

THE PUTNAM COUNTY LEGISLATURE

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Carmel, New York 10512
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Amy E. Sayegh *Chairwoman*
Greg E. Ellner *Deputy Chair*
Diane Trabulsy *Clerk*



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

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

Tuesday **October 7, 2025** **7:00 P.M.**

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

PROCLAMATIONS

Honoring Putnam County Sheriff Kevin J. McConville

Domestic Violence Awareness Month

National Fire Prevention Week – October 5th-11th, 2025

National Substance Use Prevention Month

4. Correspondence
 - a) County Auditor
5. Pre-filed resolutions:

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

- 5a. Approval – Budgetary Amendment (25A072) – Social Services – NYS Rental Supplement Program
- 5b. Approval – Budgetary Amendment (25A077) – Social Services – Family Centered Case Management Grant – Correct Funding Source

- 5c. **Approval – Budgetary Amendment (25A081) – Health Department – JUUL Labs, Inc. Settlement Disbursements**
- 5d. **Approval – Budgetary Amendment (25A082) – Social Services – 2024 Opioid Settlement Award**

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

- 5e. **Approval – Budgetary Amendment (25A073) – Veterans Service Agency – Peer to Peer Program**
- 5f. **Approval – Budgetary Amendment (25T306) - Outside Agency - Hudson Valley Shakespeare – County Contribution – Subcontingency**
- 5g. **Approval – Appointment – Putnam County Board of Electrical Examiners**
- 5h. **Authorization for Intermunicipal Agreement with Westchester County to Organize and Implement Activities under the Workforce Innovation and Opportunity Act (WIOA)**

PERSONNEL COMMITTEE
(Chairman Jonke, Legislators Addonizio & Gouldman)

- 5i. **Approval – Fund Transfer (25T232) – Health Department – Health Education Overtime**
- 5j. **Approval – Fund Transfer (25T235) – Health Department – Nursing Overtime**
- 5k. **Approval – Budgetary Transfer (25T277) – Social Services – Overtime & On-Call Budget Lines per Ratification of CSEA Contract Resolution #73 of 2025**
- 5L. **Approval – Budgetary Transfer (25T283) – Finance – Payout Accruals & Unemployment Insurance**
- 5m. **Approval – Fund Transfer (25T285) – Emergency Services – Overtime**
- 5n. **Approval – Fund Transfer (25T286) – Health Department – Temporary**
- 5o. **Approval – Fund Transfer (25T288) – Sheriff’s Office – Reclassification – Civil Division – Office Assistant to Principal Account Clerk**
- 5p. **Approval – Amend Policy for Nursing Mothers – New York Labor Law Section 206-c**
- 5q. **Approval – Confirmation – Appointment – Commissioner of Finance**

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

- 5r. Approval – Budgetary Amendment (25A076) – Sheriff’s Office – Insurance Recovery
- 5s. Approval – Budgetary Amendment (25A078) – Emergency Services – Fire Training Center
- 5t. Approval – Budgetary Amendment (25A084) – Sheriff’s Office – Insurance Recoveries
- 5u. Approval – Budgetary Amendment (25A085) – Emergency Services – Hazard Mitigation Grant Program (HMGP)
- 5v. Approval – Budgetary Amendment (25A086) – Sheriff’s Office – NYS Stop DWI Foundation Inc. – Drug Recognition Expert (DRE) Callouts – Overtime
- 5w. Approval – Budgetary Amendment (25A087) – Sheriff’s Office – NYS Sheriff’s Association – BCI Overtime Reimbursement
- 5x. Approval – Continuation of the Community Engagement & Police Advisory Board

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

- 5y. Approval – Budgetary Amendment (25A079) – Planning Department – Unified Planning Work Program (UPWP) Funding Under New York Metropolitan Transportation Council (NYMTC)
- 5z. Approval – Contract – Memorandum of Understanding (MOU) – Terry Hill Road / Route 311 Project
- 5aa. Approval – Budgetary Amendment (25A080) – DPW – Empire State Development Grant – Terry Hill Road Improvements
- 5bb. Approval – Budgetary Amendment (25A088) – Soil & Water Conservation District – Cornell Cooperative Extension Tree Seedling Program – Part C Funds
- 5cc. Approval – Ratification of the 2025 Real Property Tax Sale
- 5dd. Approval – Acceptance of Amendment B for 2024-2025 Snow and Ice Agreement with New York State
- 5ee. Approval to Apply for New York State Roadway Departure Safety Action Plan (RwDSAP) Local call for Projects which Provides Federal Highway Safety Improvement Program Funds for the Stoneleigh Avenue/ Drewville Road Intersection Reconstruction Project (Pin 8761.97) in Putnam County

- 5ff. Approval - Department of Public Works – Use of Capital Facility Reserve – (25CP05) (Walk-In Cooler & Associated Repairs at Putnam County Golf Course)**

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

- 5gg. Approval – Budgetary Amendment (25A089) – Sheriff’s Office – Youth Overtime**
- 5hh. Approval – Budgetary Amendment (25A090) – County Clerk – Overtime and Furniture & Fixtures**
- 5ii. Approval – Budgetary Amendment (25A091) – Social Services – Mental Health State Aid**
- 5jj. Approval – Budgetary Amendment (25A093) – DPW – Overtime**
- 5kk. Approval - 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**
- 5LL. Approval – Appointment – Putnam County Plumbing & Mechanical Trades Board**
- 6. Other Business**
- 7. Recognition of Public on Agenda Items**
- 8. Recognition of Legislators**
- 9. Adjournment**

Proclamation

Honoring Putnam County Sheriff Kevin J. McConville

WHEREAS, in his capacity as Sheriff, Kevin J. McConville served the County of Putnam with integrity, dedication, and compassion, exemplifying the most impactful characteristics of a public servant; and

WHEREAS, a lifelong resident of Cold Spring, Kevin J. McConville cherished the community where he was raised. He and his wife Janice settled into the house he grew up in to raise their three children and have since been blessed to welcome their grandchildren into that very house. His generational ties to Cold Spring and Putnam County ignited his determination to contribute to the place he loved and respected so much. Serving as Sheriff gave him the opportunity to apply his comprehensive background and expertise in law enforcement within the County he cared for so dearly; and

WHEREAS, Sheriff Kevin J. McConville worked tirelessly to maintain and enhance public and school safety for his fellow residents of Putnam County. His more than 30-year career with the Metropolitan Transportation Authority Police Department provided him with extensive experience in the field of law enforcement as he seized every opportunity to serve in various capacities and departments, ultimately retiring as Chief. Throughout his career, he recognized the power of teamwork and initiated collaborations with other law enforcement agencies to provide the highest level of safety and protection. This vital tool is something he brought with him into the position of Sheriff, fostering partnerships with local agencies to bring the maximum level of response and protection to Putnam County; and

WHEREAS, Kevin J. McConville was truly a pillar of this community. A youth sports coach, he was personally invested in the success of our youngest generation. He was also a member of multiple local organizations, providing his time and assistance where he could for the overall enhancement of Putnam County; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature hereby thank Kevin J. McConville for his sincere dedication to Putnam County. We honor his diligent service to his fellow residents. May he rest in peace.

Kevin Byrne, Putnam County Executive

Amy Sayegh, Chair, Putnam County Legislature

Proclamation

OCTOBER AS DOMESTIC VIOLENCE AWARENESS MONTH

WHEREAS, Domestic Violence is an epidemic affecting individuals in every community including Putnam County, regardless of age, economic status, sexual orientation, gender, race, religion, or nationality; and

WHEREAS, 1 in 3 women and 1 in 4 men are victims of some form of physical violence by an intimate partner; and

WHEREAS, in 2024 the Putnam Northern Westchester Women's Resource Center (WRC) answered 560 Hotline calls from victims; and

WHEREAS, WRC staff accompanied 40 victims to the Putnam County Sheriff, Court, District Attorney, Probation; and

WHEREAS, since its opening in 2022 the Special Victim Unit, a joint project of the Women's Resource Center and the Putnam County Sheriff's Department has so far provided safe space for more than 55 adult victims to meet with law enforcement and victim advocates following a domestic violence and/or sexual assault incident; and

WHEREAS, the Women's Resource Center, the Putnam County Department of Probation, Sheriff's Department, District Attorney, Child Advocacy Center, and the Department of Social Services work tirelessly together to end domestic violence; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim October 2025 as "Domestic Violence Awareness Month" in Putnam County.

Kevin Byrne, Putnam County Executive

Amy Sayegh, Chair, Putnam County Legislature

Proclamation

October 5-11, 2025 as National Fire Prevention Week

WHEREAS, Putnam County is committed to ensuring the safety and security of all those living in and visiting our community; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, the majority of fire deaths in North America happen at home, where people often feel safest; and

WHEREAS, the 2025 Fire Prevention Week theme, "Fire Knows No Boundaries – Plan and Protect Together!", reminds us that fire safety is a shared responsibility across households, neighborhoods, and communities; and

WHEREAS, Fire Prevention Week 2025 works to educate everyone about simple but important actions they can take to keep themselves and those around them safe from fire, including:

- Installing and maintaining working smoke alarms in every bedroom, outside each separate sleeping area, and on every level of the home;
- Creating and practicing a home fire escape plan with two ways out of every room;
- Keeping exits clear and knowing how to assist others who may need help escaping;
- Staying alert while cooking and never leaving stovetops unattended;

WHEREAS, the dedicated members of fire departments across the nation including Putnam County are joined by firefighters, safety advocates, educators, and agencies who work tirelessly to raise public awareness about fire safety and prevention; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature, do hereby proclaim the week of October 5–11, 2025 as National Fire Prevention Week in the County of Putnam and remind the citizens to make sure to install and test smoke alarms in your home.

Kevin Byrne, Putnam County Executive

Amy Sayegh, Chair, Putnam County Legislature

Proclamation

OCTOBER 2025 AS NATIONAL SUBSTANCE USE PREVENTION MONTH

WHEREAS, Putnam County youth are negatively impacted by substance use with outcomes spanning from diminished academic achievement to socioemotional and safety concerns. The consequences are profound and can lead to a diagnosable Substance Use Disorder. Yet, there are evidence-based ways for our community to reduce risks and prevent negative outcomes. This month, we pay tribute to all those working to prevent substance use in our communities, and we rededicate ourselves to building a safer community, utilizing data-driven, and person-centered prevention efforts for all Putnam County residents; and

WHEREAS, by increasing awareness and reducing stigma associated with substance use, we can prevent use before it starts and increase access to supports and services; and

WHEREAS, all residents can play a role in preventing substance use. Parents and caregivers can help by talking to their kids about the dangers of substances, both legal and illegal and can also be aware of the example they set with their own behaviors. Community coalitions comprised of school personnel, law enforcement, behavioral health professionals, faith leaders, local government and community members gather together to address substance use in their communities; and

WHEREAS, we observe National Substance Use Prevention Month, let us help to address the stigma faced by those with Substance Use Disorder by mindfully labeling our recognition as "Substance Use Prevention Month" paying particular attention to preventing and delaying onset of any substance use, and reducing negative outcomes; now therefore be it

RESOLVED, That the Putnam County Executive and Putnam County Legislature do hereby proclaim October 2025 as Substance Use Prevention Month. The Putnam County Department of Mental Health, the Prevention Council of Putnam, CoveCare Center and all substance use support services in Putnam County encourage all residents to increase their awareness of Substance Use Disorder, the dangers of substance use, the success of evidence-based prevention programs and to actively support and encourage referrals for services.

Kevin Byrne, Putnam County Executive

Amy Sayegh, Chair, Putnam County Legislature

#40

Michele Alfano- Sharkey
County Auditor


Francine Romeo
Deputy County Auditor



COUNTY AUDITOR

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

TO: Putnam County Legislature

FROM: Michele Alfano-~~Sharkey~~
County Auditor 

DATE: September 29, 2025

RE: Refund of Taxes

This is the report for September 29, 2025, provided by Real
Property Tax Law- Section 556, Paragraph (c).

There was no activity during this reporting period.

#5a

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY AMENDMENT (25A072) – SOCIAL SERVICES – NYS
RENTAL SUPPLEMENT PROGRAM**

WHEREAS, the Commissioner of Social Services has requested a budgetary amendment (25A072) to amend the 2025 DSS budget to include Putnam’s NYS Rental Supplement Program allocation (25-LCM-04) received from the Office of Temporary and Disability Assistance (OTDA) in the amount of \$100,000; and

WHEREAS, the allocation will provide vital rental assistance to individuals and families, regardless of immigration status, who are experiencing homelessness or are facing an imminent loss of housing; and

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

RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Increase Estimated Appropriations:

10120000 54647 10198	NYS Rental Supplement Program	
	Subcontractors	100,000

Increase Estimated Revenues:

10120000 436101 10198	NYS Rental Supplement Program	
	DSS Administration – Revenue	100,000

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

cc: all
Health
A+A

Reso

WILLIAM J. CARLIN, JR., CPA
COMMISSIONER OF FINANCE

KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

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

Re: Budgetary Amendment - **25A072**

Date: August 19, 2025

2025 AUG 21 PM 12:55
LEGISLATURE
PUTNAM COUNTY
CARMEL, 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
Erle	\$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 \$ 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!	#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 I
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 E** Please note: Column E 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 to 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'
28	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.	

