137,461
		<u>287,461</u>

Increase Revenues:

10802000 449895	UPWP 2025/26- Federal Aid	287,461
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CAPITAL FUND

Increase Appropriations:

55997000 53000 52308	UPWP - Capital Expenditures	150,000
----------------------	-----------------------------	---------

Increase Revenues:

55997000 428601 52308	UPWP 2025/26- Federal Aid	150,000
-----------------------	---------------------------	---------

Fiscal Impact - 2025 - \$ (137,461)

Fiscal Impact - 2026 - \$ 0

This Resolution was requested by the Commissioner of Planning for UPWP 2025/2026 formula Funding.

Approved:

Kevin M. Byrne
County Executive

Putnam County
Putnam County Public Transit System Study

Description and Objectives

This proposed study will examine existing public transportation services in Putnam County and develop strategies to improve and expand service and recommend service options where current service is either limited or not available.

This will entail the following:

- An in-depth demographic survey of current ridership in order to better understand the transit needs of the county, with an emphasis on vulnerable populations
- An assessment of the current fixed-route network and planned demand-response Microtransit service aimed at expanding service, increasing ridership and getting the most out of the relationship between the two service types
- An evaluation of existing gaps, both large and small, in the county's transit system and developing alternatives on how to fill them
- An assessment of the system's current status with regard to transit-related technologies such as live GTFS, interactive mapping and bus tracking and cashless fares and ticketing
- An inventory of current bus stops, bus stop amenities, shelters and signage with the goal of producing a bus stop planning, design and placement guidelines document.

The ultimate goal will be to produce a set of recommendations informed by analysis of the County's transit needs that will improve amenities, rider experience, promote efficiency and increase service consumption.

Supported Plan Goals:



SAFETY AND SECURITY



RELIABLE AND EASY TRAVEL



PLANNING FOR CHANGING DEMAND



REDUCING ENVIRONMENTAL IMPACTS



RESILIENCY

Activities

1. Conduct demographic survey of existing ridership to better understand county's transit needs
2. Study current fixed-route network and investigate feasibility/cost-effectiveness of various changes and/or improvements and develop recommendations
3. Study the county transit system's current level of integration with existing technologies to facilitate use of the system and improve upon rider experience.
4. Develop a set of alternatives for meeting the transit needs of communities in Putnam County which are currently underserved or not served at all.
5. Produce bus-stop planning, design and placement guidelines document

Deliverables

1. Draft report: Putnam County Public Transit System Study.
2. Final report: Putnam County Public Transit System Study (SFY2025-2026:Q4).

Start Date: SFY2025-2026:Q1	End Date: SFY2025-2026:Q4
Total Funds Requested:	\$180,935
New FHWA/FTA Funds:	\$150,000
Previously Programmed Funds:	\$0
Reason for Unspent Funds:	N/A
Related Professional Services Contracts:	\$150,000
Consultant will support all aspects of this study.	

FY 2025/2026

	STAFF COSTS	NON PERSONAL SERVICE COSTS	STAFF + OTHER	CONSULTANT COST	TOTAL	PROGRAMMED IN PRIOR YEARS	NEW FHWA PL/ FTA MPP
NYC Dept of City Planning							
Complete Streets Planning Activities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Support and Administration	\$255,174	\$2,000	\$757,174	\$0	\$257,174	\$0	\$257,174
General Development and Comprehensive Planning	\$100,545	\$2,000	\$102,545	\$0	\$102,545	\$0	\$102,545
Long-Range Transportation Planning	\$794,205	\$14,028	\$308,233	\$0	\$308,233	\$0	\$308,233
Transportation Improvement Program	\$123,138	\$2,000	\$125,138	\$0	\$125,138	\$0	\$125,138
Discretionary Program	\$2,197,872	\$68,164	\$2,266,036	\$40,000	\$2,306,036	\$1,148,359	\$1,157,677
Total NYC Dept of City Planning	\$2,970,934	\$88,192	\$3,059,126	\$40,000	\$3,099,126	\$1,148,359	\$1,950,767
NYC Dept of Transportation							
Complete Streets Planning Activities	\$398,739	\$0	\$398,739	\$0	\$398,739	\$0	\$398,739
Program Support and Administration	\$307,034	\$0	\$307,034	\$0	\$307,034	\$0	\$307,034
General Development and Comprehensive Planning	\$4,004	\$0	\$4,004	\$0	\$4,004	\$0	\$4,004
Long-Range Transportation Planning	\$401,968	\$1,800	\$403,768	\$1,025,000	\$1,428,768	\$0	\$1,428,768
Transportation Improvement Program	\$446,492	\$0	\$446,492	\$0	\$446,492	\$0	\$446,492
Discretionary Program	\$2,762,030	\$0	\$2,762,030	\$561,500	\$3,323,530	\$273,000	\$3,050,530
Total NYC Dept. of Transportation	\$3,921,528	\$1,800	\$3,923,328	\$1,586,500	\$5,509,828	\$273,000	\$5,236,828
Putnam County							
Complete Streets Planning Activities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Support and Administration	\$28,169	\$0	\$28,169	\$0	\$28,169	\$0	\$28,169
General Development and Comprehensive Planning	\$1,933	\$0	\$1,933	\$0	\$1,933	\$0	\$1,933
Long-Range Transportation Planning	\$52,211	\$0	\$52,211	\$50,000	\$102,211	\$0	\$102,211
Transportation Improvement Program	\$96,078	\$0	\$96,078	\$0	\$96,078	\$0	\$96,078
Discretionary Program	\$30,935	\$0	\$30,935	\$150,000	\$180,935	\$0	\$180,935
Total Putnam County	\$209,326	\$0	\$209,326	\$200,000	\$409,326	\$0	\$409,326

DATE	DESCRIPTION	AMOUNT	BALANCE
10/1/20	OPENING BALANCE		\$200,000.00
10/1/20	SALES	312,605.60	
10/1/20	PAYROLL	579,351.00	
10/1/20	RENT	452,616.00	
10/1/20	UTILITIES		
10/1/20	INSURANCE		
10/1/20	ADVERTISING		
10/1/20	TRAVEL		
10/1/20	MEALS & ENTERTAINMENT		
10/1/20	COMMISSIONS		
10/1/20	OTHER		
10/1/20	CLOSING BALANCE		

#CH

MEMORANDUM

YJC

2025 SEP 12 PM 3:17
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Approved : : _____
Kevin M. Byrne, County Executive



Empire State Development

July 17, 2025

County Executive Kevin Byrne
Putnam County
40 Gleneida Avenue, 3rd Floor
Carmel, NY 10512

Re: Putnam County – County Infrastructure Grant Program, Project # 139,315

Dear County Executive Byrne:

I would like to take this opportunity to offer my congratulations on the acceptance of Putnam County's County Infrastructure Grant Program (CIGP) application and to update you on the next steps in Empire State Development's ("ESD") grant process. Funds are being awarded (subject to the approval of the ESD Board of Directors as set forth herein) for the following NYS CIGP project(s) to be used as outlined in your original application:

- County Infrastructure Grant Program Round 1
- NYS Route 311 & Terry Hill Road Intersection Improvements 3.25 – \$500,000
- Project Summary – This project involves roadway improvements to the State Route 311 and CR46/Terry Hill Road intersection in the Town of Kent, including separate left turn lanes, widening the northbound approach, reconstructing the turning radius, and widening the associated approach. The project will also include the installation of an actuated traffic signal with pedestrian accommodations, building a retaining wall to minimize impact on adjacent properties, drainage improvements, curbing, sidewalk enhancements, landscaping and resurfacing with new pavement markings.
- Total Project Cost: \$1,800,000

Your ESD project manager will continue to periodically request updates and/or changes to your application (revised timeline, State Environmental Quality Review Act ("SEQRA") update, State Historic Preservation Office ("SHPO") review information, Smart Growth Impact Statement ("SGIS") etc.). This project manager will work with you as necessary to finalize your application.

When your application has been finalized and when the project is nearing completion, Putnam County's County Infrastructure Grant Program project will be presented to the ESD Board of Directors for approval. The Directors typically meet on a monthly basis. Please note that no project will be presented to the ESD Board of Directors for approval until the SEQRA, SHPO and SGIS reviews have been completed and proof of matching funds has been clearly demonstrated. Please also note that there is a one percent (1%) non-reimbursable commitment fee assessed to all awardees based on the grant amount awarded. The commitment fee will be due when the applicant executes documents required for processing the award, following approval by ESD Directors.

Empire State Development

Albany Hudson Regional Office
44 Airport Center Drive, Suite 701, New Windsor, NY 12553
(845) 467-1881 | www.esd.ny.gov



Empire State Development

Pursuant to New York State Executive Law Articles 15-A and Article 3 of New York State Veterans' Services Law, ESD recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises (MWBEs) and service-disabled veteran-owned businesses (SDVOBs) in the performance of ESD projects. As a recipient of this award, Putnam County shall be required to use Good Faith Efforts to achieve MWBE and SDVOB Participation. In addition, ESD's MWBE and SDVOB Participation/Equal Employment Opportunity Policy will apply to this project. While ESD's agency-wide MWBE goal is 30% and SDVOB goal is 6%, your individual project-specific goal may be higher or lower based on the detailed scope of work, budget, and information on additional sources of funding you provide on the Grant Budget and Questions form. You will be required to use Good Faith Efforts to achieve the goals assigned to this project. Compliance with laws and the policy of ESD prohibiting discrimination in employment on the basis of age, race, creed, color, national origin, gender, sexual preference, disability or marital status shall also be required. The Office of Contractor and Supplier Diversity ("OCS") will monitor MWBE and SDVOB utilization in connection with this project.

Following board approval, all CIGP projects must go through ESD's public hearing process and subsequently be approved by the Public Authorities Control Board. Once these final steps are achieved, your project manager will send you a Grant Disbursement Agreement ("GDA") for execution. Project disbursements may only occur after ESD's receipt of the executed GDA and with the submission of the appropriate supporting documentation. As mentioned throughout the application process, payments will be made in lump sum upon project completion on a reimbursable basis.

This award shall terminate two calendar years from the date of this letter if the project has not commenced. Please be aware that ESD may require restrictions on the future use of awarded sites consistent with the purposes of their CIGP grant terms.

Your Project Manager will reach out shortly to answer any questions you may have. We look forward to working with you on this important project.

Sincerely,

A handwritten signature in black ink, appearing to read "Linda Malave".

Linda Malave
Mid-Hudson Regional Director

CC: Jose Arroyo, Project Manager
Ridwan Ahmed, OCS Compliance Manager
Barbara Barosa, Putnam County Commissioner of Planning

Empire State Development
Mid-Hudson Regional Office
44 Airport Center Drive, Suite 201, New Windsor, NY 12553
(845) 967-4882 | www.esd.ny.gov

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



Call Health Audit

KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Reso
#6:

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: Sheila M. Barrett, First Deputy Commissioner of Finance *SM*
Re: Budgetary Amendment - 25A081
Date: September 9, 2025

2025 SEP -9 AM 11:13
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

GENERAL FUND

Increase Appropriations:

21401000 54210 10236	Vehicle Leasing - JUUL Settlement	9,750
21401000 54320 10236	Food - JUUL Settlement	2,500
21401000 54329 10236	Promotional Materials - JUUL Settlement	2,500
21401000 54410 10236	Supplies & Materials - JUUL Settlement	2,500
21401000 54646 10236	Contracts - JUUL Settlement	174,200
21401000 55870 10236	Chargeback Auto Ins.- JUUL Settlement	200
		<u>191,650</u>

Increase Revenues:

21401000 427351 10236	JUUL Settlement Revenue	191,650
-----------------------	-------------------------	---------

This Resolution was requested by the Health Department to record JUUL Settlement disbursements.

