

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue

Carmel, New York 10512

Phone (845) 808-1020 • Fax (845) 808-1933

putcoleg@putnamcountyny.gov

Daniel G. Birmingham *Chairman*
William Gouldman *Deputy Chair*
Diane Trabulsky *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Jake D'Angelo	Dist. 5
Thomas Regan, Jr.	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

March 3, 2026

7:00 P.M.

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

PROCLAMATIONS

DEVELOPMENTAL DISABILITIES MONTH

4. Acceptance of Minutes - Special Full Meeting, February 19, 2026
5. Correspondence
 - a) County Auditor
6. Pre-filed resolutions:

PHYSICAL SERVICES COMMITTEE
(Chairman Gouldman, Legislators Regan & Sayegh)

- 6a. Approval / Budgetary Amendment (26A007) – Planning Department – Fund a Pavement Management Program Utilizing Federal Unified Planning Work Program (UPWP) Funds**
- 6b. Approval / Budgetary Amendment (26A008) – Planning Department – Account for the Federal Housing and Urban Development (HUD) Grant received by Putnam County**
- 6c. Approval / Local Law To Amend Chapter 25 Entitled “Article IV. Veterans Memorial Park Advisory Board”**
- 6d. Approval / SEQRA – Negative Declaration – Tilly Foster Farm Conservation Easement Amendment/ Town of Southeast**
- 6e. Approval / SEQRA Determination/ Negative Declaration/ Donald B. Smith Campus Site Improvements**
- 6f. Approval / Authorizing Second Renewal of Lease/ 276 Main Street, Nelsonville, New York**
- 6g. Approval / Directing Prospective Cancellation Of Taxes On Certain Parcels/ Philipstown TM # 72.-12-54; Putnam Valley TM # 72.-1-53; & Putnam Valley TM # 74.6-1-23**

PERSONNEL COMMITTEE
(Chairwoman Addonizio, Legislators Russo & Sayegh)

- 6h. Approval / Workplace And Gender Based Violence Policy As A Replacement Of Existing Workplace Violence Policy**

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

- 6i. Approval / Budgetary Amendment (26A004) – Health Department – Private Wells PFAS Testing and Mitigation Rebate Pilot Program**
- 6j. Approval / Budgetary Amendment (26A009) – Amend the 2026 Mental Health Budget To Reflect State Aid Levels - Departments of Mental Health Social Services and Youth Bureau**

6k. Approval / SEQRA Determination/ Negative Declaration/ Putnam County Solid Waste Management Plan - Department of Planning, Development & Public Transportation

6L. Approval / Appointment – Putnam County Board Of Health – S. Luce

**RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE
(Chairwoman Sayegh, Legislators Birmingham & Gouldman)**

6m. Approval / Litigation Settlement – Lara-Grimaldi v. County of Putnam

6n. Approval / Appointment – Region 3 Fish & Wildlife Management – J. Carro

6o. Approval / Appointments – Plumbing & Mechanical Trades Board – F. Guerra & A. Mancone

**AUDIT & ADMINISTRATION COMMITTEE
(Chairwoman Crowley, Legislators Regan & Russo)**

6p. Approval / Budgetary Amendment (25A127) – Finance – Year End Journal Entry #3

6q. Approval / Budgetary Amendment (26A013) – Litigation Settlement Grimaldi v. County of Putnam

6r. Approval / Approval – Submission Of Application For The 2025 Department Of Transportation Alternatives Program (TAP) Grant Funding Available Through The New York State Department Of Transportation (NYSDOT)

7. Other Business

a. Approval/ Authorization/ Legislators to Attend March of 2026 New York State Association of Counties Conference

8. Recognition of Public on Agenda Items

9. Recognition of Legislators

10. Adjournment

Proclamation

March as Developmental Disabilities Awareness Month

WHEREAS, individuals with developmental disabilities are important and valued members of our community; and

WHEREAS, it is vital to acknowledge and celebrate individual worth, abilities and the potential of every person, regardless of disability; and

WHEREAS, Putnam County is committed to fostering acceptance and inclusion across all aspects of community life- not only because it is right, but because it strengthens community, allowing for growth and understanding; and

WHEREAS, Putnam County realizes that all its residents, with or without disabilities, are vital resources; striving to "Think Differently" daily; and

WHEREAS, raising awareness about developmental disabilities fosters understanding, acceptance, and inclusion; and

WHEREAS, promoting the rights and opportunities of individuals with developmental disabilities ensures they can lead fulfilling and independent lives; and

WHEREAS, educating the public helps to remove barriers and build stronger support systems for those with developmental disabilities, and their families; and

WHEREAS, March provides a time to celebrate the achievements and contributions of people with developmental disabilities, and to address the challenges they may face; now therefore be it

RESOLVED, that the Putnam County Executive and Putnam County Legislature do hereby proclaim March 2026 as Developmental Disabilities Awareness Month and commend our local service providers, schools and organizations for the valuable services they provide to people with disabilities, their families, and the community.

Kevin Byrne, Putnam County Executive

Daniel G. Birmingham, Chair, Putnam County Legislature

MARCH Full
3-3-26

#4

**SPECIAL MEETING
OF THE
PUTNAM COUNTY LEGISLATURE
CALLED BY THE CLERK AT THE REQUEST OF THE CHAIRMAN
HELD IN ROOM #318 OF THE
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Thursday

February 19, 2026

(Immediately Followed the Audit & Administration Meeting)

The meeting was called to order at 6:47P.M. by Chairman Birmingham who requested that Legislator Gouldman lead in the Pledge of Allegiance. Chairman Birmingham recognized Legislator Regan who spoke to the recent passing of Louis Gasparini, a long-time resident of Putnam County and member of the Brewster Fire Department. Legislator Regan requested a moment of silence in honor of Mr. Gasparini. Upon roll call, Legislators Montgomery, Gouldman, Russo, D'Angelo, Regan, Crowley and Chairman Birmingham were present. Legislator Addonizio and Sayegh were absent.

**AUDIT & ADMINISTRATION COMMITTEE
(Chairwoman Crowley, Legislators Regan & Russo)**

Item #4 – Approval/ Local Law Amending Article V Of Chapter 220 Of The Code of Putnam County To (1) Clarify Application Of Real Property Tax Law § 467 And (2) Increase The Maximum Senior Citizen Property Tax Exemption was next. The item was introduced by Chairman Birmingham.

Chairman Birmingham requested if there was a Legislator who wanted to move Item #4 forward and offer a brief overview of the item.

Legislator Montgomery made a motion to move forward and approve Local Law Amending Article V Of Chapter 220 Of The Code of Putnam County To (1) Clarify Application Of Real Property Tax Law § 467 And (2) Increase The Maximum Senior Citizen Property Tax Exemption forward. She stated she explained in the previous committee meeting, Audit and Administration, this matter has several steps. She stated New York State passed legislation in December of 2025 enabling the County to pass this legislation. She stated that a constituent reached out to her and inquired if the County would be looking to this and considering passing it. She explained in addition to the option being open to the County, it is open to Towns, Villages, Fire Districts and a School Districts to pass the same property tax exemption. She explained additionally, this proposed local law offers clarification to the original local law that was passed in 2022. She stated that by passing this local law now, it will put the County on track for the 2026 tax season that is about to begin, and help the Assessors do their job.

Chairman Birmingham explained this is a Full Meeting and public discussion was had during the committee meeting and seeing no other discussion, he requested the Clerk conduct a Roll Call vote on said local law.

RESOLUTION #38

APPROVAL OF A LOCAL LAW AMENDING ARTICLE V OF CHAPTER 220 OF THE CODE OF PUTNAM COUNTY TO (1) CLARIFY APPLICATION OF REAL PROPERTY TAX LAW § 467 AND (2) INCREASE THE MAXIMUM SENIOR CITIZEN PROPERTY TAX EXEMPTION

WHEREAS, the Putnam County Legislature adopted Local Law #15 of 2022 (Resolution #239 of 2022), increasing the income thresholds for the Senior Citizen Real Property Tax Exemption pursuant to Real Property Tax Law § 467; and

WHEREAS, Real Property Tax Law § 467 authorizes local governments to provide a partial exemption from real property taxation for qualifying senior citizens and permits local adoption of graduated exemption schedules; and

WHEREAS, amendments to Real Property Tax Law § 467 authorize local governments to provide exemptions in excess of fifty percent (50%) of assessed valuation, up to sixty-five percent (65%), subject to locally adopted schedules; and

WHEREAS, it was and remains the intent of this Legislature that, except as expressly modified by County law with respect to income thresholds and exemption percentage schedules, all other definitions, conditions, qualifications, options, and administrative requirements adopted pursuant to Real Property Tax Law § 467 by the Town in which the property is located shall apply to the County exemption; and

WHEREAS, clarification of legislative intent and alignment with current State law is necessary to ensure uniform administration and avoid unintended fiscal impact;

NOW, THEREFORE, BE IT ENACTED by the Legislature of the County of Putnam as follows:

Section 1. Amendment to § 220-29

Section 220-29 of the Code of Putnam County is hereby amended to read as follows:

Pursuant to the provisions of the Real Property Tax Law § 467, the real property owned by one or more persons, each of whom is 65 years of age or over, or real property owned by a husband and wife, one of whom is 65 years of age or over, shall be exempt from taxation up to a maximum of sixty-five percent (65%) of the assessed valuation thereof, as hereinafter provided.

Section 2. Amendment to § 220-30(A) (Application of RPTL § 467)

Section 220-30(A) is hereby amended to add the following paragraph: Except as expressly modified herein with respect to income eligibility thresholds and percentage schedules adopted by the County, all other definitions, conditions, qualifications, options, exclusions, and administrative requirements applicable to the Senior Citizen Real Property Tax Exemption pursuant to Real Property Tax Law § 467, including any local options adopted by the Town in which the property is located, shall apply to the County exemption. The County's adoption of income thresholds and exemption percentages shall not be construed to supersede or replace any other requirements adopted pursuant to Real Property Tax Law § 467 unless expressly stated herein.

Section 3. Amendment to § 220-30(B) (Schedule of Exemptions)

Section 220-30(B) is hereby amended to authorize exemption percentages up to a maximum of sixty-five percent (65%), consistent with Real Property Tax Law § 467. The Legislature may, by resolution, adopt updated exemption percentage schedules

consistent with state law and income thresholds established herein.

Section 4. Legislative Intent

This Local Law is intended:

- 1. To clarify and confirm the original legislative intent of Local Law #15 of 2022;**
- 2. To ensure that County exemption administration operates within the full framework of Real Property Tax Law § 467 and any applicable Town-level options; and**
- 3. To align the County's maximum exemption authority with current State law permitting exemptions up to sixty-five percent (65%).**

Section 5. Severability

If any clause, sentence, paragraph, subdivision, section, or part of this Local Law shall be adjudged invalid by a court of competent jurisdiction, such judgment shall not affect, impair, or invalidate the remainder thereof.

Section 6. Effective Date

This Local Law shall take effect immediately upon filing with the Secretary of State of the State of New York.

BY ROLL CALL VOTE: SEVEN AYES. LEGISLATORS ADDONIZIO & SAYEGH WERE ABSENT. MOTION CARRIES.

Item #5. Adjournment

There being no further business, at 6:52 P.M., Chairman Birmingham made a motion to adjourn; seconded by Legislator Regan. All in favor.

Respectfully submitted by Diane Trabulsy, Clerk.

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AGENDA
SPECIAL MEETING
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CALLED BY THE CLERK AT THE REQUEST OF THE CHAIRMAN
TO BE HELD IN ROOM #318
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Thursday

February 19, 2026

(To Immediately Follow the 6:00pm Audit and Administration Meeting)

1. Pledge of Allegiance
2. Legislative Prayer
3. Roll Call
4. Approval/ Local Law Amending Article V Of Chapter 220 Of The Code of Putnam County To (1) Clarify Application Of Real Property Tax Law § 467 And (2) Increase The Maximum Senior Citizen Property Tax Exemption
5. Adjournment

Michele Alfano- Sharkey
County Auditor

Francine Romeo
Deputy County Auditor



COUNTY AUDITOR

MARCH
Tues 3/3/26

5a.

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

TO: Putnam County Legislature

FROM: Michele Alfano-Sharkey
County Auditor *MAS*

DATE: February 25, 2026

RE: Refund of Taxes

This is the report for February 25, 2026 provided by Real Property Tax Law- Section 556, Paragraph (c).

There was no activity during this reporting period.

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

cc: Phil
Audit
Reso

MARCH - Full

#600

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk
From: William J. Carlin, Jr., Commissioner of Finance
Re: Budgetary Amendment - 26A007
Date: February 2, 2026

WJC

2026 FEB - 2 PM 1:19
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

Increase Estimated Appropriations:

55997000 53000 52308 UPWP - Pavement Management Program 32,175

Increase Estimated Revenues:

55997000 449895 52308 Fed Aid - UPWP - Data Management Prog 32,175

Fiscal Impact - 2026 - \$ 0

Fiscal Impact - 2027 - \$ 0

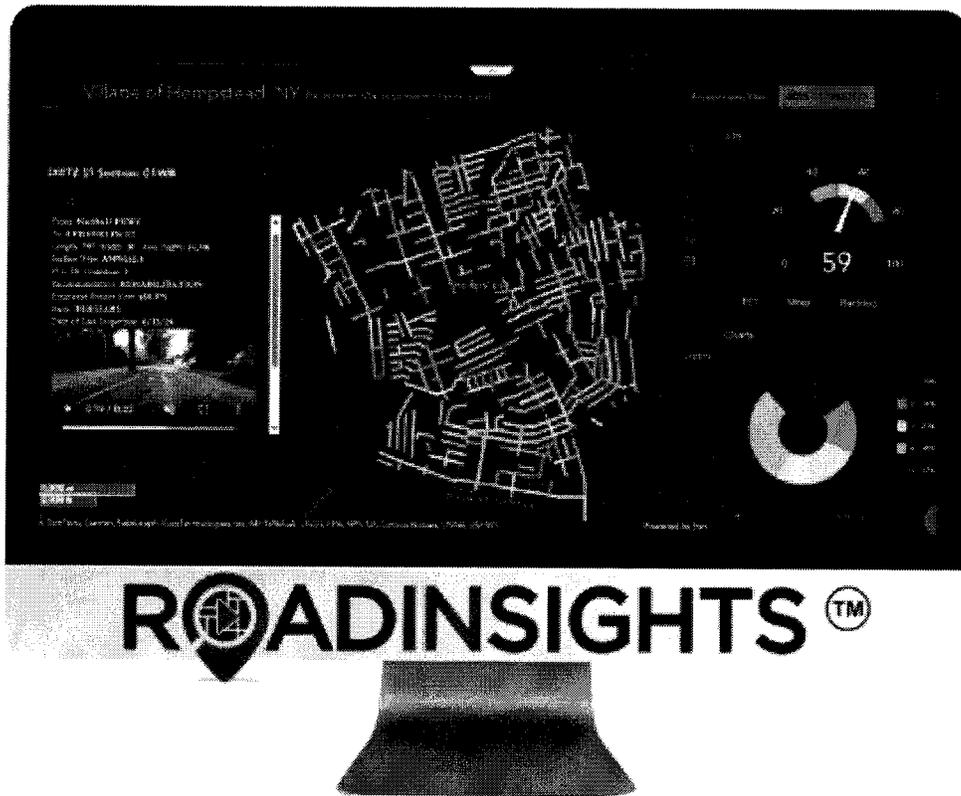
This Resolution is required to fund a pavement management program (as per the attached proposal) utilizing Federal UPWP Data Management funds. Please forward to the appropriate committee.

Approved : _____
Kevin M, Byrne, County Executive

YOUR PAVEMENT MANAGEMENT PROPOSAL

PREPARED: Friday, January 23, 2026

FOR: Putnam County, NY



Mr. Thomas Feighery
County Commissioner of Public Works
Putnam County, NY
40 Gleneida Avenue
Carmel, NY 10512

Dear Commissioner Feighery:

The following, all-inclusive proposal and managed services agreement from Pavement Management Group will provide Putnam County, NY with a turn-key pavement management program for the estimated 117-centerline mile roadway network. The project scope and pricing reflects the Town of Smithtown, NY piggybackable opportunity and this quote is valid for 60 days from today's date.

Should you wish to move forward, please enter the purchase order number, sign and date on the "Project Costs and Execution Page" (Page 12), and then submit electronically to schedule your project kickoff meeting. The project schedule and timeline will be reviewed with you in full and all points of contact will be designated, targeting 90-120 days for completion.

On behalf of Team PMG, we'd like to thank you for the opportunity to discuss our Pavement Management Program with you.

Respectfully,



JAMES GOLDEN

Founder and CEO

(740) 507-3842

James@PavementManagement.com



HOWARD MILLS

Partner

(646) 275-2395

Howard@PavementManagement.com

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I. Piggyback Authorization Letter

ATTN: Mr. Thomas Feighery
County Commissioner of Public Works
Putnam County, NY
40 Gleneida Avenue
Carmel, NY 10512

Dear Commissioner Feighery,

This letter authorizes Putnam County, NY to utilize our contract with the City of Smithtown, NY, titled "PIN 24-056 - Pavement Management Solution," to piggyback on the same terms and scope listed within.

Our fully executed five year piggybackable contract is available to share with your purchasing/procurement team by [clicking here.](#)

Respectfully,



JAMES GOLDEN

Founder and CEO

(740) 507-3842

James@PavementManagement.com



II. Introduction

Pavement Management Group (PMG) is a professional services firm based in Ohio, specializing in turnkey pavement management solutions for public agencies across the United States. Our mission is to provide standardized pavement management services that are accessible and cost-effective for municipalities and counties, helping you maximize current budgets, optimize roadway conditions, and extend the life of your infrastructure.

At PMG, we leverage our RoadINsights™ platform, a comprehensive, data-driven pavement management tool that combines streaming high-definition video, ASTM condition assessment, qualified maintenance and repair treatments, and targeted budget scenarios. This platform provides critical insights in an interactive, online format, tailored to meet your specific goals and objectives, ensuring effective management of your roadway network.

Our team of dedicated pavement experts brings expertise in pavement condition assessment, pavement performance, maintenance and repair strategies, GIS applications, project management, and advanced mobile mapping technologies. We are committed to delivering high-quality, actionable data to support your infrastructure management needs.

III. Scope of Services

A. Project Management and Kickoff

PMG will initiate the project with a kickoff meeting, hosted via Zoom, to ensure all stakeholders are aligned on the project's scope, timeline, and deliverables. During this meeting, our project manager will outline the specific tasks and milestones, discuss the necessary resources, and address any questions or concerns. We will also request any additional information or resources from the client that are essential for the timely and successful completion of the project. This meeting sets the foundation for a smooth and efficient project execution.

B. Pavement Network Inventory

The inventory stage is crucial for defining and organizing the roadway network that falls under your municipality's maintenance and repair responsibilities. During this stage, we will establish logical pavement sections, typically on a block-by-block basis, and systematically tag all relevant inventory attributes for each section. These attributes include

Length, Width, Area, Surface Type, Functional Classification, Number of Lanes, Shoulder Type, and more.

A well-organized inventory of your pavement network is essential for accurate field data capture, distress identification, and condition assessment. This stage culminates in the creation of a central database that represents your entire roadway network in both data-driven and map-driven formats. The inventory will be integrated with your existing pavement network GIS and seamlessly incorporated into our RoadINsights™ platform, ensuring that all subsequent project phases are grounded in precise and comprehensive data.

C. Onsite Video Capture

Following the definition and client verification of the pavement network inventory, our specialized video capture team will proceed with capturing high-definition video of all designated pavement sections. This video sets the stage for all subsequent distress identification and condition assessment activities and will be made available in high-definition, streaming format within our RoadINsights™ platform.

The video capture process is conducted by a single vehicle operated by PMG-trained professionals dedicated to this task. Designed for efficiency and minimal disruption, the capture is performed entirely from within the vehicle, requiring no traffic control or extensive mobilization. Our vehicle will operate at or below posted speed limits, ensuring a continuous and safe process. The capture is timed to occur during non-peak hours, minimizing traffic impact and ensuring the least inconvenience to the public.

Prior to the scheduled onsite drive, the project manager will provide detailed information about the driver and vehicle, which you can distribute to internal departments, law enforcement, and residents. This proactive communication ensures that all stakeholders are informed, allowing the process to proceed smoothly and without incident, while maintaining the safety and convenience of your community.

D. Condition Assessment

At PMG, we utilize a proprietary Artificial Intelligence (AI) model to meticulously identify, document, and quantify all distresses within each section of the pavement network. This AI-driven process ensures

comprehensive and precise capture of distress data, which is critical for effective pavement management.

Once the distress data is collected, it is imported into the PAVER pavement management system for an initial Pavement Condition Index (PCI) calculation. The PCI is a widely recognized metric that evaluates the overall condition of pavement sections on a numeric scale ranging from 0 to 100, with 0 indicating a failed pavement and 100 representing an excellent condition.

What sets PMG apart from tech and AI-only approaches is our commitment to quality assurance. Our team of PMG-trained experts, who specialize in this discipline, conducts a thorough review of all documented distress data. This meticulous quality-checking process ensures a precise and objective PCI value assignment that strictly adheres to ASTM D6433 standards. By integrating advanced AI technology with expert human oversight, we guarantee that the PCI values assigned are not only accurate but also fully compliant with industry benchmarks.

The finalized PCI allows us to classify each pavement section into one of five distinct condition categories. By following a scientific methodology as defined by the ASTM condition assessment standards and leveraging PCI high and low breakpoint categories for each of the five conditions, we can accurately qualify each roadway section for its current maintenance and repair treatment needs. This structured approach ensures that interventions are not only targeted but also highly effective in extending the life of your roadway network.

E. Treatment Qualification and Recommendation

PMG leverages our standardized condition assessment values along with our expert knowledge of pavement maintenance and repair treatments currently employed by your agency or available within your geographic location. We work closely with local contractors and review your actual bids, contracts, and current pricing to gather accurate unit costs for each treatment. This data is then used to analyze and recommend the most appropriate maintenance and repair treatments for every pavement section.

The final result is a comprehensive assessment of the current treatment needs and associated repair costs for each section, categorized into one

of the following five treatment categories: Rejuvenation, Maintenance, Preservation, Structural, and Rehabilitation. All this data is integrated into our centralized dataset and made accessible through our RoadINsights™ platform. This ensures that you have all the necessary insights into specific areas and sections with recommended treatments, along with a clear quantification of the associated costs.

F. Targeted Budget Scenarios

Once all pavement conditions have been assessed and sections have been qualified for their appropriate maintenance and repair treatments, PMG is equipped to develop targeted, data-driven budget scenarios tailored to your specific goals. These scenarios are designed to provide stakeholders with clear, objective insights into the financial requirements needed to maintain or improve the roadway network over time.

Our targeted budget scenarios focus on identifying the annual funding necessary to implement PMG's recommended maintenance and repair strategies, with the goal of achieving specific average roadway network conditions over a five-year period. By analyzing the current state of your pavement network and aligning it with your budget constraints or performance goals, we offer a range of actionable scenarios.

Typical scenarios provided by PMG include:

- **Annual Funding to Maintain Current Network Average PCI:** This scenario outlines the funding required each year to sustain the current Pavement Condition Index (PCI) across your network, ensuring that your roadways do not deteriorate below their present condition.
- **Annual Funding to Improve Network Average PCI:** This scenario identifies the necessary annual investment to elevate the current network average PCI to a desired target, reflecting your long-term infrastructure goals and objectives.

These scenarios are invaluable for future planning initiatives, enabling clear communication of the current and projected status of your pavement network to residents, government officials, and other stakeholders. By providing a transparent view of the financial implications of various maintenance strategies, PMG helps you make informed decisions that balance immediate needs with long-term objectives.

G. Project Deliverable and Closeout

The following deliverables will be provided to the client in both an online accessible format and a physical hard drive:

- RoadINsights™ Web/GIS-Based Platform: Includes streaming HD video, detailed analytics, and interactive tools for managing your pavement network.
- Dedicated Shared Google Drive: A secure location for all project files, reports, and videos, easily accessible by your team.
- Final Project Report: Available in both PDF format and through our online platform for convenient access and review.
- Final Inventory and Condition Data: Delivered in multiple formats to suit your needs:
 - Excel Spreadsheet Format
 - GIS Shapefile Format
 - Google Earth Accessible Format

PMG will also host a Zoom-based meeting to present the finalized project report and deliverables. During this meeting, we will provide training on navigating your RoadINsights™ online dashboard, ensuring you can fully utilize all the tools and insights available. If desired, an onsite meeting can be arranged for an additional fee, to be discussed and agreed upon between PMG and the client.

* After Year 1, Continued access to the RoadINsights platform requires an annual subscription, with no user limitations. Currently \$3,000.00 per year. PMG to provide an invoice 30 days prior to your one year project completion date.

The following Data Management, Hosting and Support Services are included for your first full year, as well as complete access to your RoadINsights platform.

H. Data Management, Hosting and Support Services

PMG completes our turn-key pavement management solution through our annual data management, RoadINsights hosting, consulting, training, support services:

- 1 Year of RoadINsights – Unlimited accessibility and video streaming capability

- 1 Year of Data Management for all of work history and inventory updates
- 1 Year of Continued Consulting, Training, and Support Services
 - Up to 4 Hours available with a PMG pavement management expert
 - (1) Annual program review with CEO, James Golden (Remote)
 - (1) Annual program review with EVP, Howard Mills (Remote)
 - (1) Annual council/board presentation from CEO James Golden or EVP Howard Mills (Remote)
 - Onsite presentation available for a discussed additional fee
 - Dedicated scheduling links and points of contact for added convenience

These annual services provide the critical systems, tools, data, accessibility, and resources to keep your pavement management program up to date, and in-between your condition assessment cycles.

Your annual managed services subscription will begin on the date of our Project Review and Closeout Meeting and will end on the same anniversary date the following year.

PMG will provide a proposal for continued managed services for an additional year, 30 days before expiration.

IV. Project Schedule

Once PMG has received a signed copy of this proposal with the purchase order number, we will schedule and host the project kickoff meeting, typically within two weeks of receipt. The actual project schedule will be reviewed and discussed on this call, with services typically beginning within 30 days of the kickoff meeting. PMG estimates this project to be completed within 90 days of the start date.

V. Smithtown Contract Price Proposal

PMG is pleased to present our fixed price proposal and table as published in the Smithtown Contract over the next five years. Our proposal includes a total fixed offering price to furnish all services detailed in the Program Proposal, ensuring a consistent and high-quality approach to managing the Town's roadway infrastructure.

We are committed to transparency and efficiency, offering monthly progress-based invoices against the completed scope items with NET 30 terms.

PMG's pricing proposal ensures that the Town of Smithtown receives exceptional value for its investment, with a clear and predictable cost structure over the five-year period. We look forward to the opportunity to support the Town in achieving its pavement management goals with our expert services.

PROJECT YEAR	PRICE/CL MILE	TOTAL CL MILES	ANNUAL TOTAL PRICE	ADJUSTED TOTAL PRICE PROMPT PAYMENT DISCOUNT
2024	\$250.00	470	\$117,500	\$113,975.00
2025	\$265.00	470	\$124,550	\$120,813.50
2026	\$275.00	470	\$129,250.00	\$125,372.50
2027	\$290.00	470	\$136,300.00	\$132,211.00
2028	\$300.00	470	\$141,000.00	\$136,770.00

VI. Costs and Execution

The following Cost Tables for the 2026 project year has been provided to outline the tasks and itemized costs associated with this project, and in alignment with the Smithtown published price proposal.

To move forward, please enter the purchase order number, sign, date and then submit electronically to schedule your project kickoff meeting.

A. 2026 Project Cost Table (\$275/Mi)

TASK	TASK %	TASK COST
1. Project Management and Kickoff	30%	\$9,652.50
2. Inventory and Video Capture	30%	\$9,652.50
3. Condition Assessment	20%	\$6,435.00
4. Project Deliverable and Review RoadINsights Software, Consulting and Support	20%	\$6,435.00
Project Total:		\$32,175.00

Purchase Order Number:

Authorized Signature:

Date:

VII. Invoicing and Terms

A. Invoicing and Point of Contact

PMG issues invoices on a monthly basis to accurately reflect project progress and completed deliverables. The **first invoice**, totaling **30% of the overall project value**, will be **issued during the Project Kickoff and**

Management phase to initiate project coordination, field scheduling, and data acquisition planning. Subsequent invoices will follow monthly as work advances, ensuring billing remains fair, transparent, and aligned with the measurable progress achieved throughout the project.

Accepted payment methods include **check, electronic or ACH transfer**. All invoices are due **NET 30** days from the date of receipt, unless otherwise specified in writing.

In the event payment is not received within the **NET 30 period**, PMG reserves the right to apply a **1.5%** monthly service charge (18% annually) on overdue balances and to temporarily suspend project activity or system access until the account is current.

PMG greatly appreciates all efforts for prompt and on-time payments. We will provide supporting documents for each invoice as well.

PMG's Point of Contact for all invoicing, payment, insurance, and vendor-related documents:

Christy Oprandi

Office Manager

M: (740) 404-5762

O: (800) 638-8040

E: Christy@PavementManagementGroup.com

B. Disclaimer Statement

As a dedicated organization in the field of pavement management, we are committed to transparency and integrity in all our operations. The advice and recommendations provided through our publications, presentations, and services are based on rigorous analysis, industry standards, and our extensive experience in pavement management.

Our methodologies and suggestions are designed to provide the most effective and efficient use of public funds, ensuring the longevity and safety of roadways. We adhere strictly to the best practices established by leading industry bodies and continuously update our strategies to reflect the latest in technological advancements and regulatory requirements.

We acknowledge that each roadway and community may have unique challenges and conditions. Thus, our recommendations should be adapted to meet local needs under the guidance of qualified professionals. Our ultimate goal is to assist in maintaining and improving road infrastructure, enhancing public safety, and promoting the wise use of taxpayer dollars.

It is important to note that our viewpoints and recommendations do not represent financial or legal advice but are intended to serve as a guide to better pavement management practices based on available data and proven techniques. We expressly disclaim any liability for any issues, claims, or lawsuits that may arise from or relate to the reporting of distress data within our solutions and deliverables, including any issues stemming from the sharing and streaming of our pavement video content.

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Reso

cc: pkep

audit

Full 3/3/26

#6b.

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk
From: William J. Carlin, Jr., Commissioner of Finance *kjc*
Re: Budgetary Amendment - 26A008
Date: February 3, 2026

2026 FEB -4 AM ID: 27
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

CAPITAL FUND:

Increase Estimated Appropriations:

55997000 53000 52612 Sidewalk Construction Grant 7,500,000.00

Increase (MAS)

Decrease Estimated Revenues:

55997000 445971 52612 Fed Aid - Sidewalk Construction Grant 7,500,000.00

Fiscal Impact - 2026 - \$ 0

Fiscal Impact - 2027 - \$ 0

This Resolution is required to account for the Federal HUD Grant received by Putnam County as per the attached correspondence.

Approved : _____
Kevin M, Byrne, County Executive



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
NEW YORK
Jacob K. Javits Federal Building, 26 Federal Plaza, Suite 3541, New York, NY, 10278-0068

01/30/2026

Barbara Barosa, AICP
Commissioner
Putnam County
841 Fair Street,
Carmel, NY, 10512-3012

SUBJECT: Fiscal Year 2024 Grant Agreement Transmittal

Dear Barbara Barosa, AICP:

The NEW YORK Field Office would like to thank you for your continued partnership in providing quality affordable housing, a suitable living environment, and expanding economic opportunities through the Department of Housing and Urban Development (HUD) programs.

One Grant Agreement is attached for each program awarded as follows:

Community Project Funding	\$7,500,000.00
---------------------------	----------------

Total FY 2024 Award	\$7,500,000.00
----------------------------	-----------------------

Federal Award Agreement

You are reminded that you, as grantee, are solely responsible for ensuring that all grant funds [used by you or any subgrantees] are used in accordance with your approved Grant Package. By executing the Federal Award Agreement, you are entering into a legally binding agreement with HUD to use the awarded funds and carry out the funded activities in accordance with all Federal statutes, regulations, Federal Register notices, and award terms and conditions that apply to those funds and activities.

Please carefully review the addenda that are part of the agreement:

- Addendum 1 outlines the policy requirements.
- Addendum 2 outlines program-specific requirements.
- Addendum 3 provides the Indirect Cost Rate Schedule, which grantees must submit to identify the applicable Indirect Cost Rate (IDR) for their grant.