Committee Mtg _____ Resolution # _____
 Introduced By _____ Regular Mtg _____
 Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY AMENDMENT (25A077) – SOCIAL SERVICES –
 FAMILY CENTERED CASE MANAGEMENT GRANT - CORRECT FUNDING
 SOURCE**

WHEREAS, by Resolution #162 of 2025, the Putnam County Legislature approved an amendment to 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 Commissioner of Social Services has requested a budgetary amendment (25A077) to correct the funding source of this 100% Federally funded program; and

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

RESOLVED, that the following budgetary amendment be made:

Increase Revenues:

10101000 446101	Admin Social Services – Federal Aid	
10233	Family Centered Caseload Mgmt Grant	165,385

Decrease Revenues:

10101000 436101	Admin Social Services – State Aid	
10233	Family Centered Caseload Mgmt Grant	165,385

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

 Legislator Addonizio

 Legislator Birmingham

 Legislator Crowley

 Legislator Ellner

 Legislator Gouldman

 Legislator Jonke

 Legislator Montgomery

 Legislator Russo

 Chairwoman Sayegh

WILLIAM J. CARLIN, JR
Commissioner Of Finance



cc: all
Health
ATA

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) *(to 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	<u>84,655</u>

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
		<u>215,024</u>

Increase Estimated Revenue:

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

SHOULD BE

FEDERAL

2025 Fiscal Impact - 0 -

2026 Fiscal Impact - 0 -

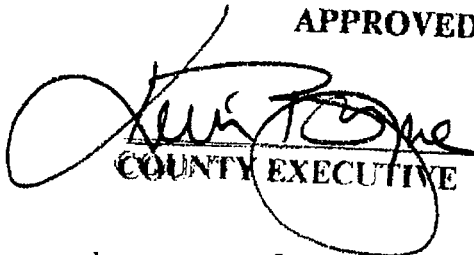
BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

APPROVED

State of New York

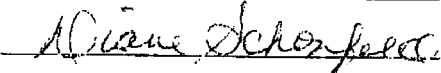
ss:

County of Putnam

 6/10/25
COUNTY EXECUTIVE DATE

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

Dated: June 6, 2025

Signed: 

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	\$681,537	4
New York City	\$1,157,687	7
Niagara	\$330,769	2
Oneida	\$496,153	3
Onondaga	\$661,537	4
Ontario	\$165,385	1
Orange	\$496,153	3
Orleans	\$165,385	1
Oswego	\$330,769	2
Otsego	\$165,385	1
Putnam	\$165,385	1
Rensselaer	\$330,769	2
Rockland	\$330,769	2
St. Lawrence	\$330,769	2
Saratoga	\$165,385	1
Schenectady	\$330,769	2
Schoharie	\$165,385	1
Schuyler	\$165,385	1
Seneca	\$165,385	1
Steuben	\$165,385	1
Suffolk	\$661,537	4
Sullivan	\$165,385	1
Tioga	\$165,385	1
Tompkins	\$165,385	1
Ulster	\$330,769	2
Warren	\$165,385	1
Washington	\$165,385	1
Wayne	\$165,385	1
Westchester	\$661,537	4
Wyoming	\$165,385	1
Yates	\$165,385	1
TOTAL	\$17,200,000	104

#50

Committee Mtg _____ Resolution # _____
 Introduced By _____ Regular Mtg _____
 Seconded By _____ Special Mtg _____

APPROVAL – BUDGETARY AMENDMENT (25A081) – HEALTH DEPARTMENT – JUUL SETTLEMENT DISBURSEMENTS

WHEREAS, in 2023, the Attorney General secured a settlement with JUUL Labs, Inc. that included funds totaling more than \$112.7 million; and

WHEREAS, the allocation for Putnam County totaled \$511,067.37; and

WHEREAS, the Public Health Director requested a budgetary amendment (25A081) to record JUUL Settlement disbursements for the first three (3) payments Putnam County received totaling \$191,650.26; and

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

RESOLVED, that the following budgetary amendment be made:

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	<u>200</u>
		191,650

Increase Revenues:

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

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

 Legislator Addonizio

 Legislator Birmingham

 Legislator Crowley

 Legislator Ellner

 Legislator Gouldman

 Legislator Jonke

 Legislator Montgomery

 Legislator Russo

 Chairwoman Sayegh

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



Protecting Health A+A
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

MEMORANDUM

2025 SEP 11 PM 2:43
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

To: Diane Schonfeld, Legislative Clerk
From: Sheila M. Barrett, First Deputy Commissioner of Finance *SM*
Re: Budgetary Amendment - 25A081
Date: September 11, 2025

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
-----------------------	-------------------------	---------

Fiscal Impact - 2025 - \$ -0-

Fiscal Impact - 2026 - \$ 0

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

Approved:

Kevin M. Byrne
County Executive

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



Call Health Audit

KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Reso

DEPARTMENT OF FINANCE

MEMORANDUM

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

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 SEP - 9 AM 11:13

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
-----------------------	-------------------------	---------

2025 Fiscal Impact - 0
2026 Fiscal Impact - 0

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

A handwritten signature in black ink, appearing to read "WAO", enclosed within a hand-drawn oval.

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>
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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 tour 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



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www.facebook.com/putnamparents



Go Green

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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

#5d

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY AMENDMENT (25A082) – SOCIAL SERVICES – 2024
OPIOID SETTLEMENT AWARD**

**WHEREAS, the Commissioner of Social Services has requested a
budgetary amendment (25A082) to amend the 2025 budget to include funds
applicable to the 2024 Opioid Settlement Award to People, USA; and**

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

RESOLVED, that the following budgetary amendment be made:

Increase Revenues:

10431000 427350 10212	MH LGU Opioid Settlement Monies	
	People USA – Total Revenue	37,542

Increase Appropriations:

10431000 54646 10212	MH LGU Contracts Opioid – People	
	USA – Total Appropriations	37,542

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

WILLIAM J. CARLIN
Commissioner of Finance



cc: all
Health
A+A

RCSO

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

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	\$37,542
	Total Revenue	\$37,542

Increase Appropriations:

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

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

Committee Mtg _____ Resolution # _____
 Introduced By _____ Regular Mtg _____
 Seconded By _____ Special Mtg _____

APPROVAL – BUDGETARY AMENDMENT (25A073) – VETERANS SERVICE AGENCY – PEER TO PEER PROGRAM

WHEREAS, 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 Veterans Service Agency for SFY24-25; and

WHEREAS, these funds are to assist Veterans suffering from post-traumatic stress syndrome or other related combat stress disorders through individual and small group peer-to-peer counseling methods; and

WHEREAS, the funds are available for the period of April 1, 2025 through December 31, 2025; and

WHEREAS, the Department of Social Services, Mental Health has requested a budgetary amendment (25A073) to account for these funds; and

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

RESOLVED, that the following budgetary amendment be made:

Increase Revenues:

10651000 437895 10105	Veterans Peer to Peer Program	4,038
-----------------------	-------------------------------	-------

Increase Appropriations:

10651000 54646 10105	Veterans Peer to Peer Program – Contract	4,038
----------------------	--	-------

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

 Legislator Addonizio

 Legislator Birmingham

 Legislator Crowley

 Legislator Ellner

 Legislator Gouldman

 Legislator Jonke

 Legislator Montgomery

 Legislator Russo

 Chairwoman Sayegh

WILLIAM J. CARLIN, JR.
Commissioner Of Finance



cc: all
Rules
A+A

Reso

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

DEPARTMENT OF FINANCE

August 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>
-----------------------	-------------------------------	----------------

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	
Date	County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00	
Date	Chairperson Audit/Designee: \$0 - \$10,000.00	25A073
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00	



Office of
Mental Health

Aid to Localities Financial System

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 : 06/13/2025 02:25 PM

Printed By : L6884KNW

Page : 2 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									
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 (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 Prog 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% #5
		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 2.69% #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 (\$197,684 should have been \$197,864)
	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
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Cumulative Funding

1,755,798 Total
Cumulative Expenses
201,722 Funding
Balance

5f

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL – BUDGETARY TRANSFER (25T306) – OUTSIDE AGENCY – HUDSON VALLEY SHAKESPEARE – COUNTY CONTRIBUTION – SUBCONTINGENCY

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

WHEREAS, Legislator Nancy Montgomery has requested budgetary transfer (25T306) recommending that \$2,900 be allocated from subcontingency to Hudson Valley Shakespeare; and

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

RESOLVED, that the following budgetary transfer be made:

Increase Estimated Appropriations:

25879000 54950	Hudson Valley Shakespeare	
	County Contribution	2,900

Decrease Estimated Appropriations:

10199000 54996	Subcontingency – Outside Agencies	2,900
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2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



cc: All
From: Rules 9/15
Audit 9/29
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

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
----------------	-----------------	-------

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

#59

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL – APPOINTMENT – PUTNAM COUNTY BOARD OF ELECTRICAL EXAMINERS

RESOLVED, that the following be appointed to the Putnam County Board of Electrical Examiners:

Thomas Moccio, Town of Carmel, as PC Code Section 145-6(D1) Master Electrician Representative, to fill an unexpired three (3) year term; said term to expire December 31, 2025.

And be it further

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

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

William Rossiter
Chairman

Andrew Pidala
Vice Chairman

Michael Budzinski, PE
Director
Office of Consumer Affairs
www.putnamcountyny.gov/consumer-affairs/



cc All
Rules

Robert Counihan
Carlos DaEira
Ronald Massaro
John Morrison
Carmine Ricci
Ronald Williams

Joanne Elias, Secretary
(845) 808-1617, Ext. 46025
Joanne.Elias@putnamcountyny.gov

PUTNAM COUNTY ELECTRICAL BOARD
Office of Consumer Affairs / Weights & Measures /
Trades Licensing & Registration

MEMORANDUM

Date: August 21, 2025

To: Daniel Birmingham
Putnam County Legislature

From: Joanne Elias
Secretary, Electrical Board

Joanne Elias

RE: Recommendation for Appointment - Thomas Moccio, Electrical Board

The Putnam County Electrical Board recommends the appointment of Thomas Moccio to fill a vacancy on the Electrical Board.

On Tuesday, August 19, 2025, the Electrical Board met and unanimously voted to recommend Mr. Moccio to fill the seat previously held by Charles Gorges, who sadly passed away earlier this year. Mr. Gorges's term was set to run from January 1, 2023, through December 31, 2025.

The Electrical Board respectfully requests that the Rules Committee place this item on the agenda for the September 15, 2025 meeting.

Attached is Mr. Moccio's resume for your review.

Thank you for your consideration.

cc: Michael Budzinski, PE
Director, Consumer Affairs

Diane Schonfeld
Clerk, Putnam County Legislature

2025 AUG 21 PM 3:11
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

#5h

Committee Mtg _____ Resolution # _____
 Introduced By _____ Regular Mtg _____
 Seconded By _____ Special Mtg _____

AUTHORIZATION FOR INTERMUNICIPAL AGREEMENT WITH WESTCHESTER COUNTY TO ORGANIZE AND IMPLEMENT ACTIVITIES UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

WHEREAS, on July 22, 2014, the Workforce Innovation and Opportunity Act (“WIOA”) was signed into law as the successor to the Workplace Investment Act, requiring the establishment of Local Workforce Development Boards (“LWDBs”); and

WHEREAS, pursuant to WIOA §107(c)(1)(B), the Westchester County Executive and the Putnam County Executive are defined as “Chief Elected Officials” (“CEO”) that may “execute an agreement that specifies the respective roles of the individual chief elected officials” concerning appointment of members of the LWDBs and in carrying out any other responsibilities assigned to such officials; and

WHEREAS, the Westchester County Executive and the Putnam County Executive, after receiving approval from their respective governing bodies entered into an intermunicipal agreement in 2015 (the “2015 IMA”) in which Westchester and the County agreed to organize and implement activities pursuant to WIOA, as part of their request for initial designation of the Westchester-Putnam Workforce Development Area, which would cover Westchester County (exclusive of the City of Yonkers) and Putnam County; and

WHEREAS, the above reference 2015 IMA expired on June 30, 2020. A subsequent intermunicipal agreement between the County and Westchester to continue to organize and implement programs and activities in accordance with WIOA (the “2020 IMA”) for continued designation of Westchester-Putnam Workforce Development Area as a Local Workforce Development Area (“LWDA”) to cover Westchester County (exclusive of the City of Yonkers) and Putnam County was approved by Westchester and the County’s respective governing bodies; and

WHEREAS, the above referenced 2020 IMA expired on June 30, 2025. Westchester’s Board of Legislators has authorized its County Executive to enter into a new intermunicipal agreement (the “IMA”) with the County to continue to organize and implement activities pursuant to WIOA in order to maintain the designation of Westchester-Putnam Workforce Development Area, as a LWDA, as required by WIOA to cover Westchester (exclusive of City of Yonkers) and the County; and

 Legislator Addonizio

 Legislator Birmingham

 Legislator Crowley

 Legislator Ellner

 Legislator Gouldman

 Legislator Jonke

 Legislator Montgomery

 Legislator Russo

 Chairwoman Sayegh

WHEREAS, the new IMA shall commence on July 1, 2025, and continue until either, (a) both the County and Westchester act to rescind the IMA; (b) federal or state authority ceases for the Westchester-Putnam Workforce Development Area to serve as the local implementation means for job-training programs; or (c) June 30, 2030, whichever comes first; now therefore be it

RESOLVED, County Executive Kevin M. Byrne is hereby authorized to enter into a new IMA with Westchester pursuant to which the County and Westchester will agree to continue to organize and implement activities pursuant to WIOA, in order to maintain the designation of Westchester-Putnam Workforce Development Area, which will cover Putnam County and Westchester County (exclusive of the City of Yonkers); and be it further

RESOLVED, that this Resolution take effect immediately.