Approved:

Kevin M. Byrne
County Executive



MEMORANDUM

TO: William Carlin, Interim Commissioner of Finance

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

DATE: September 4, 2025

RE: Budgetary Amendment

Please review and approve Budgetary Amendment for JUUL disbursements to Health Department. This Amendment will ensure that we provide programs which align with the approved uses of the funds.

Increase Revenue: 21401000-427351-10236 JUUL Settlement	\$191,650.26
---	--------------

Total Increase Revenue	<u>\$191,650.26</u>
-------------------------------	----------------------------

Increase Expense: 21401000-54210-10236 Vehicle Leasing-JUUL Settlement	\$ 9,750.00
--	-------------

Increase Expense: 21401000-54320-10236 Food-JUUL Settlement	\$ 2,500.00
---	-------------

Increase Expense: 21401000-54329-10236 Promotional-JUUL Settlement	\$ 2,500.00
--	-------------

Increase Expense: 21401000-54410-10236 Supplies and Materials-JUUL Settlement	\$ 2,500.00
---	-------------

Increase Expense: 21401000-54646-10236 Contracts-JUUL Settlement	\$174,200.26
--	--------------

Increase Expense: 21401000-55870-10236 Vehicle Insurance-JUUL Settlement	\$ 200.00
--	-----------

Total Increase Expense	<u>\$191,650.26</u>
-------------------------------	----------------------------

Total Fiscal Impact	(0.00)
----------------------------	---------------

Vehicle Leasing (3 months for 2025; 12 months for 2026-will be rolled over)

PCDOH has confirmed that a vehicle that is used to support JUUL funded work is an allowable expense. We have staff attend various events throughout the county. Whether presenting "Escape the Vape" at Middle Schools or tabling at a community event or health fair, vaping education and prevention is a cornerstone of the work. Health Education would use a county vehicle rather than personal vehicles to support the work that will be funded through the JUUL settlement.

Food

Providing sustenance during educational workshops, community forums, or events is important to foster attendance and participation. Providing food can create a welcoming and inclusive environment and encourage meaningful dialogue on vaping and tobacco prevention and cessation.

Promotional

Health Education is requesting promotional items for the use of JUUL settlement funds to aid in vaping and tobacco prevention and education efforts. The promotional items will be utilized at community events and educational programs to engage audiences and encourage participants to stay motivated when forming a new behavior, such as quitting a form of nicotine. These promotional materials will ensure that youth, families, and other educators are reached across different platforms in Putnam County. These promotional items as well as certain supplies and materials (more below) will be used in conjunction with evidence-promising and evidence-based curriculum both for prevention/education as well as for cessation programming.

Supplies and Materials

The supplies and materials will provide tangible tools for community engagement and education. Examples could include informational handouts, activity kits, display boards, and other supplies needed to implement programming that adheres to approved uses. These resources make learning more accessible and impactful.

Contracts

PCDOH has confirmation from NYS AG's office that JUUL settlement funds can be used to support the safe disposal of vape devices, which contain nicotine, lithium-ion batteries, and other hazardous materials. If discarded in regular trash, these devices pose risks of fire, environmental contamination, and accidental exposure. Funding vape disposal directly addresses the harms caused by vaping products and protects community health and safety by diverting vapes from youth while reducing long-term environmental impacts. Putnam County will enter into one or more contracts through the Solid Waste program to ensure all hazardous waste requirements including storage, hauling, and disposal are adhered to. Safe vape disposal is in its infancy, and knowing this, the contract line will also be a holding place from which to make transfers.

Michele Alfano-Sharkey

From: William Orr
Sent: Monday, September 8, 2025 4:12 PM
To: Michele Alfano-Sharkey; Sheila Barrett
Cc: Rian Rodriguez; Shanna Siegel
Subject: JUUL settlement additional backup
Attachments: DOC090825-09082025155324.pdf

Hi Michele,

I have attached additional back-up to our requested budgetary amendment regarding the JUUL settlement =.

Attached is a letter from the NYS Attorney General's office regarding the JUUL settlement awards for all entities receiving funds.

Page 5 reflects Putnam County award of \$511,067.37.

The county has received 3 payments in one lump sum which totals \$191,650.26.

We will be receiving an additional 5 more payments.

The budgetary amendment we are requesting is only for the money received.

Bill

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



Follow us on Twitter [@PutnamHealthNY](https://twitter.com/PutnamHealthNY)
Like us on Facebook
www.facebook.com/putnamhealth
www.facebook.com/putnamparents



Go Green

Please think about the environment before you print this email

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Letitia James

New York State Attorney General

JUUL settlement

Welcome to the JUUL Settlement Page for New York Subdivisions

This page was last updated on August 13, 2025.

In 2023, Attorney General Letitia James secured a settlement with JUUL Labs, Inc. that included funds totaling more than \$112.7 million. These funds will be given to New York subdivisions that provide programs for prevention and cessation of e-cigarette (vaping) use, treatment for e-cigarette use, and enforcement of laws regarding e-cigarettes. The following sections provide further detail about the funds.

To receive your portion of the funds, you must complete the official certification form on our site.

Qualifications for claiming funds

If you qualify for settlement funds, you must complete the certification form annually to receive funds. You must agree to use the funds only to remediate the harm caused by vaping, to meet the conditions defined in the consent order and judgment in *State of New York v. JUUL Labs Inc., et. al.* (index no. 452168/2019) (the "New York Litigation").

A wide range of programs may qualify for the settlement funds, as they broadly address the damage caused by increased e-cigarette use in youth and young adults. The Office of the New York State Attorney General (OAG) has defined the following categories of programs that may qualify:

- preventing youth and young adults from starting to vape
- supporting community-, school-, college-, and university-based anti-vaping programs
- helping users quit vaping
- enforcing vaping laws and regulations
- conducting research and surveillance

These categories come from OAG's specific, evidence-based approved uses for these settlement funds. The OAG developed these approved uses to provide flexibility in the range of programs that effectively confront the scourge of increased nicotine use in youth and young adults.

Allocation of funds

The funds from the settlement are allocated in a specific manner to ensure that they are distributed equitably throughout New York state. The following amounts have been allocated to localities for approved uses:

- 15 percent to the state of New York
- 85 percent to the counties, the five largest cities, and Boards of Cooperative Education Services (BOCES)

Certain counties and BOCES have already received funds as part of the settlement in the separate case, *In Re: Juul Labs, Inc., Marketing, Sales Practices, and Products Liability Litigation* (19-md-02913-WHO) (the "Multi-District Litigation"), in California. Thus, the OAG partially discounted the amounts going to those

localities in the New York Litigation and redistributed some of the funds for more equitable distribution.

The Allocation of Funds is as follows:

~ County/City

County/City	Total Payment
Total	\$56,374,816.69
New York City	\$12,192,627.67
Albany County	\$1,055,715.55
Allegany County	\$322,931.56
Broome County	\$596,588.77
Cattaraugus County	\$467,578.61
Cayuga County	\$397,684.96
Chautauqua County	\$804,688.01
Chemung County	\$509,170.60
Chenango County	\$351,784.56
Clinton County	\$398,962.14
Columbia County	\$285,180.93
Cortland County	\$276,771.10
Delaware County	\$315,519.52

County/City	Total Payment
Dutchess County	\$1,141,432.42
Erie County	\$3,311,394.60
Essex County	\$278,594.49
Franklin County	\$372,792.31
Fulton County	\$377,149.09
Genesee County	\$366,507.72
Greene County	\$292,672.78
Hamilton County	\$181,640.73
Herkimer County	\$338,122.50
Jefferson County	\$531,347.19
Lewis County	\$261,994.63
Livingston County	\$345,540.78
Madison County	\$396,519.43
Monroe County	\$2,293,677.54
Montgomery County	\$302,440.88
Nassau County	\$4,318,689.49
Niagara County	\$1,062,901.15
Oneida County	\$849,282.44
Onondaga County	\$1,452,272.89
Ontario County	\$530,263.71

County/City	Total Payment
Orange County	\$1,379,565.77
Orleans County	\$275,118.86
Oswego County	\$582,809.54
Otsego County	\$257,184.58
Putnam County	\$511,067.37
Rensselaer County	\$605,331.97
Rockland County	\$1,161,651.38
Saint Lawrence County	\$383,711.63
Saratoga County	\$984,376.05
Schenectady County	\$523,014.31
Schoharie County	\$255,547.66
Schuyler County	\$216,589.36
Seneca County	\$236,510.67
Steuben County	\$450,048.88
Suffolk County	\$5,156,358.84
Sullivan County	\$481,474.24
Tioga County	\$323,674.26
Tompkins County	\$473,932.88
Ulster County	\$644,402.70
Warren County	\$381,885.14

County/City	Total Payment
Washington County	\$419,833.43
Wayne County	\$481,411.55
Westchester County	\$2,722,278.52
Wyoming County	\$261,592.13
Yates County	\$225,004.21

› BOCES/School Districts

BOCES/School Districts
Total
New York City School District
Buffalo City School District
Rochester City School District
Yonkers City School District
Syracuse City School District
Broome-Delaware-Tioga
Capital Region
Cattaraugus-Allegany-Erie-Wyoming
Cayuga-Onondaga
Clinton-Essex-Warren-Washington

BOCES/School Districts

Delaware-Chenango-Madison-Otsego

Dutchess

Eastern Suffolk

Erie 1

Erie 2-Cattaraugus-Chautauqua

Franklin-Essex-Hamilton

Genesee Valley

Greater Southern Tier

Hamilton-Fulton-Montgomery

Herkimer-Fulton-Hamilton-Otsego

Jefferson-Lewis-Oneida-Hamilton-Herkimer

Madison-Oneida

Monroe-1

Monroe-2

Nassau

Oneida-Herkimer-Madison

Onondaga-Cortland-Madison

Orange-Ulster

Orleans-Niagara

Oswego (CiTi)

BOCES/School Districts

Otsego-Delaware-Schoharie-Greene (Otsego-Northern Catskills)

Putnam-Northern Westchester

Questar III (Rensselaer-Columbia-Greene)

Rockland

Saint Lawrence-Lewis

Southern Westchester

Sullivan

Tompkins-Seneca-Tioga

Ulster

Washington-Saratoga-Warren-Hamilton-Essex

Wayne-Finger Lakes

Western Suffolk

WILLIAM J. CARLIN
Commissioner of Finance



cc:all
Health
A+A

#6j
3250

SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

September 9, 2025

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

2025 SEP - 9 PM 12:38
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, B dated February 14, 2010, I am advising you of the following request to amend the 2025 Department of Social Services budget.