HUD recognizes that some federal courts have issued injunction orders which impact certain CPD Federal Award/Grant Agreements. To preserve all legal rights and defenses, the enclosed agreement contains the same conditions at issue in those orders. For grantees who are plaintiffs covered by those orders or for non-plaintiff grantees who are otherwise covered by those orders, be advised that HUD will comply with all applicable injunction orders and will not implement or enforce the challenged conditions consistent with those orders while those orders are in effect. This will include HUD disregarding any required “certifications” or “compliance” statements as covered by those orders. Accordingly, kindly return an executed copy of the Federal Award/Grant Agreement, as discussed below, and HUD will make grant funds at issue in your agreement available. Please be further advised that should the injunction order that currently prohibits HUD from enforcing the challenged conditions as to your grant or award be stayed, dissolved, or reversed, the agreement, with the challenged conditions, will become effective.

Executing the Agreement

The authorized official **must** submit an Indirect Cost Rate form to HUD with its Grant Package even if no indirect costs will be charged under the grant. Please mark one (and only one) checkbox to reflect how indirect costs will be calculated and charged under the grant. Please note that for FY24 and onward Federal award recipients, the Office of Management and Budget (OMB) issued revised Guidance and the *de minimis* indirect cost rate increased from 10 percent to up to 15 percent of Modified Total Direct Costs.

After inputting their name and title, the authorized official must execute each agreement, by electronically signing the grant agreement in DRGR. Once signed, the Grant Package will be submitted to HUD for review and countersignature. No other additions other than those described here should be made to the grant agreement without prior written approval. Please ensure the Chief Elected Official or authorized official signs the agreement.

Once you have completed and submitted the package, DRGR generates all the required documentation. You can obtain copies of the generated documents by clicking the “Documents” tab. Additionally, you can monitor the grant processing status by checking the Grant Package Status on the Manage Grant Package screen.

HUD congratulates Putnam County on your grant award(s), and we look forward to assisting you in accomplishing your program goals. If you have any questions or need further information or assistance, please contact your assigned Field Office representative or email our Office at NewYorkCPF@hud.gov.

Sincerely,

Erica M. Jones

Erica M. Jones
Associate Deputy Assistant Secretary for Economic
Development (Acting)

Enclosure(s)

There is hereby created the Putnam County Veterans Memorial Park Advisory Board which shall direct its efforts towards the following:

- A. Providing the Putnam County Legislature and County Executive with advice and counsel as to the use, maintenance, and daily operation of the Putnam County Veterans Memorial Park and the Putnam County Row of Honor; and**
- B. Giving guidance to the Putnam County Legislature and County Executive with respect to the approval of uses of the Putnam County Veterans Memorial Park; and**
- C. Making recommendations to the Putnam County Legislature and County Executive as to the types of functions to take place at the Putnam County Veterans Memorial Park; and**
- D. Giving guidance to the Putnam County Legislature and County Executive as to the manner in which the permanent structures and buildings which are currently located at the Putnam County Veterans Memorial Park are to be utilized; and**
- E. Making recommendations to the Putnam County Legislature and County Executive with respect to the types of groups to be granted access to the Putnam County Veterans Memorial Park, as well as the types of activities to be engaged in by said group; and**
- F. Making recommendations to the Putnam County Legislature and County Executive as to the types of permanent structures; and**
- G. Making recommendations and providing advice to the Putnam County Legislature and County Executive with respect to the lease, sale or any other type of conveyance affecting any and all portions of the Putnam County Veterans Memorial Park; and**
- H. Reviewing issues and problems surrounding applications for group use of the Putnam County Veterans Memorial Park and providing the Putnam County Legislature and County Executive with advice and recommendations as to the manner in which said applications should be approved or denied;**
- I. Providing assistance and suggestions to the Putnam County Parks Superintendent with respect to the amendment and updating of the Putnam County Veterans Memorial Parks rules and regulations; and**
- J. Coordinating with the office of the Putnam County Parks Superintendent and providing advice and guidance to him or her with respect to the issuance of special permits in connection with applications for group use of the Putnam County Veterans Memorial Park; and**
- K. Providing assistance to the Putnam County Parks Superintendent as to the scheduling of events at the Putnam County Veterans Memorial Park; and**
- L. Providing assistance to both Putnam County Parks Superintendent and Director of Veterans Services in reviewing applications for flag sponsorships in the Row of Honor; and**
- M. Maintaining an active database of names and addresses of Row of Honor sponsors; and**
- N. Making recommendations to the Putnam County Parks Superintendent for the repair and replacement of flags in the Row of Honor; and**
- O. Working with the Putnam County Parks Superintendent to ensure that**

recommendations about the Row of Honor comply with the County's agreement with the Department of Environmental Protection for the shore of Lake Gleneida.

Section 3.

§ 25-28. Membership; terms. [Amended 7-3-2012 by L.L. No. 8-2012]

- A. The Putnam County Veterans Memorial Park Advisory Board shall consist of nine members who reside in the County of Putnam, of whom three members shall be people of experience and knowledge in the area of parks and open space maintenance and operation and/or recreational planning and operation, three members shall be veterans of the Armed Services of the United States of America two of which must be an active member of the Joint Veterans Council, one member shall be the Putnam County Parks Superintendent, one member shall be the Director of Veterans Services and one member shall not need be a veteran nor need have experience and knowledge in the area of parks and open space.
- B. Members shall be appointed by the Putnam County Executive, subject to confirmation by a simple majority of the Legislature.
- C. Members of the Putnam County Veterans Memorial Park Advisory Board shall be appointed for a three-year term. Members holding office on the effective date of this section shall continue to serve until the end of their existing term.
- D. A Putnam County Veterans Memorial Park Advisory Board member shall serve until his or her successor has been appointed.

Section 4.

§ 25-29. Chairperson.

The Putnam County Veterans Memorial Park Advisory Board shall elect a Chairperson from its members.

Section 5.

§ 25-30. Reports.

- A. The Putnam County Veterans Memorial Park Advisory Board shall review its actions and efforts on an annual basis and shall prepare and submit an annual report of its findings to the County Executive and the County Legislature, no later than February 1 of each year, covering the preceding calendar year. This report shall include an account of the Putnam County Veterans Memorial Park Advisory Board's activities and accomplishments, which shall be based upon accurate records of its meetings, financial transactions and other works.
- B. From time to time, the Putnam County Veterans Memorial Park Advisory Board shall submit such other reports and recommendations as are necessary to fulfill the purposes of this article, or are as requested by the County Executive or County Legislature.

Section 6.

§ 25-31. Compensation; expenses.

- A. The members of the Putnam County Veterans Memorial Park Advisory Board shall receive no compensation for their services.
- B. The County Legislature may appropriate funds for the expenses incurred by the Putnam County Veterans Memorial Park Advisory Board, including, but not limited to, expense for clerical assistance and printing and distribution of publications and educational and community awareness programs. The Putnam County Veterans Memorial Park Advisory Board should prepare and submit an annual budget in the manner prescribed by the County Executive.

Section 7.

§ 25-32. through § 25-34. (Reserved)

Section 8.

This local law shall take effect immediately upon the filing with the secretary of state.

A LOCAL LAW TO AMEND CHAPTER 25 ENTITLED "ARTICLE IV. VETERANS MEMORIAL PARK ADVISORY BOARD"

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

<<PUTNAM COUNTY CODE CHAPTER 25>>

Section 25-26 of the Putnam County Code is hereby amended to read as follows:

§ 25-26. Legislative intent.

- A. The Putnam County Legislature is acutely aware of the necessity of preserving and protecting the character and integrity of the Putnam County Veterans Memorial Park for the benefit of all residents of Putnam County, as well as to provide proper recognition to the veterans of our country for their sacrifice to our nation.
- B. The Putnam County Legislature believes that the Row of Honor flag installation on the shore of Lake Gleneida also provides meaningful recognition and remembrance of the active military and veterans of our country for their sacrifice to our nation.
- C. The Putnam County Legislature recognizes the need for an advisory board to work in conjunction with the Legislature and various other departments of the Putnam County government in an effort to protect and preserve this valuable park and recreation area, as well as the Row of Honor flag installation.
- D. The Legislature is also desirous of creating the Putnam County Veterans Memorial Park Advisory Board by amending Chapter 25 of the Putnam County Code to include Article IV, §§ 25-26, 25-27, 25-28, 25-29, 25-30 and 25-31.

Section 25-27 of the Putnam County Code is hereby amended to read as follows:

§ 25-27. Establishment; purpose.

There is hereby created the Putnam County Veterans Memorial Park Advisory Board which shall direct its efforts towards the following:

- A. Providing the Putnam County Legislature and County Executive with advice and counsel as to the use, maintenance, and daily operation of the Putnam County Veterans Memorial Park and the Putnam County Row of Honor; and
- B. Giving guidance to the Putnam County Legislature and County Executive with respect to the approval of uses of the Putnam County Veterans Memorial Park; and
- C. Making recommendations to the Putnam County Legislature and County Executive as to the types of functions to take place at the Putnam County Veterans Memorial Park; and
- D. Giving guidance to the Putnam County Legislature and County Executive as to the manner in which the permanent structures and buildings which are currently located at the Putnam County Veterans Memorial Park are to be utilized; and
- E. Making recommendations to the Putnam County Legislature and County Executive with respect to the types of groups to be granted access to the Putnam County Veterans Memorial

Park, as well as the types of activities to be engaged in by said group; and

- F. Making recommendations to the Putnam County Legislature and County Executive as to the types of permanent structures; and
- G. Making recommendations and providing advice to the Putnam County Legislature and County Executive with respect to the lease, sale or any other type of conveyance affecting any and all portions of the Putnam County Veterans Memorial Park; and
- H. Reviewing issues and problems surrounding applications for group use of the Putnam County Veterans Memorial Park and providing the Putnam County Legislature and County Executive with advice and recommendations as to the manner in which said applications should be approved or denied;
- I. Providing assistance and suggestions to the Putnam County Parks Superintendent with respect to the amendment and updating of the Putnam County Veterans Memorial Parks rules and regulations; and
- J. Coordinating with the office of the Putnam County Parks Superintendent and providing advice and guidance to him or her with respect to the issuance of special permits in connection with applications for group use of the Putnam County Veterans Memorial Park; and
- K. Providing assistance to the Putnam County Parks Superintendent as to the scheduling of events at the Putnam County Veterans Memorial Park; and
- L. Providing assistance to both Putnam County Parks Superintendent and Director of Veterans Services in reviewing applications for flag sponsorships in the Row of Honor; and
- M. Maintaining an active database of names and addresses of Row of Honor sponsors; and
- N. Making recommendations to the Putnam County Parks Superintendent for the repair and replacement of flags in the Row of Honor; and
- O. Working with the Putnam County Parks Superintendent to ensure that recommendations about the Row of Honor comply with the County's agreement with the Department of Environmental Protection for the shore of Lake Gleneida.

§ 25-28. Membership; terms. [Amended 7-3-2012 by L.L. No. 8-2012]

- A. The Putnam County Veterans Memorial Park Advisory Board shall consist of nine members who reside in the County of Putnam, of whom three members shall be people of experience and knowledge in the area of parks and open space maintenance and operation and/or recreational planning and operation, three members shall be veterans of the Armed Services of the United States of America two of which must be an active member of the Joint Veterans Council, one member shall be the Putnam County Parks Superintendent, one member shall be the Director of Veterans Services and one member shall not need be a veteran nor need have experience and knowledge in the area of parks and open space.
- B. Members shall be appointed by the Putnam County Executive, subject to confirmation by a simple majority of the Legislature.
- C. Members of the Putnam County Veterans Memorial Park Advisory Board shall be appointed for a three-year term. Members holding office on the effective date of this section shall

continue to serve until the end of their existing term.

- D. A Putnam County Veterans Memorial Park Advisory Board member shall serve until his or her successor has been appointed.

§ 25-29. Chairperson.

The Putnam County Veterans Memorial Park Advisory Board shall elect a Chairperson from its members.

§ 25-30. Reports.

- A. The Putnam County Veterans Memorial Park Advisory Board shall review its actions and efforts on an annual basis and shall prepare and submit an annual report of its findings to the County Executive and the County Legislature, no later than February 1 of each year, covering the preceding calendar year. This report shall include an account of the Putnam County Veterans Memorial Park Advisory Board's activities and accomplishments, which shall be based upon accurate records of its meetings, financial transactions and other works.
- B. From time to time, the Putnam County Veterans Memorial Park Advisory Board shall submit such other reports and recommendations as are necessary to fulfill the purposes of this article, or are as requested by the County Executive or County Legislature.

§ 25-31. Compensation; expenses.

- A. The members of the Putnam County Veterans Memorial Park Advisory Board shall receive no compensation for their services.
- B. The County Legislature may appropriate funds for the expenses incurred by the Putnam County Veterans Memorial Park Advisory Board, including, but not limited to, expense for clerical assistance and printing and distribution of publications and educational and community awareness programs. The Putnam County Veterans Memorial Park Advisory Board should prepare and submit an annual budget in the manner prescribed by the County Executive.

§ 25-32. through § 25-34. (Reserved)

WHEREAS, a short Environmental Assessment form (EAF) was prepared for the Project; and

WHEREAS, the EAF and associated documentation was circulated to all involved and interested agencies for the requisite 30 days with a Notice of the Putnam County Legislature's Intent to Serve as Lead Agency and no objections were received thereto; and

WHEREAS, it was thereafter determined that the circulated documentation erroneously reported the proposed acreage for inclusion in the Municipal Acceptable Development Area and the Acceptable Development Area; and

WHEREAS, as a result, the EAF was updated and corrected to accurately reflect the acreage listed therein, a copy of which is annexed hereto and made a part hereof; and

WHEREAS, the updated EAF was recirculated to all involved and interested agencies; and

WHEREAS, there was no objection or negative comment pertaining to same from any involved or interested agency; and

WHEREAS, the Putnam County Legislature, acting as Lead Agency, conducted a coordinated environmental review in accordance with §617.6, and

WHEREAS, based upon a careful review of the action as a whole, of the EAF, and the criteria set forth in 6 NYCRR Part 617.7(c), it has been determined that the proposed Project will not result in any potential significant adverse environmental impacts; now therefore be it

RESOLVED, that the Putnam County Legislature, as Lead Agency, determines that the proposed Project will not have any potential significant adverse impacts and a Draft Environmental Impact Statement will not be prepared; and be it further

RESOLVED, that in accordance with 6 NYCRR Part 617, the Putnam County Legislature, as Lead Agency, hereby accepts and adopts the Negative Declaration prepared in connection with the Tilly Foster Farm Conservation Easement Amendment, a copy of which is annexed hereto and made a part hereof; and be it further

RESOLVED, that this Resolution shall take effect immediately.



**Putnam County
Department of Planning, Development,
and Public Transportation**

www.putnamcountyny.com

841 Fair Street
Carmel, NY 10512

cc: all
allo physical
full march Reso Hcd
Phone: (845) 878-3480
Fax: 845) 808-1948

TO: Legislator Daniel G. Birmingham
Chairman, Putnam County Legislature

FROM: Barbara Barosa, AICP, Commissioner
Department of Planning, Development and Public Transportation

DATE: February 3, 2026

RE: SEQR Negative Declaration and Supporting Resolution for the Tilly Foster Farm
Conservation Easement Amendment

2026 FEB - 3 PM 4: 58
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

The Legislature adopted Resolution #25-344 in which the County Legislature declared their Intent to Serve as Lead Agency for the proposed Tilly Foster Farm Conservation Easement Amendment and initiated the SEQR environmental review. Attached for your consideration is the SEQR Negative Declaration for the project and supporting Resolution.

The EAF and supporting resolution were circulated to all involved and interested agencies as required on December 19, 2025. The County must provide a minimum of 30 days for public review of the SEQR documents and plans before a Negative Declaration can be issued. The 30-day period concluded on January 18, 2026.

During the environmental review, the Watershed Agricultural Council (WAQ) brought to our attention that the circulated documentation erroneously reported the proposed acreage for inclusion in the Municipal Acceptable Development Area and the Acceptable Development Area. As a result, the EAF was updated and corrected to accurately reflect the acreage listed and recirculated to all involved and interested agencies, and the correction is noted in the draft Resolution being presented for consideration.

Further, I have attached the response letters received from the New York State Attorney General's office, NYC Department of Environmental Protection, Watershed Agricultural Council (WAQ) and Town of Southeast stating that they had no objection to the County acting as Lead Agency.

Therefore, it is respectfully requested that this matter be placed on the upcoming Physical Services Committee meeting agenda scheduled for February 10, 2026.

Thank you in advance for your consideration.

**APPROVAL/ SEQRA / NEGATIVE DECLARATION/ TILLY FOSTER FARM CONSERVATION EASEMENT
AMENDMENT/ TOWN OF SOUTHEAST**

WHEREAS, the Putnam County Legislature is considering the amendment of the Putnam County and Watershed Agriculture Council (WAC) Deed of Conservation Easement covering Tilly Foster Farm (WAC Property # 6600) located on NYS Route 312 in the Town of Southeast, Putnam County, New York; and

WHEREAS, the County is proposing that the boundary lines of the existing Municipal Acceptable Development Area and Acceptable Development Area be enlarged by approximately 24.48 acres; and

WHEREAS, in exchange, the County will add approximately 123.79 acres of presently unencumbered adjacent land to the Tilly Foster Farm, to be covered by the Deed of the Conservation Easement; and

WHEREAS, this adjacent land is undeveloped and contains a watercourse that flows directly into the NYC Middle Branch Reservoir; and

WHEREAS, the added land will be divided into Farm Area and Resources Protection Area, of which the RPA will be approximately 23.47 acres; and

WHEREAS, the foregoing is more fully depicted and described in the County of Putnam (PID# 6600) Agricultural Conservation Easement Amendment Planning Map (which is attached to and made a part of the hereinafter mentioned short Environmental Assessment form (EAF)); and

WHEREAS, no construction or physical alterations to the property will occur from the proposed action; and

WHEREAS, the proposed action is subject to review under the State Environmental Quality Review Act and the Regulations promulgated thereunder ("SEQRA 6 NYCRR Part 617"); and

WHEREAS, on December 3, 2025, as part of Resolution #344, the County Legislature issued an Unlisted Action determination for the above referenced project, and declared its intent to serve as Lead Agency with respect to SEQRA; and

WHEREAS, a short Environmental Assessment form (EAF) was prepared for the Project; and

WHEREAS, the EAF and associated documentation was circulated to all involved and interested agencies for the requisite 30 days with a Notice of the Putnam County Legislature's Intent to Serve as Lead Agency and no objections were received thereto; and

WHEREAS, it was thereafter determined that the circulated documentation erroneously reported the proposed acreage for inclusion in the Municipal Acceptable Development Area and the Acceptable Development Area; and

WHEREAS, as a result, the EAF was updated and corrected to accurately reflect the acreage listed therein, a copy of which is annexed hereto and made a part hereof; and

WHEREAS, the updated EAF was recirculated to all involved and interested agencies; and

WHEREAS, there was no objection or negative comment pertaining to same from any involved or interested agency; and

WHEREAS, the Putnam County Legislature, acting as Lead Agency, conducted a coordinated environmental review in accordance with §617.6, and

WHEREAS, based upon a careful review of the action as a whole, of the EAF, and the criteria set forth in 6 NYCRR Part 617.7(c), it has been determined that the proposed Project will not result in any potential significant adverse environmental impacts; now therefore be it

RESOLVED, that the Putnam County Legislature, as Lead Agency, determines that the proposed Project will not have any potential significant adverse impacts and a Draft Environmental Impact Statement will not be prepared; and be it further

RESOLVED, that in accordance with 6 NYCRR Part 617, the Putnam County Legislature, as Lead Agency, hereby accepts and adopts the Negative Declaration prepared in connection with the Tilly Foster Farm Conservation Easement Amendment, a copy of which is annexed hereto and made a part hereof; and be it further

RESOLVED, that this Resolution shall take effect immediately.

**State Environmental Quality Review
NEGATIVE DECLARATION
Notice of Determination of Non-Significance**

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Putnam County Legislature, acting as Lead Agency, has determined that the proposed action described below will not have a significant environmental impact and a Draft Environmental Impact Statement will not be prepared.

Name of Action: TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT

SEQRA Status: ___ Type I
 X Unlisted Action

Conditioned Negative Declaration: ___ Yes
 X No

Coordinated Review: X Yes
 ___ No

Description of Action: The Putnam County Legislature is considering the amendment of the Putnam County and Watershed Agriculture Council (WAC) Deed of Conservation Easement covering Tilly Foster Farm (WAC Property # 6600) located on NYS Route 312 in the Town of Southeast, Putnam County, New York. The County is proposing that the boundary lines of the existing Municipal Acceptable Development Area and Acceptable Development Area be enlarged by approximately 24.48 acres, in exchange, the County will add approximately 123.79 acres of presently unencumbered adjacent land to the Tilly Foster Farm, to be covered by the Deed of the Conservation Easement. This added property will be divided into Farm Area and Resources Protection Area, of which the RPA will be approximately 23.47 acres. This property is undeveloped and contains a watercourse that flows directly into the NYC Middle Branch Reservoir. No construction or physical alterations to the property will occur from the proposed action.

Location: The proposed action is located at the Tilly Foster Farm, 100 Route 312, Town of Southeast, County of Putnam, New York.

Reasons Supporting This Determination: The Putnam County Legislature has compared the proposed action with the Criteria for Determining Significance in 6 NYCRR 617.7 (c), and found that:

- 1.) The proposed action will not result in a substantial adverse change in the existing air quality, traffic or noise levels, or subsurface water quality or quantity, or a substantial increase in solid waste production.

The proposed action is not expected to result in any adverse air quality, noise or traffic impacts, or to result in any changes to the site's subsurface water quality or quantity or result in any solid waste production.

- 2.) The proposed action will not result in the removal; or destruction of large quantities of vegetation or fauna; substantial interference with the movement of any resident or migratory fish or wildlife species; impact a significant habitat area; result in substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such species; and will not result in other significant adverse impacts to natural resources.

The proposed conservation easement amendment would not require the removal of large quantities of vegetation, impact a significant habitat area and therefore is not expected to result in any significant adverse impacts to natural resources.

- 3.) The proposed action will not result in the impairment of the environmental characteristics of a Critical Environmental Area as designated pursuant to 6NYCRR Part 617.14(g).

Within Putnam County, the only designated Critical Environmental Area is the Great Swamp in the Town of Patterson. The proposed action is not expected to occur near this designated Critical Environmental Area; therefore, no adverse impacts will occur as a result of the proposed action.

- 4.) The proposed action will not result in a material conflict with the Town's officially approved or adopted plans or goals.

The proposed action is compliant with the Town of Southeast's Comprehensive Plan and zoning requirements.

- 5.) The proposed project will not result in the impairment of the character or quality of important historical, archaeological, architectural, aesthetic resources, or the existing character of the community or neighborhood.

The proposed action is not expected to result in adverse archeological or historic impacts.

- 6.) The proposed action will not result in a major change in the use of either the quantity or type of energy.

The proposed conservation easement amendment will not require any major energy usage.

- 7.) The proposed project will not create a hazard to human health.

The proposed action will not result in any adverse impacts to human health.

- 8.) The proposed action will not create a substantial change in the use, or intensity of use, of land including agricultural, open space or recreational resources, or in its capacity to support existing uses.

The proposed conservation easement amendment will not create any substantial changes in land use at the site. No construction or physical alterations to the property will occur from the proposed action.

- 9.) The proposed action will not encourage or attract a large number of people to a place or place for more than a few days, compared to the number of people who would come to such place absent the action.

The proposed action will not result in any changes to existing activities at Tilly Foster Farm. The farm currently hosts occasional concerts and community events; however, the proposed conservation easement amendments will not result in any increases or changes to existing activities at the farm.

- 10.) The proposed action will not create a material demand for other actions that would result in one of the above consequences.

The proposed action will not result in any additional material demand. No construction or physical alterations to the property will occur from the proposed action.

- 11.) The proposed action will not result in changes in two or more elements of the environment, no one of which has a significant impact on the environment, but when considered together result in a substantial adverse impact on the environment.

The proposed conservation easement amendment will not result in any substantial adverse impacts to the environment.

- 12.) When analyzed with two or more related action, the proposed action will not have a significant impact on the environment and when considered cumulatively, will not meet one or more of the criteria under 6 NYCRR 617.7(c).

The proposed action will not result in any adverse cumulative impact to the environment.

- 13.) The Putnam County Legislature has considered reasonably related long-term, short-term, direct and indirect cumulative impacts, including simultaneous or subsequent actions.

The proposed action will not result in any long-term, short-term, direct or indirect cumulative impacts.

This notice is being filed with:

New York State Department of Environmental Conservation. Attn: Regional Director
21 South Putt Corners
New Paltz, NY 12561

New York State Department of Environmental Conservation. Attn: Commissioner
625 Broadway
Albany, NY 12233

Claiborne E. Walthall, Esq., Asst. Attorney General
New York State Office of the Attorney General | Environmental Protection Bureau
The Capitol | Albany, New York 12224

Serena Orleski, Easement Program Director, &
Mike Morales, Land Conservation Stewardship Coordinator
Watershed Agricultural Council
33195 State Highway 10
Walton, NY 13856

New York City Department of Environmental Protection, SEQR Review Unit
465 Columbus Avenue
Valhalla, NY 10595

Supervisor, Town of Southeast
1360 NY-22
Brewster, NY 10509

Putnam County Department of Planning, Development & Transportation
841 Fair Street
Carmel, NY 10512

Putnam County Department of Public Works
842 Fair Street
Carmel, NY 10512

Putnam County Parks
Veteran Memorial Park Office
Gipsy Trail Road, Carmel, NY 10512

Short Environmental Assessment Form

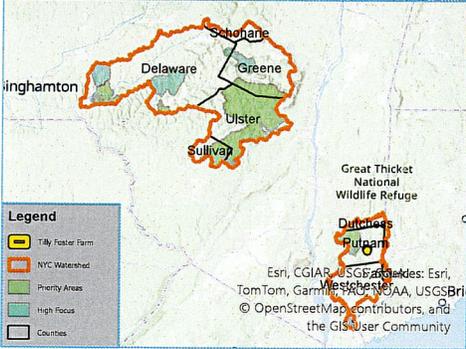
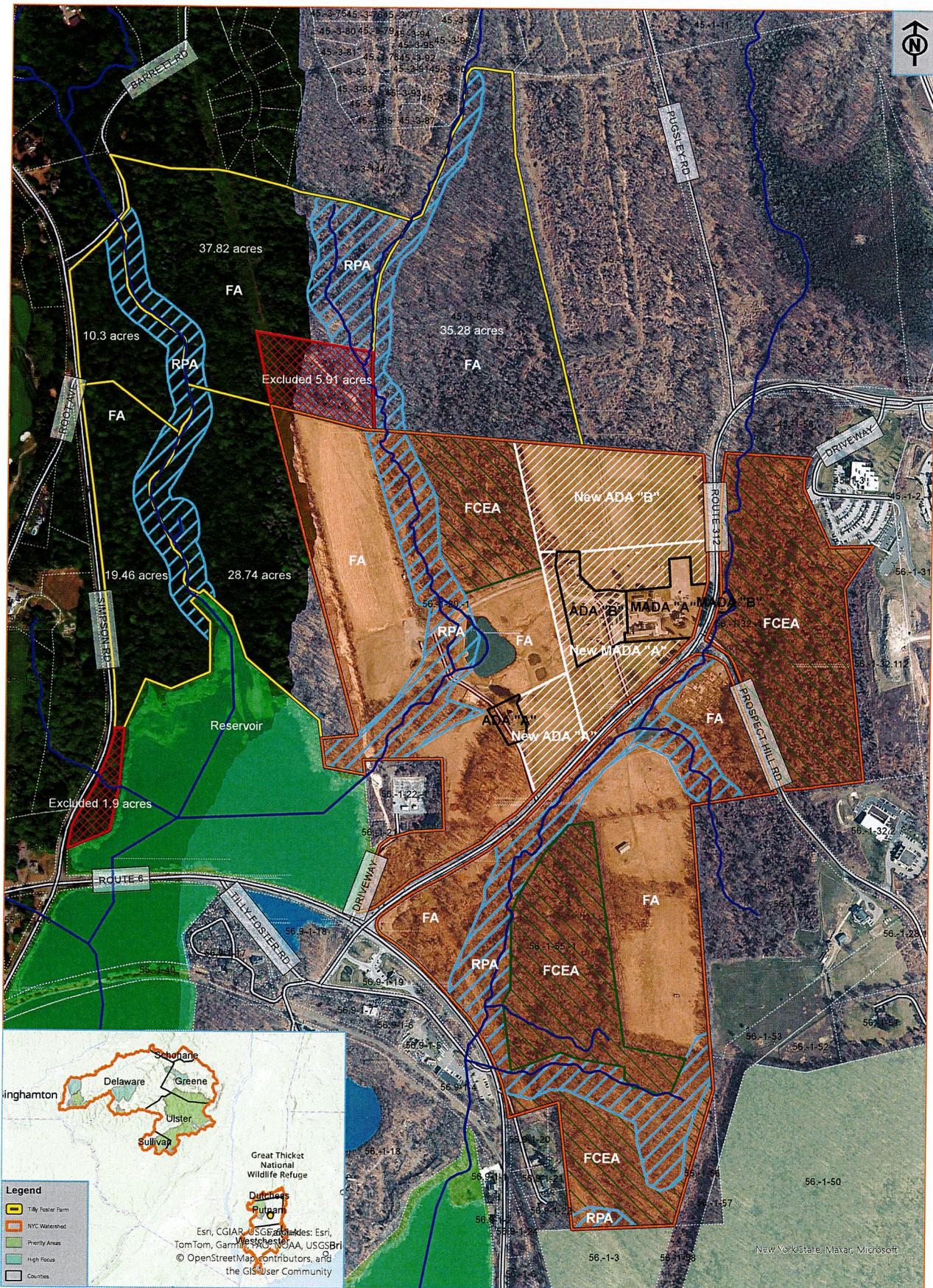
Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: Tilly Foster Farm Conservation Easement Amendment			
Project Location (describe, and attach a location map): Tilly Foster Farm, 100 Route 312, Brewster, New York			
Brief Description of Proposed Action: The proposed action involves the amendment of the Tilly Foster Farm conservation easement (WAC Property #6600). The County is proposing that the boundary lines of the existing Municipal Acceptable Development Area and Acceptable Development Area be enlarged by approximately 24.48 acres. In exchange, the County will add approximately 123.79 acres of presently unencumbered adjacent land to the Tilly Foster Farm, to be covered by the Deed of the Conservation Easement. This added property will be divided into Farm Area and Resources Protection Area, of which the RPA will be approximately 23.47 acres. This property is undeveloped and contains a watercourse that flows directly into the NYC Middle Branch Reservoir. No construction or physical alterations to the property will occur from the proposed action. The foregoing shall be in substantial conformance with County of Putnam (PID# 6600) Agricultural Conservation Easement Amendment Planning Map attached and made a part of herein and hereto. Final acreage shall be determined and finalized by a licensed surveyor in a subsequent survey.			
Name of Applicant or Sponsor: Putnam County Legislature		Telephone: 845-808-1020 E-Mail: putcoleg@putnamcountyny.gov	
Address: 40 Gleneida Avenue			
City/PO: Carmel		State: NY	Zip Code: 10512
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		312.93 acres	
b. Total acreage to be physically disturbed?		0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		312.93 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input checked="" type="checkbox"/> Forest <input checked="" type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other(Specify): NYC Reservoir			
<input type="checkbox"/> Parkland			



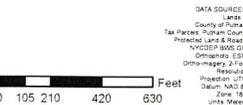
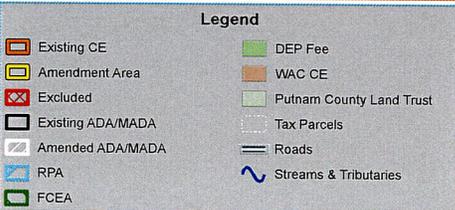
**County of Putnam (PID# 6600)
Agricultural Conservation Easement
Amendment Planning Map**

Existing CE Parcels: 56-1-20-1, 56-1-32-1, 56-1-55-1
Acres: 189.14
Amendment Parcels:
45-1-59, 45-1-6-1, 45-1-6-2, 45-1-7-1, 45-1-7-2
Acres: ~131.6
Amendment Acres (minus exclusions): ~123.79
Amendment RPA Acres: ~23.47
Added ADA/MADA Acres: ~24.48
New Total CE Acres: ~312.93
New Total ADA/MADA Acres: ~30.935

100 NY-312
Town of Southeast
Putnam County

Produced by the
Watershed Agricultural Council
October 20, 2023

This map was created for illustration and planning
purposes only. It should not be relied upon for any
other purposes. WAC makes no representation as to
the accuracy or precision of this map.



The Council is funded by the NYC DEP, USDA, U.S. Forest Service and other sources. EOG/EGP

**STATE ENVIRONMENTAL QUALITY REVIEW
NOTICE TO INVOLVED/ INTERESTED AGENCIES THAT
LEAD AGENCY MUST BE DESIGNATED**

The Putnam County Legislature is considering the amendment of the Putnam County and Watershed Agriculture Council (WAC) Deed of Conservation Easement covering Tilly Foster Farm (WAC Property # 600) located on NYS Route 312 in the Town of Southeast, Putnam County, New York, referred to as:

TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT

(See attached EAF for description of action)

This project is an Unlisted Action and the Putnam County Legislature wishes to conduct a Coordinated Review.