#5i

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL – FUND TRANSFER (25T232) – HEALTH DEPARTMENT – HEALTH
EDUCATION OVERTIME**

**WHEREAS, the Public Health Director has requested a fund transfer
(25T232) to cover Nursing & Health Education Overtime for the remainder of
2025; and**

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

Decrease:

21401000 51000 (26113)	Pers Serv – Health Ed Assistant Public Health Educator (Bilingual)	5,000
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Increase:

21401000 51093	Health Ed – Overtime	5,000
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**2025 Fiscal Impact – 0 –
2026 Fiscal Impact – 0 –**

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

COUNTY OF PUTNAM

FUND TRANSFER REQUEST

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
21401000-51000 (26113) Health Ed-Personnel Services Assistant Public Health Educator (Bilingual)	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

cc: all
Pers. - sept
A+A
Reso

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

25T232

#5j

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL – FUND TRANSFER (25T235) – HEALTH DEPARTMENT – NURSING OVERTIME

**WHEREAS, the Public Health Director has requested a fund transfer (25T235) to cover Nursing Overtime for the remainder of 2025; and
WHEREAS, the Personnel Committee and the Audit & Administration Committee have reviewed and approved said fund transfer; now therefore be it
RESOLVED, that the following fund transfer be made:**

Decrease:

11401000 51000 (11116)	Public Health Nurse Vacancy	20,000
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Increase:

11401000 51093	Nursing – Overtime	20,000
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2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

COUNTY OF PUTNAM

FUND TRANSFER REQUEST #113

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
CARMEL, 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

cc: all
Pers - Sept
A+P
Reso

#5K

Committee Mtg _____ Resolution # _____
 Introduced By _____ Regular Mtg _____
 Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY TRANSFER (25T277) – SOCIAL SERVICES –
 OVERTIME & ON-CALL BUDGET LINES PER RATIFICATION OF CSEA
 CONTRACT RESOLUTION #73 OF 2025**

WHEREAS, the Commissioner of Finance has requested a budgetary transfer (25T277) to increase funding Overtime and On-Call budget lines to reflect the CSEA Contract Settlement, Resolution #73 of 2025; and

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

RESOLVED, that the following budgetary transfer be made:

Increase Appropriations:

10102000 51093	DSS Admin Services – Overtime	17,500
10102000 51098	DSS Admin Service – On Call Pay	<u>58,200</u>
		75,700

Decrease Appropriations:

10199000 54980	Contingency	75,700
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2025 Fiscal Impact – 75,700

2026 Fiscal Impact – 0 –

 Legislator Addonizio

 Legislator Birmingham

 Legislator Crowley

 Legislator Ellner

 Legislator Gouldman

 Legislator Jonke

 Legislator Montgomery

 Legislator Russo

 Chairwoman Sayegh

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



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

Reso

DEPARTMENT OF FINANCE

MEMORANDUM

Revised

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

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

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
----------------	-------------	--------

Fiscal Impact - 2025 - \$ *75700*
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

#51

Committee Mtg _____ Resolution # _____
 Introduced By _____ Regular Mtg _____
 Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY TRANSFER (25T283) – FINANCE – PAYOUT
 ACCRUALS & UNEMPLOYMENT INSURANCE**

WHEREAS, the Commissioner of Finance has requested a budgetary transfer (25T283) 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; and

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

RESOLVED, that the following budgetary transfer be made:

GENERAL FUND:

Increase Estimated Appropriations:

10101001 51000 (110)	Pers. Serv. – Legislative Clerk	22,132
10101001 58002	FICA	1,693
10131000 51000 (101)	Pers. Serv. – Comm. of Finance	16,480
10131000 51000 (101)	Pers. Serv.	2,564
10131000 58002	FICA	1,457
10311000 51000 (102)	Pers. Serv. – Undersheriff	17,683
10311000 58002	FICA	1,353
10905000 58050	Unemployment Expense	<u>71,000</u>
		134,362

Decrease Estimated Appropriations:

10141000 51000 (105)	Pers. Serv. – Records Clerk/Typist	21,261
10141100 51000 (118)	Pers. Serv. – MV Cashier (SS)	17,492
10143000 51000 (110)	Pers. Serv. – Sr. Pers. Specialist	24,000
10168000 51000 (109)	Pers. Serv. – Deputy Director IT/GIS	30,000
10314000 51000 (132)	Pers. Serv. – Probation Officer I	21,776
10314000 51000 (133)	Pers. Serv. – Probation Officer I	<u>19,833</u>
		134,362

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

 Legislator Addonizio

 Legislator Birmingham

 Legislator Crowley

 Legislator Ellner

 Legislator Gouldman

 Legislator Jonke

 Legislator Montgomery

 Legislator Russo

 Chairwoman Sayegh

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



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

Reso

DEPARTMENT OF FINANCE

MEMORANDUM

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

2025 SEP 12 AM 9:57
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

GENERAL FUND

Increase estimated appropriations:

10101001 51000	<i>(110)</i>	Personnel Services- Legislative Clerk	22,132
10101001 58002		FICA	1,693
10131000 51000	<i>(101)</i>	Personnel Services- Commissioner of Finance	16,480
10131000 51000	<i>(101)</i>	Personnel Services	2,564
10131000 58002		FICA	1,457
10311000 51000	<i>(102)</i>	Personnel Services- UnderSheriff	17,683
10311000 58002		FICA	1,353
10905000 58050		Unemployment Expense	71,000
			<u>134,362</u>

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
		<u>134,362</u>

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

#5m

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL – FUND TRANSFER (25T285) – EMERGENCY SERVICES –
OVERTIME**

**WHEREAS, the Commissioner of Emergency Services has requested a
fund transfer (25T285) to cover E911 Dispatch Overtime for the remainder of
2025; and**

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

Decrease:		
13398900 54520	E911 Phone Equipment	90,000
Increase:		
13398900 51093	Overtime	90,000
	2025 Fiscal Impact – 0 –	
	2026 Fiscal Impact – 0 –	

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

cc:all
Pers
A+A

Reso

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

5n

Committee Mtg _____ Resolution # _____
 Introduced By _____ Regular Mtg _____
 Seconded By _____ Special Mtg _____

**APPROVAL – FUND TRANSFER (25T286) – HEALTH DEPARTMENT –
 TEMPORARY**

**WHEREAS, a Senior Public Health Program Assistant will be retiring; and
 WHEREAS, this position is crucial to the development of all mandated
 Nursing Programs, Policies and Procedures, including Communicable Disease,
 Rabies and Maternal Child Health; and**

**WHEREAS, the Public Health Director has requested a fund transfer
 (25T286) to hire said retiree back as a Temporary employee for 17.5 hours per
 week to assist with appropriate succession planning, orienting their replacement
 to the position in the immunization program and to continue her work in the
 many other nursing division programs; and**

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

Decrease:

11401000 51000 11120	Pers. Serv. – Nursing Public Health Nurse (SS)	6,410
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Increase:

11401000 51094	Nursing – Temporary	5,950
11401000 58002	Nursing – FICA	460
		6,410

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

 Legislator Addonizio

 Legislator Birmingham

 Legislator Crowley

 Legislator Ellner

 Legislator Gouldman

 Legislator Jonke

 Legislator Montgomery

 Legislator Russo

 Chairwoman Sayegh

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

cc: all
Pers
A+A

ReSO

TO: Commissioner of Finance

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

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

25286

Committee Mtg _____ Resolution # _____
 Introduced By _____ Regular Mtg _____
 Seconded By _____ Special Mtg _____

**APPROVAL – FUND TRANSFER (25T288) – SHERIFF’S OFFICE –
 RECLASSIFICATION – CIVIL DIVISION – OFFICE ASSISTANT TO PRINCIPAL
 ACCOUNT CLERK**

WHEREAS, the Putnam County Acting Sheriff has requested a fund transfer (25T288) to cover costs associated with a reclassification of the vacant Office Assistant position to Principal Account Clerk position; and

WHEREAS, this Principal Account Clerk will work in the Civil Division and assist the Fiscal Manager; and

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

RESOLVED, that the following fund transfer be made:

Decrease:

10315000 51000 10102	Pers. Jail General	
	Senior Office Assistant	11,266
10315000 58002	Jail General – FICA	<u>862</u>
		12,128

Increase:

15311000 51000 10108	Pers. Sheriff Civil	
	Principal Account Clerk	11,266
15311000 58002	FICA	<u>862</u>
		12,128

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

 Legislator Addonizio

 Legislator Birmingham

 Legislator Crowley

 Legislator Ellner

 Legislator Gouldman

 Legislator Jonke

 Legislator Montgomery

 Legislator Russo

 Chairwoman Sayegh

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

cc: all
Pels
A+A

Re 30

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>Sr. Office Assistant</i>	15311000.51000.10108 (Sheriff Civil: Personnel) <i>Prin CPA Acct 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

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 SEP 12 PM 1:20

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

25T288

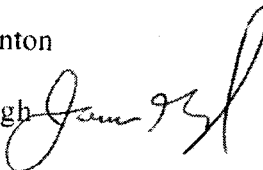
P-1

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 ~~1031~~1000.10108 Office Assistant by \$11,266.00.

Reduce 10315000.58002 Jail General FICA by \$862.00 and

Increase ~~1031~~1000.58002 Sheriff-Civil FICA by \$862.00.

RECEIVED AND FORWARDED FOR ACTION

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

25T288

#5p

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL – AMEND POLICY FOR NURSING MOTHERS – NEW YORK LABOR
LAW SECTION 206-C**

WHEREAS, following the initial adoption of New York Labor Law Section 206-c, requiring employers to provide nursing mothers with a safe, clean, and private place to express breast milk during the workday Putnam County adopted an employee policy via the passage of Resolution 125 of 2023; and

WHEREAS, New York Labor Law Section 206-c was updated in June of 2024 to require paid breaks for nursing mothers to express breast milk at work; and

WHEREAS the current Putnam County Nursing Mothers Policy as currently written does not consider this legislative change; now therefore be it

RESOLVED that a new policy must be adopted; and be it further

RESOLVED that this resolution shall replace Resolution #125 of 2023; and be it further

RESOLVED, that this Resolution shall take effect immediately and shall be subject to renewal or continuation by Resolution and be it further

RESOLVED, that the Personnel Officer and the various County Department Heads are hereby directed to undertake such administrative acts and tasks as are necessary and proper such as the creation of policies and/or procedures to carry out the intention of this resolution.

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

PAUL ELDRIDGE
PERSONNEL OFFICER



*cc: all
Pers Reso*

KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

MEMORANDUM

September 3, 2025

TO: Diane Schonfeld, Legislative Clerk
FROM: Paul Eldridge, Personnel Officer
SUBJECT: Nursing Mothers Policy - Update

The Personnel Department is seeking the update of our current Nursing Mothers Policy, which was adopted as Resolution 125 of 2023.

In 2024, the New York State Labor Law Section 206-c was updated to specifically require paid breaks. This policy update is to ensure that Putnam County Policy continues to adhere to the New York State Labor Law.

Patricia Rau, the primary author of the original policy and the attached proposed updates, will be present at the upcoming Personnel Committee meeting for any questions or clarification.

Thank you for your consideration.

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

cc: Kevin Byrne, County Executive
James Burpoe, Deputy County Executive

Attachments

- Updated Policy
- Annotated Edit
- NYS Labor Law Section 206-C
- Resolution

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 SEP -4 AM 10:02

NURSING MOTHERS

WHEREAS, following the initial adoption of New York Labor Law Section 206-c, requiring employers to provide nursing mothers with a safe, clean, and private place to express breast milk during the workday Putnam County adopted an employee policy via the passage of Resolution 125 of 2023; and

WHEREAS, New York Labor Law Section 206-c was updated in June of 2024 to require paid breaks for nursing mothers to express breast milk at work;

WHEREAS the current Putnam County Nursing Mothers Policy as currently written does not consider this legislative change, now therefore be it

RESOLVED that a new policy must be adopted; and

RESOLVED that this resolution shall replace Resolution #125 of 2023; and

RESOLVED, that this Resolution shall take effect immediately and shall be subject to renewal or continuation by Resolution and be it further

RESOLVED, that the Personnel Officer and the various County Department Heads are hereby directed to undertake such administrative acts and tasks as are necessary and proper such as the creation of policies and/or procedures to carry out the intention of this resolution.

Nursing Mothers

STATEMENT OF POLICY

Putnam County will accommodate requests from employees who need to express breast milk during the workday, in accordance with the terms and conditions of this Policy. This Policy is designed to comply with all applicable laws, including the Fair Labor Standards Act (FLSA) and New York Labor Law § 206-c.

DEFINITIONS

Employee: All people employed by Putnam County; including full-time, part-time, and temporary workers.

Lactation Room: A sanitary place, other than a restroom or toilet stall, that can be used to express breast milk shielded from view and free from intrusion. The lactation room does not need to be a dedicated or permanent space. "Lactation room" shall be used to refer to the space being used by an employee for the purpose of expressing breast milk.

POLICY AND PROCEDURES

Amount and Frequency of Time Needed

Putnam County will provide an employee with ~~reasonable un~~ thirty minutes of paid break time, ~~or the opportunity to use their available paid break time or mealtime,~~ to express breast milk when a reasonable need arises. Employees may utilize existing paid meal or break times should they need additional time. Paid time to express breast milk shall be available for up to three (3) years following childbirth.

~~The duration of a break can vary depending on the personal needs of the covered employee. Generally, each break shall be no less than twenty to thirty minutes, however employees can elect to take shorter breaks for this purpose if appropriate for their circumstance.~~ The number of breaks that a covered employee will need to take may vary based on the employee's physical needs and specific circumstances. Putnam County shall provide break time at least once every three hours if requested by the employee.

Space Requirements

The lactation room must include at minimum:

- A chair;
- A work surface;
- Nearby access to running water; and
- If the space is supplied with electricity, an electrical outlet

Each lactation room shall be well lit at all times through either natural or artificial light. If the room has a window, it shall be covered with a curtain, blind, or other covering to ensure privacy. Putnam County must maintain the safety and cleanliness of a lactation room set aside for the use of employees expressing breast milk at work and ensure such room is free of hazardous materials. To ensure privacy, the room should have a door equipped with a functional lock. If a door with a functional lock is not available, a sign shall be posted advising that the room is in use and not accessible to other employees or the public.

If a room designated to serve as a lactation room is also used for another purpose, the sole function of the room shall be as a lactation room while the employee is using the room to express breast milk. When an employee is using the room to express milk, Putnam County shall provide notice to other employees that the room is given preference for use as a lactation room.