Increase Revenues:

10431000 427350 10212	MH LGU Opioid Settlement Monies-People USA	<u>\$37,542</u>
	Total Revenue	<u>\$37,542</u>

Increase Appropriations:

10431000 54646 10212	MH LGU Contracts Opioid- People USA	<u>\$37,542</u>
	Total Appropriations	<u>\$37,542</u>

2025 Fiscal Impact -0-
2026 Fiscal Impact -0-

Your approval is requested to amend the 2025 budget to include funds applicable to the 2024 Opioid Settlement award to People, USA. At year-end 2024, it was anticipated that approved expenses would likely fall shy of the 2024 award to People USA, resulting in the full amount not being included on the Accounts Payable listing. After substantiation, reimbursable expenses, related to contract 2024020, were deemed higher than anticipated while still under the contracted and awarded amount. Due to the ongoing audit, this is a necessary accounting adjustment due to the restriction on yearend roll over if grant funds.

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

25A082

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

September 8, 2025

TO: William Carlin, Commissioner of Finance

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

SUBJECT: 2025 Mental Health Budgetary Amendment

At the request of Finance and Auditing, your approval is requested to amend the 2025 budget to include funds applicable to the 2024 Opioid Settlement award to People, USA. At year end 2024, it was anticipated approved expenses would likely fall shy of the 2024 award to People USA resulting in the full amount not being included on the Accounts Payable listing. After substantiation, reimbursable expenses related to contract 2024020 were deemed higher than anticipated while still under the contracted and awarded amount. Due to the ongoing audit, this is a necessary accounting adjustment due to the restriction on roll over.

Increase Revenue:

10431000-427350-10212 \$37,542
MH LGU / OPIOID SETTLEMENT MONIES / OPIOID – PEOPLE USA

Total Revenue \$37,542

Increase Appropriations:


10431000-54646-10212 \$37,542
MH LGU / CONTRACTS / OPIOID – PEOPLE USA

Total Appropriations \$37,542

Fiscal Impact (25) - 0 -

Fiscal Impact (26) - 0 -

Thank you for your time and consideration of this request.

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

WILLIAM J. CARLIN, JR.
Commissioner Of Finance



Protectual
Audit
Reco
#OK

SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

September 11, 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 2025 Sheriff's Department budget:

Increase Revenues:

15311000 426801	Sheriff Civil – Insurance Recoveries	<u>\$ 977.55</u>
-----------------	--------------------------------------	------------------

Increase Expenses:

15311000 54370	Sheriff Civil – Automotive	<u>\$ 977.55</u>
----------------	----------------------------	------------------

2025 Fiscal Impact - 0
2026 Fiscal Impact - 0

This amendment recognizes reimbursement from the State Farm Insurance Company for a July 2025 accident.

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	25A084
------	---	--------

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

STATE FARM INSURANCE CO. – CK 1 28 612038 - \$ 977.53

40 GLENEIDA AVENUE ~ CARMEL, NEW YORK 10512 ~ Tel (845) 225 - 3641 ~ Fax (845) 225 - 8290

2025 SEP 11 PM 3:51
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

JOHN B. CHERICO
First Deputy County Attorney

ANNA M. DIAZ
Senior Deputy County Attorney

CONRAD J. PASQUALE
Senior Deputy County Attorney



HEATHER M. ABISSI
Senior Deputy County Attorney

MAT C. BRUNO, SR.
Risk Manager

LOWELL R. SIEGEL
Deputy County Attorney

C. COMPTON SPAIN
County Attorney

DEPARTMENT OF LAW

TO: Michael Lewis, Finance
FROM: Mat C. Bruno, Sr., Manager Risk & Compliance
DATE: July 31, 2025
RE: Vehicle Accident Claim Reimbursement

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

Enclosed please find State Farm check # _____ in the amount of \$977.55 representing payment for the accident listed below. The Sheriff Department is expecting credit for the check.

Please deposit the reimbursement in Sheriff line: ¹⁵32311000, Auto- 54370.

Accident Number	Date of Accident	Damage	Reimbursement	Ins. Co	Employee Driver
11	07/03/2025	\$977.55	\$977.55	State Farm	

Thank you.

MCB/da
Enc.

15311000 54370 977.55
15311000 426801 977.55

48 GLENEIDA AVENUE, CARMEL, NEW YORK 10512

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

**This office will not accept service via facsimile*

PAYMENT NO
PAYMENT AMOUNT **\$977.55**
ISSUE DATE **07-18-2025**
AUTHORIZED BY **PAPE, ISAAC**
PHONE **(844) 292-8615**

CLAIM NO
LOSS DATE **07-03-2025**
POLICY NO **3651-429-52A**
INSURED **GJURAJ, IRENA & ADRIAN**

**PUTNAM COUNTY CO LAW DEPARTMENT
48 GLENEIDA AVE
CARMEL NY 10512-1702**

REMARKS **State Farm 52-87K9-14X 2020 Ford Explorer 1FM5K8AB1LGD0857**
4

COVERAGE DESCRIPTION
PROPERTY DAMAGE LIABILITY

ON BEHALF OF
PUTNAM COUNTY CO LAW DEPARTMENT

AMOUNT
977.55

RETAIN STUB FOR RECORDS

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Protective 2650
Archie
#61

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: William J. Carlin, Jr., Interim Commissioner of Finance
Re: Budgetary Amendment - **25A085**
Date: September 11, 2025

At the request of the Commissioner of Emergency Services, the following budgetary amendment is required.

CAPITAL FUND:

Increase Estimated Appropriations:

10398900 54182 10106	Consultants	112,500
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Increase Estimated Revenues:

10398900 44389L 10106	State Aid - Hazardous Mitigation Grant	112,500
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Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to fund the receipt of a Hazard Mitigation Plan Update (HMGP 4694-0003). Grant details will follow under separate cover. The \$ 112,500 grant is matched by 25% (\$ 37,500) of in-kind services.

Approved : :
Kevin M, Byrne, County Executive

2025 SEP 11 PM 3:51
LEGISLATURE
PUTNAM COUNTY
CARNELNY

PUTNAM COUNTY LEGISLATURE

Resolution #109

Introduced by Legislator: Ginny Nacerino on behalf of the Protective Services Committee at a Regular Meeting held on May 7, 2024.

page 1

APPROVAL/ GRANT APPLICATION/ BUREAU OF EMERGENCY SERVICES/ HAZARD MITIGATION GRANT PROGRAM (HMGP)

WHEREAS, the Bureau of Emergency Services Commissioner had requested permission to apply for the Hazard Mitigation Grant Program (HMGP) under the New York State (NYS) Division of Homeland Security and Emergency Services (DHSES); and

WHEREAS, funding will be used for the update of the Hazard Mitigation Plan; and

WHEREAS, the amount of the grant is \$150,000; with a Federal share of \$112,500 and 25% matching County funds of \$37,500; and

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

RESOLVED, that the Bureau of Emergency Services is authorized to apply for grant funding in the amount of \$150,000 through the New York State (NYS) Division of Homeland Security and Emergency Services (DHSES) the Hazard Mitigation Grant for the Hazard Mitigation Grant Program (HMGP).

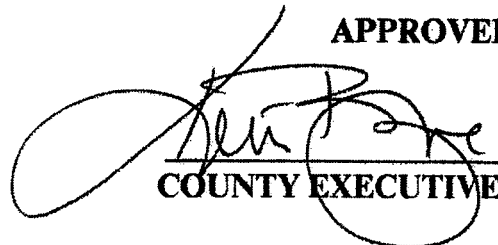
BY POLL VOTE: ALL AYES. LEGISLATOR CROWLEY WAS ABSENT. MOTION CARRIES.

State of New York

ss:

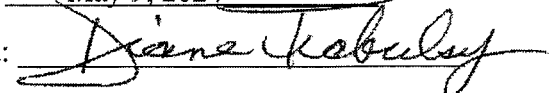
County of Putnam

APPROVED

 **COUNTY EXECUTIVE** 5/16/24 **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 May 7, 2024.

Dated: May 9, 2024

Signed: 

Diane Trabulsy

Deputy Clerk of the Legislature of Putnam County

Michele Alfano-Sharkey

From: Heidi Zatkovich
Sent: Thursday, September 11, 2025 10:53 AM
To: Michele Alfano-Sharkey
Subject: FW: HMGP-4694-0003 Putnam County HMP Update – FEMA Approval & Next Steps
Attachments: 4694-0003 Putnam County HMP Contract.pdf

Hi Michele,

Please see attached and email below.

Thank you,
Heidi

From: Robert Lipton <Robert.Lipton@putnamcountyny.gov>
Sent: Thursday, September 11, 2025 10:43 AM
To: Heidi Zatkovich <Heidi.Zatkovich@putnamcountyny.gov>
Subject: Fw: HMGP-4694-0003 Putnam County HMP Update – FEMA Approval & Next Steps

From: Tarasoff, Michael (DHSES) <Michael.Tarasoff@dhses.ny.gov>
Sent: Tuesday, February 11, 2025 12:36 PM
To: Robert Lipton <Robert.Lipton@putnamcountyny.gov>
Cc: Clapp, Kevin (DHSES) <Kevin.Clapp@dhses.ny.gov>; VanValkenburg, Gretchen (DHSES) <Gretchen.VanValkenburg@dhses.ny.gov>
Subject: HMGP-4694-0003 Putnam County HMP Update – FEMA Approval & Next Steps

PUTNAM COUNTY NOTICE

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

Good afternoon,

We are pleased to inform you that the Federal Emergency Management Agency (FEMA) has approved your planning grant under the Hazard Mitigation Grant Program (HMGP) for DR-4694.

Funding has been made available in an amount not to exceed the total project cost of \$150,000.00 with a Federal share of \$112,500.00 and the required non-Federal matching share of \$37,500.00. In addition, Sub-recipient management costs were requested and will be made available for an amount not to exceed a total cost of \$7,500.00 funded at a 100% Federal share for a total Federal share of \$120,000.00 obligated for this project. The necessary costs of requesting, obtaining, and administering Federal disaster sub-grants will only be covered by an allowance as defined in 2 C.F.R Part 200.

The Period of Performance (POP) for this grant is from November 26, 2024 through September 11, 2027.

Please note this POP is reflective of administrative deadlines *only* and does not impact the date of expiration of your current or expired Hazard Mitigation Plan. We strongly encourage you to work as quickly as possible to finalize your update and maintain eligibility for FEMA mitigation funding.

In the coming week or so, you'll receive a separate email with administrative and process documentation for review/use and a request to schedule a kick-off meeting.

In accordance with the instructions from our Legal and Fiscal Departments, enclosed are Amended Agreements between the New York State Division of Homeland Security and Emergency Services (NYS DHSES) and Putnam County regarding the above referenced project.

Given the virtual environment, we can accept one (1) copy of this complete contract, signature page signed and notarized, sent back electronically to our offices.

As soon as we receive the agreements and associated paperwork, we will process it through the proper channels. This agreement must be signed by all parties and approved by the Office of the State Comptroller before payments can be made on this planning project.

If you have any questions, or if you require additional information, please feel free to contact me.