Under the applicable standards of 6 NYCRR Section 617.6(b), the Legislature has concluded that it is appropriate to designate the Putnam County Legislature as the Lead Agency in the environmental review of the proposed action.

This notification is being sent to involved agencies with the request that you consent to the Legislature serving as Lead Agency. If, however, an involved agency does not agree that the Putnam County Legislature be designated as the Lead Agency, it may follow the procedures outlined in 6 NYCRR 617.6(b)(5).

A copy of the State Environmental Quality Review Act (SEQRA) Lead Agency Notice, Supporting Resolution, Short Environmental Assessment Form (EAF), and site plan and supporting documentation are enclosed.

If you have any questions or comments, you may either email, telephone or contact by mail:

Barbara Barosa, AICP, Commissioner
Putnam County Department of Planning, Development & Public Transportation
841 Fair Street
Carmel, NY 10512
Barbara.barosa@putnamcountyny.gov
845-878-3480

This notice is being mailed on December 19, 2025. We would ask that involved agencies fill out the annexed form, either consenting or not consenting to the Putnam County Legislature serving as Lead Agency and return it on or before January 18, 2026. Responses should be sent to Ms. Barbara Barosa at the address above. Lack of response to this request will be treated as consent to the request.

**RESPONSE TO REQUEST THAT
THE PUTNAM COUNTY LEGISLATURE
SERVE AS LEAD AGENCY FOR
TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT
located in the Town of Southeast, NY**

On behalf of _____ (Involved or Interested Agency), I
acknowledge receipt of the Lead Agency notice in this matter.

The above named agency hereby: (Please check one)

- CONSENTS to the Putnam County Legislature serving as lead agency in this application, and requests that the undersigned continue to be notified of SEQR determinations, proceedings and hearings in this matter.
- DOES NOT CONSENT to the Putnam County Legislature serving as lead agency in this application and wishes that _____ serve as lead agency.

To contest lead agency designation, the undersigned intends to follow the procedures outlined in 6 NYCRR 617.6(e).

- TAKES NO POSITION on lead agency designation.

Date _____

Signature: _____

Printed: _____

Agency: _____

PLEASE RETURN TO: Barbara Barosa, AICP, Commissioner
Putnam County Department of Planning, Development & Public Transportation
841 Fair Street, Carmel, NY 10512
845-878-3480
barbara.barosa@putnamcountyny.gov

PUTNAM COUNTY LEGISLATURE

Resolution #344

Introduced by Legislator: Greg Ellner on behalf of the Physical Services Committee at a Regular Meeting held on December 3, 2025.

page 1

APPROVAL/ NOTICE OF INTENT TO ACT AS LEAD AGENCY FOR SEQR REVIEW/TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT

WHEREAS, Putnam County and the Watershed Agricultural Council ("WAC") wish to amend the Deed of Conservation Easement covering the Tilly Foster Farm (WAC Property #600), located on NYS Route 312 in the Town of Southeast, Putnam County, New York; and

WHEREAS, The County and WAC are proposing that the boundary lines of the existing Municipal Acceptable Development Area (MADA) be enlarged and that a new Acceptable Development Area (ADA) be created along the northern boundary of the MADA and along a certain portion of the road frontage of NYS Route 312; and

WHEREAS, the foregoing will result in the MADA being increased by 2.828 acres and the ADA area be increased by 0.628 acres; and

WHEREAS, in exchange, the County will add approximately 131 acres of presently unencumbered adjacent land to the Tilly Foster Farm, to be covered by the Deed of the Conservation Easement, which will be divided into Farm Area (FA) and Resource Protection Area (RPA), of which the RPA area will be 23.591 acres; and

WHEREAS, said property is undeveloped and contains a watercourse that flows directly into the NYC Middle Branch Reservoir; and

WHEREAS, no construction or physical alterations to the property will occur from the proposed action; and

WHEREAS, the proposed action is subject to review under the State Environmental Quality Review Act ("SEQRA") and the Regulations promulgated thereunder ("6 NYCRR Part 617"); and

WHEREAS, potential involved and/or interested agencies have been identified in connection with the proposed action; and

WHEREAS, a short Environmental Assessment Form (EAF) has been prepared for the proposed action; and

WHEREAS, the Putnam County Legislature, after review of the 6 NYCRR Part 617, finds that the proposed action is an Unlisted Action; now therefore be it

RESOLVED, that the Putnam County Legislature hereby declares its intent to act as the Lead Agency under the procedures and requirements of SEQRA and will conduct a coordinated SEQRA environmental review of the proposed action.

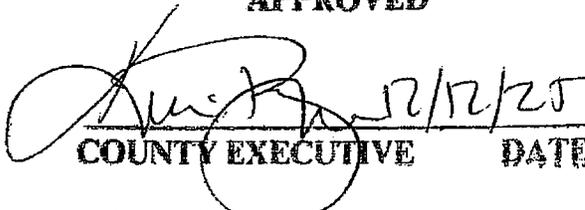
BY POLL VOTE: EIGHT AYES. LEGISLATOR BIRMINGHAM WAS ABSENT. MOTION CARRIES.

APPROVED

State of New York

ss:

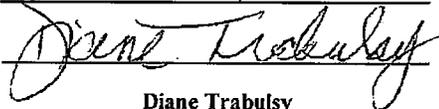
County of Putnam


COUNTY EXECUTIVE DATE

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

Dated: December 5, 2025

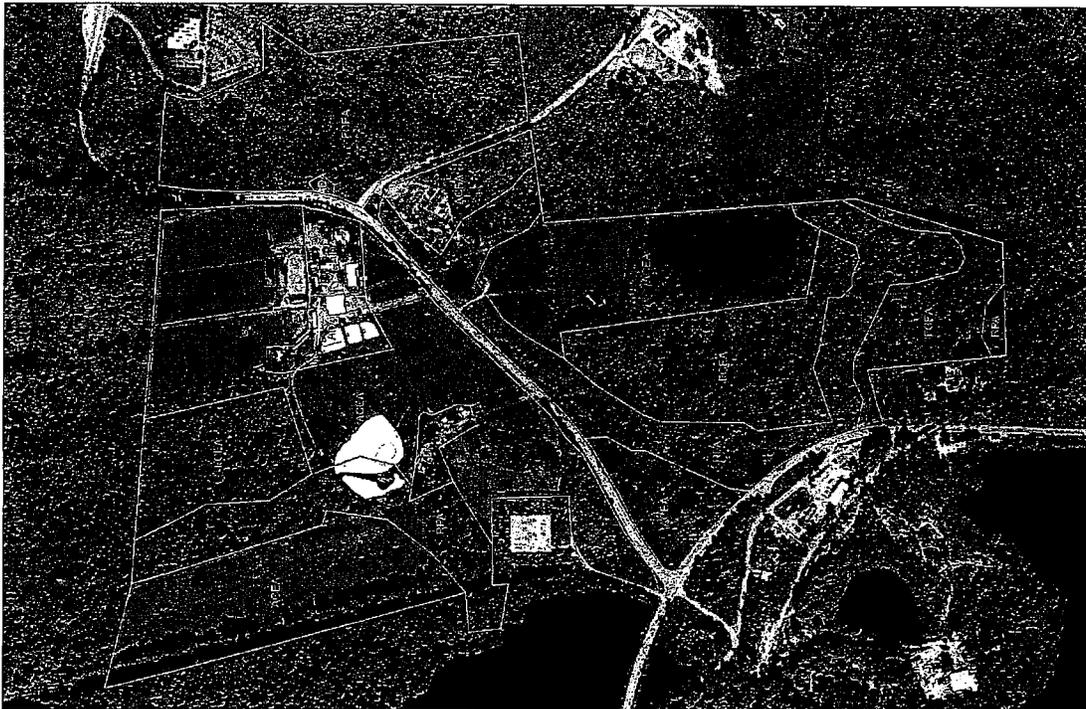
Signed:



Diane Trabulsy
Clerk of the Legislature of Putnam County

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ NYC Middle Branch Reservoir _____ _____			

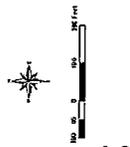




THE COUNTY OF PUTNAM (TILLY FOSTER)
 Orthophotograph (2009)
 with Survey Overlay

PRODUCED BY THE COUNTY OF
 PUTNAM, TILLY FOSTER
 COUNTY ENGINEER
 PUTNAM COUNTY, NEW YORK
 100 N. STATE STREET, SUITE 100
 PUTNAM, NEW YORK 12578

- Legend:**
- Home Survey
 - Proposed
 - Proposed
 - Proposed
 - Easement/Use Area
 - Right of Way (ROW)



FOR MORE INFORMATION, CONTACT TILLY FOSTER
 COUNTY ENGINEER
 PUTNAM COUNTY, NEW YORK
 100 N. STATE STREET, SUITE 100
 PUTNAM, NEW YORK 12578
 PHONE: 518.535.3300
 FAX: 518.535.3301
 WWW.PUTNAMCOUNTYNY.GOV



Office of the New York State
Attorney General

Letitia James
Attorney General

January 15, 2026

Via U.S. Mail and E-mail

Barbara Barosa, AICP, Commissioner
Putnam County Department of Planning, Development & Public Transportation
841 Fair Street
Carmel, NY 10512
Barbara.barosa@putnamcountyny.gov

Re: Tilly Foster Farm Conservation Easement Amendment

Dear Commissioner Barosa:

The Office of the New York State Attorney General has received the Putnam County Legislature's notice of its intent to serve as lead under the State Environmental Quality Review Act (SEQRA)¹ for amendments to a WAC conservation easement at the Tilly Foster Farm property. We have reviewed both the original materials dated December 19, 2025, and the additional and revised materials circulated on January 14, 2026.

As indicated in the enclosed response, the Office of the Attorney General consents to and appreciates the Putnam County Legislature serving as lead agency for this proposed action for which we are an involved agency.² We look forward to continuing coordinated review of this proposed action and reviewing additional information and draft documents at an appropriate time. In particular, we request the opportunity to review any draft determination of significance to ensure it addresses the issues necessary to support our office's consideration of the proposed action.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Claiborne E. Walthall".

Claiborne E. Walthall
Assistant Attorney General
claiborne.walthall@ag.ny.gov
(518) 776-2380

¹ N.Y. Env'tl. Conserv. L. art. 8 & 6 NYCRR Part 617.

² 6 NYCRR § 617.2(b)(1).

Encl.

Cc: Andrew Negro, Esq., Putnam County (via e-mail)
Christopher Ruthven, Putnam County (via e-mail)
Serena Orleski, WAC (via e-mail)
Michael Morales, WAC (via e-mail)
Michael Vanderwerff, New York City DEP (via e-mail)
Karen Stainbrook, New York State DEC (via e-mail)

RESPONSE TO REQUEST THAT
THE PUTNAM COUNTY LEGISLATURE
SERVE AS LEAD AGENCY FOR
TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT
located in the Town of Southeast, NY

On behalf of Office of the New York State Attorney General (~~Involved~~ or Interested Agency), I acknowledge receipt of the Lead Agency notice in this matter.

The above named agency hereby: (Please check one)

CONSENTS to the Putnam County Legislature serving as lead agency in this application, and requests that the undersigned continue to be notified of SEQR determinations, proceedings and hearings in this matter.

DOES NOT CONSENT to the Putnam County Legislature serving as lead agency in this application and wishes that _____ serve as lead agency.

To contest lead agency designation, the undersigned intends to follow the procedures outlined in 6 NYCRR 617.6(e).

TAKES NO POSITION on lead agency designation.

Date January 15, 2026

Signature:



Printed:

Claiborne E. Walthell, Asst. Atty. Gen.

Agency:

Office of the New York State Attorney General

PLEASE RETURN TO: Barbara Barosa, AICP, Commissioner
Putnam County Department of Planning, Development & Public Transportation
841 Fair Street, Carmel, NY 10512
845-878-3480
barbara.barosa@putnamcountyny.gov

PUTNAM COUNTY LEGISLATURE

(Lead Agency)

LIST OF INVOLVED/ INTERESTED AGENCIES:

Supervisor, Town of Southeast 1360 NY-22 Brewster, NY 10509	Putnam County Department of Public Works 842 Fair Street Carmel, NY 10512
Claiborne E. Walthall, Esq., Asst. Attorney General New York State Office of the Attorney General Environmental Protection Bureau The Capitol Albany, New York 12224	Serena Orleski, Easement Program Director, & Mike Morales, Land Conservation Stewardship Coordinator Watershed Agricultural Council 33195 State Highway 10 Walton, NY 13856
New York State Department of Environmental Conservation. Attn: Commissioner 625 Broadway Albany, NY 12233	New York City Department of Environmental Protection, SEQR Review Unit 465 Columbus Avenue Valhalla, NY 10595
New York State Department of Environmental Conservation. Attn: Regional Director 21 South Putt Corners New Paltz, NY 12561	Putnam County Department of Planning, Development & Public Transportation, Attn: Commissioner 841 Fair St Carmel, NY 10512
Putnam County Parks Veteran Memorial Park Office Gipsy Trail Road, Carmel, NY 10512	



January 15, 2026

Ms. Barbara Barosa, AICP, Commissioner
Putnam County Department of Planning, Development & Public Transportation
841 Fair Street
Carmel, New York 10512

Rohit T. Aggarwala
Commissioner

Re: **Notice of Intent to be Lead Agency**
Tilly Foster Farm Conservation Easement Amendment
100 Route 312
Town of Southeast; Westchester County
Tax Map #: 56.-1-20.-1
DEP Log #: 2011-MB-0299-SQ.1

Paul V. Rush, P.E.
Deputy Commissioner

465 Columbus Avenue
Valhalla, NY 10595

Tel. (845) 340-7800
Fax (845) 334-7175
prush@dep.nyc.gov

Dear Ms. Barosa and Members of the Putnam County Legislature:

The New York City Department of Environmental Protection (DEP) has reviewed the Putnam County Legislature (Legislature) Notice of Intent to act as lead agency and short Environmental Assessment Form (EAF) for the above referenced project. DEP does not object to the Legislature acting as lead agency for the Coordinated Review of the proposed action pursuant to the New York State Environmental Quality Review Act (SEQRA).

The proposed action involves the amendment of the Tilly Foster conservation easement to modify the current boundary lines. The change would enlarge the existing Municipal Acceptable Development Area (MADA) by approximately 24.48 acres, and in exchange, the County would add approximately 123.79 acres of adjacent land to Tilly Foster Farm to be included within the Conservation Easement. No physical alterations to the property are proposed.

DEP does not maintain any discretionary permit authority over the proposed action. As such, DEP is considered an interested agency pursuant to SEQRA and has no comments to offer on this action.

Thank you for the opportunity to review. You may reach the undersigned at cgarcia@dep.nyc.gov or (914) 749-5302 with any questions or if you care to discuss the matter further.

Sincerely,

Nelsi Guzman (for Cynthia Garcia)
Cynthia Garcia, Supervisor
SEQRA Coordination Section

c: T. O'Malley, NYSDEC Region 3

**RESPONSE TO REQUEST THAT
THE PUTNAM COUNTY LEGISLATURE
SERVE AS LEAD AGENCY FOR
TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT
located in the Town of Southeast, NY**

On behalf of WATERSHED AGRICULTURAL COUNCIL (WAC) (Involved or Interested Agency), I acknowledge receipt of the Lead Agency notice in this matter.

The above named agency hereby: (Please check one)

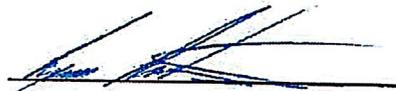
- CONSENTS to the Putnam County Legislature serving as lead agency in this application, and requests that the undersigned continue to be notified of SEQR determinations, proceedings and hearings in this matter.
- DOES NOT CONSENT to the Putnam County Legislature serving as lead agency in this application and wishes that _____ serve as lead agency.

To contest lead agency designation, the undersigned intends to follow the procedures outlined in 6 NYCRR 617.6(e).

- TAKES NO POSITION on lead agency designation.

Date 1/30/20

Signature:



Printed:

RYAN NATZ

Agency:

WAC

PLEASE RETURN TO: Barbara Barosa, AICP, Commissioner
Putnam County Department of Planning, Development & Public Transportation
841 Fair Street, Carmel, NY 10512
845-878-3480
barbara.barosa@putnamcountynv.gov

RESPONSE TO REQUEST THAT
THE PUTNAM COUNTY LEGISLATURE
SERVE AS LEAD AGENCY FOR



TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT

located in the Town of Southeast, NY

On behalf of Town of Southeast (Involved or Interested Agency), I
acknowledge receipt of the Lead Agency notice in this matter.

The above named agency hereby: (Please check one)

CONSENTS to the Putnam County Legislature serving as lead agency in this application, and
requests that the undersigned continue to be notified of SEQR determinations, proceedings and
hearings in this matter.

DOES NOT CONSENT to the Putnam County Legislature serving as lead agency in this application
and wishes that _____ serve as lead agency.

To contest lead agency designation, the undersigned intends to follow the procedures outlined
in 6 NYCRR 617.6(e).

TAKES NO POSITION on lead agency designation.

Date 1/9/26

Signature: Nick Durante

Printed: Nick Durante

Agency: Town of Southeast

PLEASE RETURN TO: Barbara Barosa, AICP, Commissioner
Putnam County Department of Planning, Development & Public Transportation
841 Fair Street, Carmel, NY 10512
845-878-3480
barbara.barosa@putnamcountyny.gov

**STATE ENVIRONMENTAL QUALITY REVIEW
NOTICE TO INVOLVED/ INTERESTED AGENCIES THAT
LEAD AGENCY MUST BE DESIGNATED**

The Putnam County Legislature is considering the amendment of the Putnam County and Watershed Agriculture Council (WAC) Deed of Conservation Easement covering Tilly Foster Farm (WAC Property # 600) located on NYS Route 312 in the Town of Southeast, Putnam County, New York, referred to as:

TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT

(See attached EAF for description of action)

This project is an Unlisted Action and the Putnam County Legislature wishes to conduct a Coordinated Review.

Under the applicable standards of 6 NYCRR Section 617.6(b), the Legislature has concluded that it is appropriate to designate the Putnam County Legislature as the Lead Agency in the environmental review of the proposed action.

This notification is being sent to involved agencies with the request that you consent to the Legislature serving as Lead Agency. If, however, an involved agency does not agree that the Putnam County Legislature be designated as the Lead Agency, it may follow the procedures outlined in 6 NYCRR 617.6(b)(5).

A copy of the State Environmental Quality Review Act (SEQRA) Lead Agency Notice, Supporting Resolution, Short Environmental Assessment Form (EAF), and site plan and supporting documentation are enclosed.

If you have any questions or comments, you may either email, telephone or contact by mail:

Barbara Barosa, AICP, Commissioner
Putnam County Department of Planning, Development & Public Transportation
841 Fair Street
Carmel, NY 10512
Barbara.barosa@putnamcountyny.gov
845-878-3480

This notice is being mailed on December 19, 2025. We would ask that involved agencies fill out the annexed form, either consenting or not consenting to the Putnam County Legislature serving as Lead Agency and return it on or before January 18, 2026. Responses should be sent to Ms. Barbara Barosa at the address above. Lack of response to this request will be treated as consent to the request.

PUTNAM COUNTY LEGISLATURE

Resolution #344

Introduced by Legislator: Greg Ellner on behalf of the Physical Services Committee at a Regular Meeting held on December 3, 2025.

page 1

APPROVAL/ NOTICE OF INTENT TO ACT AS LEAD AGENCY FOR SEQR REVIEW/TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT

WHEREAS, Putnam County and the Watershed Agricultural Council ("WAC") wish to amend the Deed of Conservation Easement covering the Tilly Foster Farm (WAC Property #600), located on NYS Route 312 in the Town of Southeast, Putnam County, New York; and

WHEREAS, The County and WAC are proposing that the boundary lines of the existing Municipal Acceptable Development Area (MADA) be enlarged and that a new Acceptable Development Area (ADA) be created along the northern boundary of the MADA and along a certain portion of the road frontage of NYS Route 312; and

WHEREAS, the foregoing will result in the MADA being increased by 2.828 acres and the ADA area be increased by 0.628 acres; and

WHEREAS, in exchange, the County will add approximately 131 acres of presently unencumbered adjacent land to the Tilly Foster Farm, to be covered by the Deed of the Conservation Easement, which will be divided into Farm Area (FA) and Resource Protection Area (RPA), of which the RPA area will be 23.591 acres; and

WHEREAS, said property is undeveloped and contains a watercourse that flows directly into the NYC Middle Branch Reservoir; and

WHEREAS, no construction or physical alterations to the property will occur from the proposed action; and

WHEREAS, the proposed action is subject to review under the State Environmental Quality Review Act ("SEQRA") and the Regulations promulgated thereunder ("6 NYCRR Part 617"); and

WHEREAS, potential involved and/or interested agencies have been identified in connection with the proposed action; and

WHEREAS, a short Environmental Assessment Form (EAF) has been prepared for the proposed action; and

WHEREAS, the Putnam County Legislature, after review of the 6 NYCRR Part 617, finds that the proposed action is an Unlisted Action; now therefore be it

RESOLVED, that the Putnam County Legislature hereby declares its intent to act as the Lead Agency under the procedures and requirements of SEQRA and will conduct a coordinated SEQRA environmental review of the proposed action.

BY POLL VOTE: EIGHT AYES. LEGISLATOR BIRMINGHAM WAS ABSENT. MOTION CARRIES.

APPROVED

State of New York

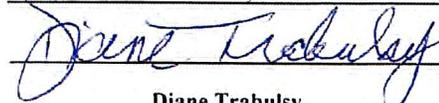
ss:

County of Putnam


COUNTY EXECUTIVE DATE

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

Dated: December 5, 2025

Signed: 

Diane Trabulsy
Clerk of the Legislature of Putnam County

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

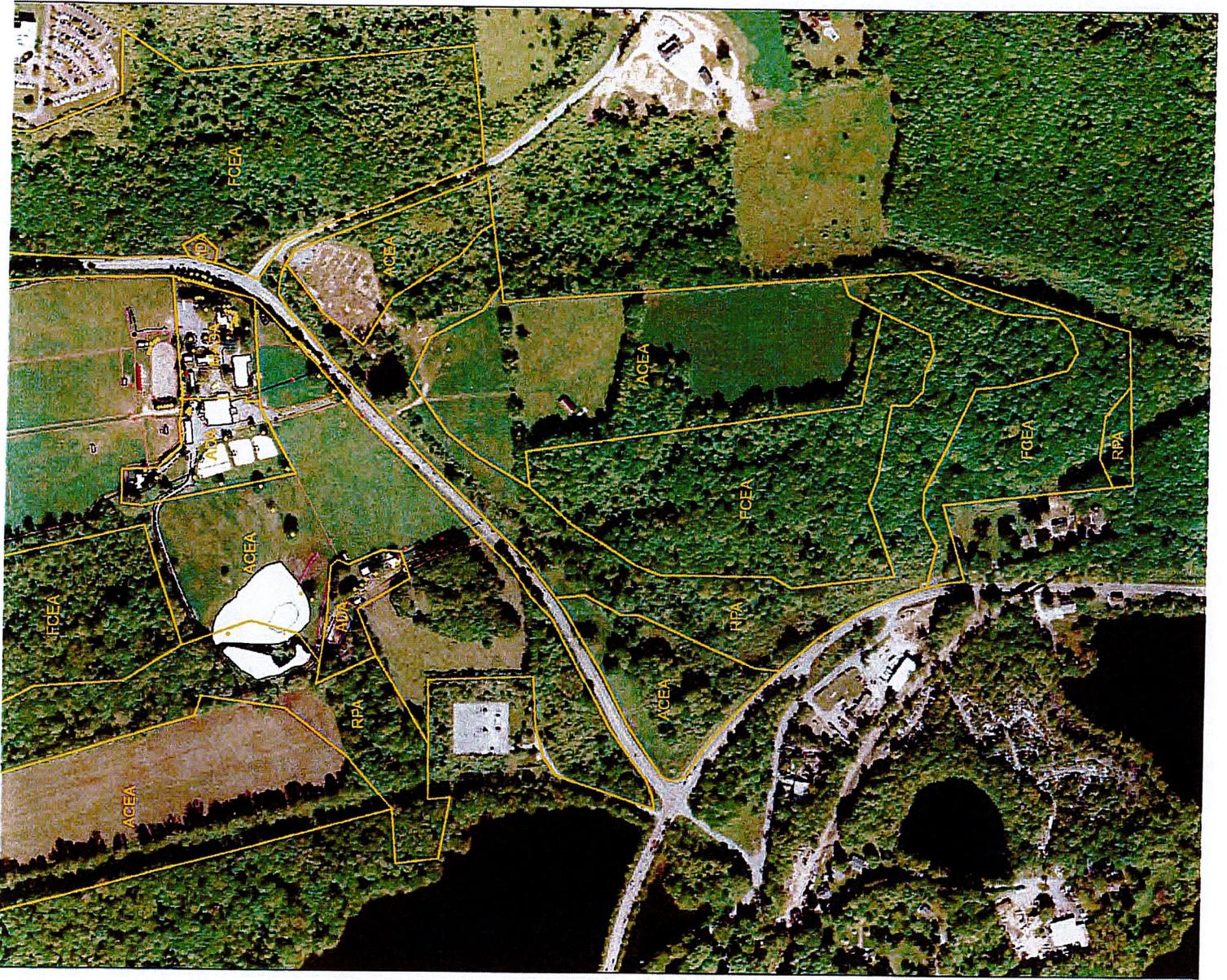
Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

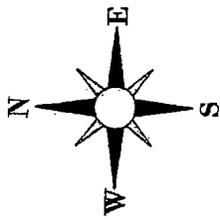
Part 1 – Project and Sponsor Information			
Name of Action or Project: Tilly Foster Farm Conservation Easement Amendment			
Project Location (describe, and attach a location map): Tilly Foster Farm, 100 Route 312, Brewster, New York			
Brief Description of Proposed Action: The proposed action involves the amendment of the Tilly Foster Farm conservation easement (WAC Property #600). The County is proposing that the boundary lines of the existing Municipal Acceptable Development Area (MADA) be enlarged and that a new Acceptable Development Area (ADA) be created along the northern boundary of the MADA and along a certain portion of the road frontage of NYS Route 312. The MADA will be increased by 2.828 acres and the ADA area by 0.628 acres. In exchange, the County will add approximately 131 acres of presently unencumbered adjacent land to the Tilly Foster Farm, to be covered by the Deed of the Conservation Easement. This added property will be divided into Farm Area and Resource Protection Area (RPA), of which the RPA area will be 23.591 acres. This property is undeveloped and contains a watercourse that flows directly into the NYC Middle Branch Reservoir. No construction or physical alterations to the property will occur from the proposed action.			
Name of Applicant or Sponsor: Putnam County Legislature		Telephone: 845-808-1020	
		E-Mail: putcoleg@putnamcountyny.gov	
Address: 40 Gleneida Avenue			
City/PO: Carmel		State: NY	Zip Code: 10512
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: NYS Attorney General			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		_____ 134.456 acres	
b. Total acreage to be physically disturbed?		_____ 0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ 321.37 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input checked="" type="checkbox"/> Forest <input checked="" type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other(Specify): NYC Reservoir			
<input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ NYC Middle Branch Reservoir _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input checked="" type="checkbox"/> Forest <input checked="" type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input checked="" type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Northern Long-Eared bat	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Petnam County Legislature</u> Date: _____ Signature: _____ Title: <u>Chairwoman of The Petnam County Legislature</u>		





ADDITION TO MADA "A"
AREA = 19,209 S.F. ±
0.44 AC ±

EXISTING MADA "A"
(SEE NOTE)

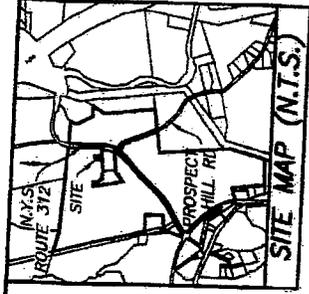
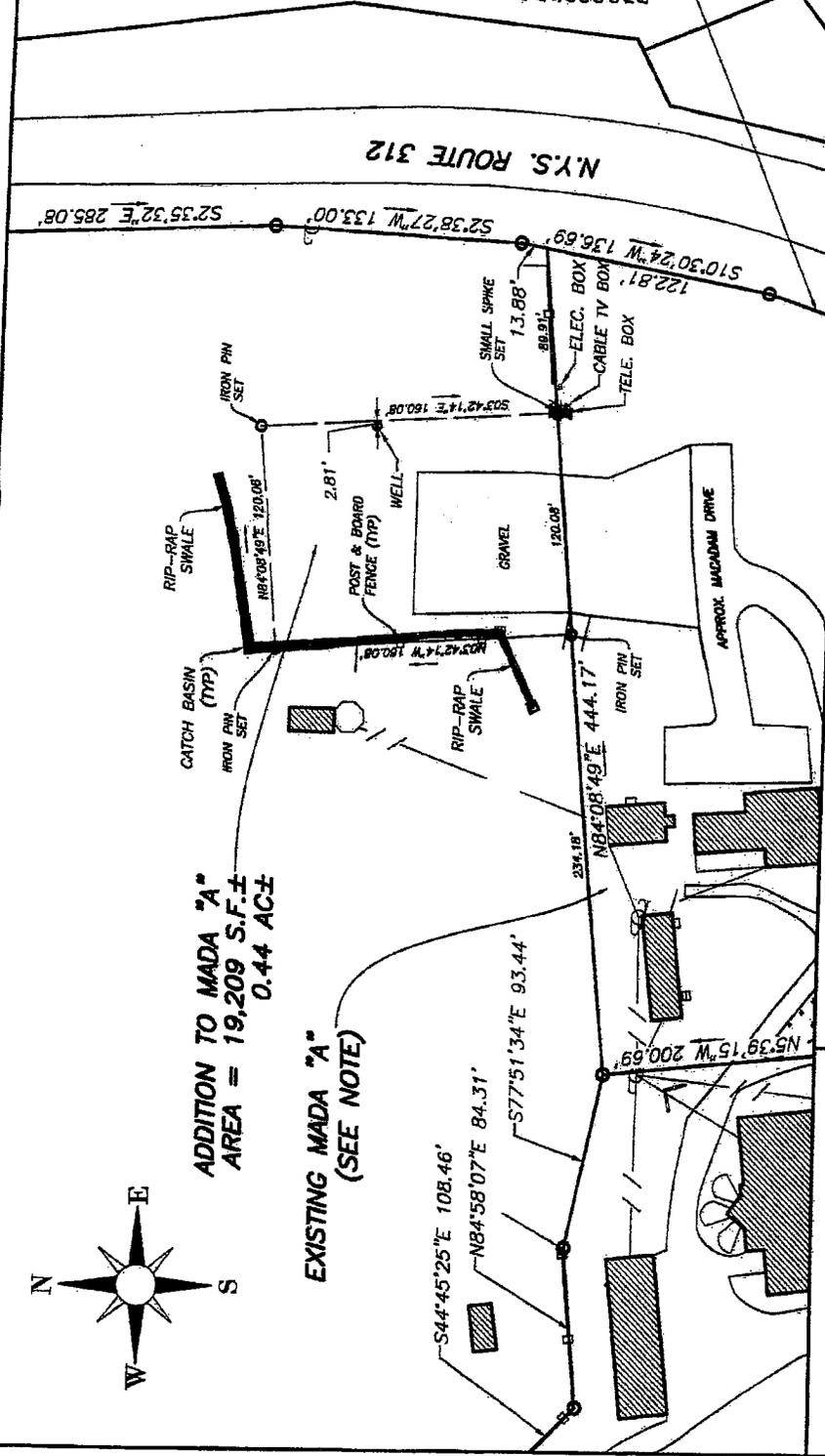


TABLE OF AREAS

PARCEL	OLD AREA	NEW AREA
MADA "A"	104,038 S.F. ± 2.388 AC ±	123,247 S.F. ± 2.828 AC ±

NOTE:

FOR COMPLETE DESCRIPTION OF ORIGINAL MADA "A" SEE MAP ENTITLED "THE WATERSEED AGRICULTURAL COUNCIL OF THE NEW YORK CITY DISTRICTS, INC. CONSERVATION EASEMENTS SURVEY IN THE DISTRICTS OF ACQUING EASEMENTS ON THE LANDS OF THE COUNTY OF PUTNAM" SHEET 2 OF 4, DATED 12/9/05 AND LAST REVISED ON 7/30/16, PREPARED BY TERRY BERGENZORFF COLLINS, P.L.S.