A lactation room shall be in reasonable and close proximity to such employee's work area (i.e., within a walking distance that does not appreciably lengthen the break time). If the workplace/worksites has access to refrigeration, access to refrigeration shall be extended to the employee for the purposes of storing the expressed milk. Putnam County is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premises. The employee is required to store all expressed milk in closed containers, regardless of the method of storage and to bring such milk home with ~~her~~ them each evening.

Another room or location (such as a vacant office or the employee's office) also may be used as a lactation room, provided that the room/location otherwise accords to the standards set forth in this Policy. As a last resort, a cubicle may be made available as a lactation room, provided that the cubicle is fully enclosed with a partition, with walls at least seven feet tall, and otherwise accords to the standards set forth in this Policy.

Process of Requesting the Use of a Lactation Room

Covered employees have a right to request a lactation room. The process for requesting break time to use a lactation room to express milk is as follows:

1. Prior to returning to work or as soon as possible thereafter, employees should make a request to their Department Head. The request should include the anticipated duration of request, and an approximation of the number of breaks per day the employee is requesting.
2. Department ~~H~~ Heads should respond by providing employee with access directions for the room in that location.
3. When two or more covered employees need to use the room at the same time, the employee(s) also should contact their department head who will determine the process for the use of the room. The ~~d~~ Department ~~h~~ Head will discuss options with the employees to determine what arrangement will address each of the employee's needs. Options may include: finding an alternative clean space free from intrusion; sharing the space among multiple users; or creating a schedule for use. Any accommodation will ensure each employee is afforded a reasonable amount of time to pump.

4. When the lactation room is not a dedicated space, there should be a clear indication of when the room is being used as a lactation room and that it may not be used for any other purpose during that time. When possible, a schedule should be created to allow for maximum use of the space by all users.
5. Department ~~H~~heads are responsible for forwarding all requests to the Personnel Department.
6. If the ~~D~~epartment ~~H~~ead is concerned that a request will pose an undue hardship, they should immediately contact the Personnel Department. The ~~P~~ersonnel Department will endeavor to assist the department in finding a solution.

ANTI-DISCRIMINATION

It is unlawful to discriminate in any way against an employee who chooses to express milk in the workplace. Supervisors and co-workers are reminded to respect and be sensitive to an employee's choice to nurse, as well as to ~~her~~their other efforts to do what she considers best for ~~her~~their child.

Nothing in this policy shall supersede any provision of New York State Law.

Nursing Mothers

STATEMENT OF POLICY

Putnam County will accommodate requests from employees who need to express breast milk during the workday, in accordance with the terms and conditions of this Policy. This Policy is designed to comply with all applicable laws, including the Fair Labor Standards Act (FLSA) and New York Labor Law § 206-c.

DEFINITIONS

Employee: All people employed by Putnam County; including full-time, part-time, and temporary workers.

Lactation Room: A sanitary place, other than a restroom or toilet stall, that can be used to express breast milk shielded from view and free from intrusion. The lactation room does not need to be a dedicated or permanent space. "Lactation room" shall be used to refer to the space being used by an employee for the purpose of expressing breast milk.

POLICY AND PROCEDURES

Amount and Frequency of Time Needed

Putnam County will provide an employee with thirty minutes of paid break time to express breast milk when a reasonable need arises. Employees may utilize existing paid meal or break times should they need additional time. Paid time to express breast milk shall be available for up to three (3) years following childbirth.

The number of breaks that a covered employee will need to take may vary based on the employee's physical needs and specific circumstances. Putnam County shall provide break time at least once every three hours if requested by the employee.

Space Requirements

The lactation room must include at minimum:

- A chair;
- A work surface;
- Nearby access to running water; and
- If the space is supplied with electricity, an electrical outlet

Each lactation room shall be well lit at all times through either natural or artificial light. If the room has a window, it shall be covered with a curtain, blind, or other covering to ensure privacy. Putnam County must maintain the safety and cleanliness of a lactation room set aside for the use of employees expressing breast milk at work and ensure such room is free of hazardous materials. To ensure privacy,

the room should have a door equipped with a functional lock. If a door with a functional lock is not available, a sign shall be posted advising that the room is in use and not accessible to other employees or the public.

If a room designated to serve as a lactation room is also used for another purpose, the sole function of the room shall be as a lactation room while the employee is using the room to express breast milk. When an employee is using the room to express milk, Putnam County shall provide notice to other employees that the room is given preference for use as a lactation room.

A lactation room shall be in reasonable and close proximity to such employee's work area (i.e., within a walking distance that does not appreciably lengthen the break time). If the workplace/worksites has access to refrigeration, access to refrigeration shall be extended to the employee for the purposes of storing the expressed milk. Putnam County is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premises. The employee is required to store all expressed milk in closed containers, regardless of the method of storage and to bring such milk home with them each evening.

Another room or location (such as a vacant office or the employee's office) also may be used as a lactation room, provided that the room/location otherwise accords to the standards set forth in this Policy. As a last resort, a cubicle may be made available as a lactation room, provided that the cubicle is fully enclosed with a partition, with walls at least seven feet tall, and otherwise accords to the standards set forth in this Policy.

Process of Requesting the Use of a Lactation Room

Covered employees have a right to request a lactation room. The process for requesting break time to use a lactation room to express milk is as follows:

1. Prior to returning to work or as soon as possible thereafter, employees should make a request to their Department Head. The request should include the anticipated duration of request, and an approximation of the number of breaks per day the employee is requesting.
2. Department Heads should respond by providing employee with access directions for the room in that location.
3. When two or more covered employees need to use the room at the same time, the employee(s) also should contact their Department Head who will determine the process for the use of the room. The Department Head will discuss options with the employees to determine what arrangement will address each of the employee's needs. Options may include: finding an alternative clean space free from intrusion; sharing the space among multiple users; or creating a schedule for use. Any accommodation will ensure each employee is afforded a reasonable amount of time to pump.
4. When the lactation room is not a dedicated space, there should be a clear indication of when the room is being used as a lactation room and that it may not be used for any other purpose during that time. When possible, a schedule should be created to allow for maximum use of the space by all users.

5. Department Heads are responsible for forwarding all requests to the Personnel Department.
6. If the Department Head is concerned that a request will pose an undue hardship, they should immediately contact the Personnel Department. The Personnel Department will endeavor to assist the department in finding a solution.

ANTI-DISCRIMINATION

It is unlawful to discriminate in any way against an employee who chooses to express milk in the workplace. Supervisors and co-workers are reminded to respect and be sensitive to an employee's choice to nurse, as well as to their other efforts to do what she considers best for their child.

Nothing in this policy shall supersede any provision of New York State Law.

McKinney's Consolidated Laws of New York Annotated

Labor Law (Refs & Annos)

Chapter 31. Of the Consolidated Laws (Refs & Annos)

Article 7. General Provisions

McKinney's Labor Law § 206-c

§ 206-c. Right of nursing employees to express breast milk

Currentness

1. An employer shall provide paid break time for thirty minutes, and permit an employee to use existing paid break time or meal time for time in excess of thirty minutes, to allow an employee to express breast milk for such employee's nursing child each time such employee has reasonable need to express breast milk for up to three years following child birth. No employer shall discriminate in any way against an employee who chooses to express breast milk in the work place.

2. (a) Upon request of an employee who chooses to express breast milk in the workplace, an employer shall designate a room or other location which shall be made available for use by such employee to express breast milk. Such room or other location shall be a place that is: (i) in close proximity to the work area; (ii) well lit; (iii) shielded from view; and (iv) free from intrusion from other persons in the workplace or the public. Such room or other location shall provide, at minimum, a chair, a working surface, nearby access to clean running water and, if the workplace is supplied with electricity, an electrical outlet. The room or location provided by the employer for this purpose shall not be a restroom or toilet stall.

(b) If the sole purpose or function of such room or other location is not dedicated for use by employees to express breast milk, such room or other location shall be made available to such an employee when needed and shall not be used for any other purpose or function while in use by such employee. Employers shall provide notice to all employees as soon as practicable when such room or other location has been designated for use by employees to express breast milk.

(c) Where compliance with the requirements of paragraphs (a) or (b) of this subdivision is impracticable because it would impose an undue hardship on the employer by causing significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business, such employer shall make reasonable efforts to provide a room or other location, other than a restroom or toilet stall, that is in close proximity to the work area where an employee can express breast milk in privacy. Provided, however, nothing in this subdivision shall otherwise exempt an employer from the requirements of subdivision one of this section.

(d) If the workplace has access to refrigeration, the employer shall extend such access to refrigeration for the purposes of storing the expressed milk.

3. The commissioner shall develop and implement a written policy regarding the rights of nursing employees to express breast milk in the workplace pursuant to the provisions of this section. Employers shall provide such written policy to each employee upon hire and annually thereafter, and to employees upon returning to work following the birth of a child. Such policy shall:

(a) Inform employees of their rights pursuant to this section;

(b) Specify the means by which a request may be submitted to the employer for a room or other location for use by employees to express breast milk; and

(c) Require the employer to respond to such request within a reasonable timeframe, but not to exceed five business days.

4. No employer or their agent, or the officer or agent of any corporation, partnership, or limited liability company, or any other person, shall discharge, threaten, penalize, or in any other manner discriminate or retaliate against any employee because such employee has exercised their rights afforded under this section.

Credits

(Added L.2007, c. 574, § 1, eff. Aug. 15, 2007. Amended L.2022, c. 672, § 1, eff. June 7, 2023; L.2024, c. 56, pt. J, § 1, eff. June 19, 2024.)

McKinney's Labor Law § 206-c, NY LABOR § 206-c

Current through L.2025 chapters 1 to 360. Some statute sections may be more current, see credits for details.

#59

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL – CONFIRMATION – APPOINTMENT - COMMISSIONER OF FINANCE

WHEREAS, County Executive Kevin M. Byrne has appointed William J. Carlin as Commissioner of Finance, pursuant to Article 4, Section 4.01 of the Putnam County Charter; and

WHEREAS, William J. Carlin possesses the requisite knowledge, experience, and qualifications to serve as the Commissioner of Finance for the County of Putnam; and

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

RESOLVED, that the Legislature hereby confirms the appointment of William J. Carlin as the Commissioner of Finance for the County of Putnam, pursuant to Article 4, Section 4.01 of the Putnam County Charter; and be it further

RESOLVED, that William J. Carlin shall serve at the pleasure of the County Executive in accordance with the terms of Section 4.01 of the Putnam County charter; and be it further

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

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh



PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

September 12, 2025

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

Dear Ms. Schonfeld,

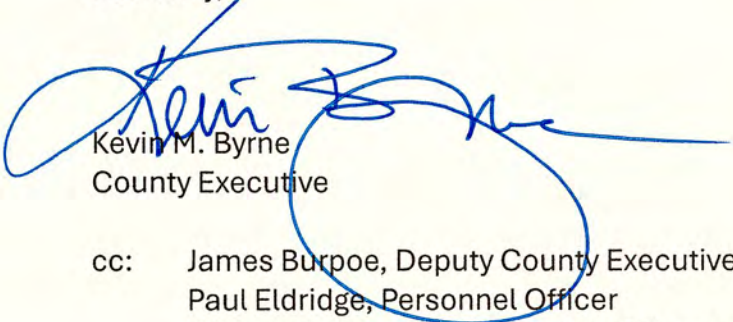
Please accept this as a request to modify the rate of pay for newly reinstated Commissioner of Finance, William Carlin. The original request sent on August 7, 2025, indicated an annual salary of \$162,312, was inaccurate.

I respectfully request that the rate of pay for 2025 be modified to \$169,072. This new rate reflects the salary to which Mr. Carlin would have been entitled had he not retired in 2023 and remained as Commissioner of Finance.

It's my understanding that a budgetary transfer has already been forwarded to the Legislature.

Thank you.

Sincerely,


Kevin M. Byrne
County Executive

cc: James Burpoe, Deputy County Executive
Paul Eldridge, Personnel Officer
William Carlin, Commissioner of Finance

KMB:lkr

2025 SEP 12 AM 10:49
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

August 7, 2025

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

2025 AUG - 7 PM 3:54
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld,

It is my privilege to appoint Mr. William J. Carlin as Commissioner of Finance effective August 1, 2025, and in accordance with Article 4, Section 4.01 of the Putnam County Charter. I recommend that his salary be set at \$162,312.

Mr. Carlin served Putnam County from his original appointment as County Auditor in 1990, followed by his appointment as Commissioner of Finance by County Executive Robert Bondi on January 1, 1991, through his retirement in June of 2023, having served as Commissioner of Finance for nearly thirty-two years. He has performed with distinction, and his record clearly demonstrates a willingness to serve the people of Putnam County, the employees of Putnam County and our County Government by applying his expertise and experience.

Pursuant to the Putnam County Charter, the Commissioner of Finance shall serve on a full-time basis and shall not engage in any private practice nor be employed in their field of expertise with the County by any private or other governmental entity.

I wholeheartedly recommend confirmation of Mr. Carlin's appointment by the Putnam County Legislature beginning August 1, 2025.

Thank you for your prompt consideration of Mr. Carlin's appointment.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin M. Byrne", is written over a circular blue ink stamp. The signature is fluid and cursive.