Michael Tarasoff

Planning Manager, Hazard Mitigation

Division of Homeland Security & Emergency Services

11 British American Blvd, 2nd floor, Latham, NY 12110

(518) 402-3523 Landline | (518) 322-4983 Fax |

michael.tarasoff@dhSES.ny.gov | www.dhSES.ny.gov/hazard-mitigation

STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE

<p>STATE AGENCY (Name & Address): New York State Division of Homeland Security and Emergency Services 1220 Washington Avenue Building 7a Albany, NY 12242</p>	<p>BUSINESS UNIT/DEPT. ID: DHS01</p> <p>CONTRACT NUMBER: C002001</p> <p>CONTRACT TYPE (select one): <input type="checkbox"/> Multi-Year Agreement <input type="checkbox"/> Simplified Renewal Agreement <input checked="" type="checkbox"/> Fixed Term Agreement</p>
<p>CONTRACTOR NAME: Putnam County</p>	<p>TRANSACTION TYPE: <input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal (list periods): <input type="checkbox"/> Amendment (list periods):</p>
<p>CONTRACTOR IDENTIFICATION NUMBERS: NYS Vendor ID Number: 1000002443 Federal Tax ID Number: 14-6002759 Unique Entity Identifier (UEI): GLN9KUJQKBB8</p>	<p>PROJECT NAME: HMGP 4694-0003 Putnam County Hazard Mitigation Plan Update ASSISTANCE LISTINGS (formerly CFDA) NUMBER (ALN) (Federally Funded Grants Only): 97.039(HMGP)</p>
<p>CONTRACTOR PRIMARY MAILING ADDRESS: 112 Old Route 6 Carmel, NY 10512</p> <p>CONTRACTOR PAYMENT ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address</p> <p>CONTRACT MAILING ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address</p> <p>CONTRACTOR PRIMARY E-MAIL ADDRESS: Robert.Lipton@putnamcountyny.gov</p>	<p>CONTRACTOR STATUS: <input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption Status/Code: <input type="checkbox"/> Sectarian Entity</p>

C002001

Contract Number: # _____

STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE

<p>CURRENT CONTRACT TERM:</p> <p>From: 11/26/2024 To: 09/11/2027</p> <p>AMENDED TERM:</p> <p>From: To:</p>	<p>CONTRACT FUNDING AMOUNT <i>(Fixed Term - enter current period amount; Simplified Renewal - enter cumulative amount to date; Multi-year - enter total projected amount of the contract):</i></p> <p>CURRENT: \$ 120,000.00</p> <p>AMENDED:</p> <p>FUNDING SOURCE(S)</p> <p> <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Other </p>
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ATTACHMENTS INCLUDED AS PART OF THIS AGREEMENT (select all that apply):

☒ Appendix A

☒ Attachment A:

☒ Attachment B:

☐ A-1 Agency Specific Terms and Conditions
☒ A-2 Program Specific Terms and Conditions
☒ A-3 Federally Funded Grants and Requirements Mandated by Federal Laws

☒ B-1 Expenditure Based Budget
☐ B-2 Performance Based Budget
☐ B-3 Capital Budget
☐ B-4 Net Deficit Budget
☐ B-1(A) Expenditure Based Budget (Amendment)
☐ B-2(A) Performance Based Budget (Amendment)
☐ B-3(A) Capital Budget (Amendment)
☐ B-4(A) Net Deficit Budget (Amendment)

☒ Attachment C: Work Plan

☒ Attachment D: Payment and Reporting

☒ Other: NY Contract for Grants; Exhibit E: Supplementary Conditions for HMGP Contracts; Attachment F: FEMA Approval letter dated November 26, 2024; Conditions of Approval; Attachment G: 2022 DHSES HMP Standards; Notary Page

STATE OF NEW YORK CONTRACT FOR GRANTS SIGNATURE PAGE

IN WITNESS THEREOF, the parties hereto have electronically signed and agreed to this Contract, or approved this Contract on the dates below their signatures.

In addition, I, acting in the capacity as Contractor, certify that I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority or official, and as such I do agree, and I have the authority to agree, to all of the terms and conditions set forth in the Contract, including all appendices and attachments. I understand that (i) payment of a claim on this Contract is conditioned upon the Contractor's compliance with all applicable conditions of participation in this program and if applicable, the accuracy and completeness of information submitted to the State of New York through the New York State prequalification process and (ii) by electronically indicating my acceptance of the terms and conditions of the Contract, I certify that (a) to the extent that the Contractor is required to register and/or file reports with the Office of the Attorney General's Charities Bureau ("Charities Bureau"), the Contractor's registration is current, all applicable reports have been filed, and the Contractor has no outstanding requests from the Charities Bureau relating to its filings and (b) all data and responses in the application submitted by the Contractor are true, complete and accurate. I also understand that use of my assigned User ID and Password on the State's contract management system is equivalent to having placed my signature on the Contract and that I am responsible for any activity attributable to the use of my User ID and Password. Additionally, any information entered will be considered to have been entered and provided at my direction. I further certify and agree that the Contractor agrees to waive any claim that this electronic record or signature is inadmissible in court, notwithstanding the choice of law provisions.

CONTRACTOR:

By: _____
Printed Name

Title: _____

Date: _____

In addition, the party below certifies that it has verified the electronic signature of the Contractor to this Contract.

STATE AGENCY:

By: _____
Printed Name

Title: _____

Date: _____

ATTORNEY GENERAL'S SIGNATURE
APPROVED AS TO FORM

By: _____
Printed Name

Title: _____

Date: _____

STATE COMPTROLLER'S SIGNATURE

By: _____
Printed Name

Title: _____

Date: _____

WILLIAM J. CARLIN, JR.
Commissioner Of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

September 11, 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:

17311000 443890	Sheriff Patrol - Public Safety Other	\$ 650.20
17311000 422601	Sheriff Patrol - Deputy Outside Services	\$ 3,999.76
		<u>\$ 4,649.96</u>

Increase Expenses:

17311000	Sheriff Patrol	
51093	Overtime	\$ 4,319.51
58002	Social Security	330.45
		<u>\$ 4,649.96</u>

2025 Fiscal Impact - 0
2026 Fiscal Impact - 0

The Sheriff respectfully requests that reimbursement received for various 2025 holiday DRE callouts and DWI crackdowns be used to increase the overtime and social security for the Patrol Division.

25A086

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

PC Probation Stop DWI – these reimbursements are funded by a pass-through grant with the NYS Stop DWI Foundation Inc. –

Ck # 541718 - \$1,379.92 Superbowl 2025; and Ck # 542866 - \$2,619.84 St Patrick's Day and Memorial Day

NYS STOP-DWI Foundation, Inc. – Ck # 9932 - \$650.20 DRE callouts on July 1 and 7, 2025

Protective R 50
Audit
#on

WILLIAM J. CARLIN, JR.
Commissioner Of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

September 11, 2025

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

2025 SEP 11 PM 3:51
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld:

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

Increase Revenues:

32311000 427701	Sheriff BCI – Unclassified	<u>\$ 632.52</u>
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Increase Expenses:

32311000	Sheriff BCI	
51093	Overtime	\$ 587.57
58002	Social Security	<u>44.95</u>
		<u>\$ 632.52</u>

2025 Fiscal Impact - 0
2026 Fiscal Impact - 0

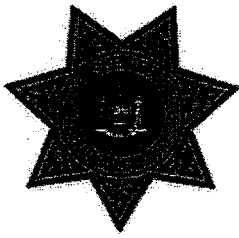
The Sheriff respectfully requests that reimbursement received from the NYS Sheriff's Association for Instructor Kevin Radovich's services rendered at New Paltz College on May 28, 2025 be used to increase BCI's overtime line.

NYS SHERIFF'S ASSOCIATION ~ CK 7931 ~ \$632.52

25A087

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



BRIAN M. HESS
SHERIFF (ACTING)

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



JAMES T. MENTON
UNDERSHERIFF



Deputy Outside Services

September 3, 2025

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

Dear Commissioner Carlin:

Check #7931 in the amount of \$632.52

From: NYS SHERIFF'S ASSOCIATION INC.

Is reimbursement for hours of service for Instructor Kevin Radovich, at New Paltz College on May 28th. This was a grant through NYS Governor's Traffic Safety Committee for funding assistance.

Please apply to corresponding revenue account # 32311000.⁴²⁷⁷⁰¹~~427011~~ \$632.52

Please also increase expenditures :

#32311000.51093	\$587.57
#32311000.58002	\$ 44.95

Very truly yours,

Kristin D. Van Tassel
Fiscal Manager

NYS SHERIFFS' ASSOCIATION INC.

7931

Putnam County Sheriff's Office					8/25/2025	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
8/19/2025	Bill	DRE Schools	632.52	632.52		632.52
					Check Amount	632.52

M&T Checking Accou	New Paltz May 28-K Radovich	632.52
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WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



*cc: Bill
Phyllis
JWA*
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Reso
#00

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

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

Re: Budgetary Amendment - 25A088

Date: September 13, 2025

2025 SEP 15 PM 2:25
LEGISLATURE
PUTNAM COUNTY
CORNELL, NY

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

CAPITAL FUND:

Increase Estimated Appropriations:

10874500 54652	Tree Program	8,000
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Increase Estimated Revenues:

10874500 439106	Conservation Project	8,000
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Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to fund the Cornell Cooperative Extension Tree Seedling Program, utilizing Part C SWCD funds as approved by the enclosed resolution of the Putnam County Soil and Water Conservation District.

Approved : : _____
Kevin M, Byrne, County Executive

Resolution No. 002 of 2025

of the Putnam County Soil and Water Conservation District

Approval of Funding for Cornell Cooperative Extension Seedling Sale Program

WHEREAS, Cornell Cooperative Extension of Putnam County has requested \$8,000 in support of its annual Tree and Shrub Seedling Sale; and

WHEREAS, the program directly advances the mission of the Putnam County Soil & Water Conservation District ("District") by promoting natural resource conservation, environmental education, and community engagement; and

WHEREAS, the Seedling Sale has eliminated non-native and invasive plant offerings, prioritizing native bare-root trees and shrubs, disease-resistant fruit trees, wildflowers, ferns, and habitat-supporting products such as bird nest boxes sourced from New York State businesses; and

WHEREAS, the program's implementation requires significant coordination, volunteer engagement, and program support costs, including wholesale ordering, e-commerce hosting, outreach and advertising, educational material creation, repackaging, and distribution; and

WHEREAS, the District recognizes the value of this program in providing affordable conservation plant materials to the public, advancing environmental stewardship, and strengthening educational and outreach partnerships between the District and Cornell Cooperative Extension;

NOW, THEREFORE, BE IT RESOLVED, that the Putnam County Soil & Water Conservation District Board of Directors hereby approves \$8,000 in funding to support the 2025 Tree and Shrub Seedling Sale, to be administered in collaboration with Cornell Cooperative Extension of Putnam County.

Adopted this 10th day of September, 2025 by the Board of Directors of the Putnam County Soil & Water Conservation District.

Chairperson



Vice Chairperson



WILLIAM J. CARLIN, JR
Commissioner Of Finance



cc: all
Am
#6P
Reso

SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

September 22, 2025

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

2025 SEP 23 AM 9:59
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld

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

Increase Revenues:

16311000 422601	Sheriff -Youth – Deputy Outside Services	<u>\$ 58,022</u>
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Increase Expenses:

16311000 51093	Sheriff -Youth - Overtime	\$ 53,899
16311000 58002	Sheriff -Youth - Social Security	<u>4,123</u>
		<u>\$ 58,022</u>

2025 Fiscal Impact - 0
2026 Fiscal Impact – 0

This amendment will recognize reimbursement for services rendered to the school districts in excess of the department's 2025 budget. The Sheriff respectfully requests these funds be applied to overtime expense.