REVISIONS

DATE	DESCRIPTION
3/19/18	ADD NOTE
3/27/18	IRON PINS SET

AMENDMENT TO THE MADA "A"

PREPARED FOR
PUTNAM COUNTY HIGHWAY DEPARTMENT
 BEING A PORTION OF
TILLY FOSTER FARM
 SITUATE IN

PUTNAM CO., N.Y.
DECEMBER 21, 2017
SCALE: 1" = 60'
 COPYRIGHT © 2017 TERRY BERGENZORFF COLLINS, ALL RIGHTS RESERVED

CERTIFICATIONS INDICATED HEREIN SIGNIFY THIS SURVEY WAS PREPARED IN ACCORDANCE WITH THE EXISTING CODE OF PRACTICE FOR LAND SURVEYS ADOPTED BY THE NEW YORK STATE ASSOCIATION OF PROFESSIONAL LAND SURVEYORS, INC. CERTIFICATIONS SHALL ONLY BE MADE ON BEHALF OF THE TITLE CO. AND LEAVING INSTITUTION LISTED HEREIN. CERTIFICATIONS ARE NOT RESPONSIBLE TO ADDITIONAL INSTITUTIONS OR SUBSEQUENT OWNERS.

Terry Berenzorff Collins
TERRY BERGENZORFF COLLINS
 52 STARR ROAD
 BREWSTER, NEW YORK 10509
 P:845.279.4261 F:845.279.6639
 WWW.TERRYBERGENZORFFCOLLINS.COM

FIELD PARTY: RB/LB DRAWN BY: DM CHECKED BY: EF
 JOB NO. BE 47-1-1 & P.O. 3

Negative Declaration prepared in connection with the Donald B. Smith Campus Site Improvements project, a copy of which is annexed hereto and made a part hereof; and be it further

RESOLVED, that this Resolution shall take effect immediately.



Putnam County
Department of Planning, Development,
and Public Transportation

www.putnamcountyny.com

841 Fair Street
Carmel, NY 10512

Phone: (845) 878-3480

Fax: 845) 808-1948

*CC: all physical
2/10
3/3-Full Mtg. Reso*

TO: Legislator Daniel G. Birmingham
Chairman, Putnam County Legislature

FROM: Barbara Barosa, AICP, Commissioner
Department of Planning, Development and Public Transportation

DATE: February 3, 2026

RE: SEQR Negative Declaration and Supporting Resolution for the Donald B. Smith
Campus Improvements

The Legislature adopted Resolution #25-343 in which the County Legislature declared their Intent to Serve as Lead Agency for the proposed Donald B. Smith Campus Site Improvements project and initiated the SEQR environmental review. Attached for your consideration is the SEQR Negative Declaration for the project and supporting Resolution.

The EAF and supporting resolution were circulated to all involved and interested agencies as required on December 19, 2025. The County must provide a minimum of 30 days for public review of the SEQR documents and plans before a Negative Declaration can be issued. The 30-day period concluded on January 18, 2026.

Further, I have attached the response letter received from NYCDEP, stating that they had no objection to the County acting as Lead Agency. NYCDEP further verified that the SWPPP was filed by DPW and is under review.

To this end, it is respectfully requested that this matter be placed on the upcoming Physical Services Committee meeting agenda scheduled for February 10, 2026.

Thank you in advance for your consideration.

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2026 FEB -3 PM 4:58

**APPROVAL/ SEQRA DETERMINATION/ NEGATIVE DECLARATION/ DONALD B. SMITH
CAMPUS SITE IMPROVEMENTS**

WHEREAS, the Putnam County Legislature is considering the approval of a Putnam County Department of Public Works project to construct various improvements to the site parking lot pavement, sidewalks, parking accommodations, site circulations and drainage located 110 Old Route 6 in the Town of Carmel, Putnam County, New York; and

WHEREAS, the proposed action hereunder is subject to review under the State Environmental Quality Review Act and the Regulations promulgated thereunder (“SEQRA 6 NYCRR Part 617”); and

WHEREAS, on December 3, 2025, as part of Resolution #25-343, the County Legislature issued an Unlisted Action determination for the above referenced project, and declared its intent to serve as Lead Agency with respect to SEQRA; and

WHEREAS, a short Environmental Assessment form (EAF) was prepared for the Project; and

WHEREAS, the EAF and associated documentation was circulated to all involved and interested agencies for the requisite 30 days with a notice of the Putnam County Legislature’s Intent to Serve as Lead Agency and no objections were received thereto; and

WHEREAS, the Putnam County Legislature, acting as Lead Agency, conducted a coordinated environmental review in accordance with §617.6; and

WHEREAS, based upon a careful review of the action as a whole, of the EAF, and the criteria set forth in 6 NYCRR Part 617.7(c), it has been determined that the proposed Project will not result in any potential significant adverse environmental impacts; now therefore be it

RESOLVED, that the Putnam County Legislature, as Lead Agency, determines that the proposed Project will not have any potential significant adverse impacts and a Draft Environmental Impact Statement will not be prepared; and be it further

RESOLVED, that in accordance with 6 NYCRR Part 617, the Putnam County Legislature, as Lead Agency, hereby accepts and adopts the Negative Declaration prepared in connection with the Donald B. Smith Campus Site Improvements project, a copy of which is annexed hereto and made a part hereof; and be it further

RESOLVED, that this Resolution shall take effect immediately.

**State Environmental Quality Review
NEGATIVE DECLARATION
Notice of Determination of Non-Significance**

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Putnam County Legislature, acting as Lead Agency, has determined that the proposed action described below will not have a significant environmental impact and a Draft Environmental Impact Statement will not be prepared.

Name of Action: DONALD B. SMITH CAMPUS SITE IMPROVEMENTS

SEQRA Status: Type I
 X Unlisted Action

Conditioned Negative Declaration: Yes
 X No

Coordinated Review: X Yes
 No

Description of Action: The Putnam County Legislature is considering the approval of a Putnam County Department of Public Works project to construct various improvements to the site parking lot pavement, sidewalks, parking accommodations, site circulations and drainage located 110 Old Route 6 in the Town of Carmel, Putnam County, New York.

Location: The proposed project is located in the Town of Carmel, County of Putnam, New York.

Reasons Supporting This Determination: The Putnam County Legislature has compared the proposed action with the Criteria for Determining Significance in 6 NYCRR 617.7 (c), and found that:

- 1.) The proposed action will not result in a substantial adverse change in the existing air quality, traffic or noise levels, or subsurface water quality or quantity, or a substantial increase in solid waste production.

The proposed project is not expected to result in additional vehicle trips to the project site once constructed. Any adverse air quality, noise or traffic impacts will be temporary during paving and site work. The proposed project is not expected to result in any changes to the site's subsurface water quality or quantity or result in any solid waste production.

- 2.) The proposed action will not result in the removal; or destruction of large quantities of vegetation or fauna; substantial interference with the movement of any resident or migratory fish or wildlife species; impact a significant habitat area; result in substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such species; and will not result in other significant adverse impacts to natural resources.

The proposed project is not expected to result in any significant adverse impacts to natural resources.

- 3.) The proposed action will not result in the impairment of the environmental characteristics of a Critical Environmental Area as designated pursuant to 6NYCRR Part 617.14(g).

The proposed action is not expected to occur near any Critical Environmental Areas; therefore, no impacts will occur.

- 4.) The proposed action will not result in a material conflict with the Town's officially approved or adopted plans or goals.

The proposed action is compliant with the Town of Carmel's Comprehensive Plan and zoning requirements.

- 5.) The proposed project will not result in the impairment of the character or quality of important historical, archaeological, architectural, aesthetic resources, or the existing character of the community or neighborhood.

The proposed project is not expected to result in adverse archeological or historic impacts.

- 6.) The proposed action will not result in a major change in the use of either the quantity or type of energy.

The proposed project, once constructed, will not require any energy usage.

- 7.) The proposed project will not create a hazard to human health.

The proposed project will not result in any adverse impacts to human health.

- 8.) The proposed action will not create a substantial change in the use, or intensity of use, of land including agricultural, open space or recreational resources, or in its capacity to support existing uses.

The proposed project will not result in any adverse impacts to open space or recreational resources.

- 9.) The proposed action will not encourage or attract a large number of people to a place or places for more than a few days, compared to the number of people who would come to such place absent the action.

The proposed project will not result in any additional people on site.

- 10.) The proposed action will not create a material demand for other actions that would result in one of the above consequences.

The proposed project will not result in any additional material demand.

- 11.) The proposed action will not result in changes in two or more elements of the environment, no one of which has a significant impact on the environment, but when considered together result in a substantial adverse impact on the environment.

The proposed project will not result in any adverse impacts to the environment.

- 12.) When analyzed with two or more related action, the proposed action will not have a significant impact on the environment and when considered cumulatively, will not meet one or more of the criteria under 6 NYCRR 617.7(c).

The proposed project will not result in any adverse cumulative impacts to the environment.

- 13.) The Putnam County Legislature has considered reasonably related long-term, short-term, direct and indirect cumulative impacts, including simultaneous or subsequent actions.

The proposed project will not result in any long-term, short-term, direct or indirect cumulative impacts.

This notice is being filed with:

New York State Department of Environmental Conservation. Attn: Commissioner
625 Broadway
Albany, NY 12233

New York State Department of Environmental Conservation
Attention: Regional Director
21 South Putt Corners
New Paltz, NY 12561

New York City Department of Environmental Protection, SEQR Review Unit
465 Columbus Avenue
Valhalla, NY 10595

Supervisor's Office
Town of Carmel
60 McAlpin Avenue
Mahopac, NY 10541

Putnam County Department of Highways & Facilities
842 Fair Street
Carmel, NY 10512



January 15, 2026

Ms. Barbara Barosa, AICP, Commissioner
Putnam County Department of Planning, Development & Public Transportation
841 Fair Street
Carmel, New York 10512

Rohit T. Aggarwala
Commissioner

Paul V. Rush, P.E.
Deputy Commissioner

465 Columbus Avenue
Valhalla, NY 10595

Tel. (845) 340-7800
Fax (845) 334-7175
prush@dep.nyc.gov

Re: **Notice of Intent to be Lead Agency**
Putnam County Donald B. Smith Campus Site Improvements
110 Old Route 6
Carmel, Putnam County
Tax Map #: 55.15-1-21
DEP Log #: 2025-MB-0327-SQ.1

Dear Ms. Barosa and Members of the Putnam County Legislature:

The New York City Department of Environmental Protection (DEP) has reviewed the Putnam County Legislature (Legislature) Notice of Intent to act as lead agency and short Environmental Assessment Form (EAF) for the above referenced project. DEP does not object to the Legislature acting as lead agency for the Coordinated Review of the proposed action pursuant to the New York State Environmental Quality Review Act (SEQRA).

The project site is located in Middle Branch Reservoir drainage basin of New York City's Water Supply. As Middle Branch Reservoir is phosphorous restricted, water quality impacts to the receiving reservoirs from pollutant-laden runoff must be avoided or mitigated.

The proposed action involves improvements to the site's parking lot pavement, sidewalks, parking areas, site circulation and drainage.

DEP's status as an involved agency stems from its review and approval authority for a Stormwater Pollution Prevention Plan (SWPPP) pursuant to Section 18-39 of the *Rules and Regulations for the Protection from Contamination, Degradation, and Pollution of the New York City Water Supply and Its Sources* (Watershed Regulations).

Based upon review of the circulated documents, DEP respectfully submits the following comments for the Board's consideration:

1. The project requires DEP approval of a SWPPP as the project will result in 2 acres of soil disturbance per Section 18-39 (b)(4)(iv) of the Watershed Regulations. The applicant previously submitted a SWPPP in June 2025 which is under review.

2. The necessary soil testing has been witnessed by DEP for the proposed project. Infiltration practices have been proposed to the extent practical in locations where field testing demonstrated feasibility.

Thank you for the opportunity to provide comments. You may reach the undersigned at cgarcia@dep.nyc.gov or (914) 749-5302 with any questions or if you care to discuss the matter further.

Sincerely,

Nelsi Juzman (for Cynthia Garcia)
Cynthia Garcia, Supervisor
SEQRA Coordination Section

c: T. O'Malley, NYSDEC Region 3

PUTNAM COUNTY LEGISLATURE

Resolution #343

Introduced by Legislator: Greg Ellner on behalf of the Physical Services Committee at a Regular Meeting held on December 3, 2025.

page 1

**APPROVAL/ NOTICE OF INTENT TO ACT AS LEAD AGENCY FOR SEQR REVIEW/
DONALD B. SMITH CAMPUS SITE IMPROVEMENTS**

WHEREAS, the Putnam County Department of Public Works is proposing to construct various improvements to the site parking lot pavement, sidewalks, parking accommodations, site circulations and drainage located at 110 Old Route 6 in the Town of Carmel, Putnam County, New York; and

WHEREAS, the proposed action is subject to review under the State Environmental Quality Review Act ("SEQRA") and the Regulations promulgated thereunder ("6 NYCRR Part 617"); and

WHEREAS, potential involved and/or interested agencies have been identified in connection with the proposed action; and

WHEREAS, a short Environmental Assessment Form (EAF) has been prepared for the proposed action; and

WHEREAS, the Putnam County Legislature, after review of the 6 NYCRR Part 617, finds that the proposed action is an Unlisted Action; now therefore be it

RESOLVED, that the Putnam County Legislature hereby declares its intent to act as the Lead Agency under the procedures and requirements of SEQRA and will conduct a coordinated SEQRA environmental review of the proposed action.

BY POLL VOTE: EIGHT AYES. LEGISLATOR BIRMINGHAM WAS ABSENT. MOTION CARRIES.

State of New York

ss:

County of Putnam

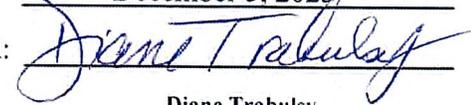
APPROVED



COUNTY EXECUTIVE DATE

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

Dated: December 5, 2025

Signed: 

Diane Trabulsy
Clerk of the Legislature of Putnam County

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: Putnam County Donald B. Smith Campus Site Improvements			
Project Location (describe, and attach a location map): 110 Old RT 6, Carmel, NY			
Brief Description of Proposed Action: The applicant proposes to construct various improvements to the site parking pavement, sidewalks, parking accommodations, site circulations and drainage.			
Name of Applicant or Sponsor: Putnam County Legislature		Telephone: 845-808-1020 E-Mail: putcoleg@putnamcountyny.gov	
Address: 40 Gleneida Ave			
City/PO: Carmel		State: NY	Zip Code: 12508
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO	YES
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: NYCDEP		NO	YES
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ 11.9 acres			
b. Total acreage to be physically disturbed? _____ 3.4 acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 11.9 acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other(Specify): Institutional			
<input type="checkbox"/> Parkland			

		NO	YES	N/A
5. Is the proposed action,	a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO	YES	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?		NO	YES	
If Yes, identify: _____		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO	YES	
	b. Are public transportation services available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?		NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?		NO	YES	
If No, describe method for providing potable water: _____ No change to existing water supply.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?		NO	YES	
If No, describe method for providing wastewater treatment: _____ No change to existing water connection.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?		NO	YES	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?		NO	YES	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____				

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input checked="" type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Northern Long-eared Bat	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ Stormwater will be collected by new drain inlets and piping and will be conveyed to new infiltration practices on site. _____	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ Site code: 34 0031 Class: P- Potential Containments	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

PRINT FORM



Source: Esri, Planet, Earthstar Geographics, and the GIS User Community

Disclaimer: The EAF Mapper is a screening tool intended to assist project sponsors and reviewing agencies in preparing an environmental assessment form (EAF). Not all questions asked in the EAF are answered by the EAF Mapper. Additional information on any EAF question can be obtained by consulting the EAF Workbooks. Although the EAF Mapper provides the most up-to-date digital data available to DEC, you may also need to contact local or other data sources to confirm data provided by the Mapper or to obtain data not provided by the Mapper.

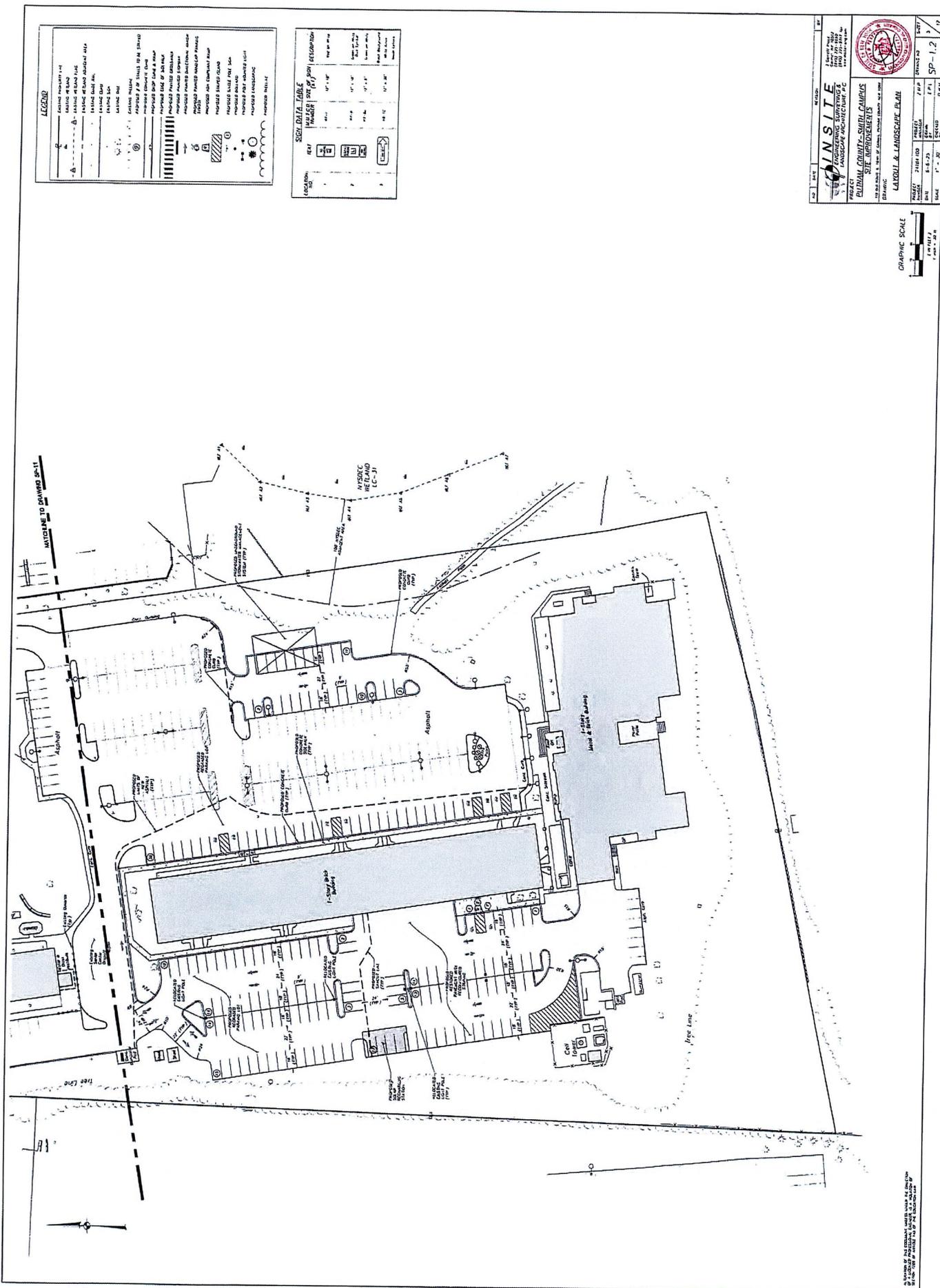


Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri Thailand, NGCC, IGN, OpenStreetMap contributors, and the GIS User Community, Esri, HERE, Garmin, IGN, USGS, NPS

Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 15 [Threatened or Endangered Animal - Name]	Northern Long-eared Bat
Part 1 / Question 16 [100 Year Flood Plain]	No
Part 1 / Question 20 [Remediation Site]	Yes

LEGEND

—	Existing Property Line
- - -	Proposed Property Line
- - -	Proposed 10' Easement
- - -	Proposed 5' Easement
- - -	Proposed 3' Easement
- - -	Proposed 2' Easement
- - -	Proposed 1' Easement
- - -	Proposed 0.5' Easement
- - -	Proposed 0.25' Easement
- - -	Proposed 0.125' Easement
- - -	Proposed 0.0625' Easement
- - -	Proposed 0.03125' Easement
- - -	Proposed 0.015625' Easement
- - -	Proposed 0.0078125' Easement
- - -	Proposed 0.00390625' Easement
- - -	Proposed 0.001953125' Easement
- - -	Proposed 0.0009765625' Easement
- - -	Proposed 0.00048828125' Easement
- - -	Proposed 0.000244140625' Easement
- - -	Proposed 0.0001220703125' Easement
- - -	Proposed 0.00006103515625' Easement
- - -	Proposed 0.000030517578125' Easement
- - -	Proposed 0.0000152587890625' Easement
- - -	Proposed 0.00000762939453125' Easement
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LEGEND

Existing Building	Proposed Building
Existing Parking	Proposed Parking
Existing Driveway	Proposed Driveway
Existing Landscape	Proposed Landscape
Existing Utility	Proposed Utility
Existing Fence	Proposed Fence
Existing Wall	Proposed Wall
Existing Gate	Proposed Gate
Existing Sign	Proposed Sign
Existing Light	Proposed Light
Existing Tree	Proposed Tree
Existing Plant	Proposed Plant
Existing Rock	Proposed Rock
Existing Stone	Proposed Stone
Existing Brick	Proposed Brick
Existing Concrete	Proposed Concrete
Existing Asphalt	Proposed Asphalt
Existing Gravel	Proposed Gravel
Existing Sand	Proposed Sand
Existing Soil	Proposed Soil
Existing Water	Proposed Water
Existing Sewer	Proposed Sewer
Existing Gas	Proposed Gas
Existing Electric	Proposed Electric
Existing Telephone	Proposed Telephone
Existing Cable	Proposed Cable
Existing Fiber	Proposed Fiber
Existing Data	Proposed Data
Existing Video	Proposed Video
Existing Audio	Proposed Audio
Existing Image	Proposed Image
Existing Text	Proposed Text
Existing Line	Proposed Line
Existing Area	Proposed Area
Existing Volume	Proposed Volume
Existing Weight	Proposed Weight
Existing Length	Proposed Length
Existing Width	Proposed Width
Existing Height	Proposed Height
Existing Depth	Proposed Depth
Existing Temperature	Proposed Temperature
Existing Pressure	Proposed Pressure
Existing Force	Proposed Force
Existing Energy	Proposed Energy
Existing Power	Proposed Power
Existing Capacity	Proposed Capacity
Existing Quantity	Proposed Quantity
Existing Quality	Proposed Quality
Existing Quantity	Proposed Quantity
Existing Quality	Proposed Quality

SECTION DATA TABLE

SECTION NUMBER	SECTION SIZE (ft)	SECTION DESCRIPTION
1	10' x 10'	Proposed 1-Story Shop Building
2	10' x 10'	Proposed 2-Story Building
3	10' x 10'	Proposed 3-Story Building
4	10' x 10'	Proposed Parking Area
5	10' x 10'	Proposed Driveway
6	10' x 10'	Proposed Landscape
7	10' x 10'	Proposed Utility
8	10' x 10'	Proposed Fence
9	10' x 10'	Proposed Wall
10	10' x 10'	Proposed Gate
11	10' x 10'	Proposed Sign
12	10' x 10'	Proposed Light
13	10' x 10'	Proposed Tree
14	10' x 10'	Proposed Plant
15	10' x 10'	Proposed Rock
16	10' x 10'	Proposed Stone
17	10' x 10'	Proposed Concrete
18	10' x 10'	Proposed Asphalt
19	10' x 10'	Proposed Gravel
20	10' x 10'	Proposed Sand
21	10' x 10'	Proposed Soil
22	10' x 10'	Proposed Water
23	10' x 10'	Proposed Sewer
24	10' x 10'	Proposed Gas
25	10' x 10'	Proposed Electric
26	10' x 10'	Proposed Telephone
27	10' x 10'	Proposed Cable
28	10' x 10'	Proposed Fiber
29	10' x 10'	Proposed Data
30	10' x 10'	Proposed Video
31	10' x 10'	Proposed Audio
32	10' x 10'	Proposed Image
33	10' x 10'	Proposed Text
34	10' x 10'	Proposed Line
35	10' x 10'	Proposed Area
36	10' x 10'	Proposed Volume
37	10' x 10'	Proposed Weight
38	10' x 10'	Proposed Length
39	10' x 10'	Proposed Width
40	10' x 10'	Proposed Height
41	10' x 10'	Proposed Depth
42	10' x 10'	Proposed Temperature
43	10' x 10'	Proposed Pressure
44	10' x 10'	Proposed Force
45	10' x 10'	Proposed Energy
46	10' x 10'	Proposed Power
47	10' x 10'	Proposed Capacity
48	10' x 10'	Proposed Quantity
49	10' x 10'	Proposed Quality
50	10' x 10'	Proposed Quantity
51	10' x 10'	Proposed Quality

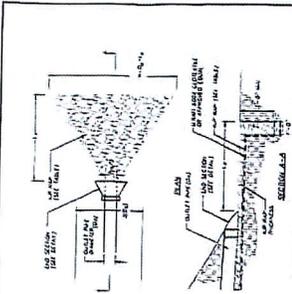
INSITE
 LANDSCAPE ARCHITECTURE P.C.
 127 WEST 10TH STREET, SUITE 100, CINCINNATI, OHIO 45202
 (513) 524-1111

PROJECT: EASTERN KENTUCKY UNIVERSITY CAMPUS SITE IMPROVEMENTS
DATE: 11-15-23
SCALE: 1" = 20'

GRAPHIC SCALE
 0' 10' 20' 30' 40' 50'

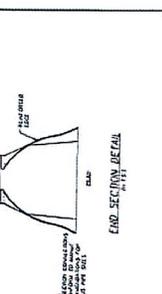
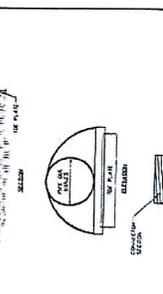
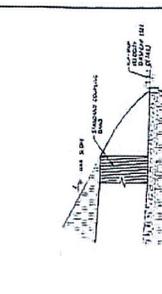
DATE: 11-15-23
SCALE: 1" = 20'
PROJECT: EASTERN KENTUCKY UNIVERSITY CAMPUS SITE IMPROVEMENTS
DATE: 11-15-23
SCALE: 1" = 20'

NOTES:
 1. ALL DIMENSIONS ARE IN FEET AND INCHES.
 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 3. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.



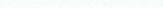
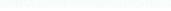
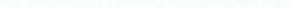
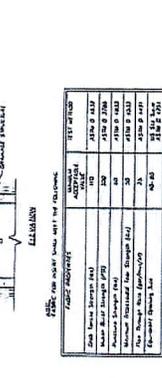
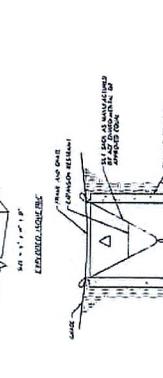
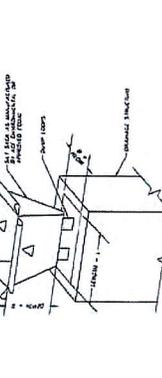
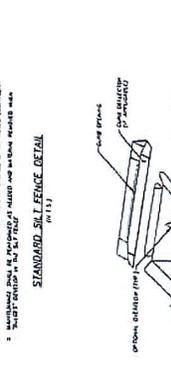
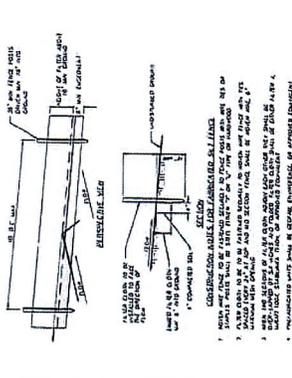
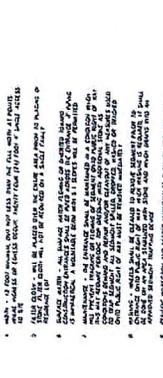
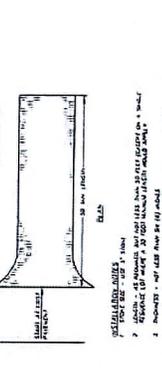
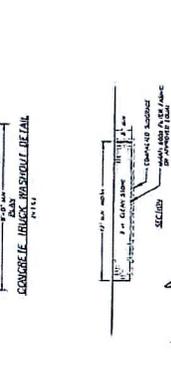
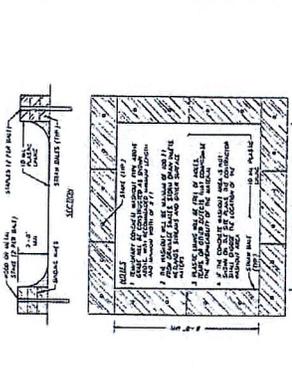
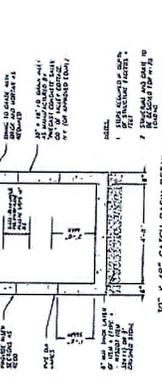
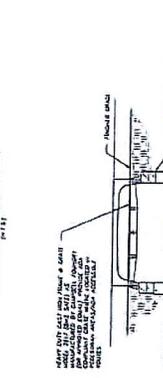
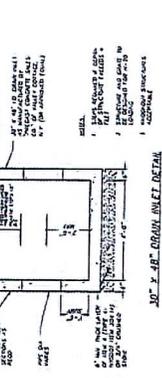
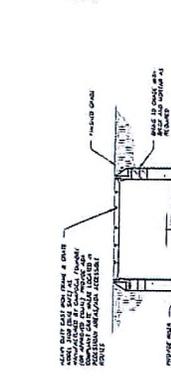
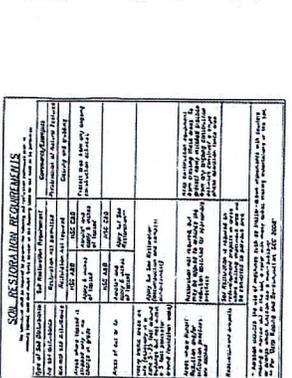
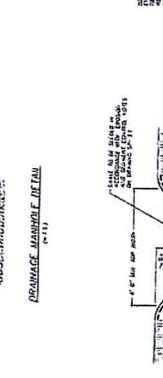
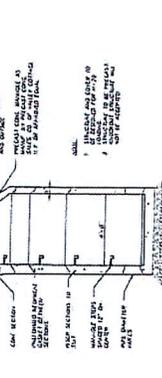
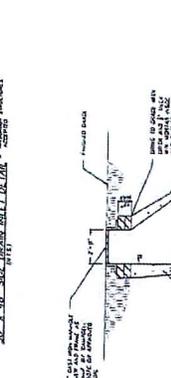
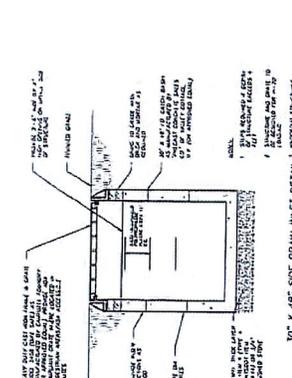
ROCK OUTLET PROTECTION DETAIL

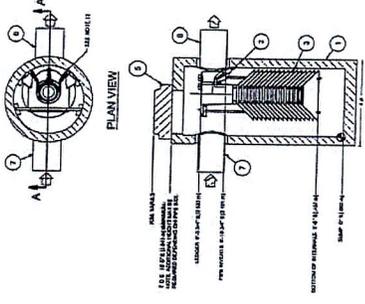
NO. 4	NO. 6	NO. 8	NO. 10	NO. 12
1/2"	3/4"	1"	1 1/4"	1 1/2"
1/4"	3/8"	1/2"	5/8"	3/4"
1/8"	1/4"	3/8"	1/2"	5/8"



SOIL RESISTANCE REQUIREMENTS

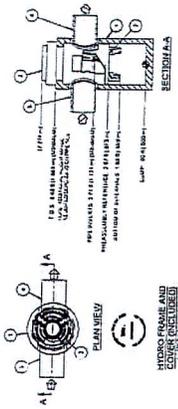
SOIL TYPE	RESISTANCE (lb/ft²)	REMARKS
CLAY	100	Minimum resistance for all soils.
SAND	100	Minimum resistance for all soils.
GRAVEL	100	Minimum resistance for all soils.
ROCK	100	Minimum resistance for all soils.