Kevin M. Byrne
County Executive

cc: Michael Bartolotti, County Clerk
Paul Eldridge, Personnel Officer

APPROVAL/CONFIRMATION/APPOINTMENT/ COMMISSIONER OF FINANCE

WHEREAS, County Executive Kevin M. Byrne has appointed William J. Carlin as Commissioner of Finance, pursuant to Article 4, Section 4.01 of the Putnam County Charter; and

WHEREAS, William J. Carlin possesses the requisite knowledge, experience, and qualifications to serve as the Commissioner of Finance for the County of Putnam; and

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

RESOLVED, that the Legislature hereby confirms the appointment of William J. Carlin as the Commissioner of Finance for the County of Putnam, pursuant to Article 4, Section 4.01 of the Putnam County Charter; and be it further

RESOLVED, that William J. Carlin shall serve at the pleasure of the County Executive in accordance with the terms of Section 4.01 of the Putnam County charter; and be it further

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



PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

MEMORANDUM

To: Amy Sayegh, Chair
Putnam County Legislature

CC: The Putnam County Legislature

Michael Bartolotti, County Clerk
Kevin McConville, Sheriff
Robert Tendy, District Attorney

Paul Eldridge, Personnel Officer

William Carlin, Interim Commissioner of Finance

FROM: Kevin M. Byrne
Putnam County Executive

A handwritten signature in dark ink, appearing to be "K. Byrne", enclosed within a large, loopy oval.

DATE: August 1, 2025

RE: Change of Leadership at Department of Finance

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Aug 1
2025 JUL 32 AM 9:45

I am writing to formally notify you that, effective immediately, Michael Lewis will no longer serve as the Commissioner of Finance for Putnam County. In his place, I am pleased to announce that Bill Carlin, former Finance Commissioner, will be returning as Interim Commissioner of Finance.

Bill brings with him extensive experience and a proven track record in managing the County's finances. He has served in this role admirably in the past, and I am confident that he will ensure a smooth transition as we continue to manage the County's financial operations.

#51

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY AMENDMENT (25A076) – SHERIFF’S OFFICE –
INSURANCE RECOVERY**

WHEREAS, the Putnam County Sheriff’s Office has requested a budgetary amendment (25A076) to recognize reimbursement from Allstate Insurance Company for an April 2025 Vehicle Accident Claim; and

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

RESOLVED, that the following budgetary amendment be made:

Increase Revenues:

14311000 426801 Sheriff Narcotics – Insurance Recoveries 13,645

Increase Expenses:

14311000 54370 Sheriff Narcotics – Automotive 13,645

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

cc:all
Prot
A+A

Reso

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>
-----------------	--	---------------------

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
---------------	---

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

_____ Date	_____ Chairperson Audit/Designee: \$0 - \$10,000.00	25A076
---------------	--	---------------

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

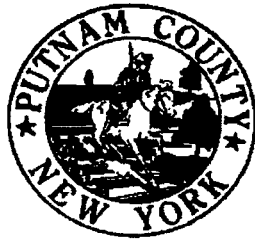
ALLSTATE FIRE & CASUALTY INSURANCE CO - CK 149903623 - \$13,645.00

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

Committee Mtg _____ Resolution # _____
 Introduced By _____ Regular Mtg _____
 Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY AMENDMENT (25A078) – EMERGENCY SERVICES –
 FIRE TRAINING CENTER**

**WHEREAS, the Commissioner of Emergency Services has requested a
 budgetary amendment (25A078) to fund concrete needed at the Fire Training
 Center; and**

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

RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Increase Estimated Appropriations:

10990100 59020	Transfer to Capital Fund	3,145
----------------	--------------------------	-------

Decrease Estimated Appropriations:

10398900 54410	Supplies & Materials	3,145
----------------	----------------------	-------

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
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2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

 Legislator Addonizio

 Legislator Birmingham

 Legislator Crowley

 Legislator Ellner

 Legislator Gouldman

 Legislator Jonke

 Legislator Montgomery

 Legislator Russo

 Chairwoman Sayegh

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



cc: all
Prot
A+A
RCSO
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

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
----------------	----------------------	-------

CAPITAL FUND:

Increase Estimated Appropriations:

55197000 532314 51509	Fire Training Center	3,145
-----------------------	----------------------	-------

Increase Estimated Revenues:

55197000 428601 51509	Transfer From General Fund	3,145
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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

QUOTE

Plant Address: 145 Virginia Road White Plains, NY 10603

Plant Address: 31 Fields Lane Brewster, NY 10509

Mailing Address: PO Box 410 Brewster, NY 10509

Phone: (914) 682-4477

Salesman: Mike Mistishin **Email:** mmist@byramconcrete.com **Cell:** (914) 343-5777

Quote #: 1238 Quote Date: 7/14/25 Quote Expires: 8/14/25

Customer: Putnam County Bureau of Emergency	Project: FOB big Block
Services	Services

Contact:	Drew Kinash	Email:	Drew.kinash@putnamcountyny.gov
		Phone:	914-879-7127

[illegible]

Pricing will remain effective until December 31, 2025. Anticipate escalation of 5% per cubic yard as of January 1, 2026 and 5% annually thereafter.

Additional Cost Items:						
Unit of Measure	Description	Unit Price		Unit of Measure	Description	Unit Price
CY	Pump Mixes	\$4.00		CY	Accelerator Non Chloride 1%	\$8.50
CY	3/8" Stone	\$8.00		CY	Accelerator Non Chloride 2%	\$17.00
LB	Micro Fiber	\$10.50		CY	Accelerator Non Chloride 3%	\$25.50
LB	Macro Fiber	\$12.50		CY	Retarder 1%	\$4.25
CY	Corrosion Inhibitor (3 gallons/CY)	\$45.00		CY	Retarder 2%	\$8.50
CY	Waterproofing	\$65.00		LB	Ice	\$0.65

Short Load Charges: Minimum load charges apply to deliveries less than 7.5 Cubic Yards		
Quantity Delivered:	Unit Price	Unit of Measure
7.5 – 6	\$175.00	Per Load
5.5 – 3.5	\$275.00	Per Load
3 – 2	\$375.00	Per Load

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

#5t

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY AMENDMENT (25A084) – SHERIFF’S OFFICE –
INSURANCE RECOVERIES**

WHEREAS, the Putnam County Acting Sheriff has requested a budgetary amendment (25A084) to recognize reimbursement from State Farm Insurance Company for damages to a 2020 Ford Explorer in the Civil Division for an accident that occurred in July 2025; and

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

RESOLVED, that the following budgetary amendment be made:

Increase Revenues:

15311000 426801	Sheriff Civil – Insurance Recoveries	977.55
------------------------	---	---------------

Increase Expenses:

15311000 54370	Sheriff Civil – Automotive	977.55
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2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

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

Protective
Audit

Reso

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 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 – \$ 977.55

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

#5u

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY AMENDMENT (25A085) – EMERGENCY SERVICES –
HAZARD MITIGATION GRANT PROGRAM (HMGP)**

WHEREAS, by Resolution #109 of 2024, the Putnam County Legislature approved and authorized the Bureau of Emergency Services 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) for the Hazard Mitigation Grant Program (HMGP); and

WHEREAS, the Federal share is \$112,500 and the 25% matching County funds of \$37,500 will be met with in-kind services; and

WHEREAS, sub-recipient management costs can be submitted for reimbursement for an amount not to exceed \$7,500 at a 100% Federal share for a total Federal share of \$120,000 obligated for this project; and

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

RESOLVED, that the following budgetary amendment be made:

CAPITAL FUND:

Increase Estimated Appropriations:

10398900 54182 10106	Consultants	112,500
-----------------------------	--------------------	----------------

Increase Estimated Revenues:

10398900 44389L 10106	State Aid	
	Hazardous Mitigation Grant	112,500

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



Protectives Audit RESO
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

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
----------------------	-------------	---------

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
CARMEL, NY

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).

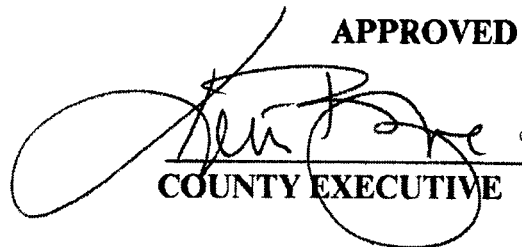
BY POLL VOTE: ALL AYES. LEGISLATOR CROWLEY WAS ABSENT. MOTION CARRIES.

State of New York

ss:

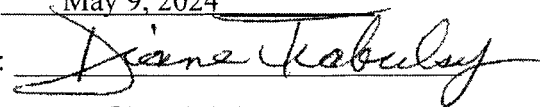
County of Putnam

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:</p> <p>NYS Vendor ID Number: 1000002443</p> <p>Federal Tax ID Number: 14-6002759</p> <p>Unique Entity Identifier (UEI): GLN9KUJQKBB8</p>	<p>PROJECT NAME: HMGP 4694-0003 Putnam County Hazard Mitigation Plan Update</p> <p>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>
--	--

ATTACHMENTS INCLUDED AS PART OF THIS AGREEMENT (select all that apply):

- ☒ Appendix A
- ☒ Attachment A:
- ☐ 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
- ☒ Attachment B:
- ☒ 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: _____

Contract Number: # C002001

#5v

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY AMENDMENT (25A086) – SHERIFF’S OFFICE – NYS
STOP DWI FOUNDATION INC. – DRUG RECOGNITION EXPERT (DRE) CALLOUTS
– OVERTIME**

**WHEREAS, the Putnam County Sheriff’s Department has requested a
budgetary amendment (25A086) to recognize reimbursement of Overtime from
the NYS Stop-DWI Foundation Inc. for DRE Callouts and DWI Crackdowns for the
Patrol Division; and**

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

RESOLVED, that the following budgetary amendment be made:

Increase Revenues:

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

Increase Expenses:

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

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

WILLIAM J. CARLIN, JR.
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

cc:all
Prot
A+A

Reso

2025 SEP 11 PM 1:43
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

#5w

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY AMENDMENT (25A087) – SHERIFF’S OFFICE – NYS
SHERIFF’S ASSOCIATION – BCI OVERTIME REIMBURSEMENT**

WHEREAS, the Putnam County Acting Sheriff has requested a budgetary amendment (25A087) to account for reimbursement received from the NYS Sheriff’s Association for Instructor Services rendered at New Paltz College on May 28, 2025 to increase the Bureau of Criminal Investigation’s (BCI) Overtime line; and

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

RESOLVED, that the following budgetary amendment be made:

Increase Revenues:

32311000 427701	Sheriff BCI – Unclassified	632.52
------------------------	-----------------------------------	---------------

Increase Expenses:

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

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

Protective Reso
Audit

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>
-----------------	----------------------------	------------------

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

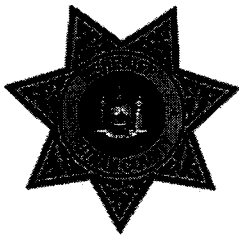
The Sheriff respectfully requests that reimbursement received from the NYS Sheriff's Association for Instructor Kevin Radovich's services rendered at New Paltz College on May 28, 2025 be used to increase BCI's overtime line.

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



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



**BRIAN M. HESS
SHERIFF (ACTING)**

**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 # 32311000.427014 ⁴²⁷⁷⁰¹ ~~427014~~ \$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

#5x

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL – CONTINUATION OF THE COMMUNITY ENGAGEMENT & POLICE
ADVISORY BOARD**

WHEREAS, Resolution #104 of 2021 established a Police Policy Advisory Board known as the “Community Engagement & Police Advisory Board” (CEPAB); and

WHEREAS, said Board was reestablished by Resolution #268 of 2022 and expired on December 31, 2023; and

WHEREAS, said Board was further reestablished by Resolution #195 of 2023 and Resolution # 213 of 2024 is set to expire on December 31, 2025; and

WHEREAS, the CEPAB members have requested the continuation of said Board via letter dated September 10, 2025; now therefore be it

RESOLVED, that unless extended by subsequent resolution, this Advisory Board shall be dissolved and terminate all activity on December 31, 2026, on which date the Advisory Board shall deposit all the records of its proceedings with the Clerk of the Legislature; and be it further

RESOLVED, that this Advisory Board shall inform the Legislature of its desire to continue its existence by a written request to the Clerk of the Legislature prior to the date this Advisory Board is scheduled to terminate.

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

cc All
Prot



COMMUNITY ENGAGEMENT & POLICE ADVISORY BOARD

September 10, 2025

Legislator Amy Sayegh
Chair of Protective Services Committee
Putnam County Legislative Office
Putnam County Office Building
40 Gleneida Avenue
Carmel, NY 10512

Dear Members of the Protective Services Committee,

I am writing to respectfully request the reinstatement of the Community Engagement and Police Advisory Board in Putnam County. We believe that the Community Engagement and Police Advisory Board plays a crucial role in fostering positive relations between law enforcement agencies and the communities in Putnam County.

This advisory board served as a bridge of communication between the police department and the diverse residents of Putnam County. Its commitment to transparency, accountability, and community involvement was invaluable in ensuring that the concerns and needs of our citizens were heard and addressed effectively.

It is more important than ever to have a platform where residents and law enforcement can come together to discuss issues, build trust, and work collaboratively towards a safer and more just community.

We thank the committee for their time and consideration.