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 **25A089**

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

PC SHERIFF REIMBURSEMENT FROM SCHOOL DISTRICTS FOR 2025 SERVICES IN EXCESS OF BUDGET

Inv Date	Invoice	School District	Date Pd	Check #	Amount Pd	INCR	INCR	INCR
						16311000	16311000	16311000
						422601	51093	58002
3/27/2025	3011	CACSD - WINTER DANCE - 2/7/25	9/8/2025	315662	435.98	435.98	405.00	30.98
7/11/2025	3091	CACSD - BOE MTGS/MEET THE CADIDATES - 5/25	9/8/2025	315662	2,143.58	2,143.58	1,991.25	152.33
7/11/2025	3104	CACSD RFS - CARMEL BOE MTGS 6/25	9/8/2025	315662	1,671.27	1,671.27	1,552.50	118.77
7/11/2025	3105	CACSD - RFS HS GRADUATION/ PROM	9/8/2025	315661	4,941.14	4,941.14	4,590.00	351.14
7/11/2025	3087	BRCSD - BUDGET VOTE 5.20.25	7/25/2025	112699	2,034.59	2,034.59	1,890.00	144.59
7/11/2025	3089	BRCSD - STEM FAIR/SCHOOL PLAY 5/25	7/25/2025	112699	871.97	871.97	810.00	61.97
7/11/2025	3090	BRCSD - JFK ES MORNING PROGRAMS 5/25	7/25/2025	112699	435.98	435.98	405.00	30.98
7/11/2025	3102	BRCSD - JFK ES MORNING PROGRAMS 6/25	7/25/2025	112699	435.98	435.98	405.00	30.98
7/11/2025	3103	BRCSD - JFK ICE CREAM SOCIAL/1ST GR TRIP 6.23	7/25/2025	112699	1,598.60	1,598.60	1,485.00	113.60
7/11/2025	3101	BRCSD - HHW -8TH GR EVENTS 6/25/ TRAFFIC DETAIL 6/25	8/1/2025	112757	4,432.49	4,432.49	4,117.50	314.99
7/11/2025	3088	BRCSD HHW TRAFFIC DETAIL/CONERTS 5.25	8/1/2025	112757	3,633.19	3,633.19	3,375.00	258.19
7/11/2025	3100	BRCSD - 6/25 SVCS	8/8/2025	112805	7,121.05	7,121.05	6,615.00	506.05
7/11/2025	3096	MACSD - FULMAR RD ES - PLAY & MUSICAL 5/	8/20/2025	221012	1,089.96	1,089.96	1,012.50	77.46
7/11/2025	3108	MACSD - FULMER RD ES - CONCERT 6/25	8/20/2025	221012	435.98	435.98	405.00	30.98
7/11/2025	3095	MACSD MORNING TRAFFIC 5.25	8/6/2025	220891	1,235.28	1,235.28	1,147.50	87.78
7/11/2025	3107	MACSD AUSTIN RD ES 6/25 SVCS	8/6/2025	220891	1,307.95	1,307.95	1,215.00	92.95
7/11/2025	3112	MAHOPAC HS - 6/25 SVCS	8/6/2025	20891	8,719.65	8,719.65	8,100.00	619.65
7/11/2025	3098	HAL SD - TRAFFIC DETAIL 5/25	7/24/2025	65392	2,761.22	2,761.22	2,565.00	196.22
7/11/2025	3111	HAL SD - 6/25 TRAFF DETAIL/PROM/GRAD	7/24/2025	65392	5,304.45	5,304.45	4,927.50	376.95
7/11/2025	3097	PVCSD - TRAFFIC DETAIL 5.25	7/24/2025	52850	4,141.83	4,141.83	3,847.50	294.33
7/11/2025	3109	PVCSD - TRAFFIC DETAIL 6.25	7/24/2025	52850	3,269.87	3,269.87	3,037.50	232.37
					<u>58,022.01</u>	<u>58,022.01</u>	<u>53,898.76</u>	<u>4,123.25</u>

This spreadsheet represents actual payments received for services through June, 2025 in excess of the 2025 adopted budget.

Actual revenue received to date is \$ 177,408.58 vs a budget of \$119,000.

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



DEPARTMENT OF FINANCE

cc All
Audit
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Reso

#69

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: William J. Carlin, Jr., Interim Commissioner of Finance *WJC*
Re: Budgetary Amendment - 25A090
Date: September 19, 2025

LEGISLATURE
PUTNAM COUNTY
CARLIN, NY

2025 SEP 22 AM 10:19

At the request of the County Clerk, the following budgetary amendment is required.

Increase Estimated Appropriations:

10141100 51093	Overtime	15,000
10141100 52110	Furniture & Fixtures	3,500
		<u>18,500</u>

Increase Estimated Revenues:

10141100 412552	DMV Fees	18,500
-----------------	----------	--------

Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to fund DMV overtime and furniture purchases through the end of 2025 utilizing DMV revenues. Please forward to the appropriate committee.

Approved : _____
Kevin M, Byrne, County Executive



PUTNAM COUNTY CLERK'S OFFICE

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

MICHAEL C. BARTOLOTTI
County Clerk

JAMES J. McCONNELL
First Deputy County Clerk

September 18, 2025

VIA HAND DELIVERY

William J. Carlin, Jr.
Putnam County Commissioner of Finance
40 Glencida Avenue
Carmel, New York 10512

Re: Budgetary Amendment- Putnam County DMV

Dear Mr. Carlin:

On behalf of the DMV, we would like to request a budgetary amendment be prepared so that we can cover the anticipated overtime costs through the remainder of 2025. This budgetary amendment is also being requested so that we can purchase new chairs in the DMV office as the current ones are breaking and in need of replacement. The DMV Office has been extremely busy, especially related to the REAL ID deadline that began in May/2025, and we have been utilizing overtime to ensure that we stay up to date with all of our car dealer work which we receive. As you are aware, we retain a portion of the revenue on every transaction processed in our office. We are on target to substantially exceed our 2025 budgeted revenues this year so this budgetary amendment should have zero fiscal impact. The chairs are a necessary replacement and we will be purchasing 10 chairs at approximately \$350.00 per chair.

Please use the following budget lines for the budgetary amendment:

INCREASE

Revenues	10141100/412552	DMV Fees	\$18,500.00
----------	-----------------	----------	-------------

INCREASE

Expenditures	10141100/51093	Overtime	\$15,000.00
Expenditures	10141100/52110	Furniture/Furnishings	\$ 3,500.00

If you have any questions or need further information, please do not hesitate to let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael C. Bartolotti".

Michael C. Bartolotti
Putnam County Clerk

WILLIAM J. CARLIN
Commissioner of Finance



#61 Reso
(Revised)

SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

September 19, 2025

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

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, B dated February 14, 2010, I am advising you of the following request to amend the 2025 Department of Social Services budget.

Increase Estimated Revenues:

10431000 434981 10115	MH LGU ST AID CIT TRAINING	\$512
10431000 434981 10120	MH LGU MH ST AID RESPITE SERVICES	\$555
10036000 434951	MH CSS SUB-CONTRACT	\$2,167
10038000 434944	MH STATE AID ENHANCEMENTS/COLA	\$1,315
10039000 434947	MH CHILDRENS CASE MGMT MH ST AID CF	\$1,097
10040000 434981	MH REINVESTMENT MH ST AID	\$15,890
10041000 434981	CMHS COMM PERFORMANCE MH ST AID	\$552
10042000 434981	CMHS C&F FAMILY SUPPORT SERVICES MH ST AID	\$6,476
10043000 434981	CMHS MNHL MH ST AID	\$5,029
10044000 434981	CMHS ONGOING INTEGRATED EMPLM MH ST AID	\$1,050
10046000 434981	CMHS KENDRAS LAW MH ST AID	\$154
10052000 434981	CONTRACTD MH SVCS PROS MH ST AID	\$48,990
	Total Revenue	\$83,787

Increase Appropriations:

10431000 54646 10115	MH LGU CONTRACTS-CIT TRAINING	\$512
10431000 54646 10120	MH LGU CONTRACTS-RESPITE SERVICES	\$555
10036000 54647	MH CSS SUB-CONTRACT	\$2,167
10038000 54647	MH STATE AID ENHANCEMENTS/COLA-SUB CONTRACT	\$1,315
10039000 54647	MH CHILDRENS CASE MGMT SUB CONTRACTORS	\$1,097
10040000 54647	MH REINVESTMENT SUB CONTRACTORS	\$15,890
10041000 54647	CMHS COMM PERFORMANCE SUB CONTRACTORS	\$552
direct AICB 10042000 54647	CMHS C&F FAMILY SUPPORT SVCS SUB CONTRACTORS	\$6,476
10043000 54647	CMHS MNHL SUB CONTRACTORS	\$5,029
10044000 54647	CMHS ONGOING INTEGRATED EMPLM SUB CONTRACT	\$1,050
10046000 54647	CMHS KENDRAS LAW SUB CONTRACTORS	\$154
10052000 54647	CONTRACTED MH SVCS PROS SUB CONTRACTORS	\$48,990
	Total Appropriations	\$83,787

2025 Fiscal Impact -0-

2026 Fiscal Impact -0-

Your approval is requested 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

25A091

authorization from the NYS Office of Mental Health dated 09/04/2025. Supporting documentation is attached.

AUTHORIZATION:

<u>Date</u>	<u>Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00</u>
<u>Date</u>	<u>County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000</u>
<u>Date</u>	<u>Chairperson Audit/Designee: \$0 - \$10,000.00</u>
<u>Date</u>	<u>Audit & Administration Committee: \$10,000.01 - \$25,000.00</u>

25A091

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

September 16, 2025

TO: William Carlin, Commissioner of Finance

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

SUBJECT: Mental Health 2025 Budgetary Amendment

Your approval is requested to amend the 2025 Mental Health budget to reflect 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 Mental Health (OMH) dated 09/04/2025. Supporting documentation attached.

Increase Estimated Revenues:

10431000	MH LGU	
434981	MH ST AID	\$512
10115	CIT TRAINING	
10431000	MH LGU	
434981	MH ST AID	\$555
10120	RESPIRE SERVICES	
10036000	MH CSS SUB-CONTRACT	
434951	CSS SUB CONTRACT	\$2,167
10038000	MH STATE AID ENHANCEMENTS/COLA	
434944	MH ST AID ENHANCE COLA	\$1,315
10039000	MH CHILDRENS CASE MGMT	
434947	MH ST AID CF CASE MG	\$1,097
10040000	MH REINVESTMENT	
434981	MH ST AID	\$15,890
10041000	CMHS COMM PERFORMANCE	
434981	MH ST AID	\$552
10042000	CMHS C&F FAMILY SUPPORT SVCS	
434981	MH ST AID	\$6,476
10043000	CMHS MNHL	
434981	MH ST AID	\$5,029
10044000	CMHS ONGOING INTEGRATED EMPLM	
434981	MH ST AID	\$1,050

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

10046000	CMHS KENDRAS LAW	
434981	MH ST AID	\$154
10052000	CONTRACTED MH SVCS PROS	
434981	MH ST AID	\$48,990
Total Revenue		\$83,787

Increase Appropriations:

10431000	MH LGU	
54646	CONTRACTS	\$512
10115	CIT TRAINING	
10431000	MH LGU	
54646	CONTRACTS	\$555
10120	RESPIRE SERVICES	
10036000	MH CSS SUB-CONTRACT	
54647	SUB CONTRACTORS	\$2,167
10038000	MH STATE AID ENHANCEMENTS/COLA	
54647	SUB CONTRACTORS	\$1,315
10039000	MH CHILDRENS CASE MGMT	
54647	SUB CONTRACTORS	\$1,097
10040000	MH REINVESTMENT	
54647	SUB CONTRACTORS	\$15,890
10041000	CMHS COMM PERFORMANCE	
54647	SUB CONTRACTORS	\$552
10042000	CMHS C&F FAMILY SUPPORT SVCS	
54647	SUB CONTRACTORS	\$6,476
10043000	CMHS MNHL	
54647	SUB CONTRACTORS	\$5,029
10044000	CMHS ONGOING INTEGRATED EMPLM	
54647	SUB CONTRACTORS	\$1,050
10046000	CMHS KENDRAS LAW	
54647	SUB CONTRACTORS	\$154
10052000	CONTRACTED MH SVCS PROS	
54647	SUB CONTRACTORS	\$48,990
Total Appropriations		\$83,787

Fiscal Impact (25) - 0 -


Fiscal Impact (26) - 0 -

Thank you for your time and consideration of this request.