HYDRO-SHEET ADVANCE PLUS HYDRODYNAMIC SEPARATOR DETAIL (P. 13)

FUNCTION	HYDRO-SHEET ADVANCE PLUS	HYDRO-SHEET ADVANCE PLUS
1. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
2. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
3. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
4. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
5. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
6. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
7. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
8. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
9. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
10. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00



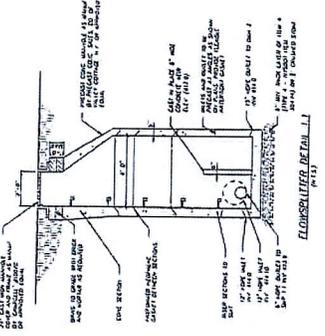
HYDRO FRAME AND LOWER CHAMBER DETAIL (P. 13)

FUNCTION	HYDRO-SHEET ADVANCE PLUS	HYDRO-SHEET ADVANCE PLUS
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2. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
3. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
4. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
5. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
6. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
7. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
8. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
9. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
10. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00

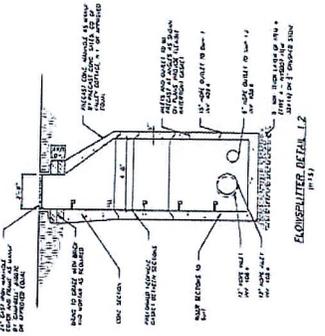
HYDRO-SHEET ADVANCE PLUS HYDRODYNAMIC SEPARATOR (P. 13)

FUNCTION	HYDRO-SHEET ADVANCE PLUS	HYDRO-SHEET ADVANCE PLUS
1. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
2. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
3. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
4. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
5. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
6. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
7. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
8. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
9. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
10. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00

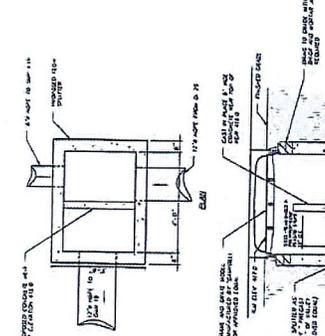
IN SITE
 Aerial Photo
 PROJECT: PHOENIX COUNTY-SUN VALLEY SITE IMPROVEMENTS
 DRAWING: 01-01-01
 SHEET: 01-01-01
 DATE: 01-01-01
 SCALE: 1" = 10'-0"



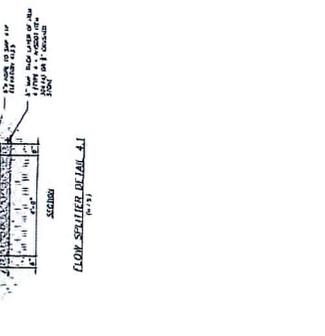
FLOW SPLITTER DETAIL 1.1 (P. 13)



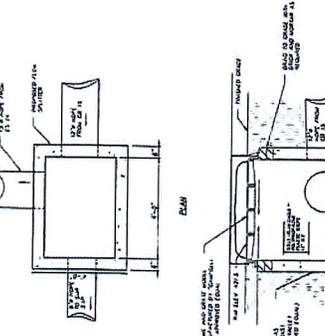
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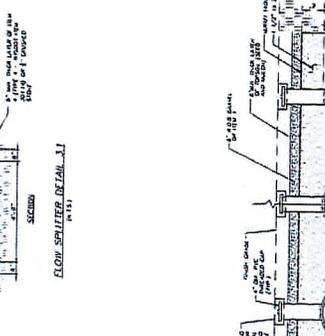
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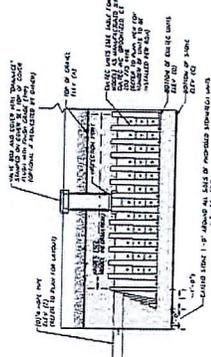
FLOW SPLITTER DETAIL 1.4 (P. 13)



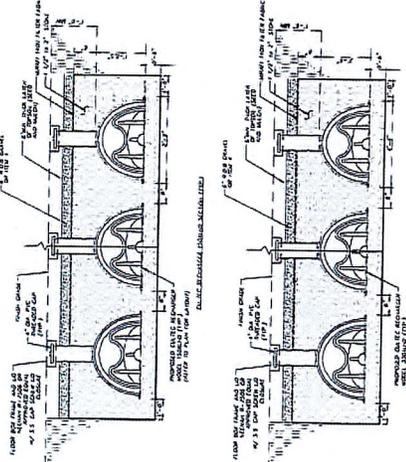
FLOW SPLITTER DETAIL 1.5 (P. 13)



FLOW SPLITTER DETAIL 1.6 (P. 13)



FLOW SPLITTER DETAIL 1.7 (P. 13)



STORMWATER RETENTION SYSTEM DETAIL (P. 13)

FUNCTION	HYDRO-SHEET ADVANCE PLUS	HYDRO-SHEET ADVANCE PLUS
1. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
2. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
3. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
4. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
5. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
6. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
7. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
8. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
9. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00
10. PREVENTS FLOTTING SOLIDS FROM ENTERING THE TANK	1.00	1.00

PHOENIX COUNTY-SUN VALLEY SITE IMPROVEMENTS
 01-01-01
 01-01-01
 01-01-01

Attached Backup
is
CONFIDENTIAL

Full mtg
3/3/2026
#6g.

**PHYSICAL SERVICES COMMITTEE
(Chairman Gouldman, Legislators Regan & Sayegh)**

Item # 6g. APPROVAL/DIRECTING PROSPECTIVE CANCELLATION OF TAXES ON CERTAIN PARCELS/ PHILIPSTOWN TM # 72.-12-54; PUTNAM VALLEY TM # 72.-1-53; & PUTNAM VALLEY TM # 74.6-1-23

ADRIENE IASONI
ACTING PERSONNEL OFFICER



cc All
- Personnel
- Full 3.3.26

Reso
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

MEMORANDUM

Date: February 4, 2026

To: Putnam County Legislature

From: Patricia Rau, Principal Personnel Specialist

As part of its ongoing efforts to address violence in the workplace, the New York State Legislature enacted [State Finance Law \(SFL\) §139-m](#). This new section of the State Finance Law requires any employer submitting a competitive bid required by statute to New York State or any of its public departments or agencies on and after November 5, 2025, to attest that it has a “Gender-Based Violence and the Workplace” policy that is in effect at the time of the proposal or bid response. This new law could result in disqualification from state funding for our agencies that receive state monies if we are not in compliance.

As part of this new law- the state has released a model policy addressing gender-based violence in the workplace. I have attached, for submission for approval by the Putnam County Legislative Personnel Committee, an updated version of our existing Workplace Violence Policy. This update takes our existing policy and includes language from the model gender-based violence policy. This change will not only assist us in remaining compliant to receive state funds but will expand employee protections.

I have included a number of attachments- a clean draft of the new policy, a color-coded annotated version highlighting where the language originated from and a copy of the model policy from New York State. Please note that the draft in this submission is subject to final review by the Putnam County Policy Advisory committee. Should any changes be made to this draft they will be submitted prior to the Personnel Committee. The final policy submitted for approval should be substantially similar to the one attached hereto.

I will be available for questions at the Personnel Committee meeting on Tuesday, February 10th.

Thank you for your time and consideration.

2026 FEB -4 PM 3:46
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

APPROVAL WORKPLACE AND GENDER BASED VIOLENCE POLICY AS A REPLACEMENT OF EXISTING WORKPLACE VIOLENCE POLICY

WHEREAS on June 5, 2013, the Putnam County Legislature, by resolution #128 adopted an updated Workplace Violence Prevention Policy; and

WHEREAS new State Finance Law requires gender-based violence policies for the receipt of state funds; and

WHEREAS a number of Putnam County agencies and department are recipients of New York State funding; and

WHEREAS the current Workplace violence policy does not address this need; now therefore be it

RESOLVED that the Putnam County Legislature, after due consideration and review, approves and adopts the Workplace and Gender Based Violence Policy attached; and be it further

RESOLVED that this Policy shall replace the existing Workplace Violence Policy and shall take effect immediately

Workplace and Gender-Based Violence Policy

Purpose

Putnam County, to the fullest extent possible, without violating any existing rules, regulations, statutory requirements, contractual obligations, or collective bargaining agreements, designates and directs appropriate management, supervisory, and/or Personnel staff to implement the following Gender-Based Violence and the Workplace Policy covering the following areas:

- I. Definitions
- II. Persons Covered by the Policy
- III. Prohibited Conduct
- IV. Statement of Confidentiality
- V. Survivor Rights
- VI. Risk Reduction
- VII. Non-Discrimination and Responsive Personnel Policies
- VIII. Non-Retaliation Policy
- IX. Workplace Safety Plans
- X. Dangerous and Emergency Situations
- XI. Remedial Action
- XII. Firearms (for applicable organizations)
- XIII. Violations of Policy

I. Definitions

Unless otherwise noted, Putnam County defines the terms below for the purposes of this policy:

- a. **Gender-Based Violence:** Violence or threats that happen because of someone's sex, gender, sexual orientation, gender identity or expression, or other related characteristics. Gender-based violence is an umbrella term that includes domestic violence, sex-based discrimination, sexual harassment, sexual assault, and sexual violence, and can also include stalking or human trafficking.
- b. **Domestic Violence:** A pattern of coercive behavior, including acts or threatened acts, used by a perpetrator to gain power and control over a victim, as defined in New York State Social Service Law § 459-a, including, but not limited to physical, sexual, psychological, economic, and/or emotional abuse; or the threat of any of the acts as mentioned earlier. Domestic violence includes but is not limited to family violence, intimate partner violence, dating violence, or dating abuse.
- c. **Sexual Violence:** Sexual acts or activities that happen or are attempted without consent, including rape, molestation, groping, harassment, and sexual abuse. These acts may or may not be crimes.
- d. **Stalking:** An unwanted pattern of repeated harassing or threatening behavior, causing fear, substantial emotional distress, or safety concerns for the victim.

e. Coercive Control: An act or pattern of acts, threats, humiliation, and intimidation that is used to harm, punish, or frighten.

f. Sexual Harassment: Sexual Harassment is a type of gender-based violence. New York State law provides special protections against sexual harassment in the workplace. Under New York State Human Rights Law § 296 and Labor Law § 201-g, sexual harassment is defined as unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex, and:

- i. unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment; or
- ii. made, explicitly or implicitly, a term or condition of employment; or
- iii. when submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

Anyone who experiences sexual harassment in the workplace should refer to the Putnam County Sexual Harassment and Discrimination Policy. Employees may additionally report it to the New York State Division of Human Rights. If the conduct is covered by the New York State Human Rights Law, a formal complaint can be filed, and the Division of Human Rights will investigate. If violations of the Human Rights Law are found, the Division can order a wide variety of remedies ranging from financial compensation to changes in an employer's policies.

g. Survivor-Centered: An approach to supporting and assisting survivors focused on meeting their needs as they prioritize and define them. Key elements of a survivor-centered approach include confidentiality, safety, respect, and non-discrimination.

h. Trauma-Informed: An approach to supporting and assisting survivors that realizes trauma is common, recognizes the signs, activators, and symptoms of trauma, and uses this knowledge to inform practices, policies, and procedures.

i. Culturally Responsive: A holistic approach to supporting and assisting survivors that recognizes a person's complex identities and cultural values, by responding to differences in identities to actively meet the needs of all survivors and communities.

j. Victim of Domestic Violence – pursuant to NYS Social Services Law § 459-a (1): Any person over the age of sixteen, any married person, or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of an act which would constitute a violation of the penal law, including, but not limited to, acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault,

attempted assault, attempted murder, criminal obstruction of breathing or blood circulation, or strangulation, identity theft, grand larceny, or coercion; and

i. Such act or acts have resulted in actual physical or emotional injury or have created a substantial risk of physical or emotional harm to such person or such person's child; and

ii. Such act or acts are or are alleged to have been committed by a family or household member.

k. "Family or household members" means the following individuals pursuant to NYS Social Services Law § 459-a (2):

i. persons related by consanguinity or affinity (blood or a person's relation to blood relatives of their spouse);

ii. persons legally married to one another;

iii. persons formerly married to one another, regardless of whether they still reside in the same household;

iv. persons who have a child in common, regardless of whether such persons are married or have married or have lived together at any time;

v. unrelated persons who are continually or at regular intervals living in the same household or who in the past continually or at regular intervals lived in the same household;

vi. persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time. Factors that may be considered in determining whether a relationship is an "intimate relationship" include, but are not limited to: the nature or type of relationship, regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an "intimate relationship"; or

vii. any other category of individuals deemed to be a victim of domestic violence as defined by the Office of Children and Family Services in regulation.

l. "Parent" pursuant to NYS Social Services Law § 459-a (2): means a natural or adoptive parent or any individual lawfully charged with a minor child's care or custody.

m. Victim or Survivor: A person who has experienced or is experiencing any form of gender-based violence. People of all genders, sexual orientations, and gender identities may experience gender-based violence, but women and girls are

impacted the most. Some people will have a strong preference for which term to use.

n. Perpetrator or Abusive Partner or Person who Causes Harm: A person who commits or threatens to commit coercive or violent acts, which may include, but is not limited to, physical, psychological, sexual, economic, and/or emotional abuse against a victim.

o. Order of Protection (OP) (“Restraining Order” or “Stay-Away Order”): An order issued by any court to limit the behavior of someone who harms or threatens to harm another person. Orders of Protection may direct the offending party not to injure, threaten, or harass the victim, their family, or any other person(s) identified and may include, but are not limited to ordering the person causing harm to stay away from the home, school, business, or place of employment of the victim; vacate a shared residence; abide by any active orders of custody and visitation; and surrender any firearms.

p. Workplace: For the purposes of this policy, any permanent or temporary location away from an employee’s domicile where an employee performs any work-related duty in the course of employment.

q. Human Resources: The Putnam County Personnel department serves as the human resources department.

r. Gender-Based Violence Liaison (GBVL): Where possible, a designated employee(s) of the business or organization who assists victimized employees with referrals to local service providers. The GBVL may or may not be a Personnel employee.

s. Local Service Providers: An organization in a given geographical area whose mission is to provide services to victims of gender-based violence. In New York State, each county has a designated service provider(s) for domestic violence and sexual violence. Services can include emergency shelter, advocacy, accompaniment to hospitals and court, safety planning, counseling, etc. Visit opdv.ny.gov for a list of New York State-based domestic and sexual violence service providers.

II. Persons covered by this policy

Putnam County provides a safe workplace for all employees and visitors to County facilities. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this policy. This policy shall extend to all full, part-time, temporary employees, volunteers, and interns working for Putnam County in any official work capacity.

III. PROHIBITED CONDUCT

We do not tolerate any type of workplace violence committed by or against employees or visitors to County facilities. Employees are prohibited from making threats or engaging in violent activities.

The list of behaviors below, while not inclusive, provides examples of conduct that is prohibited:

1. Causing physical abuse or injury to another person;
2. Stalking;
3. Making threatening remarks;
4. Workplace Bullying or aggressive or hostile behavior that creates a reasonable fear of injury to another person;
5. Intentionally damaging employer property or property of another employee;
6. Brandishing a weapon while on County property or while on County business;
7. Committing acts motivated by, or related to, sexual harassment or domestic violence;
8. Using the authority of their employment and/or misusing any workplace resources in order to:
 - a. negatively impact any victim of gender-based violence;
 - b. assist a perpetrator in locating a victim;
9. Assist a perpetrator in perpetrating any act of gender-based violence;
10. Protect a perpetrator from receiving appropriate consequences; or
11. Committing acts of gender-based violence from or at the workplace, or from any location conducting official business, except for locations where employees are telecommuting.

IV. Survivor Rights

Victims of domestic violence are a protected class under New York State Human Rights Law § 296, which applies to settings like employment, housing, education, and public accommodations. Every employer in the State of New York is required to follow the New York State Human Rights Law. This means it is unlawful to discriminate against an employee based on their status as a victim of domestic violence.

- a. Employees have the right to:
 - i. Disclose or not disclose experiences or details of gender-based violence.
 - ii. Ask for reasonable accommodations to address concerns related to gender-based violence.
 - iii. Be free of discrimination and retaliation in seeking such accommodation.
 - iv. Access gender-based violence services.
- b. Employers may require an employee to provide documentation, such as an attestation, to substantiate their need for an accommodation or to use sick or safe leave.

V. Risk Reduction

Hiring: The Personnel Department takes reasonable measures to conduct background investigation, as permitted by law, to review candidates' backgrounds and reduce the risk of hiring individuals with a history of violent behavior.

Safety: Putnam County Workplace Prevention Taskforce will conduct inspections of County premises to evaluate and determine any vulnerability to workplace violence or hazards. Risk factors and any necessary corrective action to reduce the risk will be identified.

Employee Assistance Program: The Putnam County Employee Assistance Programs (EAP) is an employee benefit program available to all employees and their immediate family members. This effective program establishes a confidential support service with trained counselors who are enabled with the proper resources to help employees deal with personal problems that might adversely affect their work performance, health, and well-being. EAP can also provide a program for diffusing workplace anger and violence and help work through workplace violence issues.

Individual Situations: While we do not expect employees to be skilled at identifying all potentially dangerous persons, employees are expected to exercise good judgment and to inform their supervisor and/or Personnel Department if any employee exhibits behavior that could be a sign of potentially dangerous situations.

Early Warning Signs of Potential Violence: Past behavior has generally been the best predictor of future behavior. There is no specific "profile" of a potentially dangerous individual. Acts of violence may also occur in the workplace due to issues of domestic disputes. Sometimes victims and witnesses recount acts of violence that occurred without warning. However, certain patterns of behavior and events frequently precede episodes of violence.

A list of indicators of increased risk of violent behavior may include:

1. Direct or veiled threats of harm;
2. Intimidation, belligerence, bullying or other inappropriate behavior directed at others;
3. Numerous conflicts with supervisors and employees; verbal comments indicating expressions of hostility directed at coworkers, supervisors, or others;
4. Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or fascination with weapons;
5. Fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides;

6. Statements indicating an increased tone of desperation from the person, feeling that normal interventions to solve the problem will not work, feeling hopeless about a situation at work, with family, financial, and other personal problems;
7. Signs of abuse of drugs/alcohol on or off the job;
8. Extreme or uncharacteristic changes in behavior or displays of emotion;
9. Employees with on-going domestic difficulties; or
10. Employees with a temporary order of protection.

These behaviors should be reported to an employee's supervisor, manager, Personnel Department and/or the Workplace Violence Prevention Taskforce. The Personnel Officer is available to assist supervisors and managers in dealing with such behavior. Some behaviors may require immediate intervention, and others may require disciplinary action.

Sometimes, small behavior problems, which can precede the above behaviors, are dismissed or ignored, allowing problems to fester. In the employee's mind, the situation can become more intense. Early involvement may be the appropriate intervention. It is important to remember the employee must be treated with dignity, mutual respect and fairness in this process. Some of these types of behavior are listed below:

1. Withdrawal from friends, coworkers, and/or one's social circle;
2. Reduced productivity;
3. Unexplained absence from work area or marked increase in tardiness and/or absenteeism; or
4. Noticeable deterioration of personal hygiene and appearance.

VI. Employer Responsibilities

a. Putnam County shall implement the Gender-Based Violence and the Workplace policy and where possible, designate the Personnel department or appropriate staff personnel to perform duties associated with implementing the policy. Where possible, Putnam County will designate at least one employee as its Gender-Based Violence Liaison (GBVL). The GBVL is a designated employee who assists victimized employees with referrals to local service providers. The GBVL may or may not be a Personnel employee.

b. Increase awareness around gender-based violence and create an informed workforce by posting information in such places where employees can utilize the information without having to request it or be seen removing it (i.e. organization intranet, employee newsletters, restrooms, kitchen and lounge, and any other frequently used areas.) The information should include:

- i. Employee Assistance Program (EAP) information, if applicable,
- ii. Personnel staff,
- iii. NYS Domestic and Sexual Violence Hotline Number (1-800-942-6906), Chat and Text Line (1-844-997-2121), and

iv. Contact information for local gender-based violence programs.

c. Ensure victimized employees know and understand this policy and their rights, including all possible options available to them, and are aware of accommodations outlined in section VI of this policy, such as the use of alternative scheduling or a change in work location, and assisting the employee in identifying the best use of attendance and leave benefits.

d. Offer support to those victimized through the following minimum steps:

i. Provide information on available sources of services and assistance for victims and survivors, such as the New York State Domestic and Sexual Violence Hotline or local victim services provider.

ii. Educate employees on disciplinary practices that may be implemented in the event of retaliation for reporting or used with employees who commit acts of gender-based violence. Assist supervisors to ensure that all employees who knowingly violate this policy are held accountable.

iii. Include this policy as part of the written materials provided to all new employees and provide the policy to all employees on an annual basis.

iv. Provide a detailed explanation of employees' rights under this policy during new employee orientation, including information about anti-discrimination protections for victims of domestic violence under the New York State Human Rights Law.

v. Provide confidential support services, such as safety planning, and refer anyone who discloses they are a victim to the EAP, if applicable, the NYS Domestic and Sexual Violence Hotline (or the statewide hotline for workplace sexual harassment, if appropriate), and any local programs serving victims of domestic and sexual violence. Additional referrals may be made to the appropriate resources to meet the employee's needs best.

vi. Consider conducting programs and activities throughout the year to increase awareness about gender-based violence, such as supply drives for local domestic and gender-based violence programs, brown bag lunch discussions, and/or presentations by local gender-based violence programs.

e. Personnel (and/or GBVLs) Putnam County Personnel staff must create a safe and supportive workplace culture for anyone who has experienced gender-based violence. They can do this by communicating that information and resources are available to victims and that abusive behavior by any employee will not be tolerated.

f. Supervisors Putnam County Supervisors shall ensure that any employee who discloses being a victim of gender-based violence is aware of and understands this policy and their rights, including the right to request accommodations or time off as discussed below.

Additionally, supervisors shall refer employees to the Personnel department and/or GBVL to receive referrals and resources as outlined above.

VII. Non-Discrimination and Responsive Personnel Policies

All Putnam County policies and procedures must not discriminate and should be trauma-informed, survivor-centered, and culturally responsive to victims' needs. Under the New York State Human Rights Law, all persons are protected from discrimination in the workplace on the basis of their status as a victim of domestic violence, and on the basis of sex, sexual orientation, gender identity, and gender expression. If such discrimination occurs, the employee can report it to the New York State Division of Human Rights for potential investigation and remediation. Responsive personnel policies can increase the stability of gender-based violence survivors and help them navigate safety.

a. Victims of domestic violence are a protected class under New York State Human Rights Law (Executive Law § 296(22)) and as such;

i. Employers may not refuse to hire or license and may not terminate someone solely based on their status as a victim of domestic violence.

ii. Employers may not discriminate against victims of domestic violence in compensation, terms, conditions, or privileges of employment.

iii. Employers may not inquire about an applicant or employee's status as a current or past victim of domestic violence in any way that directly or indirectly expresses discriminatory treatment based on that status.

iv. Employers may inquire about status as a victim of domestic violence to provide reasonable accommodations.

v. Employers may not refuse to provide certain reasonable accommodations to an employee who is known by the employer to be a victim of domestic violence and who needs such accommodation to seek medical care and/or obtain certain services connected to an incident or incidents of domestic violence.

vi. Employers are prohibited from retaliating against an employee for opposing unlawful discrimination and/or filing a formal complaint over alleged discriminatory conduct.

c. Leave Options: Employees can choose to use appropriate leave accruals to cover any absences, if available. If the employee does not have adequate leave accruals to cover the absence or chooses not to charge leave accruals, the absence shall be treated as leave without pay.

d. Continuation of Benefits: Any employee who must be absent from work to utilize accommodations in this section is entitled to the continuation of any health insurance coverage provided by the employer to which the employee is otherwise

entitled during any such absence, in accordance with any existing collective bargaining agreements, regulations, and organization policy.

e. Notice of Absence: Employees who must be absent to utilize accommodations as listed in this section shall provide their employer with reasonable advanced notice of the absence when possible.

f. Time Off for Legal Proceedings: Employers are also required to grant time off, with prior day notification, and may not penalize any employee who, as a victim or witness of a criminal offense, is appearing as a witness; consulting with a district attorney; or exercising their rights as provided by law.

h. Changes to Benefits: Employees who are victims of gender-based violence who separate from a covered family member due to incidents of gender-based violence shall be allowed to make reasonable changes in benefits at any time during the calendar year, where possible and in accordance with statute, regulation, contract, and policy.

i. Work Performance Impact: Putnam County recognizes that victims of domestic and gender-based violence may experience temporary work performance difficulties or be unable to complete certain job aspects because of safety reasons. (Examples include overnight travel, "off" hour shifts, etc.)

i. If performance is affected as a result of being a victim of gender-based violence, Putnam County will work with the employee on solutions which may include specific work plans, taking leave, reasonable accommodations, referrals to the GVBVL or HR, EAP, if applicable, and/or the local domestic violence service provider.

1. Employees should be made aware that not all employees' requests for assistance can be accommodated.

ii. OPDV is available for case-specific technical assistance as needed.

iii. Employees will be given clear information on performance expectations, priorities, and performance evaluations.

iv. If disciplinary action is considered, special care should be taken to consider all aspects of the victimized employee's situation, and all available options in trying to resolve the performance problems should be exhausted, including making a referral to HR, EAP, if applicable, domestic violence program, or other relevant services, consistent with existing collective bargaining unit agreements, statute, regulations, and organization policy.

j. Termination and Unemployment Eligibility: If the employee is terminated or voluntarily separates from employment, the employee shall be informed of their potential eligibility for

unemployment insurance, and Putnam County shall respond promptly to any requests for information that may be needed in the claims process. New York State law provides that a victim of domestic violence who voluntarily separates from employment may, under certain circumstances, be eligible for unemployment insurance benefits.

k. Protection Against Sexual Harassment: Sex, sexual orientation, gender identity, gender expression, and status as a victim of domestic violence are all protected classes under the New York State Human Rights Law § 296 and Title VII, the Federal Civil Rights Act of 1964. Sexual harassment includes harassment based on sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Gender-based violence may constitute sexual harassment when it subjects an individual to inferior terms, conditions, or privileges of employment.

l. Reporting Discrimination or Harassment: For all forms of discrimination and harassment, if an employee, including an intern or contractor, experiences sexual harassment or discrimination on the basis of their status as a victim of domestic or other gender-based violence, or observes discrimination in the workplace, the employee may file a complaint with the employer.

VIII. Non-Retaliation Policy

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures. Putnam County shall not engage in any retaliatory practices against employees who disclose they are a victim of gender-based violence, or any employee seeking accommodations or to exercise their rights under this policy.

Putnam County will not retaliate, tolerate retaliation by any superiors, terminate, or discipline any employees for reporting information about alleged incidents of gender-based violence that may have been committed by an employee, including those in management positions.

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a harassment or discrimination claim. Some examples of retaliatory behavior include, but not limited to the following:

1. Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
2. Publicly releasing personnel files;
3. Refusing to provide a reference or providing an unwarranted negative reference;
4. Labeling an employee as “difficult” and excluding them from projects to avoid “drama”;
5. Undermining an individual’s immigration status;
6. Reducing work responsibilities, passing over for a promotion, or moving an individual’s desk to a less desirable office location.

Commented [PR1]: From our Sexual Harassment Policy

7. Commencing discipline against victimized employees for actions taken to promote their safety;
8. Inappropriate jokes;
9. Comments that communicate bias or minimization;
10. Excluding the employee from conversations, etc.;
11. Discussing employee's status or experience in open/non-private settings with individuals other than the employee and the related staff (GBVL, HR, etc).

Retaliation may be carried out by anyone, not just the original perpetrator. Any employee or organization engaging in retaliatory practices may be subject to disciplinary actions. Retaliation against any employee who files a complaint of violation of the policy is also prohibited.

IX. Workplace Safety Plans

Gender-based violence can lead to safety concerns at the workplace. Safety plans are simple but critical steps an employee can take to increase their safety and the safety of coworkers. While not all employee-survivors will need help with safety planning, employers should be prepared to provide referrals to the local service provider and, when feasible, strategize with an employee-survivor if so desired by the victimized employee.

Employers shall have workplace safety response plans in place, including procedures for reporting to supervisors or contacting law enforcement, if necessary, should an event take place in the workplace.

- a. Orders of Protection: Putnam County shall comply and assist with the enforcement of all known Orders of Protection (OP).
 - i. If requested by the victim or by law enforcement, Putnam County will provide any relevant information regarding an alleged OP violation.
- b. Disclosing an Order of Protection: If an employee has an active OP, they are encouraged to disclose it to the GBVL or designated staff member at their work site. Employees should not be compelled to disclose an OP or provide a copy, but it may assist the employer in implementing a safety plan. Copies of Orders of Protection will be maintained in a locked, confidential location, separately from the employee's personnel file. In the event of an emergency or if the OP needs to be presented to law enforcement, the liaison, other designated staff member, director of Human Resources, or a member of executive staff/management shall retrieve and present the order.
 - i. Employees should notify the liaison in the event of a relevant modification or revocation of the OP.
- c. Developing a Safety Plan: When requested by the victim, Personnel staff will work with the employee to develop a plan on how best to increase safety for the victim, other employees, and the workplace. Options may include, but are not limited to:
 - i. Providing front desk security or reception staff with a copy of the OP and a photo of the perpetrator;
 - ii. Allowing the employee to work staggered hours, an "off shift," or

- move to a different work location, either temporarily or permanently;
- iii. Temporary reassignment of certain duties, such as overnight travel;
- iv. Reassignment of parking space;
- v. Providing employees with an escort for entry and exit from the worksite;

d. If the circumstances indicate a need for Putnam County to take steps to increase safety for the victim, other employees, and the workplace, the organization should follow their internal protocols.

X. DANGEROUS/EMERGENCY SITUATIONS

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If 911/Sheriff department and/or a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given.

XI. Reporting Workplace and Gender-Based Violence

Any incident which may be a violation of this policy should be promptly reported. **All** complaints or information about harassment will be investigated, whether that information was reported in verbal or written form.

a. How to Report

Anyone who believes that he/she has been subject to conduct which may violate this policy, or who has observed such conduct (whether affecting them or anyone else), should immediately report the conduct to a supervisor, department head, the Personnel Officer, the Office of Equal Employment Opportunity/Affirmative Action, or EEO Compliance Officer. The employee may choose where to report such conduct. At any time, any employee who needs guidance as to how to proceed in filing a complaint or requires assistance at any time should contact the Personnel Officer, at (845) 808-1650.

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If a complainant reports conduct which may violate this policy to a supervisor or department head, or if a supervisor or department head independently observes or knows of such conduct, the supervisor or department head shall promptly report this information to the Personnel Officer. If a supervisor or department head receives an initial report from a complainant in verbal form, the supervisor or department head must also document the complaint in writing and provide that document to the Personnel Officer.

b. Time Frame

Any incident which may be a violation of this policy should be reported as soon as possible after an alleged act takes place. An employee's failure to promptly report violative actions may delay the investigation, make it more difficult to gather information necessary to investigate the report, and impede the County's ability to take prompt remedial action.

c. Investigation

Once the County has received a verbal or written complaint, an investigator will be assigned by the Personnel Officer. If the Personnel Officer deems it necessary, a request to the County Attorney may be made for the assignment of someone outside of the Personnel Department to conduct such investigation. The investigator will serve as a neutral factfinder, and not as an advocate for any particular side. The investigator will conduct a prompt, thorough, and fair investigation. This investigation may include interviewing the parties involved and any relevant and necessary witnesses, as well as reviewing appropriate records or documents. The particular facts of the allegation will be examined individually, including the nature of the alleged conduct and the context in which the conduct allegedly occurred. Employees who have been accused will be afforded the opportunity to offer and present information in response to the allegations made against them. Additionally, the parties involved may elect to have a union representative present while he/she is interviewed regarding the allegations. The Complainant will be kept informed of the investigation's progress.

The County will make every effort to keep such complaints, and its investigation of the same, confidential to the extent deemed reasonably practicable. The purpose of this provision is to protect the confidentiality of the employee who files the complaint, to encourage the reporting of any incidents of discrimination and sexual harassment, and to protect the reputation of any employee wrongfully charged with a violation of this policy. It is incumbent upon any employee who is a party or witness to an investigation to refrain from discussing the investigation.

Information regarding an allegation or complaint under this policy will only be disclosed to the limited extent necessary to conduct a complete and thorough investigation of the complaint and to the extent necessary to properly remedy the situation. A full investigation may be impossible without disclosing certain information to the investigator, the parties involved, potential witnesses or individuals whose participation is necessary to appropriately remedy the situation.

Upon completion of the investigation, the investigator will summarize his/her findings in writing. The investigator's findings will be discussed with the proper department head(s) and with each party, as appropriate. **Copies of such findings are not distributed to the parties in order to preserve the confidentiality of the matter.** Where a violation is found, the investigator may issue a brief statement that is provided to the offender's supervisor and placed in the offender's personnel file. Records of the investigation are kept in a secure location accessible only to the Personnel Officer.

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XII. Remedial Action

Putnam County will hold accountable and shall subject to corrective or disciplinary action, up to termination, of any employee who violates this policy, in accordance with existing collective bargaining agreements, applicable statutes, and regulations. The investigator, the Personnel Officer, and the appropriate department head, in conjunction with the County Attorney, will determine what remedial or disciplinary action may be necessary.