Sincerely,

Scott Rhodes, Ronald Reid | Board Members
Community Engagement & Police Advisory Board

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

#54

Committee Mtg _____ Resolution # _____
 Introduced By _____ Regular Mtg _____
 Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY AMENDMENT (25A079) – PLANNING DEPARTMENT –
 UNIFIED PLANNING WORK PROGRAM (UPWP) FUNDING UNDER NEW YORK
 METROPOLITAN TRANSPORTATION COUNCIL (NYMTC)**

WHEREAS, the Commissioner of Planning has requested a budgetary amendment (25A079) to account for additional UPWP Funding under NYMTC awarded to Putnam County; and

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

RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Increase Appropriations:

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

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
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2025 Fiscal Impact (137,461)

2026 Fiscal Impact – 0 –

 Legislator Addonizio

 Legislator Birmingham

 Legislator Crowley

 Legislator Ellner

 Legislator Gouldman

 Legislator Jonke

 Legislator Montgomery

 Legislator Russo

 Chairwoman Sayegh

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



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

Reso

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
-----------------	---------------------------	---------

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 P/L 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	\$257,174	\$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	\$294,205	\$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

#5z

Approval

Contract – Memorandum of Understanding (MOU)

Terry Hill Road / Route 311 Project

#5a

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY AMENDMENT (25A080) – DPW – EMPIRE STATE
DEVELOPMENT GRANT – TERRY HILL ROAD IMPROVEMENTS**

WHEREAS, on July 17, 2025, the County Executive was notified by Empire State Development on the acceptance of Putnam County's County Infrastructure Grant Program (CIGP) application and to provide an update on the next steps in the Empire State Development's grant process; and

WHEREAS, the Commissioner of Finance has requested a budgetary amendment (25A080) to account for the Empire State Development Grant and the agreement with L.I.S.E., LLC to fund up to \$100,000 in project right-of-way costs: and

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

RESOLVED, that the following budgetary amendment be made:

CAPITAL FUND:

Increase Estimated Appropriations:

55197000 53000 52307	Terry Hill Road Improvements	100,000
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Increase Estimated Revenues:

55197000 435971 52307	State Aid – Empire State Dev. Grant	500,000
55197000 427050 52307	Contribution	100,000

Decrease Estimated Revenues:

05000 45710N 52307	Bond Proceeds	500,000
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2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



*cc: all
Phys
A+A*
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Reso

DEPARTMENT OF FINANCE

MEMORANDUM

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

To: Diane Schonfeld, Legislative Clerk
From: William J. Carlin, Jr., Interim Commissioner of Finance *WJC*
Re: Budgetary Amendment - 25A080
Date: September 2, 2025

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

CAPITAL FUND:

Increase Estimated Appropriations:

55197000 53000 52307	Terry Hill Road Improvements	100,000
----------------------	------------------------------	---------

Increase Estimated Revenues:

55197000 435971 52307	State Aid - ESD Grant	500,000
55197000 427050 52307	Contribution	100,000

Decrease Estimated Revenues:

05000 45710N 52307	Bond Proceeds	500,000
--------------------	---------------	---------

Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to adjust the capital budget to account for the receipt of and Empire State Development Grant and an agreement with L.I.S.E. Inc to fund up to \$ 100,000 in project right of way costs. Please forward to the appropriate committee.

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

1101 Hudson Boulevard, 10th Floor
Albany, New York 12242-1000 | Albany, NY 12242
(518) 474-6547 | 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 ("OCSD") 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,

Linda Malave
Mid-Hudson Regional Director

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

Empire State Development
Mid-Hudson Regional Office
54 Airport Center Drive, Suite 201, New Windsor, NY 12553
(845) 967-4557 | www.esd.ny.gov

#566

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY AMENDMENT (25A088) – SOIL & WATER
CONSERVATION DISTRICT – CORNELL COOPERATIVE EXTENSION TREE
SEEDLING PROGRAM – PART C FUNDS**

WHEREAS, the Putnam County Soil & Water Conservation District voted to approve \$8,000 in funding from the Soil & Water Conservation District Trust Fund Account “Part C” to support the 2025 Tree and Shrub Seedling Sale, to be administered in collaboration with Cornell Cooperative Extension of Putnam County; and

WHEREAS, the Commissioner of Finance provided a budgetary amendment (25A088) to account for this request; and

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

RESOLVED, that the following budgetary amendment be made:

CAPITAL FUND:

Increase Estimated Appropriations:

10874500 54652	Tree Program	8,000
-----------------------	---------------------	--------------

Increase Estimated Revenues:

10874500 439106	Conservation Project	8,000
------------------------	-----------------------------	--------------

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



cc: all
Phys
A+A
Reso
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: William J. Carlin, Jr., Interim Commissioner of Finance
Re: Budgetary Amendment - **25A088**
Date: September 13, 2025

LEGISLATURE
PUTNAM COUNTY
CORNELL, NY

2025 SEP 15 PM 2:25

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
-----------------	----------------------	-------

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



#5cc

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL - RATIFICATION OF THE 2025 REAL PROPERTY TAX SALE

WHEREAS, on September 5, 2025, the County of Putnam held a public auction for its 2025 Real Property Tax Sale; and

WHEREAS, the County received bids on the parcels offered, as indicated by the listing attached hereto and made a part hereof as Schedule "A"; now therefore be it

RESOLVED, that the Putnam County Legislature, on behalf of the County of Putnam, hereby accepts the bid of the highest bidder on the parcels listed on the attached Schedule "A"; and be it further

RESOLVED, that the County Attorney is authorized to prepare a deed for each parcel to the highest bidder, said deed to be executed on behalf of the County by the County Executive; and be it further

RESOLVED, that upon delivery of the balance of the purchase price as indicated in the bid, along with the appropriate transfer tax, fees, and any property taxes due, as specified in the promulgated Terms and Conditions of the auction, the County Attorney is hereby authorized to deliver said deed to the highest bidder; and be it further

RESOLVED, that in the event any of the highest bidders fail to complete the transaction as specified in the promulgated Terms and Conditions of the auction, the County Attorney is authorized to complete the transaction with the second highest bidder in the same manner as set for the above.

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



*cc: all
Phys Reso*
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: William J. Carlin, Jr., Interim Commissioner of Finance *wjc*
RE: Ratification of 2025 Real Property Tax Sale
Date: September 8, 2025

Please find enclosed a proposed Resolution, along with a proposed schedule A, ratifying the results of the 2025 Real Property Tax Sale Held September 5, 2025 for review and approval by the Legislature.

55 of 56 parcels received bids at the auction, with sales revenue equaling \$ 1,828,015, and when the sales are completed approximately \$ 3.2 million is assessed value will be returned to the property tax rolls.

2025 SEP -9 AM 10:10
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

APPROVAL - RATIFICATION OF THE 2025 REAL PROPERTY TAX SALE

WHEREAS, on September 5, 2025, the County of Putnam held a public auction for its 2025 Real Property Tax Sale; and

WHEREAS, the County received bids on the parcels offered, as indicated by the listing attached hereto and made a part hereof as Schedule "A"; now therefore be it

RESOLVED, that the Putnam County Legislature, on behalf of the County of Putnam, hereby accepts the bid of the highest bidder on the parcels listed on the attached Schedule "A"; and be it further

RESOLVED, that the County Attorney is authorized to prepare a deed for each parcel to the highest bidder, said deed to be executed on behalf of the County by the County Executive; and be it further

RESOLVED, that upon delivery of the balance of the purchase price as indicated in the bid, along with the appropriate transfer tax, fees, and any property taxes due, as specified in the promulgated Terms and Conditions of the auction, the County Attorney is hereby authorized to deliver said deed to the highest bidder; and be it further

RESOLVED, that in the event any of the highest bidders fail to complete the transaction as specified in the promulgated Terms and Conditions of the auction, the County Attorney is authorized to complete the transaction with the second highest bidder in the same manner as set for the above.

2025 PUTNAM COUNTY TAX SALE AUCTION

SALE CLOSING DATE 9/5/2025

Lot Number	Lot Title	Town	Tax Map #	Lot Price
1	67 Willow Trail Ct. Town of Carmel Lot Size: 80 x 119 +/- , NOTE: LOTS 1 AND 22 ARE BEING COMBINED.	Carmel	44.10-1-9	\$500
2	LANDLOCKED PARCEL: 15 Blueberry Hill Rd, Town of Carmel Lot Size: 1.62 Acres +/-	Carmel	53.12-1-39	\$12,000
3	LANDLOCKED PARCEL: Peekskill Hollow Rd, Town of Carmel Lot Size: 15.79 Acres +/-	Carmel	53.13-1-10	\$30,000
4	32 Highland Rd, Town of Carmel Lot Size: 1 Acres +/-	Carmel	53.16-1-48	\$38,000
5	11 Meadow Dr, Town of Carmel Lot Size: 1.21 Acres +/-	Carmel	55.19-1-19.1	\$362,000
6	Plum Rd, Town of Carmel Lot Size: 94 x 250 +/-	Carmel	76.17-2-23	\$6,500
7	122 Archer Rd, Town of Carmel Lot Size: 1.36 Acres +/-	Carmel	85.8-2-1	\$39,000
8	Laurie Ct, Town of Kent Lot Size: .63 Acres +/-	Kent	11.16-1-4	\$3,500
9	Ludingtonville Rd, Town of Kent Lot Size: 2.78 Acres +/-	Kent	22.-2-42	\$9,000
10	Ludingtonville Rd, Town of Kent Lot Size: 2.05 Acres +/-	Kent	22.-2-43	\$12,000
11	Route 311, Town of Kent Lot Size: .23 Acres +/-	Kent	22.-2-49	\$3,500
12	Harvard Dr, Town of Kent Lot Size: .29 Acres +/-	Kent	22.66-2-5	\$4,500
13	Rhinebeck Rd, Town of Kent Lot Size: .27 Acres +/-	Kent	22.79-1-6	\$4,500
14	PAPER STREET ACCESS ONLY: Scarborough Paper Rd, Town of Kent Lot Size: 296 x 91 +/-	Kent	22.80-1-21	\$500
15	Pudding St, Town of Kent Lot Size: 1.76 Acres +/-	Kent	30.20-1-32	\$40,500
16	71 Richardsville Rd, Town of Kent Lot Size: 4.85 Acres +/-	Kent	31.-1-26	\$150,000
17	Cottage Rd, Town of Kent Lot Size: .23 Acres +/-	Kent	33.34-2-14	\$4,500
18	8 Heathcote Rd, Town of Kent Lot Size: .12 Acres +/-	Kent	33.74-1-36	\$178,000
19	Brayton Rd, Town of Kent Lot Size: .28 Acres +/-	Kent	33.81-1-71	\$9,800
20	Golf Ridge Rd, Town of Kent Lot Size: 5.2 Acres +/-	Kent	42.11-1-16	\$188,000
21	LANDLOCKED PARCEL: Smokey Hollow Ct, Town of Kent Lot Size: .31 Acres +/-	Kent	43.-2-36	\$0
22	Willow Trail Ct, Town of Kent Lot Size: .01 Acres +/- NOTE: LOTS 1 AND 22 ARE BEING COMBINED. BIDDING WILL TAKE PLACE UNDER LOT 1 AND SEPARATE FEES APPLY FOR EACH LOT	Kent	44.10-2-3	\$0
23	718 Rt 311, Town of Patterson Lot Size: 1.69 Acres +/-	Patterson	13.-2-16	\$215,000
24	54 Sanborn Rd, Town of Patterson Lot Size: 300 x 200 +/-	Patterson	25.39-1-54	\$6,500
25	LANDLOCKED PARCEL: Ferndale Ln, Town of Patterson Lot Size: .29 Acres +/-	Patterson	25.41-1-39	\$500
26	3 Salisbury Rd, Town of Patterson Lot Size: .17 Acres +/-	Patterson	25.70-1-32	\$1,500
27	8 Sullivan Dr, Town of Patterson Lot Size: .21 Acres +/-	Patterson	25.70-1-33	\$2,515
28	56 Empire Dr, Town of Patterson Lot Size: .36 Acres +/-	Patterson	36.22-1-36	\$5,500
29	PAPER STREET ACCESS ONLY: Batavia Rd, Town of Patterson Lot Size: 100 x 112 +/-	Patterson	36.22-1-42	\$500
30	Batavia Rd, Town of Patterson Lot Size: .18 Acres +/-	Patterson	36.22-1-44	\$500
31	93 Haviland Dr, Town of Patterson Lot Size: .16 Acres +/-	Patterson	36.31-1-57	\$106,000
32	14 Valley Rd, Town of Patterson Lot Size: .08 Acres +/-	Patterson	36.41-1-32	\$500
33	9 Valley Rd, Town of Patterson Lot Size: .12 Acres +/-	Patterson	36.41-1-37	\$1,500
34	8 Fairport Rd, Town of Patterson Lot Size: 1.13 Acres +/-	Patterson	36.48-1-10	\$52,000
35	24 Palmyra Rd, Town of Patterson Lot Size: .18 Acres +/-	Patterson	36.48-2-17	\$140,000
36	Brookside Ave, Town of Putnam Valley Lot Size: .57 Acres +/-	Putnam Valley	41.14-1-79	\$5,500
37	Wenonah Rd, Town of Putnam Valley Lot Size: .47 Acres +/-	Putnam Valley	62.25-1-7	\$18,500
38	10 Cold Spring Rd, Town of Putnam Valley Lot Size: 169 x 120 +/-	Putnam Valley	62.25-1-9	\$52,000
39	Lake Dr, Town of Putnam Valley Lot Size: .15 Acres +/-	Putnam Valley	83.50-1-3	\$4,600
40	Tanglewylde Rd, Town of Putnam Valley Lot Size: .12 Acres +/-	Putnam Valley	83.50-1-18	\$2,500
41	Tanglewylde Rd, Town of Putnam Valley Lot Size: .23 Acres +/-	Putnam Valley	83.50-1-19	\$3,600
42	Tanglewylde Rd, Town of Putnam Valley Lot Size: .17 Acres +/-	Putnam Valley	83.50-1-21	\$3,500
43	Northway, Town of Putnam Valley Lot Size: .09 Acres +/-	Putnam Valley	83.58-1-63	\$1,500
44	Hewitt St, Town of Putnam Valley Lot Size: 40 x 99 +/-	Putnam Valley	83.66-2-34	\$1,500
45	Aspen Ln, Town of Putnam Valley Lot Size: .2 Acres +/-	Putnam Valley	83.72-1-50	\$1,500
46	Tanglewylde Rd, Town of Putnam Valley Lot Size: .21 Acres +/-	Putnam Valley	83.73-2-2	\$500
47	Traverse Rd, Town of Putnam Valley Lot Size: .54 Acres +/-	Putnam Valley	83.73-2-4	\$6,500
48	Lake Dr, Town of Putnam Valley Lot Size: .44 Acres +/-	Putnam Valley	83.73-2-25	\$22,500
49	Grant Pl, Town of Putnam Valley Lot Size: .13 Acres +/-	Putnam Valley	83.83-1-34	\$500
50	288 Peekskill Hollow Rd, Town of Putnam Valley Lot Size: 1 Acres +/-	Putnam Valley	84.7-1-50	\$18,000
51	Summer St, Town of Putnam Valley Lot Size: .04 Acres +/-	Putnam Valley	85.13-1-17	\$500
52	Barger St, Town of Putnam Valley Lot Size: .13 Acres +/-	Putnam Valley	85.13-1-50	\$500
53	Marshall Rd, Town of Putnam Valley Lot Size: .08 Acres +/-	Putnam Valley	91.26-2-32	\$1,500
54	Hollowbrook Rd, Town of Putnam Valley Lot Size: .02 Acres +/-	Putnam Valley	91.34-1-11	\$500
55	300 Tonetta Lake Rd, Town of Southeast Lot Size: 170 x 140 +/-	Southeast	56.12-1-2	\$2,500
56	95 Deans Corner Rd, Town of Southeast Lot Size: 6.86 Acres +/-	Southeast	78.-1-66	\$51,000
				\$1,828,015