Attachments:

SUMMARY OF COUNTY BUDGET ACCOUNTS - OMH / OASAS

OMH Attachment A - Funding Source Allocation Table - Amendment 7

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

25 A091

TOTAL		ONAS			
FUNDING CODE	ORG	013W	013S	013S	013S
OBJECT	PROJECT	10431000	10431000	10423000	10030000
		55646	55646	54647	54647
		10151	10234		
LGU (RES/PIE / CITI)		55,835			
PC SHERIFF		127,218			
PREVENTION COUNCIL		165,606			
OFFCS COVENOR		1,822,535			
FAMILY SUPP NAV		111,461			
HEALTH HOME		120,683			
ARC MIDHIDJON		87,849			
CAREERS		15,106			
GREATER MH OF NY		32,721			
GREEN CHIMNEYS		12,380			
MHA RUTNAM		223,747			
PEOPLE		763,625			
TY LABILITY		150,000			
PUTNAM HOSPITAL		263,004			
RESEARCH FOR CHANGE		2,453,284			
TBD		17,118			
TOTAL		6,422,172			
ADOPTED / REVISED					
VARIANCE					

TOTAL		ONAS			
FUNDING CODE	ORG	013W	013S	013S	013S
OBJECT	PROJECT	10431000	10431000	10423000	10030000
		55646	55646	54647	54647
		10151	10234		
LGU (RES/PIE / CITI)		55,835			
PC SHERIFF		127,218			
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VARIANCE					

TOTAL		ONAS			
FUNDING CODE	ORG	013W	013S	013S	013S
OBJECT	PROJECT	10431000	10431000	10423000	10030000
		55646	55646	54647	54647
		10151	10234		
LGU (RES/PIE / CITI)		55,835			
PC SHERIFF		127,218			
PREVENTION COUNCIL		165,606			
OFFCS COVENOR		1,822,535			
FAMILY SUPP NAV		111,461			
HEALTH HOME		120,683			
ARC MIDHIDJON		87,849			
CAREERS		15,106			
GREATER MH OF NY		32,721			
GREEN CHIMNEYS		12,380			
MHA RUTNAM		223,747			
PEOPLE		763,625			
TY LABILITY		150,000			
PUTNAM HOSPITAL		263,004			
RESEARCH FOR CHANGE		2,453,284			
TBD		17,118			
TOTAL		6,422,172			
ADOPTED / REVISED					
VARIANCE					

FUNDING CODE	TOTAL	013S	013W	013S	013S	013S
ORG		10431000	10631000	10423000	10030000	
OBJECT		55646		55646	54647	54647
PROJECT		10151	10234			
LGU (RES/PTE / CITI)	55,835					
PC SHERIFF	127,218					
PREVENTION COUNCIL	165,606		5,010		165,606	
OFFCS COVENOR	1,822,535			344,006		
FAMILY SUPP NAV	111,461					385,835
HEALTH HOME	129,683					111,461
MARC MIDHIDUSON	87,849					
CAREERS	15,106					
GREATR MH OF NY	32,721					
GREEN CHIMNEYS	12,380					
MHA RUTNAM	223,747					
PEOPLE	763,625					
PY LABILITY	150,000					
POTMAN HOSPITAL	263,004					
RESEARCH FOR CHANGE	2,453,284					
TBD	17,118					
TOTAL	6,422,172	122,208	5,010	344,006	165,606	477,296
ADOPTED / REVISED		122,208	5,010	344,006	165,606	477,296
VARIANCE		-	-	-	-	-



Attachment A
Funding Source Allocation Table
County Code: 40 County Name: Putnam
Year: 2025 Amendment: 7 - 9/4/2025 1:47:55 PM

Print Date : 09/16/2025 12:06 PM
Printed By : L6884KNW
Page : 1 of 5

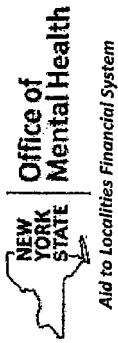
Funding Source	Code	Type	Prior Letter Allocation	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value from Prior Letter	Annualized Value Changes from Prior Letter	Fiscal Year Revised Annualized Value	Beds
Local Assistance	001A	GS	\$63,416	\$0	\$63,416	\$63,820	\$0	\$63,820	
Remarks									
An increase of \$1,212 represents 3 quarters (4/1/25 thru 12/31/25) of the approved 2.6% COLA/TII increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$404 and the full annual value is \$1,616.									
Community Support Services	014	GS	\$116,974	\$0	\$116,974	\$117,720	\$0	\$117,720	
Remarks									
An increase of \$2,238 represents 3 quarters (4/1/25 through 12/31/25) of the approved 2.6% TII increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$746 and the full annual value is \$2,984.									
Adult ACT State Aid	034J	GS	\$337,359	\$0	\$337,359	\$339,510	\$0	\$339,510	
Remarks									
An increase of \$6,453 represents 3 quarters (4/1/25 through 12/31/25) of the approved 2.6% TII increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$2,151 and the full annual value is \$8,604.									
Integrated Supp Emp	037	GS	\$54,866	\$0	\$54,866	\$55,216	\$0	\$55,216	
Remarks									
An increase of \$1,050 represents 3 quarters (4/1/25 through 12/31/25) of the approved 2.6% TII increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$350 and the full annual value is \$1,400.									
PROS State Aid	037P	GS	\$220,407	\$0	\$220,407	\$180,400	\$0	\$180,400	

Attachment A
Funding Source Allocation Table

County Code: 40 County Name: Putnam
Year: 2025 Amendment: 7 - 9/4/2025 1:47:55 PM

Print Date : 09/16/2025 12:06 PM
Printed By : L6884KNW
Page : 2 of 5

Funding Source	Code	Type	Prior Letter Allocation	Allocation Changes Since Revised Current Fiscal Year Allocation	Prior Letter	Annualized Value from Prior Letter	Annualized Value	Fiscal Year Revised Annualized Value	Beds
Remarks									
Effective 7/1/25, the PROS funding structure has been redesigned and Putnam Countys funding has been re-based mid-year as a result. Putnam Countys total PROS State Aid funding: Calendar Year 2025 is \$13,1882 and should be reported as follows: \$53422 under program code 6340, \$0 under program code 7340, \$66710 under program code 8350, and \$11550 u program code 7330. For more information regarding individual provider funding, please contact your field office representative.									
Effective 1/1/2025, PROS Residual State Aid and PROS Vocational Initiative funding recalculated based upon monthly census data reported in CAIRS. CY 2025 funding changes are : PFCS PROSper / CoveCare Center PROSper SA \$31,942 Voc \$50,750 (SA program code 6340; Voc program code 8350).									
One time funding of \$88,725 represents the total 2025 PROS Viability funding. The funding for each provider is: Putnam Family & Comm Ser MH \$88,725 to be recorded on Program C 6340									
Dwyer Veteran P2P	038F	GS	\$201,722	\$0	\$201,722	\$203,008	\$0	\$203,008	
Remarks									
An increase of \$3,858 represents 3 quarters (4/1/25 thru 12/31/25) of the approved 2.6% COLA/TII increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$1,286 and the annual value is \$5,144.									
Quarterly Allocation of \$48,100 (FAV \$192,400) in the SFY 24-25 Enacted Budget for the period of 4/1/2024-3/31/2025, will be used for the Veteran Peer to Peer Support Service Prog for veterans. The provider should use the program code 0690 on all OMH financial reporting documents.									
Clinical Infrastructure-Adult	039P	GS	\$65,590	\$0	\$65,590	\$66,008	\$0	\$66,008	
Remarks									
An increase of \$1,254 represents 3 quarters (4/1/25 through 12/31/25) of the approved 2.6% TII increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$418 and the full value is \$1,672.									
CMHS Kids COVID Relief Funds	044C	F	\$0	\$0	\$0	\$0	\$0	\$0	
Clinical Infrastructure-C&F	046A	GS	\$80,128	\$1,563	\$81,691	\$80,128	\$2,084	\$82,212	



NEW YORK STATE
Office of Mental Health
Aid to Localities Financial System

Attachment A

Funding Source Allocation Table

County Code: 40 County Name: Putnam

Year: 2025 Amendment: 7 - 9/4/2025 1:47:55 PM

Print Date : 09/16/2025 12:06 PM
Printed By : LG884KNW
Page : 3 of 5

Funding Source	Code	Type	Prior Letter Allocation	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value from Prior Letter	Annualized Value Changes from Prior Letter	Fiscal Year Revised Annualized Value	Beds
Remarks									
An increase of \$1,563 represents 3 quarters (4/1/25 through 12/31/25) of the approved 2.6% TII Increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$521 and the full annual value is \$2,084.									
Community Support Programs-C&F	046L	GS	\$338,562	\$0	\$338,562	\$340,722	\$0	\$340,722	
Remarks									
An increase of \$8,476 represents 3 quarters (4/1/25 through 12/31/25) of the approved 2.6% TII Increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$2,159 and the full annual value is \$8,636.									
Supported Housing	078	GS	\$2,552,243	\$0	\$2,552,243	\$2,552,246	\$0	\$2,552,246	78
Prior Year Liability	122P	GS	\$0	\$0	\$0	\$0	\$0	\$0	
Expanded Community Support Adult	142A	GS	\$289,705	\$0	\$289,705	\$291,552	\$0	\$291,552	
Remarks									
An increase of \$5,541 represents 3 quarters (4/1/25 thru 12/31/25) of the approved 2.6% COLA/TII Increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$1,847 and the annual value is \$7,388.									
Suicide Prevention & Crisis Services	164	GS	\$150,000	\$0	\$150,000	\$0	\$0	\$0	
Trans. Mgmt. Kendra's	170B	GS	\$8,074	\$0	\$8,074	\$8,124	\$0	\$8,124	
Remarks									
An increase of \$154 represents 3 quarters (4/1/25 through 12/31/25) of the approved 2.6% TII Increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$51 and the full annual value is \$204.									
MGP Admin Kendra's	170C	GS	\$2,655	\$0	\$2,655	\$2,672	\$0	\$2,672	