Depending upon the severity of the infraction and the facts and circumstances surrounding

the incident, the County has the discretion to impose remedial or disciplinary action which may include, but is not limited to, an oral warning, a written warning placed in the employee's personnel file, a demotion, a suspension from work without pay, a transfer to another job and/or location, or termination of employment, in accordance with the applicable collective bargaining agreements and/or state and federal law.

At any time during this process and upon the consent of the parties involved, the parties may be sent to the County Employee Assistance Program (EAP) for potential resolution, or to mediation, or any other services as may be recommended or appropriate.

XIII. Firearms

Pursuant to New York State and Federal law, any person convicted of a domestic violence-related crime, or who is subject to any Order of Protection, forfeits the right to legally possess a firearm or long gun under certain circumstances. Additionally, federal law contains prohibitions relating to shipping, transportation, or receiving firearms or ammunition.

In addition to complying with State and Federal law, employees who are authorized to carry a firearm as part of their job-related duties are required to notify the organization if they are arrested for a domestic violence-related offense and/or are served with an Order of Protection. Under certain circumstances, such employees are responsible for surrendering their firearms to the issuing organization or to the appropriate police organization.

Should an employee fail to comply with the above-listed requirements of this policy, they would be subject to corrective or disciplinary action, under existing collective bargaining unit agreements, statute, or regulations. In addition, law enforcement may be notified of possible criminal action.

XIV. Violations of Policy

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, as per Civil Service Law or the established collective bargaining agreement, up to and including termination where applicable. Nonemployees engaged in violent acts on County premises will be reported to the proper authorities and fully prosecuted.

NOTES:

Red Font- Gender Based Violence Model policy Language

Black- Existing Work Place Violence Policy Language

Blue- New added language

Green- From Sexual Harassment policy

- I. Definitions- From GBV model
 - II. Persons Covered by the Policy- From GBV model
 - III. Prohibited Conduct – BOTH- mixed language
 - IV. Survivor Rights; From GBV model
 - V. Risk Reduction - WPV
 - VI. Employer Responsibility- From GBV model
 - VII. Non-Discrimination and Responsive Personnel Policies; From GBV model
 - VIII. Non-Retaliation Policy;- BOTH- combined language
 - IX. Workplace Safety Plans; From GBV model
 - X. Dangerous and Emergency Situations- WPV
 - XI Reporting Workplace and gender Based violence- Taken from SH&D
 - XII. Remedial Action - WPV
 - XIII. Firearms (for applicable organizations); From GBV model
 - XIV. Violations of Policy- in both- used WPV language
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Workplace and Gender-Based Violence Policy

Purpose

Putnam County, to the fullest extent possible, without violating any existing rules, regulations, statutory requirements, contractual obligations, or collective bargaining agreements, designates and directs appropriate management, supervisory, and/or Personnel staff to implement the following Gender-Based Violence and the Workplace Policy covering the following areas:

- I. Definitions**
- II. Persons Covered by the Policy**
- III. Prohibited Conduct
- IV. Statement of Confidentiality**
- V. Survivor Rights**
- VI. Risk Reduction
- VII. Non-Discrimination and Responsive Personnel Policies**
- VIII. Non-Retaliation Policy**
- IX. Workplace Safety Plans**
- X. Dangerous and Emergency Situations
- XI. Remedial Action
- XII. Firearms (for applicable organizations)**
- XIII. Violations of Policy

I. Definitions

Unless otherwise noted, Putnam County defines the terms below for the purposes of this policy:

a. **Gender-Based Violence:** Violence or threats that happen because of someone's sex, gender, sexual orientation, gender identity or expression, or other related characteristics. Gender-based violence is an umbrella term that includes domestic violence, sex-based discrimination, sexual harassment, sexual assault, and sexual violence, and can also include stalking or human trafficking.

b. **Domestic Violence:** A pattern of coercive behavior, including acts or threatened acts, used by a perpetrator to gain power and control over a victim, as defined in New York State Social Service Law § 459-a, including, but not limited to physical, sexual, psychological, economic, and/or emotional abuse; or the threat of any of the acts as mentioned earlier. Domestic violence includes but is not limited to family violence, intimate partner violence, dating violence, or dating abuse.

c. **Sexual Violence:** Sexual acts or activities that happen or are attempted without consent, including rape, molestation, groping, harassment, and sexual abuse. These acts may or may not be crimes.

d. **Stalking:** An unwanted pattern of repeated harassing or threatening behavior, causing fear, substantial emotional distress, or safety concerns for the victim.

e. **Coercive Control:** An act or pattern of acts, threats, humiliation, and intimidation that is used to harm, punish, or frighten.

f. **Sexual Harassment:** Sexual Harassment is a type of gender-based violence. New York State law provides special protections against sexual harassment in the workplace. Under New York State Human Rights Law § 296 and Labor Law § 201-g, sexual harassment is defined as unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex, and:

- i. unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment; or
- ii. made, explicitly or implicitly, a term or condition of employment; or
- iii. when submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

Anyone who experiences sexual harassment in the workplace [should refer to the Putnam County Sexual Harassment and Discrimination Policy](#). Employees may [additionally](#) report it to the New York State Division of Human Rights. If the conduct is covered by the New York State Human Rights Law, a formal complaint can be filed, and the Division of Human Rights will investigate. If violations of the Human Rights Law are found, the Division can order a wide variety of remedies ranging from financial compensation to changes in an employer's policies.

g. Survivor-Centered: An approach to supporting and assisting survivors focused on meeting their needs as they prioritize and define them. Key elements of a survivor-centered approach include confidentiality, safety, respect, and non-discrimination.

h. Trauma-Informed: An approach to supporting and assisting survivors that realizes trauma is common, recognizes the signs, activators, and symptoms of trauma, and uses this knowledge to inform practices, policies, and procedures.

i. Culturally Responsive: A holistic approach to supporting and assisting survivors that recognizes a person's complex identities and cultural values, by responding to differences in identities to actively meet the needs of all survivors and communities.

j. Victim of Domestic Violence – pursuant to NYS Social Services Law § 459-a (1): Any person over the age of sixteen, any married person, or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of an act which would constitute a violation of the penal law, including, but not limited to, acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted assault, attempted murder, criminal obstruction of breathing or blood circulation, or strangulation, identity theft, grand larceny, or coercion; and

- i. Such act or acts have resulted in actual physical or emotional injury or have created a substantial risk of physical or emotional harm to such person or such person's child; and
- ii. Such act or acts are or are alleged to have been committed by a family or household member.

k. "Family or household members" means the following individuals pursuant to NYS Social Services Law § 459-a (2):

- i. persons related by consanguinity or affinity (blood or a person's relation to blood relatives of their spouse);
- ii. persons legally married to one another;
- iii. persons formerly married to one another, regardless of whether they still reside in the same household;
- iv. persons who have a child in common, regardless of whether such persons are married or have married or have lived together at any time;
- v. unrelated persons who are continually or at regular intervals living in the same household or who in the past continually or at regular intervals lived in the same household;

vi. persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time. Factors that may be considered in determining whether a relationship is an “intimate relationship” include, but are not limited to: the nature or type of relationship, regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an “intimate relationship”; or

vii. any other category of individuals deemed to be a victim of domestic violence as defined by the Office of Children and Family Services in regulation.

l. “Parent” pursuant to NYS Social Services Law § 459-a (2): means a natural or adoptive parent or any individual lawfully charged with a minor child’s care or custody.

m. Victim or Survivor: A person who has experienced or is experiencing any form of gender-based violence. People of all genders, sexual orientations, and gender identities may experience gender-based violence, but women and girls are impacted the most. Some people will have a strong preference for which term to use.

n. Perpetrator or Abusive Partner or Person who Causes Harm: A person who commits or threatens to commit coercive or violent acts, which may include, but is not limited to, physical, psychological, sexual, economic, and/or emotional abuse against a victim.

o. Order of Protection (OP) (“Restraining Order” or “Stay-Away Order”): An order issued by any court to limit the behavior of someone who harms or threatens to harm another person. Orders of Protection may direct the offending party not to injure, threaten, or harass the victim, their family, or any other person(s) identified and may include, but are not limited to ordering the person causing harm to stay away from the home, school, business, or place of employment of the victim; vacate a shared residence; abide by any active orders of custody and visitation; and surrender any firearms.

p. Workplace: For the purposes of this policy, any permanent or temporary location away from an employee’s domicile where an employee performs any work-related duty in the course of employment.

q. Human Resources: The Putnam County Personnel department serves as the human resources department.

r. Gender-Based Violence Liaison (GBVL): Where possible, a designated employee(s) of the business or organization who assists victimized employees with referrals to local service providers. The GBVL may or may not be a Personnel employee.

s. Local Service Providers: An organization in a given geographical area whose mission is to provide services to victims of gender-based violence. In New York State, each county has a designated service provider(s) for domestic violence and sexual violence. Services can include emergency shelter, advocacy, accompaniment to hospitals and court, safety planning, counseling, etc. Visit opdv.ny.gov for a list of New York State-based domestic and sexual violence service providers.

II. Persons covered by this policy

Putnam County provides a safe workplace for all employees and visitors to County facilities. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this policy. **This policy shall extend to all full, part-time, temporary employees, volunteers, and interns working for Putnam County in any official work capacity.**

III. PROHIBITED CONDUCT

We do not tolerate any type of workplace violence committed by or against employees or visitors to County facilities. Employees are prohibited from making threats or engaging in violent activities.

The list of behaviors below, while not inclusive, provides examples of conduct that is prohibited:

1. Causing physical abuse or injury to another person;
2. Stalking;
3. Making threatening remarks;
4. Workplace Bullying or aggressive or hostile behavior that creates a reasonable fear of injury to another person;
5. Intentionally damaging employer property or property of another employee;
6. Brandishing a weapon while on County property or while on County business;
7. Committing acts motivated by, or related to, sexual harassment or domestic violence;
8. **Using the authority of their employment and/or misusing any workplace resources in order to:**
 - a. **negatively impact any victim of gender-based violence;**
 - b. **assist a perpetrator in locating a victim;**
9. **Assist a perpetrator in perpetrating any act of gender-based violence;**
10. **Protect a perpetrator from receiving appropriate consequences; or**

11. Committing acts of gender-based violence from or at the workplace, or from any location conducting official business, except for locations where employees are telecommuting.

IV. Survivor Rights

Victims of domestic violence are a protected class under New York State Human Rights Law § 296, which applies to settings like employment, housing, education, and public accommodations. Every employer in the State of New York is required to follow the New York State Human Rights Law. This means it is unlawful to discriminate against an employee based on their status as a victim of domestic violence.

- a. Employees have the right to:
 - i. Disclose or not disclose experiences or details of gender-based violence.
 - ii. Ask for reasonable accommodations to address concerns related to gender-based violence.
 - iii. Be free of discrimination and retaliation in seeking such accommodation.
 - iv. Access gender-based violence services.
- b. Employers may require an employee to provide documentation, such as an attestation, to substantiate their need for an accommodation or to use sick or safe leave.

V. Risk Reduction

Hiring: The Personnel Department takes reasonable measures to conduct background investigation, as permitted by law, to review candidates' backgrounds and reduce the risk of hiring individuals with a history of violent behavior.

Safety: Putnam County Workplace Prevention Taskforce will conduct inspections of County premises to evaluate and determine any vulnerability to workplace violence or hazards. Risk factors and any necessary corrective action to reduce the risk will be identified.

Employee Assistance Program: The Putnam County Employee Assistance Programs (EAP) is an employee benefit program available to all employees and their immediate family members. This effective program establishes a confidential support service with trained counselors who are enabled with the proper resources to help employees deal with personal problems that might adversely affect their work performance, health, and well-being. EAP can also provide a program for diffusing workplace anger and violence and help work through workplace violence issues.

Individual Situations: While we do not expect employees to be skilled at identifying all potentially dangerous persons, employees are expected to exercise good judgment and to inform their supervisor and/or Personnel Department if any employee exhibits behavior that could be a sign of potentially dangerous situations.

Early Warning Signs of Potential Violence: Past behavior has generally been the best predictor of future behavior. There is no specific "profile" of a potentially dangerous individual. Acts of violence may also occur in the workplace due to issues of domestic disputes. Sometimes victims and witnesses recount acts of violence that occurred without warning. However, certain patterns of behavior and events frequently precede episodes of violence.

A list of indicators of increased risk of violent behavior may include:

1. Direct or veiled threats of harm;
2. Intimidation, belligerence, bullying or other inappropriate behavior directed at others;
3. Numerous conflicts with supervisors and employees; verbal comments indicating expressions of hostility directed at coworkers, supervisors, or others;
4. Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or fascination with weapons;
5. Fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides;
6. Statements indicating an increased tone of desperation from the person, feeling that normal interventions to solve the problem will not work, feeling hopeless about a situation at work, with family, financial, and other personal problems;
7. Signs of abuse of drugs/alcohol on or off the job;
8. Extreme or uncharacteristic changes in behavior or displays of emotion;
9. Employees with on-going domestic difficulties; or
10. Employees with a temporary order of protection.

These behaviors should be reported to an employee's supervisor, manager, Personnel Department and/or the Workplace Violence Prevention Taskforce. The Personnel Officer is available to assist supervisors and managers in dealing with such behavior. Some behaviors may require immediate intervention, and others may require disciplinary action.

Sometimes, small behavior problems, which can precede the above behaviors, are dismissed or ignored, allowing problems to fester. In the employee's mind, the situation can become more intense. Early involvement may be the appropriate intervention. It is important to remember the employee must be treated with dignity, mutual respect and fairness in this process. Some of these types of behavior are listed below:

1. Withdrawal from friends, coworkers, and/or one's social circle;
2. Reduced productivity;

3. Unexplained absence from work area or marked increase in tardiness and/or absenteeism; or
4. Noticeable deterioration of personal hygiene and appearance.

VI. Employer Responsibilities

a. Putnam County shall implement the Gender-Based Violence and the Workplace policy and where possible, designate the Personnel department or appropriate staff personnel to perform duties associated with implementing the policy. Where possible, Putnam County will designate at least one employee as its Gender-Based Violence Liaison (GBVL). The GBVL is a designated employee who assists victimized employees with referrals to local service providers. The GBVL may or may not be a Personnel employee.

b. Increase awareness around gender-based violence and create an informed workforce by posting information in such places where employees can utilize the information without having to request it or be seen removing it (i.e. organization intranet, employee newsletters, restrooms, kitchen and lounge, and any other frequently used areas.) The information should include:

- i. Employee Assistance Program (EAP) information, if applicable,
- ii. Personnel staff,
- iii. NYS Domestic and Sexual Violence Hotline Number (1-800-942-6906), Chat and Text Line (1-844-997-2121), and
- iv. Contact information for local gender-based violence programs.

c. Ensure victimized employees know and understand this policy and their rights, including all possible options available to them, and are aware of accommodations outlined in section VI of this policy, such as the use of alternative scheduling or a change in work location, and assisting the employee in identifying the best use of attendance and leave benefits.

d. Offer support to those victimized through the following minimum steps:

- i. Provide information on available sources of services and assistance for victims and survivors, such as the New York State Domestic and Sexual Violence Hotline or local victim services provider.
- ii. Educate employees on disciplinary practices that may be implemented in the event of retaliation for reporting or used with employees who commit acts of gender-based violence. Assist supervisors to ensure that all employees who knowingly violate this policy are held accountable.
- iii. Include this policy as part of the written materials provided to all new employees and provide the policy to all employees on an annual basis.
- iv. Provide a detailed explanation of employees' rights under this policy during new employee orientation, including information about anti-discrimination protections for victims of domestic violence under the New York State Human Rights Law.

v. Provide confidential support services, such as safety planning, and refer anyone who discloses they are a victim to the EAP, if applicable, the NYS Domestic and Sexual Violence Hotline (or the statewide hotline for workplace sexual harassment, if appropriate), and any local programs serving victims of domestic and sexual violence. Additional referrals may be made to the appropriate resources to meet the employee's needs best.

vi. Consider conducting programs and activities throughout the year to increase awareness about gender-based violence, such as supply drives for local domestic and gender-based violence programs, brown bag lunch discussions, and/or presentations by local gender-based violence programs.

e. Personnel (and/or GBVLs) Putnam County Personnel staff must create a safe and supportive workplace culture for anyone who has experienced gender-based violence. They can do this by communicating that information and resources are available to victims and that abusive behavior by any employee will not be tolerated.

f. Supervisors Putnam County Supervisors shall ensure that any employee who discloses being a victim of gender-based violence is aware of and understands this policy and their rights, including the right to request accommodations or time off as discussed below. Additionally, supervisors shall refer employees to the Personnel department and/or GBVL to receive referrals and resources as outlined above.

VII. Non-Discrimination and Responsive Personnel Policies

All Putnam County policies and procedures must not discriminate and should be trauma-informed, survivor-centered, and culturally responsive to victims' needs. Under the New York State Human Rights Law, all persons are protected from discrimination in the workplace on the basis of their status as a victim of domestic violence, and on the basis of sex, sexual orientation, gender identity, and gender expression. If such discrimination occurs, the employee can report it to the New York State Division of Human Rights for potential investigation and remediation. Responsive personnel policies can increase the stability of gender-based violence survivors and help them navigate safety.

a. Victims of domestic violence are a protected class under New York State Human Rights Law (Executive Law § 296(22)) and as such;

i. Employers may not refuse to hire or license and may not terminate someone solely based on their status as a victim of domestic violence.

ii. Employers may not discriminate against victims of domestic violence in compensation, terms, conditions, or privileges of employment.

iii. Employers may not inquire about an applicant or employee's status as a current or past victim of domestic violence in any way that directly or indirectly expresses discriminatory treatment based on that status.

iv. Employers may inquire about status as a victim of domestic violence to provide reasonable accommodations.

v. Employers may not refuse to provide certain reasonable accommodations to an employee who is known by the employer to be a victim of domestic violence and who needs such accommodation to seek medical care and/or obtain certain services connected to an incident or incidents of domestic violence.

vi. Employers are prohibited from retaliating against an employee for opposing unlawful discrimination and/or filing a formal complaint over alleged discriminatory conduct.

c. Leave Options: Employees can choose to use appropriate leave accruals to cover any absences, if available. If the employee does not have adequate leave accruals to cover the absence or chooses not to charge leave accruals, the absence shall be treated as leave without pay.

d. Continuation of Benefits: Any employee who must be absent from work to utilize accommodations in this section is entitled to the continuation of any health insurance coverage provided by the employer to which the employee is otherwise entitled during any such absence, in accordance with any existing collective bargaining agreements, regulations, and organization policy.

e. Notice of Absence: Employees who must be absent to utilize accommodations as listed in this section shall provide their employer with reasonable advanced notice of the absence when possible.

f. Time Off for Legal Proceedings: Employers are also required to grant time off, with prior day notification, and may not penalize any employee who, as a victim or witness of a criminal offense, is appearing as a witness; consulting with a district attorney; or exercising their rights as provided by law.

h. Changes to Benefits: Employees who are victims of gender-based violence who separate from a covered family member due to incidents of gender-based violence shall be allowed to make reasonable changes in benefits at any time during the calendar year, where possible and in accordance with statute, regulation, contract, and policy.

i. Work Performance Impact: Putnam County recognizes that victims of domestic and gender-based violence may experience temporary work performance difficulties or be unable to complete certain job aspects because of safety reasons. (Examples include overnight travel, "off" hour shifts, etc.)

i. If performance is affected as a result of being a victim of gender-based violence, Putnam County will work with the employee on solutions which

may include specific work plans, taking leave, reasonable accommodations, referrals to the GVBVL or HR, EAP, if applicable, and/or the local domestic violence service provider.

1. Employees should be made aware that not all employees'

requests for assistance can be accommodated.

ii. OPDV is available for case-specific technical assistance as needed.

iii. Employees will be given clear information on performance expectations, priorities, and performance evaluations.

iv. If disciplinary action is considered, special care should be taken to consider all aspects of the victimized employee's situation, and all available options in trying to resolve the performance problems should be exhausted, including making a referral to HR, EAP, if applicable, domestic violence program, or other relevant services, consistent with existing collective bargaining unit agreements, statute, regulations, and organization policy.

j. Termination and Unemployment Eligibility: If the employee is terminated or voluntarily separates from employment, the employee shall be informed of their potential eligibility for unemployment insurance, and Putnam County shall respond promptly to any requests for information that may be needed in the claims process. New York State law provides that a victim of domestic violence who voluntarily separates from employment may, under certain circumstances, be eligible for unemployment insurance benefits.

k. Protection Against Sexual Harassment: Sex, sexual orientation, gender identity, gender expression, and status as a victim of domestic violence are all protected classes under the New York State Human Rights Law § 296 and Title VII, the Federal Civil Rights Act of 1964. Sexual harassment includes harassment based on sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Gender-based violence may constitute sexual harassment when it subjects an individual to inferior terms, conditions, or privileges of employment.

l. Reporting Discrimination or Harassment: For all forms of discrimination and harassment, if an employee, including an intern or contractor, experiences sexual harassment or discrimination on the basis of their status as a victim of domestic or other gender-based violence, or observes discrimination in the workplace, the employee may file a complaint with the employer.

VIII. Non-Retaliation Policy

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures. Putnam County shall not engage in any retaliatory practices against

employees who disclose they are a victim of gender-based violence, or any employee seeking accommodations or to exercise their rights under this policy.

Putnam County will not retaliate, tolerate retaliation by any superiors, terminate, or discipline any employees for reporting information about alleged incidents of gender-based violence that may have been committed by an employee, including those in management positions.

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a harassment or discrimination claim. Some examples of retaliatory behavior include, but not limited to the following:

1. Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
2. Publicly releasing personnel files;
3. Refusing to provide a reference or providing an unwarranted negative reference;
4. Labeling an employee as “difficult” and excluding them from projects to avoid “drama”;
5. Undermining an individual’s immigration status;
6. Reducing work responsibilities, passing over for a promotion, or moving an individual’s desk to a less desirable office location.
7. Commencing discipline against victimized employees for actions taken to promote their safety;
8. Inappropriate jokes;
9. Comments that communicate bias or minimization;
10. Excluding the employee from conversations, etc.;
11. Discussing employee’s status or experience in open/non-private settings with individuals other than the employee and the related staff (GBVL, HR,etc).

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Retaliation may be carried out by anyone, not just the original perpetrator. Any employee or organization engaging in retaliatory practices may be subject to disciplinary actions. Retaliation against any employee who files a complaint of violation of the policy is also prohibited.

IX. Workplace Safety Plans

Gender-based violence can lead to safety concerns at the workplace. Safety plans are simple but critical steps an employee can take to increase their safety and the safety of coworkers. While not all employee-survivors will need help with safety planning, employers should be prepared to provide referrals to the local service provider and, when feasible, strategize with an employee-survivor if so desired by the victimized employee.

Employers shall have workplace safety response plans in place, including procedures for reporting to supervisors or contacting law enforcement, if necessary, should an event take place in the workplace.

- a. Orders of Protection: Putnam County shall comply and assist with the enforcement of all known Orders of Protection (OP).
 - i. If requested by the victim or by law enforcement, Putnam County will provide any relevant information regarding an alleged OP violation.
- b. Disclosing an Order of Protection: If an employee has an active OP, they are encouraged to disclose it to the GBVL or designated staff member at their work site. Employees should not be compelled to disclose an OP or provide a copy, but it may assist the employer in implementing a safety plan. Copies of Orders of Protection will be maintained in a locked, confidential location, separately from the employee's personnel file. In the event of an emergency or if the OP needs to be presented to law enforcement, the liaison, other designated staff member, director of Human Resources, or a member of executive staff/management shall retrieve and present the order.
 - i. Employees should notify the liaison in the event of a relevant modification or revocation of the OP.
- c. Developing a Safety Plan: When requested by the victim, Personnel staff will work with the employee to develop a plan on how best to increase safety for the victim, other employees, and the workplace. Options may include, but are not limited to:
 - i. Providing front desk security or reception staff with a copy of the OP and a photo of the perpetrator;
 - ii. Allowing the employee to work staggered hours, an "off shift," or move to a different work location, either temporarily or permanently;
 - iii. Temporary reassignment of certain duties, such as overnight travel;
 - iv. Reassignment of parking space;
 - v. Providing employees with an escort for entry and exit from the worksite;
- d. If the circumstances indicate a need for Putnam County to take steps to increase safety for the victim, other employees, and the workplace, the organization should follow their internal protocols.

X. DANGEROUS/EMERGENCY SITUATIONS

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If 911/Sheriff department and/or a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given.

XI. Reporting Workplace and Gender-Based Violence

Any incident which may be a violation of this policy should be promptly reported. **All** complaints or information about harassment will be investigated, whether that information was reported in verbal or written form.

- a. How to Report
Anyone who believes that he/she has been subject to conduct which may violate this policy, or

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who has observed such conduct (whether affecting them or anyone else), should immediately report the conduct to a supervisor, department head, the Personnel Officer, the Office of Equal Employment Opportunity/Affirmative Action, or EEO Compliance Officer. The employee may choose where to report such conduct. At any time, any employee who needs guidance as to how to proceed in filing a complaint or requires assistance at any time should contact the Personnel Officer, at (845) 808-1650.

If a complainant reports conduct which may violate this policy to a supervisor or department head, or if a supervisor or department head independently observes or knows of such conduct, the supervisor or department head shall promptly report this information to the Personnel Officer. If a supervisor or department head receives an initial report from a complainant in verbal form, the supervisor or department head must also document the complaint in writing and provide that document to the Personnel Officer.

b. Time Frame

Any incident which may be a violation of this policy should be reported as soon as possible after an alleged act takes place. An employee's failure to promptly report violative actions may delay the investigation, make it more difficult to gather information necessary to investigate the report, and impede the County's ability to take prompt remedial action.

c. Investigation

Once the County has received a verbal or written complaint, an investigator will be assigned by the Personnel Officer. If the Personnel Officer deems it necessary, a request to the County Attorney may be made for the assignment of someone outside of the Personnel Department to conduct such investigation. The investigator will serve as a neutral factfinder, and not as an advocate for any particular side. The investigator will conduct a prompt, thorough, and fair investigation. This investigation may include interviewing the parties involved and any relevant and necessary witnesses, as well as reviewing appropriate records or documents. The particular facts of the allegation will be examined individually, including the nature of the alleged conduct and the context in which the conduct allegedly occurred. Employees who have been accused will be afforded the opportunity to offer and present information in response to the allegations made against them. Additionally, the parties involved may elect to have a union representative present while he/she is interviewed regarding the allegations. The Complainant will be kept informed of the investigation's progress.

The County will make every effort to keep such complaints, and its investigation of the same, confidential to the extent deemed reasonably practicable. The purpose of this provision is to protect the confidentiality of the employee who files the complaint, to encourage the reporting of any incidents of discrimination and sexual harassment, and to protect the reputation of any employee wrongfully charged with a violation of this policy. It is incumbent upon any employee who is a party or witness to an investigation to refrain from discussing the investigation.

Information regarding an allegation or complaint under this policy will only be disclosed to the limited extent necessary to conduct a complete and thorough investigation of the complaint

and to the extent necessary to properly remedy the situation. A full investigation may be impossible without disclosing certain information to the investigator, the parties involved, potential witnesses or individuals whose participation is necessary to appropriately remedy the situation.

Upon completion of the investigation, the investigator will summarize his/her findings in writing. The investigator's findings will be discussed with the proper department head(s) and with each party, as appropriate. Copies of such findings are not distributed to the parties in order to preserve the confidentiality of the matter. Where a violation is found, the investigator may issue a brief statement that is provided to the offender's supervisor and placed in the offender's personnel file. Records of the investigation are kept in a secure location accessible only to the Personnel Officer.

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XII. Remedial Action

Putnam County will hold accountable and shall subject to corrective or disciplinary action, up to termination, of any employee who violates this policy, in accordance with existing collective bargaining agreements, applicable statutes, and regulations. The investigator, the Personnel Officer, and the appropriate department head, in conjunction with the County Attorney, will determine what remedial or disciplinary action may be necessary.

Depending upon the severity of the infraction and the facts and circumstances surrounding the incident, the County has the discretion to impose remedial or disciplinary action which may include, but is not limited to, an oral warning, a written warning placed in the employee's personnel file, a demotion, a suspension from work without pay, a transfer to another job and/or location, or termination of employment, in accordance with the applicable collective bargaining agreements and/or state and federal law.

At any time during this process and upon the consent of the parties involved, the parties may be sent to the County Employee Assistance Program (EAP) for potential resolution, or to mediation, or any other services as may be recommended or appropriate.

XIII. Firearms

Pursuant to New York State and Federal law, any person convicted of a domestic violence-related crime, or who is subject to any Order of Protection, forfeits the right to legally possess a firearm or long gun under certain circumstances. Additionally, federal law contains prohibitions relating to shipping, transportation, or receiving firearms or ammunition.

In addition to complying with State and Federal law, employees who are authorized to carry a firearm as part of their job-related duties are required to notify the organization if they are arrested for a domestic violence-related offense and/or are served with an Order of Protection. Under certain circumstances, such employees are responsible for surrendering their firearms to the issuing organization or to the appropriate police organization.

Should an employee fail to comply with the above-listed requirements of this policy, they would be subject to corrective or disciplinary action, under existing collective bargaining unit agreements, statute, or regulations. In addition, law enforcement may be notified of possible criminal action.

XIV. Violations of Policy

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, as per Civil Service Law or the established collective bargaining agreement, up to and including termination where applicable. Nonemployees engaged in violent acts on County premises will be reported to the proper authorities and fully prosecuted.

DRAFT



Gender-Based Violence and the Workplace

Model Policy for NYS Bidders

Purpose and Goals

Gender-based violence¹ affects all aspects of our lives, including the workplace. New York State recognizes this impact and established State Finance Law § 139-m, requiring entities bidding on state contracts to implement a Gender-Based Violence and the Workplace policy.

A stable job can be a lifeline for survivors, increasing their ability to be safe and independent. However, many people who cause harm try to disrupt survivors' employment opportunities, a practice known as employment sabotage. This common form of abuse includes forcing a victim to miss work or harassing a victim and/or their colleagues at work. More than half of survivors in one study reported they lost a job because of gender-based violence.² Gender-based violence may compromise the safety of victims, co-workers, and clients in the workplace.

Gender-based violence can be physical, financial, sexual, or emotional, and may have tragic, sometimes fatal results. It can also result in lost productivity, increased health care costs, absences, and employee turnover. Even when the harm occurs outside of work, employers can actively support victimized employees through responsive personnel policies that mitigate the impact of gender-based violence on employees as well as the effects on the business or organization. Employers have a moral and legal obligation to assist employees who experience such victimization.

New York State is committed to safe and supportive workplaces. State Agencies have adopted policies to support their employee-survivors. Now, New York is building on this necessary work so private employers bidding on state contracts can utilize this Model Policy. The purpose of this Model Policy is to identify and prescribe employment practices that will respond effectively to employees' needs as victims of gender-based violence and promote safety in the workplace. This Model Policy provides employers with a template that can be tailored to their individual needs. The policies are required to include the following:

- **Share Information:** Employers must provide information regarding gender-based violence where employees can see and access it, including displaying the NYS Domestic and Sexual Violence Hotline information and a gender-based

¹ Violence or threats that happen because of someone's sex, gender, sexual orientation, gender identity or expression, or other related characteristics. Gender-based violence is an umbrella term that includes domestic violence, sex-based discrimination, sexual harassment, sexual assault, and sexual violence, and can also include stalking or human trafficking. See below for additional definitions.

² Hess, C. and Del Rosario, A. (2018). Dreams Deferred: A Survey on the Impact of Intimate Partner Violence on Survivors' Education, Careers, and Economic Security. Institute for Women's Policy Research. https://iwpr.org/wp-content/uploads/2020/09/C475_IWPR-Report-Dreams-Deferred.pdf

violence and the workplace poster.³ When possible, materials should be available in an employee's primary language.

- **Refer Employee-Survivors to Services:** The policy must require that the employer refer employees who disclose current or past victim⁴ status to the NYS Domestic and Sexual Violence Hotline and/or a local service provider. For bidders outside of New York State, referrals should be made to a local provider or statewide hotline. While referrals are required to be provided by the employer, it is not required for the employee to access services.
- **Prohibit Retaliation:** The policy must clearly state that discrimination or retaliation against employees who identify as victims or survivors of gender-based violence is prohibited.
- **Comply with Laws:** Ensure your policy follows State law. For employers based in New York State, this means that the policy must follow the SAFE Leave Act, New York State Human Rights Law, and any other relevant laws and regulations.
- **Offer Implementation Support:** OPDV is able to assist employers in developing and implementing this policy. Employers must provide information to supervisors and human resources, where available, about this technical assistance from OPDV. OPDV can be contacted at workplace@opdv.ny.gov.

The Gender-Based Violence and the Workplace policy should be distributed to all employees, board members, and directors upon hire and annually.