#5dd

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL - ACCEPTANCE OF AMENDMENT B FOR 2024-2025 SNOW AND ICE AGREEMENT WITH NEW YORK STATE

WHEREAS, by Resolution #318 of 2019, the Putnam County Legislature approved the Agreement with the State of New York for Snow and Ice Removal; and

WHEREAS, under the terms of the Agreement, the County is responsible for clearing snow and ice from State Highways as designated by the Commissioner of Transportation of the State of New York (the Commissioner”); and

WHEREAS, the Agreement was for a five year period commencing July 1, 2019 and was embodied in New York State Contract # D014871; and

WHEREAS, in order to more accurately reflect the 2024-2025 winter season’s expenditures, an amendment to this Agreement (“Amendment B”) has been proposed for said winter season based on revised estimated expenditures; and

WHEREAS, approval and acceptance of Amendment B will allow the processing of said reimbursement by New York State to Putnam County; now therefore be it

RESOLVED, that the Putnam County Legislature authorizes the County Executive to execute Amendment B, a copy of which is attached hereto.

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

Diane Schonfeld

cc:all
Phys Reso

From: Joseph Bellucci
Sent: Thursday, September 11, 2025 10:27 AM
To: Diane Schonfeld
Cc: Michele Alfano-Sharkey; William Carlin; Thomas Feighery
Subject: 2024- 2025 Snow & Ice Reimbursement
Attachments: S&I 24-25 Resolution Draft.docx; Amendment B 2024-2025 S&I Agreement.pdf

Diane,

Please see the attached draft resolution and supporting document for the 24-25 NYSDOT Snow and Ice Agreement reimbursement for this month's Physical Services Meeting.

Thank you,

Joe



Joseph D. Bellucci

Deputy Commissioner • Department of Public Works

PHONE | 845.878.6331 Ext. 40174 • CELL | 845.742.4085 • WEBSITE | [Department of Public Works \(DPW\) – Putnam County, New York \(putnamcountyny.com\)](https://www.putnamcountyny.com)

PUTNAM COUNTY GOVERNMENT, NEW YORK

APPROVAL/ACCEPTANCE OF AMENDMENT B FOR 2024-2025 SNOW AND ICE AGREEMENT WITH
NEW YORK STATE

WHEREAS, by Resolution #318 of 2019, the Putnam County Legislature approved the Agreement with the State of New York for Snow and Ice Removal; and

WHEREAS, under the terms of the Agreement, the County is responsible for clearing snow and ice from State Highways as designated by the Commissioner of Transportation of the State of New York (the Commissioner”); and

WHEREAS, the Agreement was for a five year period commencing July 1, 2019 and was embodied in New York State Contract # D014871; and

WHEREAS, in order to more accurately reflect the 2024-2025 winter season’s expenditures, an amendment to this Agreement (“Amendment B”) has been proposed for said winter season based on revised estimated expenditures; and

WHEREAS, approval and acceptance of Amendment B will allow the processing of said reimbursement by New York State to Putnam County; now therefore be it

RESOLVED, that the Putnam County Legislature authorizes the County Executive to execute Amendment B, a copy of which is attached hereto.

SUPPLEMENTAL AGREEMENT No. ____ to Contract No. D014871

This Supplemental Agreement is by and between:

The New York State Department of Transportation ("NYSDOT"), having its principal office at 50 Wolf Road, Albany, NY 12232, on behalf of New York State

("State"); and the

PUTNAM COUNTY ("Municipality")

Acting by and through the _____

This amends the existing Municipal Snow and Ice Agreement between the parties in the following respects only (Check all that apply):

- ☐ Amending the contract end date ONLY
- ☐ Amending the number of lane miles/specific roads cover under Paragraphs 7 and 9 of the Original Agreement (revised map attached)
- ☒ Amending the estimated expenditure for the 27/28 season by:
 - ☐ adding funding due to exceeding the Estimated Expenditure for the above-mentioned season (required Amendment B attached with a copy of the final snow & ice voucher, if applicable)
 - ☒ adding funding to adjust the Estimated Expenditure to account for increases in labor, materials, equipment, and/or overall costs, per the terms in Paragraphs 9 and 10 in the Original Agreement (Adjustment Worksheets and Municipal Resolution attached)
- ☒ Extending the Agreement for an additional 5-Year period (Extension No. _____ of a maximum of 3
- ☐ Other: _____

IN WITNESS THEREOF, the parties have caused this Agreement to be executed by their duly authorized officials as of the date first above written.

THE PEOPLE OF THE STATE OF NEW YORK

By: _____

For Commissioner of Transportation

Date: _____

(MUNICIPALITY:

By: [Signature]

Print Name: James Burpo

Title: Deputy County Executive

STATE OF NEW YORK

)ss.:

COUNTY OF _____

On this 27th day of JUNE, 2025, before me personally came James Burpo to be known, who, being by me duly sworn did depose and say that he/~~she~~ resides at _____; that he/~~she~~ is the Deputy County Executive of the Municipality described in and which executed the above instrument; that it was executed by order of the Legislature of said Municipality pursuant to a resolution that was duly adopted on June 6, 2025, and which a certified copy is attached and made a part hereof; and he/~~she~~ signed his/~~her~~ name thereto by like order.

JENNIFER L CARUSO
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 02CA6395487
Qualified in Putnam County
My Commission Expires September 15, 2027

[Signature]
Notary Public

APPROVED AS TO FORM
STATE OF NEW YORK ATTORNEY GENERAL

APPROVAL BY NYS COMPTROLLER'S OFFICE

By: _____

By: _____

NYSDOT Municipal Snow & Ice Program
AGREEMENT ADJUSTMENT/CALCULATION WORKSHEET
For Index Lump Sum Agreements
2024/25 Snow & Ice Season

Municipality	PUTNAM COUNTY	Contract #	D014871
County	PUTNAM	Region	8
Contract LM	120.3		

2023/24 Season's Estimated Expenditure					\$1,200,126.06	
%	Labor	38.08%	Materials	43.31%	Equipment	18.61%
Value	\$457,008.86		\$519,827.93		\$223,299.62	

Labor*

Labor Portion of 2023/24 Season Estimated Expenditure \$457,008.86

% Labor Increase/Decrease for 2024/25 Season
(Justification Att.) **X** 2.75%

Additional/Less Labor Costs for 2024/25 \$12,567.74

Labor Portion of 2024/25 Season Estimated Expenditure **\$469,576.60**

* Attach Municipality's certification of applicable labor cost increase

Materials

Materials Portion of 2023/24 Extension's Estimated Expenditure \$19,827.93

	% Materials	2023/24 Total Material \$	I.	2023/24 Price Per Unit	2024/25 Price Per Unit	Difference (Show +/-)	II.	I. X II.
			Proportionate \$ Amount				± ▲ %	Increase/Decrease
Salt	100%	\$519,827.93	\$519,827.93	\$ 75.00	\$ 79.88	\$ 4.88	6.51%	\$ 33,840.80
Sand								
Other								

Materials Portion of 2024/25 Season Estimated Expenditure **\$ 553,668.73**

Equipment

Equipment Portion of 2023/24 \$223,299.62

% Equipment Increase/Decrease for 2024/25 Season **X** 0%

Additional/Less Equipment Costs for 2024/25 \$0

Equipment Portion of 2024/25 Season Estimated Expenditure **\$223,299.62**

SUBTOTAL of Labor + Materials + Equipment **\$1,246,544.95**

FIXED COSTS (fill out if necessary)

Salt Storage (Barns)	0
DTN Weather Service	0
Snow Fence	0
Other	0
TOTAL FIXED COSTS	0

2024/25 SEASON ESTIMATE (Labor + Materials + Equipment + Fixed Costs)	\$1,246,544.95
--	-----------------------

SUMMARY OF COSTS

	2023/24		2024/25	
	\$	%	\$	%
Labor	\$456,998.51	38.08%	\$469,576.60	37.67%
Materials	\$519,827.93	43.31%	\$553,668.73	44.42%
Equipment	\$223,299.62	18.61%	\$223,299.62	17.91%
Fixed Costs				
TOTALS	\$1,200,126.06	100%	\$1,246,544.95	100%

A. 2024/25 Season Estimate/New Base Estimate	\$1,246,544.95
B. Total Contract Value (A x 5)	\$6,232,724.75

Estimate Recommended/Reviewed by

Estimate Reviewed by

Estimate Approved by

Resident Engineer

Municipality

NYSDOT - Snow & Ice Program Manager

Joe Bellucci - Putnam County

#500

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

RESOLUTION - APPROVAL TO APPLY FOR NEW YORK STATE ROADWAY DEPARTURE SAFETY ACTION PLAN (RwDSAP) LOCAL CALL FOR PROJECTS WHICH PROVIDES FEDERAL HIGHWAY SAFETY IMPROVEMENT PROGRAM FUNDS FOR THE STONELEIGH AVENUE/ DREWVILLE ROAD INTERSECTION RECONSTRUCTION PROJECT (PIN 8761.97) IN PUTNAM COUNTY

WHEREAS, New York State Department of Transportation (NYSDOT) announced the local call for roadway departure projects included in the Statewide Roadway Departure Safety Action Plan (RwDSAP). The local call for Roadway Departure safety projects includes federal Highway Safety Improvement Program (HSIP) funds for systemic or "Hot Spot" roadway departure safety projects on local and county roads and streets which will fund up to 95% of project costs; and

WHEREAS, the County was invited to submit a proposal for consideration by NYSDOT in August 2025; and

WHEREAS, Putnam County ("the County") desires to submit a proposal to NYSDOT for consideration, namely, the Stoneleigh Avenue/ Drewville Road Intersection Reconstruction Project (PIN 8761.97) (the "Project"), of which a budget shortfall was recently identified in the amount of \$1,280,400; and

WHEREAS, the County, as the Municipality/Sponsor of the Project, desires to accept the funds if County's request for funding is approved by New York State, by and through the RwDSAP Program, in the amount of \$1,280,400, of which the County would be responsible to contribute the local match of \$64,020; now therefore be it

RESOLVED, that the Putnam County Legislature hereby approves the aforesaid Project; and be it further

RESOLVED, that the Putnam County Legislature hereby authorizes the County to accept the funding if the application is approved by New York State, thereby reducing the total Project costs by said amount; and be it further

RESOLVED, that the County Executive, with the advice and assistance of the County Attorney, is authorized to finalize and execute a grant agreement upon approval of the Project proposal and presentment of said Agreement by NYSDOT; and be it further

RESOLVED, that this Resolution shall take effect immediately.

Legislator Addonizio _____
Legislator Birmingham _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Jonke _____
Legislator Montgomery _____
Legislator Russo _____
Chairwoman Sayegh _____

cc: all
Phys

RESOLUTION/APPROVAL TO APPLY FOR NEW YORK STATE ROADWAY DEPARTURE SAFETY ACTION PLAN (RwDSAP) LOCAL CALL FOR PROJECTS WHICH PROVIDES FEDERAL HIGHWAY SAFETY IMPROVEMENT PROGRAM FUNDS FOR THE STONELEIGH AVENUE/ DREWVILLE ROAD INTERSECTION RECONSTRUCTION PROJECT (PIN 8761.97) IN PUTNAM COUNTY

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RESOLVED, that the Putnam County Legislature hereby approves the aforesaid Project; and it is hereby further

RESOLVED, that the Putnam County Legislature hereby authorizes the County to accept the funding if the application is approved by New York State, thereby reducing the total Project costs by said amount; and it is hereby further

RESOLVED, that the County Executive, with the advice and assistance of the County Attorney, is authorized to finalize and execute a grant agreement upon approval of the Project proposal and presentment of said Agreement by NYSDOT; and it is hereby further

RESOLVED, that this Resolution shall take effect immediately.

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 SEP 16 PM 2:45

Diane Schonfeld

From: Barbara Barosa
Sent: Tuesday, September 16, 2025 1:50 PM
To: Diane Schonfeld; Diane Trabulsy
Cc: Thomas Feighery; Joseph Bellucci; Alexis Hawley; Jennifer Nygard; County Executive
Subject: Resolution for NYSDOT Roadway Departure Safety Action Plan funding for Stoneleigh/Drewville
Attachments: Resolution-Auth NYS Funding Roadway Departure Safety Action Plan 2025.docx

Good Afternoon,

Please see attached for a Resolution requesting to apply NYSDOT Roadway Departure Safety Action Plan funding for Stoneleigh Avenue/ Drewville Rd Intersection Improvements Project to be placed for consideration on this month's Physical Services agenda. Please let me know if you require anything further.

Thank you,
Barbara



Barbara Barosa, AICP

Commissioner ● Department of Planning, Development & Public Transportation ●

PHONE | 845.878-3480 ● WEBSITE | PUTNAMCOUNTYNY.COM

PUTNAM COUNTY NEW YORK GOVERNMENT

"Empowering Putnam County through dedicated service."