Attachment A

Funding Source Allocation Table

County Code: 40 County Name: Putnam

Year: 2025 Amendment: 7 - 9/4/2025 1:47:55 PM

Print Date : 09/16/2025 12:06 PM
 Printed By : L6884KNW
 Page : 4 of 5

Funding Source	Code	Type	Prior Letter Allocation	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value from Prior Letter	Annualized Value Changes from Prior Letter	Fiscal Year Revised Annualized Value	Beds
Remarks									
An increase of \$51 represents 3 quarters (4/1/25 through 12/31/25) of the approved 2.6% TII increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$17 and the full annual value is \$88.									
Article 28&31 Closure Re-Invest. (Adult)	175A	GS	\$29,083	\$0	\$29,083	\$29,268	\$0	\$29,268	
Remarks									
An increase of \$555 represents 3 quarters (4/1/25 thru 12/31/25) of the approved 2.6% COLA/TII increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$185 and the full annual value is \$740.									
Com. Reinvestment	200	GS	\$832,905	\$0	\$832,905	\$838,215	\$0	\$838,215	
Remarks									
An increase of \$15,930 represents 3 quarters (4/1/25 thru 12/31/25) of the approved 2.6% COLA/TII increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$5,310 and the full annual value is \$21,240.									
Supported Housing - Workforce RIV	200C	GS	\$0	\$0	\$0	\$0	\$0	\$0	
Commissioner's Perf.	400	GS	\$28,858	\$0	\$28,858	\$29,041	\$0	\$29,041	
Remarks									
An increase of \$552 represents 3 quarters (4/1/25 thru 12/31/25) of the approved 2.6% COLA/TII increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$184 and the full annual value is \$735.									
Health Home	570	GS	\$63,338	\$0	\$63,338	\$60,724	\$0	\$60,724	



**Office of
Mental Health**
Aid to Localities Financial System

Attachment A

Funding Source Allocation Table

County Code: 40 County Name: Putnam

Year: 2025 Amendment: 7 - 9/4/2025 1:47:55 PM

Print Date : 09/16/2025 12:06 PM
Printed By : L6884KNW
Page : 5 of 5

Funding Source	Code	Type	Prior Letter Allocation	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value from Prior Letter	Annualized Value Changes from Prior Letter	Fiscal Year Revised Annualized Value	Beds
Remarks									
An increase of \$1,154 represents 3 quarters (4/1/25 through 12/31/25) of the approved 2.6% TII increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$385 and the full value is \$1,540.									
Effective 4/1/25 quarterly reduction of \$3,000 (FAV: \$12,000) reflects the removal of Health Home Care Management Service Dollars from Putnam County's FSC 570 funding as management of this funding is being transitioned back to NYS OMH.									
Kids Health Home Care Management	570K	GS	\$57,345	\$0	\$57,345	\$57,712	\$0	\$57,712	
Remarks									
An increase of \$1,097 represents 3 quarters (4/1/25 through 12/31/25) of the approved 2.6% TII increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$366 and the full value is \$1,464.									
Funding Reduction/COLA	96S	GS	\$0	\$0	\$0	\$0	\$0	\$0	
Personnel Services Enhancements	96SS	GS	\$84,131	\$0	\$84,131	\$84,664	\$0	\$84,664	
Remarks									
An increase of \$1,599 represents 3 quarters (4/1/25 through 12/31/25) of the approved 2.6% TII increase for fiscal year 2025, effective 4/1/25. The quarterly value is \$533 and the full value is \$2,132.									
The SFY 25 Enacted Budget included funding for increases to minimum wage, effective 1/1/2025.									
Quarterly allocation of \$1,374 for MW effective 1/1/2024, for a quarterly annualized value of \$1,374									
Grand Total:			\$5,577,361	\$1,563	\$5,578,924	\$5,400,750	\$2,084	\$5,402,834	

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



cc:all
A-A
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Reso

DEPARTMENT OF FINANCE

#65

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: William J. Carlin, Jr., Interim Commissioner of Finance
Re: Budgetary Amendment - 25A093
Date: September 24, 2025

2025 SEP 24 AM 10:48
LEGISLATURE
PUTNAM COUNTY
CARLIN, NY

At the request of the Commissioner of Department of Public Works, the following budgetary transfer is required.

General Fund:

Increase estimated appropriations:

10511100 51093	Overtime	40,000
10511100 58002	FICA	3,060
		<hr/> 43,060

Decrease Estimated Appropriations:

10511100 54755	Janitorial	13,060
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Increase estimated revenues:

10131000 428661	Transfer From Road Machinery Fund	30,000
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Road Machinery Fund

Increase estimated appropriations:

03990100 59030	Transfer To General Fund	30,000
----------------	--------------------------	--------

Decrease Estimated Appropriations:

10513000 54540	Radio Communications	30,000
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Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to provide for the funding for projected overtime expenses through the end of 2025, 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 DPW

CC: Paul Eldridge, Director of Personnel
Joe Bellucci, Deputy Commissioner of Public Works
Diane Schonfeld, Legislative Clerk
Michele Sharkey, County Auditor

DATE: September 24, 2025

RE: Fund Transfers to Account for Roads Overtime Amounts

The Department of Public Works is requesting the attached fund transfers to account for a shortfall within the 5110 51093 Roads Overtime line. Throughout the course of the year, this Department has responded to a variety of callouts including but not limited to downed trees, flooding, pavement repairs, etc. These issues are seemingly becoming more prevalent every year. Additionally, this Department has taken on an increased number of infrastructure improvement projects which require overtime work in order to efficiently complete the projects. Examples of this would include the Milltown Rd. Culvert, Drainage and Pavement Repairs along with the Cove Care Parking Lot Improvement Projects. Allowing for this overtime work to take place helps to minimize any disruptions or inconveniences to the travelling public and County employees. The CSEA rate increases adopted earlier this year also factor into this request as they weren't accounted for when the 2025 Personnel Operating Budget was being developed.

COUNTY OF PUTNAM

FUND TRANSFER REQUEST

cc: all
 9/2/25
 #7

TO: Commissioner of Finance
 FROM: William A. Orr, Jr., Senior Fiscal Manager
 DEPT: Health
 DATE: August 7, 2025

2025 AUG 11 AM 11:50
 LEGISLATURE
 PUTNAM COUNTY
 CARROLL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT
21401000-51000 Health Ed-Personnel Services	21401000-51093 Health Ed - OT	\$5,000
TOTAL:		\$5,000

PURPOSE:
 To cover Nursing & Health Ed overtime for the remainder of 2025.

2025 Fiscal Impact \$ 0.00

2026 Fiscal Impact \$ 0.00

Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

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

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

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

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

25T232

COUNTY OF PUTNAM

FUND TRANSFER REQUEST #113

correll
Pers. - 501
A+A

#8

TO: Commissioner of Finance
FROM: William A. Orr, Jr., Senior Fiscal Manager
DEPT: Health
DATE: August 7, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT
11401000-51000 Public Health Nurse Vacancy 11116	11401000-51093 Nursing - OT	\$20,000
TOTAL:		\$20,000

LEGISLATURE
PUTNAM COUNTY
CARROLL, NY

2025 AUG 11 AM 11:50

PURPOSE:
To cover Nursing overtime for the remainder of 2025.

2025 Fiscal Impact \$ 0.00

2026 Fiscal Impact \$ 0.00

Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

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

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

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

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

25T235

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

*cc: all
Pers-FY1
AAA-sign*

sign

#9

TO: Commissioner of Finance

FROM: Sheila Barrett, First Deputy Commissioner of Finance

DEPT: Finance

DATE: August 21, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10136200.54910 Tax Advertising & Expense	10135500.51094 Temporary	\$1,700.00	Fund Temporary Line for remainder of 2025 <i>For part-time clerk. (20 hours per week)</i>

25T254

Total

\$1,700

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$ 0

2025 SEP -2 PM 3:25
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Department Head Signature/Designee Date

AUTHORIZATION:

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

Date County Executive/Designee: \$5,000.01 - \$10,000.00

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

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

25T254

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

cc:all
Pers - FY1
ATA - sign
SIGN
#10

TO: Commissioner of Finance

FROM: Sheila Barrett, First Deputy Commissioner of Finance

DEPT: Finance

DATE: August 21, 2025

I hereby request approval for the following transfer of funds on behalf of Real Property:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10135500.54680 Data Processing	10135500.51094 Temporary	\$2,500.00	Fund Temporary Line for remainder of 2025 <i>For part-time Clerk. (20 hours per week)</i>

25T255

Total *\$2,500*

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$ 0 _____

2025 SEP -2 PM 3:24
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Department Head Signature/Designee Date

AUTHORIZATION:

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

Date County Executive/Designee: \$5,000.01 - \$10,000.00

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

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

25T255

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

cc: all
Health-FY1
ATA - sign

sign

11

TO: Commissioner of Finance
FROM: Marlene Barrett
DEPT: Office for Senior Resources
DATE: 08/25/2025

2025 AUG 28 AM 10:05
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

I hereby request approval for the following amendment of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# NAME	AMOUNT	PURPOSE
10762000-54646 Contracts	10677500-54670 Travel Non Employees	\$10,000.00	To increase blanket purchase order for GoGo transportation
		<u>\$10,000.00</u>	

2025 Fiscal Impact \$ 0.00

2026 Fiscal Impact \$ 0.00



Dept Head/Designee Signature

08/25/2025

Date

AUTHORIZATION: (Electronic Signatures)

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

25T258

Kathleen Scheidt

From: Geralyn Genussa
Sent: Monday, August 25, 2025 12:02 PM
To: Kathleen Scheidt
Cc: Marlene Barrett; Daisy Jimenez
Subject: Budget Transfer

Importance: High

Kathleen – can you please initiate a \$10,000 budget transfer from Health, Wellness & Rec Contracts (7620 54646) to Unmet Needs Travel Non- Employee (6775 54670)? The funds will be used to increase the blanket purchase order for GoGo transportation and will be 100% reimbursable under the Unmet Needs grant.

Please let me know if you need any additional information to complete the transfer.

Thanks

Geralyn



Geralyn Genussa
Fiscal Technician • Putnam County Office for Senior Resources
PHONE | 845.808.1700 EXT.47106 • FAX | 845.808.1942 • WEBSITE | PUTNAMCOUNTYNY.GOV
PUTNAM COUNTY GOVERNMENT NEW YORK

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



cc All
Pers
A+A KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Reso

DEPARTMENT OF FINANCE

#12

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: Sheila M. Barrett, First Deputy Commissioner of Finance
Re: Budgetary *Transfer* - 25T277
Date: August 21, 2025

2025 SEP - 3 PM 3:36
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

Increase Appropriations:

10102000.51093	DSS Admin Services - Overtime	17,500
10102000.51098	DSS Admin Services - On Call Pay	58,200

Decrease Appropriations:

10199000.54980	Contingency	75,700
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Fiscal Impact - 2025 - \$ 75,700
Fiscal Impact - 2024 - \$ 0

This Resolution was recommended to increase funding overtime and on-call budget lines to reflect CSEA Contract Settlement costs as per the attachment.