Under New York State Finance Law § 139-m, all bidders for New York State contracts must establish a policy addressing gender-based violence and the workplace. Under New York State Procurement Guidelines, a "bidder" is defined as "any individual, business, vendor or other legal entity, or any employee, agent, consultant or person acting on behalf thereof, that submits a bid in response to a solicitation."

Gender-Based Violence and the Workplace Model Policy Template:

The following text can be used as a template for an employer's policy development. The main portion of the text meets the minimum standards. The information provided in boxes provides additional information, including steps that an employer could take to implement policies that are above the minimum standards.

³ Very often, gender-based violence is normalized for survivors who may not understand their experience as gender-based violence or don't know what resources are available to them. Raising awareness of the different types of gender-based violence and available resources can make an incredible difference for victimized employees. Bidders located outside of New York State review the resources available in their state to provide an appropriate hotline number to their employees.

⁴ Gender-based violence can have lifelong impacts on survivors even if the trauma they experienced is not recent or if they are not in immediate danger. It is important for employers to be mindful that survivors may need support and accommodation long after violence occurs.

Purpose

Gender-based violence occurs within a broad spectrum of relationships; therefore, (Name of Organization) will take appropriate measures to prevent and/or address gender-based violence as it impacts the workplace. (Name of Organization) recognizes the rights of victims to have self-determination and the need to respond in a survivor-centered, trauma-informed, and culturally responsive manner. This policy shall apply to all victims of gender-based violence, regardless of where the incidents took place.

The importance of a responsive gender-based violence workplace policy cannot be overstated. Studies show stable employment increases survivor safety. It can offer survivors a “level of independence that lessens an abuser’s ability to control them as well as increase their ability to escape violence.”⁵ The Centers for Disease Control and Prevention estimates intimate partner violence, a form of gender-based violence, has a lifetime cost of \$1.3 trillion in lost productivity for both offenders and victims.⁶

(Name of Organization), to the fullest extent possible, without violating any existing rules, regulations, statutory requirements⁷, contractual obligations, or collective bargaining agreements, designates and directs appropriate management, supervisory, and/or human resources staff to implement the following Gender-Based Violence and the Workplace Policy covering the following areas:

- I. Definitions;
- II. Persons Covered by the Policy;
- III. Statement of Confidentiality;
- IV. Survivor Rights;
- V. Employer Responsibilities;
- VI. Non-Discrimination and Responsive Personnel Policies;
- VII. Non-Retaliation Policy;
- VIII. Workplace Safety Plans;
- IX. Accountability for Employees who Perpetrate Acts of Gender-Based Violence;
- X. Training;
- XI. Firearms (for applicable organizations);

Important Note:

Gender-Based Violence does not need to occur in the workplace for the policy to apply. Employees who experience gender-based violence outside the workplace are still covered by the policy.

⁵ Sanders, C. K. (2015). Economic Abuse in the Lives of Women Abused by an Intimate Partner: A Qualitative Study. *Violence Against Women*, 21(1), 3-29. <https://doi.org/10.1177/1077801214564167> (Original work published 2015)

⁶ Peterson, Cora, et al (2018). Lifetime Economic Burden of Intimate Partner Violence Among U.S. Adults. *American Journal of Preventive Medicine*, 55(4), 433-444. doi:10.1016/j.amepre.2018.04.049.

⁷ When gender-based violence constitutes sexual harassment, New York State Labor Law § 201-g and New York State Human Rights Law § 296 supersedes this policy. For more information on sexual harassment and New York State requirements, please visit the [New York State Combatting Sexual Harassment in the Workplace website](#)

XII. Violations of Policy.

I. Definitions

Unless otherwise noted, OPDV defines the terms below for the purposes of this policy:

- a. **Gender-Based Violence:** Violence or threats that happen because of someone's sex, gender, sexual orientation, gender identity or expression, or other related characteristics. Gender-based violence is an umbrella term that includes domestic violence, sex-based discrimination, sexual harassment, sexual assault, and sexual violence, and can also include stalking or human trafficking.
- b. **Domestic Violence:** A pattern of coercive behavior, including acts or threatened acts, used by a perpetrator to gain power and control over a victim, as defined in New York State Social Service Law § 459-a, including, but not limited to physical, sexual, psychological, economic, and/or emotional abuse; or the threat of any of the acts as mentioned earlier. Domestic violence includes but is not limited to family violence, intimate partner violence, dating violence, or dating abuse.
- c. **Sexual Violence:** Sexual acts or activities that happen or are attempted without consent, including rape, molestation, groping, harassment, and sexual abuse. These acts may or may not be crimes.
- d. **Stalking:** An unwanted pattern of repeated harassing or threatening behavior, causing fear, substantial emotional distress, or safety concerns for the victim.
- e. **Coercive Control:** An act or pattern of acts, threats, humiliation, and intimidation that is used to harm, punish, or frighten.
- f. **Sexual Harassment:** Sexual Harassment is a type of gender-based violence. New York State law provides special protections against sexual harassment in the workplace. Under New York State Human Rights Law § 296 and Labor Law § 201-g, sexual harassment is defined as unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex, and:
 - i. unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment; or
 - ii. made, explicitly or implicitly, a term or condition of employment; or
 - iii. when submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

Anyone who experiences sexual harassment in the workplace can report it to the New York State Division of Human Rights. If the conduct is covered by the New York State Human Rights Law, a formal complaint can be filed, and the Division of Human Rights will investigate. If violations of the Human Rights Law are found, the Division can order a wide variety of remedies ranging from financial compensation to changes in an employer's policies.

- g. **Survivor-Centered:** An approach to supporting and assisting survivors focused on meeting their needs as they prioritize and define them. Key elements of a survivor-centered approach include confidentiality, safety, respect, and non-discrimination.
- h. **Trauma-Informed:** An approach to supporting and assisting survivors that realizes trauma is common, recognizes the signs, activators, and symptoms of trauma, and uses this knowledge to inform practices, policies, and procedures.
- i. **Culturally Responsive:** A holistic approach to supporting and assisting survivors that recognizes a person’s complex identities and cultural values, by responding to differences in identities to actively meet the needs of all survivors and communities.
- j. **Victim of Domestic Violence – pursuant to NYS Social Services Law § 459-a (1):** Any person over the age of sixteen, any married person, or any parent accompanied by his or her⁸ minor child or children in situations in which such person or such person’s child is a victim of an act which would constitute a violation of the penal law, including, but not limited to, acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted assault, attempted murder, criminal obstruction of breathing or blood circulation, or strangulation, identity theft, grand larceny, or coercion; and
- i. Such act or acts have resulted in actual physical or emotional injury or have created a substantial risk of physical or emotional harm to such person or such person’s child; and
 - ii. Such act or acts are or are alleged to have been committed by a family or household member.
- k. **“Family or household members” means the following individuals pursuant to NYS Social Services Law § 459-a (2):**
- i. persons related by consanguinity or affinity (blood or a person’s relation to blood relatives of their spouse);
 - ii. persons legally married to one another;
 - iii. persons formerly married to one another, regardless of whether they still reside in the same household;
 - iv. persons who have a child in common, regardless of whether such persons are married or have married or have lived together at any time;

Important Note:

For more information on how to be survivor-centered, trauma-informed, and culturally responsive, refer to [Introducing OPDV’s Three Pillars: A Foundation to Serve Survivors of Gender-Based Violence.](#)

⁸ New York State recognizes and affirms the diversity of New Yorkers. LGBTQIA+ people are covered under this definition provided they meet the criteria set forth.

- v. unrelated persons who are continually or at regular intervals living in the same household or who in the past continually or at regular intervals lived in the same household;
 - vi. persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time. Factors that may be considered in determining whether a relationship is an “intimate relationship” include, but are not limited to: the nature or type of relationship, regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an “intimate relationship”; or
 - vii. any other category of individuals deemed to be a victim of domestic violence as defined by the Office of Children and Family Services in regulation.
- l. **“Parent” pursuant to NYS Social Services Law § 459-a (2):** means a natural or adoptive parent or any individual lawfully charged with a minor child’s care or custody.
 - m. **Victim or Survivor:** A person who has experienced or is experiencing any form of gender-based violence. People of all genders, sexual orientations, and gender identities may experience gender-based violence, but women and girls are impacted the most. Some people will have a strong preference for which term to use.
 - n. **Perpetrator or Abusive Partner or Person who Causes Harm:** A person who commits or threatens to commit coercive or violent acts, which may include, but is not limited to, physical, psychological, sexual, economic, and/or emotional abuse against a victim.
 - o. **Order of Protection (OP) (“Restraining Order” or “Stay-Away Order”):** An order issued by any court to limit the behavior of someone who harms or threatens to harm another person. Orders of Protection may direct the offending party not to injure, threaten, or harass the victim, their family, or any other person(s) identified and may include, but are not limited to ordering the person causing harm to stay away from the home, school, business, or place of employment of the victim; vacate a shared residence; abide by any active orders of custody and visitation; and surrender any firearms.
 - p. **Workplace:** For the purposes of this policy, any permanent or temporary location away from an employee’s domicile where an employee performs any work-related duty in the course of employment.
 - q. **Human Resources:** The department of a business or organization responsible for workforce management. If no such department exists, the responsibilities of Human Resources fall on the employer.

- r. **Gender-Based Violence Liaison (GBVL):** Where possible, a designated employee(s) of the business or organization who assists victimized employees with referrals to local service providers. The GBVL may or may not be a Human Resources employee.
- s. **Local Service Providers:** An organization in a given geographical area whose mission is to provide services to victims of gender-based violence. In New York State, each county has a designated service provider(s) for domestic violence and sexual violence. Services can include emergency shelter, advocacy, accompaniment to hospitals and court, safety planning, counseling, etc. Visit opdv.ny.gov for a list of New York State-based domestic and sexual violence service providers.

Important Note:
OPDV encourages the GBVL to attend trainings and review materials from OPDV as well as local service providers in their community to enhance their knowledge of gender-based violence and information about local resources.

II. **Persons covered by this policy**

This policy shall extend to all full, part-time, temporary employees, volunteers, and interns working for (Name of Organization) in any official work capacity. Whenever possible, this policy also covers consultants, contractors, and other on-site providers.

III. **Statement of Confidentiality**

(Name of Organization) recognizes and respects the employee's right to privacy and confidentiality. All information, including details an employee shares about being a victim, shall be kept confidential to the extent permitted by law without the employee's written permission, unless doing so creates a substantial risk of imminent danger to the victimized employee, other employees, or the worksite. If such a situation arises, (Name of Organization) will:

- a. Inform the victimized employee of the actions (Name of Organization) will take.
- b. Share information only with the specific employees who need to know.
- c. Limit the information shared to only what is necessary.
- d. Consider requiring employees who receive this sensitive information to sign a confidentiality agreement, committing to use it only for its intended safety purpose.

IV. Survivor Rights

Victims of domestic violence are a protected class under New York State Human Rights Law § 296, which applies to settings like employment, housing, education, and public accommodations. Every employer in the State of New York is required to follow the New York State Human Rights Law. This means it is unlawful to discriminate against an employee based on their status as a victim of domestic violence.

- a. Employees have the right to:
 - i. Disclose or not disclose experiences or details of gender-based violence.
 - ii. Ask for reasonable accommodations to address concerns related to gender-based violence.
 - iii. Be free of discrimination and retaliation in seeking such accommodation.
 - iv. Access gender-based violence services.
- b. Employers may require an employee to provide documentation, such as an attestation, to substantiate their need for an accommodation or to use sick or safe leave.

Important Note:
 OPDV recommends not requiring documentation whenever possible as that may require them to disclose confidential or privileged information. To be survivor-centered, trauma-informed, and culturally responsive, OPDV encourages employers to accept an employee's statement that they are a victim of gender-based violence as sufficient proof.

V. Employer Responsibilities

- a. (Name of Organization) shall implement the Gender-Based Violence and the Workplace policy and where possible, designate the Human Resources department or appropriate staff personnel to perform duties associated with implementing the policy. Where possible, (Name of Organization) will designate at least one employee as its Gender-Based Violence Liaison (GBVL).
 - i. The GBVL is a designated employee who assists victimized employees with referrals to local service providers. The GBVL may or may not be a Human Resources employee.
- b. Increase awareness around gender-based violence and create an informed workforce by posting information in such places where employees can utilize the information without having to request it or be seen removing it (i.e. organization intranet, employee newsletters, restrooms, kitchen and lounge, and any other frequently used areas.) The information should include:
 - i. Employee Assistance Program (EAP) information, if applicable,
 - ii. Human resources staff,
 - iii. NYS Domestic and Sexual Violence Hotline Number (1-800-942-6906), Chat and Text Line (1-844-997-2121), and
 - iv. Contact information for local gender-based violence programs.

- c. Ensure victimized employees know and understand this policy and their rights, including all possible options available to them, and are aware of accommodations outlined in section VI of this policy, such as the use of alternative scheduling or a change in work location, and assisting the employee in identifying the best use of attendance and leave benefits.
- d. Offer support to those victimized through the following minimum steps:
 - i. Provide information on available sources of services and assistance for victims and survivors, such as the New York State Domestic and Sexual Violence Hotline or local victim services provider.
 - ii. Educate employees on disciplinary practices that may be implemented in the event of retaliation for reporting or used with employees who commit acts of gender-based violence. Assist supervisors to ensure that all employees who knowingly violate this policy are held accountable.
 - iii. Include this policy as part of the written materials provided to all new employees and provide the policy to all employees on an annual basis.
 - iv. Provide a detailed explanation of employees' rights under this policy during new employee orientation, including information about anti-discrimination protections for victims of domestic violence under the New York State Human Rights Law.
 - v. Provide confidential support services, such as safety planning, and refer anyone who discloses they are a victim to the EAP, if applicable, the NYS Domestic and Sexual Violence Hotline (or the statewide hotline for workplace sexual harassment, if appropriate), and any local programs serving victims of domestic and sexual violence. Additional referrals may be made to the appropriate resources to meet the employee's needs best.
 - vi. Consider conducting programs and activities throughout the year to increase awareness about gender-based violence, such as supply drives for local domestic and gender-based violence programs, brown bag lunch discussions, and/or presentations by local gender-based violence programs.
- e. Human Resources (and/or GBVLs) (Name of Organization) Human Resources staff⁹ must create a safe and supportive workplace culture for anyone who has experienced gender-based violence. They can do this by communicating that information and resources are available to victims and that abusive behavior by any employee will not be tolerated.
- f. Supervisors

Important Note:
The responsibilities of Human Resources employees, and GBVLs include the above employer requirements if designated by the employer.

⁹ If no such department exists, the responsibilities of Human Resources fall on the employer.

(Name of Organization) Supervisors shall ensure that any employee who discloses being a victim of gender-based violence is aware of and understands this policy and their rights, including the right to request accommodations or time off as discussed below. Additionally, supervisors shall refer employees to the Human Resources department and/or GBVL to receive referrals and resources as outlined above.

VI. **Non-Discrimination and Responsive Personnel Policies**

All (Name of Organization) policies and procedures must not discriminate and should be trauma-informed, survivor-centered, and culturally responsive to victims' needs. Under the New York State Human Rights Law, all persons are protected from discrimination in the workplace on the basis of their status as a victim of domestic violence, and on the basis of sex, sexual orientation, gender identity, and gender expression. If such discrimination occurs, the employee can report it to the New York State Division of Human Rights for potential investigation and remediation. Responsive personnel policies can increase the stability of gender-based violence survivors and help them navigate safety.

- a. Victims of domestic violence are a protected class under New York State Human Rights Law (Executive Law § 296(22)) and as such;
 - i. Employers may not refuse to hire or license and may not terminate someone solely based on their status as a victim of domestic violence.
 - ii. Employers may not discriminate against victims of domestic violence in compensation, terms, conditions, or privileges of employment.
 - iii. Employers may not inquire about an applicant or employee's status as a current or past victim of domestic violence in any way that directly or indirectly expresses discriminatory treatment based on that status.
 - iv. Employers may inquire about status as a victim of domestic violence to provide reasonable accommodations.
 - v. Employers may not refuse to provide certain reasonable accommodations to an employee who is known by the employer to be a victim of domestic violence and who needs such accommodation to seek medical care and/or obtain certain services connected to an incident or incidents of domestic violence.
 - vi. Employers are prohibited from retaliating against an employee for opposing unlawful discrimination and/or filing a formal complaint over alleged discriminatory conduct.
- b. **Use of Safe Leave:** Under New York State Labor Law, employers in New York must allow any employee who has disclosed their status as a victim of gender-based violence (or disclosed that a family member is a victim of gender-based violence) and must be out of work for a reasonable time to use accrued sick leave¹⁰, known as safe leave, for the purposes as outlined in Labor Law § 196-b(4).

¹⁰ Labor Law § 196-b(4).

- c. **Leave Options:** Employees can choose to use appropriate leave accruals to cover any absences, if available. If the employee does not have adequate leave accruals to cover the absence or chooses not to charge leave accruals, the absence shall be treated as leave without pay.
- d. **Continuation of Benefits:** Any employee who must be absent from work to utilize accommodations in this section is entitled to the continuation of any health insurance coverage provided by the employer to which the employee is otherwise entitled during any such absence, in accordance with any existing collective bargaining agreements, regulations, and organization policy.
- e. **Notice of Absence:** Employees who must be absent to utilize accommodations as listed in this section shall provide their employer with reasonable advanced notice of the absence when possible.
- f. **Time Off for Legal Proceedings:** Employers are also required to grant time off, with prior day notification, and may not penalize any employee who, as a victim or witness of a criminal offense, is appearing as a witness; consulting with a district attorney; or exercising their rights as provided by law.¹¹
- g. **Privacy and Documentation:** There may be occurrences when an employee is absent due to incidents of gender-based violence where they are unable to follow organizational protocol to report the absence. In that situation, the employee may lack documentation, may be unable to obtain documentation, or may not want to share documentation containing confidential information. Under New York State Labor Law, an employer may not require the disclosure of confidential information relating to an absence from work due to domestic violence, a sexual offense, stalking, or human trafficking, as a condition of providing sick or safe leave.
- h. **Changes to Benefits:** Employees who are victims of gender-based violence who separate from a covered family member due to incidents of gender-based violence shall be allowed to make reasonable changes in benefits at any time during the calendar year, where possible and in accordance with statute, regulation, contract, and policy.
- i. **Work Performance Impact:** (Name of Organization) recognizes that victims of domestic and gender-based violence may experience temporary work performance difficulties or be unable to complete certain job aspects because of safety reasons. (Examples include overnight travel, “off” hour shifts, etc.)
 - i. If performance is affected as a result of being a victim of gender-based violence, (Name of Organization) will work with the employee on solutions which may include specific work plans, taking leave, reasonable accommodations, referrals to the GVBVL or HR, EAP, if applicable, and/or the local domestic violence service provider.

¹¹ Penal Law § 215.14

1. Employees should be made aware that not all employees' requests for assistance can be accommodated.
 - ii. OPDV is available for case-specific technical assistance as needed.
 - iii. Employees will be given clear information on performance expectations, priorities, and performance evaluations.
 - iv. If disciplinary action is considered, special care should be taken to consider all aspects of the victimized employee's situation, and all available options in trying to resolve the performance problems should be exhausted, including making a referral to HR, EAP, if applicable, domestic violence program, or other relevant services, consistent with existing collective bargaining unit agreements, statute, regulations, and organization policy.
- j. **Termination and Unemployment Eligibility:** If reasonable measures have been exhausted and the work performance issue remains and the employee is terminated or voluntarily separates from employment, the employee shall be informed of their potential eligibility for unemployment insurance, and (Name of Organization) shall respond promptly to any requests for information that may be needed in the claims process. New York State law provides that a victim of domestic violence who voluntarily separates from employment may, under certain circumstances, be eligible for unemployment insurance benefits.¹²
- k. **Protection Against Sexual Harassment:** Sex, sexual orientation, gender identity, gender expression, and status as a victim of domestic violence are all protected classes under the New York State Human Rights Law. Sexual harassment is a form of sex discrimination and is also prohibited under the New York State Human Rights Law § 296 and Title VII, the Federal Civil Rights Act of 1964. Sexual harassment includes harassment based on sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Gender-based violence may constitute sexual harassment when it subjects an individual to inferior terms, conditions, or privileges of employment.
- i. Every New York State employer must have a policy on sexual harassment prevention, including a procedure for the receipt and investigation of complaints of sexual harassment.
- a. **Reporting Discrimination or Harassment:** For all forms of discrimination and harassment, if an employee, including an intern or contractor, experiences sexual harassment or discrimination on the basis of their status as a victim of domestic or other gender-based violence, or observes discrimination in the workplace, the employee may file a complaint with the employer.
- i. Any complaint of potential discrimination, whether verbal or written, must be investigated.

¹² NYS Labor Law § 593(1)(b)(i)

- ii. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to *[person or office designated]*.
- iii. (Name of Organization) shall maintain the confidentiality of the complainant to the extent practical.
- iv. Any employee in NYS may file a complaint with the New York State [Division of Human Rights](#).

VII. **Non-Retaliation Policy**

(Name of Organization) shall not engage in any retaliatory practices against employees who disclose they are a victim of gender-based violence, or any employee seeking accommodations or to exercise their rights under this policy.

(Name of Organization) will not retaliate, tolerate retaliation by any superiors, terminate, or discipline any employees for reporting information about alleged incidents of gender-based violence that may have been committed by an employee, including those in management positions.

Retaliatory practices may include, but are not limited to:

- a. Commencing discipline against victimized employees for actions taken to promote their safety
- b. Fewer promotions
- c. Inappropriate jokes
- d. Comments that communicate bias or minimization
- e. Excluding the employee from conversations, etc.
- f. Discussing employee's status or experience in open/non-private settings with individuals other than the employee and the related staff (GBVL, HR, etc).

Retaliation may be carried out by anyone, not just the original perpetrator.

Any employee or organization engaging in retaliatory practices may be subject to disciplinary actions. If you believe you have been subject to retaliatory practices, please see Section XIV: Violations of Policy.

Retaliation against any employee who files a complaint of violation of the policy is also prohibited.

VIII. **Workplace Safety Plans**

Gender-based violence can lead to safety concerns at the workplace. Safety plans are simple but critical steps an employee can take to increase their safety and the safety of coworkers. While not all employee-survivors will need help with safety planning, employers should be prepared to provide referrals to the local service provider and, when feasible, strategize with an employee-survivor if so desired by the victimized employee.

Employers shall have workplace safety response plans in place, including procedures for reporting to supervisors or contacting law enforcement, if necessary, should an event take place in the workplace.

- a. **Orders of Protection:** (Name of Organization) shall comply and assist with the enforcement of all known Orders of Protection (OP).
 - i. If requested by the victim or by law enforcement, (Name of Organization) will provide any relevant information regarding an alleged OP violation.
- b. **Disclosing an Order of Protection:** If an employee has an active OP, they are encouraged to disclose it to the GBVL or designated staff member at their work site. Employees should not be compelled to disclose an OP or provide a copy, but it may assist the employer in implementing a safety plan. Copies of Orders of Protection will be maintained in a locked, confidential location, separately from the employee's personnel file. In the event of an emergency or if the OP needs to be presented to law enforcement, the liaison, other designated staff member, director of Human Resources, or a member of executive staff/management shall retrieve and present the order.
 - i. Employees should notify the liaison in the event of a relevant modification or revocation of the OP.
- c. **Developing a Safety Plan:** When requested by the victim, Human Resources staff will work with the employee to develop a plan on how best to increase safety for the victim, other employees, and the workplace. Options may include, but are not limited to:
 - i. Providing front desk security or reception staff with a copy of the OP and a photo of the perpetrator;
 - ii. Allowing the employee to work staggered hours, an "off shift," or move to a different work location, either temporarily or permanently;
 - iii. Temporary reassignment of certain duties, such as overnight travel;
 - iv. Reassignment of parking space;
 - v. Providing employees with an escort for entry and exit from the worksite;

Important Note:

*Organizations should customize this section to reflect options available for their employees. Employers should not attempt to create a comprehensive safety plan for all aspects of an employee's life outside of work. Beyond developing a safety plan for the workplace in coordination with HR and/or the organization's GBVL, employees with general safety planning needs should be referred to the local domestic or sexual violence program. OPDV can also provide technical assistance related to workplace safety planning:
workplace@opdv.ny.gov.*

- d. If the circumstances indicate a need for (Name of Organization) to take steps to increase safety for the victim, other employees, and the workplace, the organization should follow their internal protocols.

IX. Accountability for Employees who Perpetrate Acts of Gender-Based Violence

(Name of Organization) will hold accountable and shall subject to corrective or disciplinary action any employee who violates this policy, in accordance with existing collective bargaining agreements, applicable statutes, and regulations. The following behaviors are prohibited under the policy:

- a. Using the authority of their employment and/or misusing any workplace resources in order to:
 - i. negatively impact any victim of gender-based violence;
 - ii. assist a perpetrator in locating a victim;
 - iii. assist a perpetrator in perpetrating any act of gender-based violence; or
 - iv. protect a perpetrator from receiving appropriate consequences.
- b. Committing acts of gender-based violence from or at the workplace, or from any location conducting official business, except for locations where employees are telecommuting.

Disciplinary actions may include, but are not limited to:

- a. Administrative leave;
- b. Cease and desist memo;
- c. Removing/modifying the chain of supervision pending an official report;
- d. Relocation of the employee alleged to have abused to another work site;
- e. Surrender of work cell phone, laptop, etc.;
- f. Revocation of permanent employment status (reverting to contingent or probationary status);
- g. Termination.

X. Training:

Gender-based violence can be complex. To effectively respond to employee-survivors' needs in a survivor-centered, trauma-informed, and culturally responsive manner, bidders are encouraged to attend trainings offered by OPDV or local service providers, but are not required to do so.

Important Note: *The amendment of State Finance Law §139-m does not require organizations to take or provide training to employees. However, we strongly recommend that supervisors, Human Resources, and organizational leadership attend OPDV's free and publicly available trainings and utilize the resources available on the OPDV [website](#). OPDV will also consider requests for live trainings submitted to: opdvtraining@opdv.ny.gov. Similarly, OPDV recommends supervisors, Human Resources, and organizational leadership consider attending additional trainings and review materials developed by local service providers.*

XI. **Firearms (For Applicable Organizations Only)**

Pursuant to New York State and Federal law, any person convicted of a domestic violence-related crime, or who is subject to any Order of Protection, forfeits the right to legally possess a firearm or long gun under certain circumstances. Additionally, federal law contains prohibitions relating to shipping, transportation, or receiving firearms or ammunition.

In addition to complying with State and Federal law, employees who are authorized to carry a firearm as part of their job-related duties are required to notify the organization if they are arrested for a domestic violence-related offense and/or are served with an Order of Protection. Under certain circumstances, such employees are responsible for surrendering their firearms to the issuing organization or to the appropriate police organization.

Should an employee fail to comply with the above-listed requirements of this policy, they would be subject to corrective or disciplinary action, under existing collective bargaining unit agreements, statute, or regulations. In addition, law enforcement may be notified of possible criminal action.

XII. **Violations of Policy**

Employers must investigate complaints of policy violations. Employers should outline in their policy any applicable steps for filing a grievance or complaint. Section VIII of the policy prohibits retaliation for filing a complaint.

Employees may also report alleged violations of the New York State Human Rights Law to the New York State Division of Human Rights (DHR). DHR is the state agency responsible for enforcing the New York State Human Rights Law. DHR reviews every report of discrimination filed with the agency. In every case where the alleged discrimination falls within the agency's jurisdiction, DHR will investigate and seek to hold violators of the law accountable. The discrimination reporting form and all related information can be found on [DHR's website](#).

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



CC: All Reso
2/11/26 → Health
2/23/26 → Audit
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE Full 3/3/26

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk
From: William J. Carlin, Jr., Interim Commissioner of Finance *WJC*
Re: Budgetary Amendment - 26A004
Date: January 20, 2026

At the request of the Public Health Director, the following budgetary amendment is required.

Increase Estimated Appropriations:

12401000 54558 EHS - PFAS Private Well Disbursements 300,000

Increase Estimated Revenues:

12401000 416016 EHS - PFAS Private Well Mitigation 300,000

Fiscal Impact - 2026 - \$ 0
Fiscal Impact - 2027 - \$ 0

This Resolution is required to fund the Private Well PFAS Pilot Program as per the attached correspondence. Please forward to the appropriate committee.

Approved : _____
Kevin M, Byrne, County Executive

2026 JAN 30 AM 11:57
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



**Environmental
Facilities Corporation**

KATHY HOCHUL
Governor

MAUREEN A. COLEMAN
President and CEO

December 4, 2025

The Honorable Kevin M. Byrne
County Executive
Putnam County
40 Gleneida Avenue, 3rd Floor
Carmel, NY 10512

Re: Private Wells Per- and Polyfluoroalkyl Substances (PFAS) Testing and Mitigation Rebate Pilot Program

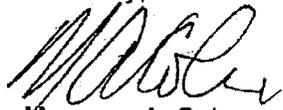
Dear County Executive Byrne:

On behalf of Governor Kathy Hochul, the Environmental Facilities Corporation (EFC), in cooperation with the New York State Department of Health (DOH), and the New York State Department of Environmental Conservation (DEC), is pleased to offer Putnam County \$1,500,000 to participate in the Private Wells PFAS Testing and Mitigation Rebate Pilot Program (Program). The Program's goal is to improve water quality by providing financial assistance to assess and mitigate PFAS contaminants in private drinking water supplies where no specific industrial source of the contamination nor responsible party has been or can be identified.

Please confirm your commitment to participating in the Program by signing below and returning the executed original to Brian Hahn at Brian.Hahn@efc.ny.gov no later than **December 12, 2025**. Upon receipt of your signed commitment, EFC will provide the County with a Participation Agreement that will describe in detail the obligations of the County and EFC with respect to this Program.

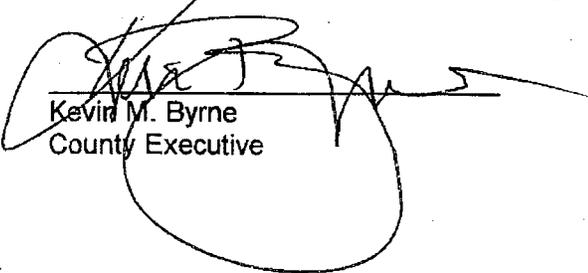
We look forward to working with Putnam County to support PFAS remediation for private drinking water wells in your community. Please contact Brian.Hahn@efc.ny.gov if you have any questions.

Sincerely,



Maureen A. Coleman
President & CEO

By signing below, I commit to participating in the Program:



Kevin M. Byrne
County Executive

**STATE PRIVATE WELL PFAS TESTING AND MITIGATION REBATE
PROGRAM
COUNTY PARTICIPATION AGREEMENT**

This agreement is dated as of December 31st, 2025, and is between the New York State Environmental Facilities Corporation (the "Corporation") and the county of Putnam (the "County").

This agreement establishes the terms and conditions under which the County may seek disbursements from the State Private Well PFAS Testing and Mitigation Rebate Fund to reimburse Property Owners for the Eligible Costs of Private Well System Projects.

Accordingly, the Corporation and the County agree as follows:

1. Definitions

"Agency" means the State Department of Health.

"Community Water System" means a Public Water System that serves the same people year-round. Most residences including homes, apartments, and condominiums in cities, towns and mobile home parks are served by Community Water Systems. Examples of Community Water Systems include municipally owned (cities, towns, or villages) public water supplies, public water authorities, or privately-owned water suppliers such as homeowner associations, apartment complexes, and mobile home parks that maintain their own drinking water system.

"Department" means the State Department of Environmental Conservation.

"Eligible Costs" means costs associated with one of the following remedies for mitigating and treating or addressing PFAS in an Impacted Well located within a Participating County which shall include: (1) up to \$5,000 per project for the installation of a POETS and associated eligible costs; (2) in unique circumstances up to \$1,000 per project for the installation of one or more of a POUTS and associated eligible costs; (3) up to \$10,000 per project for a service connection to an existing Public Water System and associated eligible costs, including a service connection completed after installation of a previously eligible POETS or POUTS; and (4) up to \$1,500 per project for future monitoring and maintenance costs associated with existing POETS or POUTS currently under monitoring and maintenance by the Department and associated with mitigating and treating or addressing PFAS in a well.

"Fund" means the State Private Well PFAS Testing and Mitigation Rebate Program Fund.

"Impacted Well" means an eligible Private Well System in which concentrations of PFAS in the source water meet or exceed established Maximum Contaminant Levels for PFAS.

"Maximum Contaminant Levels" or "MCL" means the limits set on the level of contaminants allowable in public drinking water systems, established by the Agency under 10 NYCRR Part 5.

"Non-community Water System" means a Public Water System that serves the public but does not generally serve the same people year-round. There are two types of Non-community Water Systems: Transient Non-community Water Systems and Non-transient Non-community Water Systems.