5 ff

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL - DEPARTMENT OF PUBLIC WORKS – USE OF CAPITAL FACILITY
RESERVE – (25CP05) (Walk-In Cooler & Associated Repairs at Putnam County Golf
Course)**

**WHEREAS, the Commissioner of Public Works has proposed the use of
\$50,000 from the Capital Facility Reserve to fund Project #25CP05 – Walk-In
Cooler & Associated Repairs at Putnam County Golf Course; and**

**WHEREAS, the existing walk-in cooler used in support of ongoing
activities at the Putnam County Golf Course has reached the end of its useful life;
and**

**WHEREAS, in order to keep the cooler in service for as long as possible,
DPW has continued to make numerous ongoing repairs, which are becoming
more frequent and futile while the cooler's operational longevity is becoming
less likely; and**

**WHEREAS, the Commissioner of Public Works is proposing to replace the
existing cooler with a new, comparable unit; and**

**WHEREAS, once the existing unit is removed, DPW will need to repair the
floor structure beneath it as the floor has fallen into a state of disrepair and
structural improvements will be necessary to accommodate the new unit; and**

**WHEREAS, DPW will address these flooring improvements in-house to
conserve costs; and**

**WHEREAS, the Physical Services Committee has reviewed and approved
this request; now therefore be it**

**RESOLVED, that the Putnam County Legislature approves and authorizes
the expenditure of \$50,000 from the Capital Facility Reserve fund budget line
55197000 53000 51509 as follows:**

25CP05 – Walk-In Cooler & Associated Repairs at Putnam County Golf Course

Project cost not to exceed \$50,000

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

JOHN TULLY
Director



cc:all
Phys

KEVIN M. BYRNE
County Executive

PURCHASING

MEMORANDUM

TO: Diane Schonfeld, Clerk, County Legislature

FROM: Alexis M Hawley, Asst. Supv. of Planning & Design *AMH*

CC: Thomas Feighery, Commissioner, Department of Public Works
Joseph Bellucci, Deputy Commissioner, Department of Public Works
William Carlin, Commissioner, Department of Finance

DATE: September 12, 2025

RE: Physical Services – 25CP05 – Walk-In Cooler & Associated Repairs at Putnam County Golf Course

2025 SEP 12 PM 3:03
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Please approve the necessary resolution to authorize 25CP05 in an amount not to exceed \$50,000.

The existing walk-in cooler used in support of ongoing activities at the Putnam County Golf Course has reached the end of its useful life. In order to keep the cooler in service for as long as possible, the Department of Public Works has continued to make numerous ongoing repairs. However, repairs are becoming more frequent and futile while the cooler's operational longevity is becoming less likely.

The Department of Public Works is proposing to replace the existing cooler with a new, comparable unit to ensure reliable functionality and service for all operations which rely on the walk-in cooler at the Golf Course.

Additionally, once the existing unit is removed, the Department of Public Works will need to repair the floor structure beneath it. The floor has fallen into a state of disrepair and structural improvements will be necessary to accommodate the new unit. The Department of Public Works will address these flooring improvements in-house to conserve costs.

We respectfully request \$50,000 so that the Department of Public Works can replace the existing walk-in cooler and make the associated necessary structural flooring repairs.

Thank you for your consideration.

PUTNAM COUNTY OFFICE BUILDING
COUNTY OF PUTNAM ~ 40 GLENEIDA AVENUE ~ ROOM 105 ~ CARMEL, NY 10512
(845) 808-1088

Diane Schonfeld

From: Alexis Hawley
Sent: Friday, September 12, 2025 2:13 PM
To: Diane Schonfeld
Cc: Thomas Feighery; William Carlin; Joseph Bellucci; John Tully
Subject: Physical Services - 25CP05 - Request for Consideration
Attachments: 25CP05 - Walk-In Cooler & Associated Repairs at Putnam County Golf Course.pdf

Diane:

Please find attached 25CP05 – Walk-In Cooler and Associated Repairs at the Putnam County Golf Course for consideration by the Physical Services Committee this month.

Please don't hesitate to contact Tommy, Joe or I with any questions you may have.

Have a nice weekend!

Alexis



Alexis M. Hawley

Assistant Supervisor of Planning & Design • Putnam County Department of Purchasing and Central Services

PHONE | 845.808.1088 • WEBSITE | PUTNAMCOUNTYNY.COM

PUTNAM COUNTY GOVERNMENT NEW YORK

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#599

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY AMENDMENT (25A089) – SHERIFF’S OFFICE –
YOUTH OVERTIME**

WHEREAS, the Putnam County Acting Sheriff has requested a budgetary amendment (25A089) to recognize reimbursement for services rendered to the School Districts in excess of the 2025 budget; and

WHEREAS, the funds are being requested to be applied to Overtime expense; and

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

RESOLVED, that the following budgetary amendment be made:

Increase Revenues:

16311000 422601	Sheriff - Youth – Deputy Outside Serv	58,022
------------------------	--	---------------

Increase Expenses:

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

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

WILLIAM J. CARLIN, JR
Commissioner Of Finance



cc:all
A+R

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>
-----------------	--	------------------

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.

#5hh

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY AMENDMENT (25A090) – COUNTY CLERK –
OVERTIME AND FURNITURE & FIXTURES**

**WHEREAS, the County Clerk requested a budgetary amendment (25A090)
to fund Department of Motor Vehicles (DMV) Overtime and Furniture purchases
through the end of 2025 utilizing DMV revenues; and**

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

RESOLVED, that the following budgetary amendment be made:

Increase Estimated Appropriations:

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

Increase Estimated Revenues:

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

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



cc All
Audit
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

RESO

DEPARTMENT OF FINANCE

MEMORANDUM

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

LEGISLATURE
PUTNAM COUNTY
CARMEL, 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 Glencida 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

#5ii

Committee Mtg _____ Resolution # _____
 Introduced By _____ Regular Mtg _____
 Seconded By _____ Special Mtg _____

**APPROVAL – BUDGETARY AMENDMENT (25A091) – SOCIAL SERVICES –
 MENTAL HEALTH STATE AID**

WHEREAS, the Commissioner of Social Services has requested a budgetary amendment (25A091) 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 dated 9/04/25; and

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

RESOLVED, that the following budgetary amendment be made:

Increase Estimated Revenues:

10431000 434981 10115	MH LGU State Aid CIT Training	512
10431000 434981 10120	MH LGU MH State Aid Respite Serv.	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 State Aid CF	1,097
10040000 434981	MH Reinvestment MH State Aid	15,890
10041000 434981	CMHS Comm Performance MH State Aid	552
10042000 434981	CMHS C&F Family Support Serv	
	MH Sate Aid	6,476
10043000 434981	CMHS MNHL MH State Aid	5,029
10044000 434981	CMHS Ongoing Integrated Emplm	
	MH State Aid	1,050
10046000 434981	CMHS Kendras Law MH State Aid	154
10052000 434981	Contracted MH Svcs Pros MH State Aid	48,990
		<u>83,787</u>

Increase Appropriations:

10431000 54646 10115	MH LGU Contracts – CIT Training	512
10431000 54646 10120	MH LGU Contracts – Respite Serv.	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

 Legislator Addonizio

 Legislator Birmingham

 Legislator Crowley

 Legislator Ellner

 Legislator Gouldman

 Legislator Jonke

 Legislator Montgomery

 Legislator Russo

 Chairwoman Sayegh

10040000 54647	MH Reinvestment Sub Contractors	15,890
10041000 54647	CMHS Comm Performance	
	Sub Contractors	552
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	<u>48,990</u>
		83,787

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

Reso
(Revised)



WILLIAM J. CARLIN
Commissioner of Finance

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
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

CE: #11
Audit 9/29

Reso



WILLIAM J. CARLIN
Commissioner of Finance

SHEILA BARRETT
First Deputy Commissioner of Finance

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 SEP 22 PM 2:56

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
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10052000 434981	CONTRACTD MH SVCS PROS MH ST AID	\$48,990
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Increase Appropriations:

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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

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

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

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 -

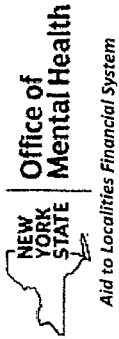
Thank you for your time and consideration of this request.

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

FUNDING CODE	TOTAL
ORG	013S 013W 013S 013S 013S
OH/ECT	10431000 10423000 10728000 10030000
PROJECT	55946 55846 54647 54647
	10151 10234
LGU (RESPIRE / C/H)	55,835
PC SHERIFF	122,208 5,010
PREVENTION COUNCIL	127,218
PFCs COVECARE	165,606
FAMILY SUPP NAV	1,822,535 344,006
HEALTH HOME	111,461
AIRC MIDHUSON	120,683
CAREERS	87,849
GREATR MH OF NY	15,106
GREEN CHIMNEYS	32,721
MHA PUTNAM	12,380
PEOPLE	223,747
PT LIABILITY	763,625
PUTNAM HOSPITAL	150,000
SEARCH FOR CHANGE	263,004
RBD	2,453,284
	17,118
TOTAL	6,423,172
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
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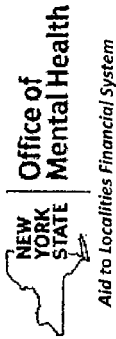
Funding Source	Code	Type	Prior Letter Allocation	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value from Prior Letter	Annualized Value Changes from Prior Letter	Fiscal Year Revised Annualized Value	Beds
Local Assistance	001A	GS	\$63,416	\$0	\$63,416	\$63,820	\$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
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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									
Dwyer Veteran P2P	038F	GS	\$201,722	\$0	\$201,722	\$203,008	\$0	\$203,008	
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 \$131682 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									
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 ε 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	

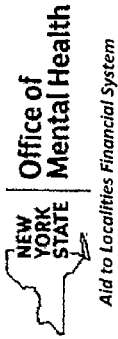


Attachment A

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
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<u>Funding Source</u>	<u>Code</u>	<u>Type</u>	<u>Prior Letter Allocation</u>	<u>Allocation Changes Since Prior Letter</u>	<u>Revised Current Fiscal Year Allocation</u>	<u>Annualized Value from Prior Letter</u>	<u>Annualized Value Changes from Prior Letter</u>	<u>Fiscal Year Revised Annualized Value</u>	<u>Beds</u>
Remarks									
An increase of \$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 \$6,476 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 full 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

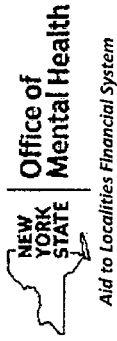
Funding Source Allocation Table

County Code: 40 County Name: Putnam

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

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<u>Funding Source</u>	<u>Code</u>	<u>Type</u>	<u>Prior Letter Allocation</u>	<u>Allocation Changes Since Prior Letter</u>	<u>Revised Current Fiscal Year Allocation</u>	<u>Annualized Value from Prior Letter</u>	<u>Annualized Value Changes from Prior Letter</u>	<u>Fiscal Year Revised Annualized Value</u>	<u>Beds</u>
Remarks									
An increase of \$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 \$68.									
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 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	



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

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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	965	GS	\$0	\$0	\$0	\$0	\$0	\$0	
Personnel Services Enhancements	965S	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	

#5j

Committee Mtg _____ Resolution # _____
 Introduced By _____ Regular Mtg _____
 Seconded By _____ Special Mtg _____

APPROVAL – BUDGETARY AMENDMENT (25A093) – DPW – OVERTIME

WHEREAS, the Commissioner of DPW has requested a budgetary amendment (25A093) provide funding for projected Overtime expenses through the end of 2025; and

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

RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Increase Estimated Appropriations:

10511100 51093	Overtime	40,000
10511100 58002	FICA	<u>3,060</u>
		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
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Decrease Estimated Appropriations:

10513000 54540	Radio Communications	30,000
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2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

 Legislator Addonizio

 Legislator Birmingham

 Legislator Crowley

 Legislator Ellner

 Legislator Gouldman

 Legislator Jonke

 Legislator Montgomery

 Legislator Russo

 Chairwoman Sayegh

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



CC: all
A+A
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Reso

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: William J. Carlin, Jr., Interim Commissioner of Finance
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
		<u>43,060</u> ✓

Decrease Estimated Appropriations:

10511100 54755	Janitorial	13,060
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Increase estimated revenues:

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

Road Machinery Fund

Increase estimated appropriations:

03990100 59030	Transfer To General Fund	30,000
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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.

#5KK

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL - 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, and shall apply in accordance with applicable transitional provisions of the New York Tax Law.

Legislator Addonizio

Legislator Birmingham

Legislator Crowley

Legislator Ellner

Legislator Gouldman

Legislator Jonke

Legislator Montgomery

Legislator Russo

Chairwoman Sayegh



cc: all
A+A

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

A blue ink signature of Kevin M. Byrne, consisting of a stylized 'K' and 'B' enclosed in an oval.

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

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.

#522

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL – APPOINTMENT – PUTNAM COUNTY PLUMBING & MECHANICAL
TRADES BOARD**

**RESOLVED, that the following be appointed to the Putnam County
Plumbing & Mechanical Trades Board pursuant to Section 190-6(D):**

**Ferdy Guerra, Town of Southeast, as Section (D3) Citizen Representative,
to fill the unexpired term of Master Plumber Stephen Alonge, said term to expire
December 31, 2025.**

And be it further

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

Legislators Addonizio

Legislators Birmingham

Legislators Crowley

Legislators Ellner

Legislators Gouldman

Legislators Jonke

Legislators Montgomery

Legislators Russo

Chairwoman Sayegh

Michael Budzinski, PE
Director/Consumer Affairs

Extension 46111

OK DB
9/29
Irina Paegelow, Secretary
Consumer Affairs

Extension 46026



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
CARMEI, 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