Approved:

Kevin M. Byrne
County Executive

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

#13

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: William J. Carlin, Jr., Interim Commissioner of Finance
Re: Budgetary Transfer - 25T283
Date: September 11, 2025

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 SEP 12 AM 9:57

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

GENERAL FUND

Increase estimated appropriations:

10101001 51000 (110)	Personnel Services- Legislative Clerk	22,132
10101001 58002	FICA	1,693
10131000 51000 (101)	Personnel Services- Commissioner of Finance	16,480
10131000 51000 (101)	Personnel Services	2,564
10131000 58002	FICA	1,457
10311000 51000 (100)	Personnel Services- UnderSheriff	17,683
10311000 58002	FICA	1,353
10905000 58050	Unemployment Expense	71,000
		<hr/>
		134,362

Decrease estimated appropriations:

10141000 51000 (105)	Personnel Services- Records Clk/Typist	21,261
10141100 51000 (118)	Personnel Services- MV Cashier (SS)	17,492
10143000 51000 (110)	Personnel Services- Sr. Personnel Specialist	24,000
10168000 51000 (109)	Personnel Services- Dep Director IT/GIS	30,000
10314000 51000 (132)	Personnel Services- Probation Officer 1	21,776
10314000 51000 (133)	Personnel Services- Probation Officer 1	19,833
		<hr/>
		134,362

This Resolution is required to provide for the vacation payouts of employees, adjust the Commissioner of Finance salary, and to provide funding for unemployment insurance through the end of 2025.

Approved:

Kevin M. Byrne
County Executive

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

cc:cl
Ref
A+A

Reso
#14

TO: Commissioner of Finance
FROM: Robert Lipton, Commissioner
DEPT: Bureau of Emergency Services
DATE: 9/10/25

2025 SEP 11 AM 9:05
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
13398900 54520 E911 Phone Equipment	13398900 51093 Overtime	\$90,000	Transfer needed to cover 911 Dispatch Overtime for remainder of 2025

20 Fiscal Impact \$

20 Fiscal Impact \$

Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

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

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

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

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

25T285

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

2025
SEP
11
AM
9:05

Rec'd

#15

TO: Commissioner of Finance

FROM: Sheila Barrett, First Deputy Commissioner of Finance *SNB*

DEPT: Finance

DATE: September 10, 2025

I hereby request approval for the following transfer of funds on behalf of the Health Department:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
11401000 51000 11120 Nursing – Personnel Services <i>Public Health Nurse (SS)</i>	11401000 51094 Nursing - Temporary	\$5,950.00	Fund Temporary Line for remainder of 2025
114010000 51000 11120 Nursing – Personnel Services <i>Public Health Nurse (SS)</i>	11401000 58002 Nursing - FICA	\$ 460.00	Fund Temporary Line for remainder of 2025

25T286

Total \$6,410.00

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$ 0

2025 SEP 11 AM 9:05
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Department Head Signature/Designee Date

AUTHORIZATION:

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

Date County Executive/Designee: \$5,000.01 - \$10,000.00

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

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

25T286

COUNTY OF PUTNAM

FUND TRANSFER REQUEST

TO: Commissioner of Finance

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

DEPT: Health

DATE: September 9, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT
11401000-51000 Public Health Nurse Vacancy 11120	11401000-51094 Nursing – Temporary	\$5,950
11401000-51000 Public Health Nurse Vacancy 11120	11401000-58002 Nursing - FICA	\$460
TOTAL:		\$6,410

PURPOSE:

M. McCormack, Full Time, is retiring. Requesting to hire back in Temp line for 17.5 hours weekly to assist with appropriate succession planning, orienting her replacement to the position in the immunization program and to continue her work in the many other nursing division programs. Immunization is a mandated program with many regulations and deliverables. This position is crucial to the development of all mandated Nursing programs, policies & procedures, including Communicable Disease, Rabies & Maternal Child Health.

2025 Fiscal Impact \$ 0.00

2026 Fiscal Impact \$ 0.00

Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

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

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

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

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

25T286

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: A/Sheriff Brian M. Hess

DEPT: Sheriff/Corrections

DATE: September 11, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10102 (Jail General: Personnel) <i>50. Office Assistant</i>	15311000.51000.10108 (Sheriff Civil: Personnel) <i>Principal Act Clerk</i>	\$5,377.00	Salary Surplus month of June
10315000.51000.10102 (Jail General: Personnel)	15311000.51000.10108 (Sheriff Civil: Personnel)	\$5,889.00	Salary Surplus month of July
10315000.58002 (Jail General: FICA)	15311000.58002 (Sheriff Civil: FICA)	\$862.00	cover related FICA

Total

\$12,128.00

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$__0__

2026 Fiscal Impact \$__0__

Department Head Signature/Designee

Date

AUTHORIZATION:

Date

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

Date

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

Date

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

Date

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

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 SEP 12 PM 1:20

25T288

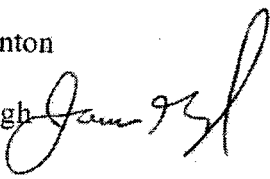
P-1

Putnam County Sheriff's Department

Inter - Office Memorandum

2/11/25
Date: March 12, 2025

To: Sheriff Brian Hess
Undersheriff James Menton

From: Captain James Greenough 

Subject: **FUNDS TRANSFER
POSITION UPGRADE**

Request the fund transfers below be approved to cover costs that will be incurred due a change in title of an Office Assistant position to Principal Account Clerk in the Sheriff's Office Civil Division. This position will work in Civil and assist the Fiscal Manager. Approving the listed below lines will cover projected costs of the change in title.

Reduce 10315000.10102 Open Personnel Line Funds by \$5,377.00. (Month of June)

Reduce 10315000.10102 Open Personnel Line Funds by \$5,889.00. (Month of July)


and

Increase ~~10311000.10~~108 Office Assistant by \$11,266.00.

Reduce 10315000.58002 Jail General FICA by \$862.00 and

Increase ~~10311000.58~~002 Sheriff-Civil FICA by \$862.00.

RECEIVED AND FORWARDED FOR ACTION

SGT	_____
LT	_____
LT	_____
CAPT	_____
US	_____
SHERIFF	 _____

25T288

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



DEPARTMENT OF FINANCE

cc: All
From Rules 915
Audit
9/29
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

#17

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: William J. Carlin, Jr., Interim Commissioner of Finance *WJC*
Re: Budgetary Transfer - 25T306
Date: September 22, 2025

At the request of the Rules and Enactments Committee, the following budgetary transfer is recommended.

Increase Estimated Appropriations:

25879000 54950	County Contribution - HV Shakespeare	2,900
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Decrease Estimated Appropriations:

10199000 54996	Sub Contingency	2,900
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Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to allocate \$ 2,900 from Sub Contingency to support Hudson Valley Shakespeare, as per the attached memorandum. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive

2025 SEP 22 PM 4:30
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

25T306

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

TO: Kevin Byrne, County Executive

CC: William Carlin, Commissioner of Finance
Amy Sayegh, Chairwoman, Audit & Administration Committee

FROM: Daniel G. Birmingham *DBI*
Chairman, Rules, Enactments & Intergovernmental Relations Committee

DATE: September 16, 2025

RE: Subcontingency Funding for Hudson Valley Shakespeare

At last evening's Rules, Enactments & Intergovernmental Relations Committee Meeting, a request made by Legislator Montgomery for funding to a contract agency, Hudson Valley Shakespeare was considered. The Committee and Legislators present were in agreement to provide the remaining \$2,900 in subcontingency to Hudson Valley Shakespeare.

As a follow up to Legislator Montgomery's September 10, 2025 written request, and now on behalf of the Rules, Enactments & Intergovernmental Relations Committee, I respectfully request the appropriate fund transfer be provided to the Legislature for consideration at the September 29, 2025 Audit & Administration Committee.

Thank you for your attention to this request.

25T306



#18

PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

MEMORANDUM

To: Hon. Amy Sayegh, Chair
Putnam County Legislature

Diane Schonfeld, Clerk
Putnam County Legislature

Putnam County Legislature

FROM: Kevin M. Byrne,
County Executive

Cc: William Carlin,
Commissioner of Finance

DATE: August 28, 2025

RE: Proposed Resolution Extending Current Exemption from County Sales Tax for Certain Clothing and Footwear for One (1) Year

2025 AUG 28 PM 1:51
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

A handwritten signature in blue ink, appearing to be "KB", is written over the "FROM" line and extends into the "Cc" line.

Please see the attached proposed resolution adopting the exemption from County sales tax for certain clothing and footwear in Putnam County for one (1) year.

With the start of the new school year around the corner, parents in Putnam County are taking advantage of this tax exemption for, among other things, the all-important first day of school outfit and new pairs of sneakers for their schoolchildren.

However, it is important to note that this tax exemption isn't only applied during back-to-school shopping as it is over the border in Connecticut, where the exemption is regarded by state policy as a "holiday." Rather, Putnam County's is meaningful relief available to Putnam residents, online or in-person, year-round. Paired with the exemption from the State's existing 4% sales-tax rate, Putnam County's residents pay an effective rate of zero on clothing and footwear under \$110. This is targeted relief on staple items for those who live here.

My Administration's FY2026 Tentative Budget presently accounts for the adoption of this resolution.

As a friendly reminder, the resolution needs to be passed by the Legislature and a certified copy sent to the NYS Commissioner of Taxation and Finance, postmarked at least ninety (90) days prior to the effective date of March 1, 2026, as indicated in State Tax Law, for it to be extended.

As such, I am respectfully requesting that this resolution be considered during the next appropriate committee meeting of the County Legislature.

RESOLUTION
of the

Legislature of the County of Putnam, providing an exemption from sales and compensating use taxes for receipts from retail sales of, and consideration given or contracted to be given for, certain clothing and footwear, pursuant to the authority of Article 29 of the Tax Law of the State of New York.

Be it enacted by the Legislature of the County of Putnam, as follows:

SECTION 1. Subdivision (a) of section six of Resolution No. 85, of 1977, as amended, is amended by adding a new paragraph (19) to read as follows:

(19). Clothing and footwear described in paragraph (30) of subdivision (a) of section 1115 of the New York Tax Law.

SECTION 2. This resolution shall take effect March 1, 2026, and shall expire and be deemed repealed on March 1, 2027 in accordance with applicable transitional provisions of the New York Tax Law.

Michael Budzinski, PE
Director/Consumer Affairs

Extension 46111

cc: all Rules (OKD) Audit 9/29
2025

Irina Paegelow, Secretary
Consumer Affairs

Extension 46026

#19



PUTNAM COUNTY PLUMBING AND MECHANICAL TRADES BOARD
Office Of Consumer Affairs /Weights & Measures/
Trades Licensing & Registration
(845) 808-1617

MEMORANDUM

TO: Daniel Birmingham
Putnam County Legislature

FROM: Irina Paegelow, Secretary
Plumbing and Mechanical Trades Board

DATE: September 16, 2025

RE: Recommendation for Appointment – Ferdy Guerra

2025 SEP 17 PM 1:19
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

The Putnam County Plumbing and Mechanical Trades Board recommends the appointment of Ferdy Guerra to fill a vacancy on the Plumbing and Mechanical Trades Board.

On Thursday, September 11, 2025, the Plumbing and Mechanical Trades Board met and unanimously voted to recommend Mr. Guerra to fill the seat previously held by Stephen Alonge. Mr. Alonge's term was set to run through December 31, 2025.

The Plumbing and Mechanical Trades Board respectfully requests that the Rules Committee place item on the agenda for the October 14, 2025 meeting.

Attached are Mr. Guerra's resume and letter of interest for your review.

Thank you for your consideration.

Cc: Michael Budzinski, PE
Director, Consumer Affairs

Diane Schonfeld
Clerk, Putnam County Legislature

#20

September 29, 2025
Audit Meeting

#20
FYI – Property & Guardrail Damage Table