"Non-transient Non-community Water System" means a Non-community Water System that serves the same people more than six months per year, but not year-round. Schools, colleges, hospitals and factories with their own water supplies are examples of Non-transient Non-community Water Systems.

"Participating County" means a county that notifies the Agency that it seeks authority to administer a private well testing and mitigation program within its municipal boundaries and agrees to abide by the Program's goals, guidelines, eligibility requirements and reimbursement procedures, in accordance with the Program Outline, and provide information to Property Owners regarding program parameters including eligibility criteria.

"Perfluoroalkyl and polyfluoroalkyl substances" or "PFAS" means a class of fluorinated organic chemicals containing at least one fully fluorinated carbon atom.

"Point-of-Entry Treatment System" or "POETS" means a water filtration system that is installed on the main waterline of a house or building and filters the water distributed throughout the house or building and is designed to treat PFAS contaminants in drinking water to below established MCLs.

"Point of Use Treatment System" or "POUTS" means filters that are attached at or near the faucet or point where water is dispensed for use and is a water treatment device to reduce or remove contaminants in drinking water and is "National Sanitation Foundation" or "NSF" certified for PFAS removal.

"Private Well System" means a well in a Participating County within the State serving: (1) a residential property with one or multiple units whose onsite water system does not meet the definition of a Public Water System; (2) a commercial property whose onsite water system does not meet the definition of a Public Water System; or (3) a property with a Transient Non-community Public Water System.

"Private Well System Project" means a project involving mitigating and treating or addressing PFAS in an Impacted Well located within a Participating County.

"Program" means the private well testing and mitigation program supported by monies from the Fund to provide rebates to Property Owners for their Private Well System Projects, in accordance with this agreement.

"Program Outline" means the Department and the Agency's State Private Well PFAS Testing and Mitigation Rebate Pilot Program Outline dated November 2025, as may be updated and amended from time to time.

"Property Owner" means the owner of a parcel of land located in a Participating County and served by a Private Well System.

"Public Water System" means an entity which provides water to the public for human consumption through pipes or other constructed conveyances, if such system has at least five service connections or regularly serves an average of at least 25 individuals daily at least 60 days out of the year. Such term includes: (1) collection, treatment, storage and distribution facilities under control of the supplier of water of such system and used with such system; and (2) collection or pretreatment storage facilities not under such control which are used with such system. Public Water Systems are categorized as one of the following types of systems: Community Water Systems and Non-community Water Systems (including Non-transient Non-community Water Systems and Transient Non-community Water Systems).

"State" means the State of New York.

"Transient Non-community Water System" means a means a Non-community Water System that does not regularly serve at least 25 of the same people over six months per year and includes but is not limited to water systems that serve parks, convenience stores, restaurants and other establishments open to the public.

2. The Program

2.1 General roles and responsibilities.

(a) The Corporation shall make disbursements from the Fund to the County to support the Program, in accordance with the procedure stated in section 3.1, up to a maximum aggregate amount of **\$1,500,000**.

(b) The County shall be a Participating County under the Program. Using Fund monies, the County shall provide rebates to Property Owners for Eligible Costs of an eligible Private Well System Project. The rebates shall be provided upon completion of an eligible Private Well System Project by a Property Owner.

2.2 Rebate Process.

(a) The Agency and Department shall notify each Property Owner whether they are eligible to receive a rebate from the Fund.

(b) The County in consultation with the Agency and Department shall accept from Property Owners Program rebate applications using the form prescribed by the Agency. Further, the County shall enter all paper-based rebate applications into the digital system prescribed by the Agency.

(c) The County shall review and evaluate each rebate application in accordance with the then-current Program Outline, including the Program rebate eligibility criteria contained in section 7.

(d) The County shall reimburse the Property Owner up to the maximum allowable amount for the specific remediation option, upon the Property Owner's satisfactory completion of the Private Well System Project and submission of an acceptable reimbursement request using the form prescribed by the Agency and including all required supporting documentation.

(e) If the County determines that the Property Owner's reimbursement request seeks reimbursement for costs that are not Eligible Costs or that the Property Owner has not properly documented the costs, the County shall deduct the ineligible or undocumented costs from the amount of the reimbursement request. The County shall reimburse the Property Owner only for the properly documented Eligible Costs.

(f) Upon the request of a Property Owner, using the form prescribed by the Agency for the assignment of the reimbursement payment, the County in consultation with the Agency and Department may provide the reimbursement payment directly to the Property Owner's Private Well System Project contractor.

3. Payment by the Corporation to the County from the Fund

3.1 To access the Fund, the County shall submit to the Corporation no more than once per calendar month a disbursement request in the form prescribed by the Corporation, along with required supporting documentation, including the certification of the amount described in section 3.3.

3.2 Upon verification by the Corporation of the disbursement request, the Corporation shall disburse to the County monies from the Fund, as provided in section 3.3.

3.3 Each disbursement by the Corporation to the County will be in an amount certified by the County to the Corporation as the aggregate amount of the reimbursement requests submitted to the County for Eligible Costs incurred by Property Owners for their completed Private Well System Projects during the relevant period.

3.4 Notwithstanding anything to the contrary in this agreement, the County acknowledges and agrees that the Corporation's funding of any disbursement is subject to the receipt by the Corporation of sufficient monies made available to the Corporation for purposes of the Program. The Corporation has no obligation to make any disbursements, and no obligation shall be incurred by the State or the Corporation, beyond monies made available to the Corporation for such purposes.

3.5 The County's eligibility for funding is based on the dollar amounts specified in Exhibit A to this agreement, attached hereto and incorporated herein by this reference.

4. Records, Reporting, Accounting, and Auditing

4.1 Records. The County shall maintain official project files for all Private Well System Project documents and records related to rebates awarded and paid to Property Owners under the Program. The County shall make the project files available to the Corporation, the Department, or

the Agency for review upon reasonable notice by the Corporation. The Corporation, the Department, or the Agency may review such files on a sample basis in conjunction with on-site visits scheduled as part of an annual review, or otherwise to monitor the management of Fund monies.

4.2 Reporting. The County shall provide an annual report to the Corporation, the Department, and the Agency by January 15 of each year, providing details about the County's actual use of monies from the Fund in the Program.

4.3 Accounting.

(a) The County shall maintain project accounts in accordance with generally accepted government accounting standards.

(b) The County shall establish and maintain fiscal controls and accounting procedures sufficient to assure proper accounting during appropriate accounting periods, for payments received from the Fund, rebates made by the County, and fund balances at the beginning and end of the accounting period. The County shall maintain financial management policies and procedures to assure adequate control of all monies flowing into and out of the Program. The accounting policies and procedures must include account structure, operating procedures, financial reporting, and internal control and cash management procedures specific to the operation of the Program.

5. Compliance and Sanctions

5.1 Corrective Action Plan and Payment Hold.

(a) If the Corporation determines that the County has not complied with the terms of this agreement, the Corporation will notify the County in writing of the noncompliance and the corrective action necessary.

(b) The County shall take the required corrective action or submit to the Corporation within 60 days a plan that will lead to compliance. If within 60 days of receipt of the written notice of noncompliance the County fails to either take the indicated corrective action or to submit a plan that will lead to compliance, the Corporation may withhold further payments from the Fund to the County until the County has taken acceptable actions to come into compliance.

5.2 Payment Hold Release. Once the County has taken the indicated corrective action or has submitted a plan that will lead to compliance, any payments withheld by the Corporation will be released and regular monthly payments may recommence.

5.3 De-obligation of Funds. If the County fails to take the necessary corrective action or to submit a plan deemed acceptable by the Corporation within 6 months of receipt of the original written notice of noncompliance, any withheld payments or funds otherwise available to the County under the Program may be de-obligated and reallocated to other Participating Counties.

6. General Provisions

6.1 New York state law governs this agreement.

6.2 This agreement's term begins on the date stated in the introductory clause and ends at 5 p.m. on December 31st, 2032.

6.3 The parties may amend this agreement only by the parties' written agreement that identifies itself as an amendment to this agreement.

6.4 Any notice or other communication required by this agreement must be in writing and must be delivered personally or sent by certified or registered mail, or by overnight courier, postage prepaid, to the following addresses:

To the Corporation:	To County:
Environmental Facilities Corporation	County of Putnam
625 Broadway	40 Gleneida Avenue, 3 rd Floor
Albany, New York 12207-2997	Carmel, New York 10512
Attn: Program Manager,	Attn: County Executive
Green Infrastructure and Resiliency Programs	

A copy of the notice or communication must also be delivered to the attention of the Corporation's General Counsel.

A notice is considered as having been given: (1) on the day of personal delivery, or (2) two days after the date of mailing.

6.5 Neither the State nor the Corporation shall have any liability under this agreement to any contractor or any other person or entity. The County understands that nothing in this agreement or any other materials presented to the County in connection with the Program constitutes legal or tax advice from the Corporation. The County has consulted such legal and tax advisors as it, in its sole discretion, has deemed necessary or appropriate for purposes of participating in, and providing rebates to Property Owners under, the Program.

6.6 The headings herein are for convenience only, do not constitute a part of this agreement and shall not be deemed to limit or affect any of the provisions hereof.

6.7 This agreement and its exhibits constitute the entire agreement of the parties with respect to the subject matter of this agreement.

6.8 This agreement may be signed in counterparts, each one of which is considered an original, but all of which constitute one and the same instrument. The exchange of copies of signature pages by scanned portable document format (".pdf") e-mail attachment shall constitute effective execution of this agreement, and .pdf copies of this agreement shall have the same force and effect as an original.

6.9 The County represents that the County has duly approved and authorized the execution and delivery of this agreement for purposes of participating in, and providing rebates to Property Owners under, the Program.

[Space Intentionally Left Blank/Signature Page Follows]

Each party is signing this agreement on the date stated in the introductory clause.

COUNTY OF PUTNAM

I certify that I am authorized to sign this agreement and that I have been duly and formally delegated or designated as the authorized signatory and have the authority to agree to all of the terms and conditions of this agreement.

By: _____
Kevin M. Byrne
County Executive

**NEW YORK STATE ENVIRONMENTAL
FACILITIES CORPORATION**

By: _____
Maureen A. Coleman
President and CEO

Exhibit A – Funding Amounts

Round 1 Funding Amount: [\$1,500,000.00]

10041000 434981	MH State Aid Community Mental Health Services (CMHS) Performance	735
10042000 434981	MH State Aid CMHS Children & Family (C&F) Support Services	8,636
10043000 434981	MH State Aid CMHS Mental Health	6,705
10044000 434981	MH State Aid CMHS Ongoing Integrated Employment	1,400
10046000 434981	MH State Aid CMHS Kendra's Law	204
10052000 434981	MH State Aid Contracted MH Services Personalized Recovery Oriented Services (PROS)	97,708
10030001 434981	MH State Aid Adult Non-Medicaid Case Management	339,510
		597,032
Decrease Estimated Revenues:		
10037000 434946	MH State Aid Adult Case Mg	320,054
	Total Revenue:	276,978
Increase Appropriations:		
10431000 55646 10151	MH Chargeback MH LGU	995
10028000 54647	Sub-Contractors MH Alcoholism Service Council	1,011
10030000 54647	Sub-Contractors OASAS	3,891
10030000 54647 10237	Sub-Contractors OASAS Part 822 Outpatient Treatment	89,252
10431000 54646 10115	Contracts CIT Training	683
10431000 54646 10120	Contracts Respite Services	740
10034000 54647	Sub-Contractors MH Supportive Housing	17,862
10036000 54647	Sub-Contractors MH CSS	2,889
10038000 54647	Sub-Contractors MH State Aid Enhancement COLA	2,160
10039000 54647	Sub-Contractors MH Case Mgmt.	1,464
10040000 54647	Sub-Contractors MH Reinvestments	21,187
10041000 54647	Sub-Contractors CMHS Comm. Performance	735
10042000 54647	Sub-Contractors - CMHS C&F Support Services	8,636
10043000 54647	Sub-Contractors CMHS MNHL	6,705
10044000 54647	Sub-Contractors CMHS Ongoing Integrated Emplm.	1,400

10046000 54647	Sub-Contractors CMHS Kendra's Law	204
10052000 54647	Sub-Contractors CMHS Contracted MH Services PROS	97,708
10030001 54647	Sub-Contractors Non-Medicaid Case Mgmt.	339,510
		<u>597,032</u>

Decrease Appropriations
10037000 54647

Sub-Contractors MH Intensive Case Mgmt.	320,054
--	---------

Total Appropriations: 276,978

2026 - Fiscal Impact - \$0

2027 - Fiscal Impact - \$0

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



CC: All
2-11-26 Health
2-23-26 Audit
Full Mtg. 3-3-26
Reso

DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

DATE: February 5, 2026
TO: Daniel G. Birmingham, Chair
Putnam County Legislature
FROM: Kristen Wunner, Fiscal Manager of Mental Health, Social Services & Youth Bureau - *knw*
SUBJECT: OMH & OASAS State Aid Authorization – Budgetary Amendment 26A009

The Department of Mental Health receives funding to be passed through to provider agencies in accordance with the most recent State Aid authorization from the NYS Office of Addiction Services and Supports (OASAS) and the NYS Office of Mental Health (OMH).

Budgetary Amendment 26A009 in the amount of \$276,978 is requested to amend the appropriate budget lines to mirror the state aid levels dictated by OASAS & OMH. This will ensure annual contracts can be executed and quarterly advances can be issued in a timely manner. It is respectfully requested this matter be placed on the Health Committee agenda for February 11, 2026. Thank you for your time and consideration.

cc: Sara Servadio, Commissioner of Mental Health, Social Service & Youth Bureau
Michele Sharkey, County Auditor

2026 FEB -6 AM 9:35
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Reso

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

February 3, 2026

TO: William Carlin, Commissioner of Finance
FROM: Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau
SUBJECT: Mental Health 2026 Budgetary Amendment

Your approval is requested to amend the 2026 Mental Health budget to reflect adjusted State Aid levels to be passed through to provider agencies in accordance with the most recent State Aid authorization from the NYS Office of Addiction Services and Supports (OASAS) dated 12/23/2025 and the NYS Office of Mental Health (OMH) dated 12/24/2025. Supporting documentation attached.

Increase Estimated Revenues:

10431000-434981-10151	MH ST AID	\$995
10028000-434887	COUNCIL STATE AID COLA	\$1,011
10030000-434884	PRIVATEOASAS ST LOCAL ASST	\$3,891
10030000-434884-10237	PRIVATEOASAS ST LOCAL ASST	\$89,252
10431000-434981-10115	MH ST AID <i>cit Training</i>	\$683
10431000-434981-10120	MH ST AID <i>Respite services</i>	\$740
10034000-434903	MH ST AID SUPPORTED HOUSING	\$17,862
10036000-434951	CSS SUB CONTRACT	\$2,889
10038000-434944	MH ST AID ENHANCE COLA	\$2,160
10039000-434947	MH ST AID CF CASE MG	\$1,464
10040000-434981	MH ST AID	\$21,187
10041000-434981	MH ST AID <i>CMHS Comm Performance</i>	\$735
10042000-434981	MH ST AID <i>CMHS C&F Family Support Svs</i>	\$8,636
10043000-434981	MH ST AID <i>CMHS MNHL</i>	\$6,705
10044000-434981	MH ST AID <i>CMHS Ongoing Intergrated Emem</i>	\$1,400
10046000-434981	MH ST AID <i>CMHS Kendra's law</i>	\$204
10052000-434981	MH ST AID <i>Contracted MH SVCS Pros</i>	\$97,708
10030001-434981	MH ST AID <i>Adult Non-Medicaid Casemgmt</i>	\$339,510

Decrease Estimated Revenues:

10037000-434946	MH ST AID ADULT CASE MG	\$320,054
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Total Revenue \$276,978

26A009

Increase Appropriations:

10431000-55646-10151	CHRGBK CONTRACTS	mH LGU	\$995
10028000-54647	SUB CONTRACTORS	mH Alcoholism Svc Cncl	\$1,011
10030000-54647	SUB CONTRACTORS	Oasas	\$3,891
10030000-54647-10237	SUB CONTRACTORS	Oasas Part 822 Outpatient	\$89,252
10431000-54646-10115	CONTRACTS	CIT Training Treatment	\$683
10431000-54646-10120	CONTRACTS	Respite services	\$740
10034000-54647	SUB CONTRACTORS	mH Supportive Housing	\$17,862
10036000-54647	SUB CONTRACTORS	mH CSS	\$2,889
10038000-54647	SUB CONTRACTORS	mH State Aid Enhancement	\$2,160
10039000-54647	SUB CONTRACTORS	mH Case Management COLA	\$1,464
10040000-54647	SUB CONTRACTORS	mH Reinvestment	\$21,187
10041000-54647	SUB CONTRACTORS	cmHS Comm Performance	\$735
10042000-54647	SUB CONTRACTORS	cmHS C&F Family Support	\$8,636
10043000-54647	SUB CONTRACTORS	cmHS MNHL	\$6,705
10044000-54647	SUB CONTRACTORS	cmHS ongoing Integrated	\$1,400
10046000-54647	SUB CONTRACTORS	cmHS Kendras Law Emplm	\$204
10052000-54647	SUB CONTRACTORS	Contracted mH Svc Pios	\$97,708
10030001-54647	SUB CONTRACTORS	Adult Non-Medicaid Case mgmt	\$339,510

Decrease Appropriations:

10037000-54647	SUB CONTRACTORS	mH Intv Case mgmt intensive	\$320,054
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Total Appropriations \$276,978

Fiscal Impact (26) - 0 -

Fiscal Impact (27) - 0 -

Thank you for your time and consideration of this request.

Attachments:

- SUMMARY OF COUNTY BUDGET ACCOUNTS – OMH / OASAS
- OASAS State Aid Funding Authorization – 2026 as of 12/23/2025
- OMH Attachment A – Funding Source Allocation Table – 2026 Amendment 1

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

New York State Office of Addiction Services and Supports
State Aid Funding Authorization

Fiscal Year : 2026 As of: 12/23/2025

County: Putnam (40)
Region: Hudson

Agency Number/Name	Init Code	Program Code/Index	PRU Direct	Gross	Revenue	Net	Approved Budgeted Amounts			Local Share	Non-Funded	Restr. Code
							Funded	Funding Net Code/Source	One-time			
27700	0850	00	53172	115,352	0	115,352	115,352	013S	115,352	0	0	0
Putnam Family and Community Services, Inc. d/b/a CoveCare Center	TxA	3520	00	834,674	379,587	455,087	455,087	013S	220,376	145,459	0	0
								013W	89,252	0	0	0
								Program:	309,628	145,459	0	0
	5520	00	90024	378,255	34,249	344,006	344,006	013S	278,201	65,805	0	0
Agency 27700 Total:				1,328,281	413,836	914,445	914,445	All	703,181	211,264	0	0
34280	5520	00	90031	228,852	62,235	166,617	166,617	013S	159,617	7,000	0	0
The Prevention Council of Putnam, Inc.				228,852	62,235	166,617	166,617	All	159,617	7,000	0	0
Agency 34280 Total:				228,852	62,235	166,617	166,617	All	159,617	7,000	0	0
70310	0890	00	70007	69,417	24,611	44,806	44,806	013S	33,755	11,051	0	0
Putnam County Mental Health Services	JB	4084	00	125,999	3,796	123,203	123,203	013S	123,203	0	0	0
	BNR	4084	10	10,328	309	10,019	10,019	013W	10,019	0	0	0
	xA											
Agency 70310 Total:				206,744	28,716	178,028	178,028	All	166,977	11,051	0	0

County Putnam (40) Summary - All Agencies: 1,763,877 504,787 1,259,090 1,259,090 All 1,028,775 229,315 0 0
 Less Direct Contracts/DASNY: 0 0 0 0 All 0 0 0 0
 Approved LGU Funding: 1,763,877 504,787 1,259,090 1,259,090 All 1,028,775 229,315 0 0

Signature _____ Date _____



Attachment A
Funding Source Allocation Table

County Code: 40 County Name: Putnam
Year: 2026 Amendment: 1 - 12/24/2025 11:56:02 AM

Print Date : 12/29/2025 09:13 AM
Printed By : L6884KNW
Page : 1 of 2

Funding Source	Code	Type	Final Annualized Value	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value	Annualized Value Changes	Fiscal Year Revised Annualized Value	Beds
Local Assistance	001A	GS	\$63,820	\$0	\$63,820	\$0	\$0	\$0	\$0
Community Support Services	014	GS	\$117,720	\$0	\$117,720	\$0	\$0	\$0	\$0
Adult Non-Medicaid Case Management	034A	GS	\$0	\$339,510	\$339,510	\$0	\$0	\$0	\$0
Remarks									
Effective 1/1/2026, Putnam County's PC: 2720 funding has been transferred from FSC 034J to FSC 034A. The full annual value of the funding transferred to Putnam County 034A SAL is \$339,510.									
Adult ACT State Aid	034J	GS	\$339,510	\$(339,510)	\$0	\$0	\$0	\$0	\$0
Remarks									
Effective 1/1/2026, Putnam County's PC: 2720 funding has been reduced from FSC 034J and transferred to FSC 034A. The full annual value of the funding transferred from Putnam county's 034J SAL to 034A SAL is \$339,510.									
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	\$55,216	\$0	\$55,216	\$0	\$0	\$0	\$0
PROS State Aid	037P	GS	\$180,400	\$0	\$180,400	\$0	\$0	\$0	\$0
Remarks									
Effective 1/1/25, the PROS Funding is being Rebased. The Total Annual Funding is \$180,400. Please report the funding to the Program Codes as follows: \$82,500 under program code 6340, \$23,100 under program code 7340, \$74,800 under program code 8350, and \$0 under program code 7330. For more information regarding individual provider funding, please contact your field office representative.									
Effective 7/1/25, the PROS funding structure has been redesigned and Putnam County's funding has been re-based mid-year as a result. Putnam County's total PROS State Aid funding: Calendar Year 2025 is \$131,682 and should be reported as follows: \$53,422 under program code 6340, \$0 under program code 7340, \$66,710 under program code 8350, and \$11,550 under program code 7330. For more information regarding individual provider funding, please contact your field office representative.									
Dwyer Veteran P2P	038F	GS	\$203,008	\$0	\$203,008	\$0	\$0	\$0	\$0
Clinical Infrastructure-Adult	039P	GS	\$66,008	\$0	\$66,008	\$0	\$0	\$0	\$0
CMHS Kids COVID Relief Funds	044C	F	\$0	\$0	\$0	\$0	\$0	\$0	\$0



NEW YORK STATE
Office of Mental Health

Aid to Localities Financial System

Attachment A

Funding Source Allocation Table

County Code: 40 County Name: Putnam

Year: 2026 Amendment: 1 - 12/24/2025 11:56:02 AM

Print Date : 12/29/2025 09:13 AM
Printed By : L6884KNW
Page : 2 of 2

Funding Source	Code	Type	Final Annualized Value	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value	Annualized Value Changes	Fiscal Year Revised Annualized Value	Beds
Clinical Infrastructure-C&F	046A	GS	\$82,212	\$0	\$82,212	\$0	\$0	\$0	
Community Support Programs-C&F	046L	GS	\$340,722	\$0	\$340,722	\$0	\$0	\$0	
Supported Housing	078	GS	\$2,570,105	\$0	\$2,570,105	\$0	\$0	\$0	78
Expanded Community Support Adult	142A	GS	\$291,552	\$0	\$291,552	\$0	\$0	\$0	
AOT/EVA Infrastructure	170A	GS	\$0	\$337,499	\$337,499	\$0	\$0	\$0	
Remarks									
Allocation of \$140948 covers expenses retroactively to 4/1/25 for AOT/EVA Infrastructure. Please report under Program Code 2310.									
Effective 01/01/2026, allocation of \$8620 supports the one-time start up for the Enhanced Coordination for Assisted Outpatient Treatment/Enhanced Voluntary Agreements									
Effective 01/01/2026, the annual funding of \$187,931 supporting the Enhanced Coordination for Assisted Outpatient Treatment/Enhanced Voluntary Agreements is being allocated to FSC 170A. Please report under Program Code 2310.									
Trans. Mgmt. Kendra's	170B	GS	\$8,124	\$0	\$8,124	\$0	\$0	\$0	
MGP Admin Kendra's	170C	GS	\$2,672	\$0	\$2,672	\$0	\$0	\$0	
Article 28&31 Closure Re-invest. (Adult)	175A	GS	\$29,268	\$0	\$29,268	\$0	\$0	\$0	
Com. Reinvestment	200	GS	\$838,215	\$0	\$838,215	\$0	\$0	\$0	
Commissioner's Perf.	400	GS	\$29,041	\$0	\$29,041	\$0	\$0	\$0	
Health Home	570	GS	\$73,036	\$0	\$73,036	\$0	\$0	\$0	
Kids Health Home Care Management	570K	GS	\$57,712	\$0	\$57,712	\$0	\$0	\$0	
Personnel Services Enhancements	9655	GS	\$84,692	\$0	\$84,692	\$0	\$0	\$0	
Grand Total:			\$5,433,033	\$337,499	\$5,770,532	\$0	\$0	\$0	

RESOLVED, that in accordance with 6 NYCRR Part 617, the Putnam County Legislature, as Lead Agency, hereby accepts and adopts the Negative Declaration prepared in connection with the Putnam County Solid Waste Management Plan, a copy of which is annexed hereto and made a part hereof; and be it further

RESOLVED, that this Resolution shall take effect immediately.

*10.2024th mtg.
3/11/2026*

*Tull mtg 3/31
2026
Reso*

APPROVAL/ SEQRA DETERMINATION/ NEGATIVE DECLARATION/ PUTNAM COUNTY SOLID WASTE MANAGEMENT PLAN

WHEREAS, the Putnam County Legislature is considering the adoption of a Solid Waste Management Plan for the County of Putnam (hereinafter the “Updated Plan”), which is currently being revised and updated to cover the ten-year period from 2025 to 2034; and

WHEREAS, the Updated Plan will not involve the construction of any Material Recovery Facilities or Transfer Stations within Putnam County; and

WHEREAS, the proposed action hereunder is subject to review under the State Environmental Quality Review Act and the Regulations promulgated thereunder (“SEQRA 6 NYCRR Part 617”); and

WHEREAS, on December 3, 2025, as part of Resolution #25-339, the County Legislature issued a Type I Action determination for the above referenced project, and declared its intent to serve as Lead Agency with respect to SEQRA; and

WHEREAS, a full Environmental Assessment form (EAF) was prepared for the Project; and

WHEREAS, the EAF and associated documentation was circulated to all involved and interested agencies for the requisite 30 days with a notice of the Putnam County Legislature’s Intent to Serve as Lead Agency and no objections were received thereto; and

WHEREAS, the Putnam County Legislature, acting as Lead Agency, conducted a coordinated environmental review in accordance with §617.6; and

WHEREAS, based upon a careful review of the action as a whole, of the EAF, and the criteria set forth in 6 NYCRR Part 617.7(c), it has been determined that the proposed Project will not result in any potential significant adverse environmental impacts; now therefore be it

RESOLVED, that the Putnam County Legislature, as Lead Agency, determines that the proposed Project will not have any potential significant adverse impacts and a Draft Environmental Impact Statement will not be prepared; and be it further

RESOLVED, that in accordance with 6 NYCRR Part 617, the Putnam County Legislature, as Lead Agency, hereby accepts and adopts the Negative Declaration prepared in connection with the Putnam County Solid Waste Management Plan, a copy of which is annexed hereto and made a part hereof; and be it further

RESOLVED, that this Resolution shall take effect immediately.

**State Environmental Quality Review
NEGATIVE DECLARATION
Notice of Determination of Non-Significance**

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Putnam County Legislature, acting as Lead Agency, has determined that the proposed action described below will not have a significant environmental impact and a Draft Environmental Impact Statement will not be prepared.

Name of Action: PUTNAM COUNTY SOLID WASTE MANAGEMENT PLAN

SEQRA Status: Type I
 Unlisted Action

Conditioned Negative Declaration: Yes
 No

Coordinated Review: Yes
 No

Description of Action: The Putnam County Legislature is considering the adoption of a Solid Waste Management Plan for the County of Putnam (hereinafter the “Updated Plan”), which is currently being revised and updated to cover the ten-year period from 2025 to 2034. The Updated Plan will not involve the construction of any Material Recovery Facilities or Transfer Stations within Putnam County.

Location: The proposed plan will cover the County of Putnam, New York.

Reasons Supporting This Determination: The Putnam County Legislature has compared the proposed action with the Criteria for Determining Significance in 6 NYCRR 617.7 (c), and found that:

- 1.) The proposed action will not result in a substantial adverse change in the existing air quality, traffic or noise levels, or subsurface water quality or quantity, or a substantial increase in solid waste production.

The proposed plan adoption is not expected to result in additional vehicle trips to the project site once constructed.

Further, on January 14, 2026 NYC Department of Environmental Protection submitted comments to the County on the draft Solid Waste Management Plan. One comment was “Chapter 2 of the SWMP mentions that 5.5 million gallons of septage was generated in Putnam County in 2024; however, this data is not included in Table 2.1 (pg. 20). DEP is

curious as to whether this was simply an oversight or if septage is categorized and tracked differently than other forms of waste.” In response to this comment, the County has revised the description in the Updated Plan to include the language “The amount of biosolids generated in Putnam County is included in Table 2.1 as reported by Septic Waste haulers in the permit application and is an aggregate of septage, sewage, and sludge.” Additionally, Table 2.1 included a total of 3,430,000.00 Gallons indicated as Biosolids - WWTP – Sludge, therefore a footnote was added to table 2.1. The adoption of the Update Plan by the Legislature is not expected to result in any changes to the County’s subsurface water quality or quantity or result in any solid waste production directly.

- 2.) The proposed action will not result in the removal; or destruction of large quantities of vegetation or fauna; substantial interference with the movement of any resident or migratory fish or wildlife species; impact a significant habitat area; result in substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such species; and will not result in other significant adverse impacts to natural resources.

The proposed plan is not expected to result in any significant adverse impacts to natural resources.

- 3.) The proposed action will not result in the impairment of the environmental characteristics of a Critical Environmental Area as designated pursuant to 6NYCRR Part 617.14(g).

The proposed action is not expected to occur near any Critical Environmental Areas; therefore, no impacts will occur.

- 4.) The proposed action will not result in a material conflict with the Town’s officially approved or adopted plans or goals.

The proposed action is compliant with the municipally adopted Comprehensive Plans and zoning requirements.

- 5.) The proposed project will not result in the impairment of the character or quality of important historical, archaeological, architectural, aesthetic resources, or the existing character of the community or neighborhood.

The proposed plan would not result in adverse archeological or historic impacts.

- 6.) The proposed action will not result in a major change in the use of either the quantity or type of energy.

The proposed plan will not require any energy usage.

- 7.) The proposed project will not create a hazard to human health.

The proposed plan will not result in any adverse impacts to human health.

- 8.) The proposed action will not create a substantial change in the use, or intensity of use, of land including agricultural, open space or recreational resources, or in its capacity to support existing uses.

The proposed plan will not result in any adverse impacts to open space or recreational resources.

- 9.) The proposed action will not encourage or attract a large number of people to a place or places for more than a few days, compared to the number of people who would come to such place absent the action.

The proposed plan will not result in any large gatherings.

- 10.) The proposed action will not create a material demand for other actions that would result in one of the above consequences.

The proposed plan will not result in any additional material demand.

- 11.) The proposed action will not result in changes in two or more elements of the environment, no one of which has a significant impact on the environment, but when considered together result in a substantial adverse impact on the environment.

The proposed plan will not result in any adverse impacts to the environment.

- 12.) When analyzed with two or more related action, the proposed action will not have a significant impact on the environment and when considered cumulatively, will not meet one or more of the criteria under 6 NYCRR 617.7(c).

The proposed plan will not result in any adverse cumulative impacts to the environment.

- 13.) The Putnam County Legislature has considered reasonably related long-term, short-term, direct and indirect cumulative impacts, including simultaneous or subsequent actions.

The proposed plan will not result in any long-term, short-term, direct or indirect cumulative impacts.

This notice is being filed with:

New York State Department of Environmental Conservation. Attn: Commissioner
625 Broadway
Albany, NY 12233

New York State Department of Environmental Conservation
Attention: Regional Director
21 South Putt Corners
New Paltz, NY 12561

New York State Department of Transportation
Attn: Regional Director
4 Burnett Boulevard
Poughkeepsie, NY 12603

New York City Department of Environmental Protection, SEQR Review Unit
465 Columbus Avenue
Valhalla, NY 10595

Supervisor's Office
Town of Carmel
60 McAlpin Avenue
Mahopac, NY 10541

Town of Southeast, Supervisor's Office
1360 NY-22
Brewster, NY 10509

Town of Kent, Supervisor's Office
25 Sybils Crossing
Kent Lakes, NY 10512

Town of Putnam Valley, Supervisor's Office
265 Oscawana Lake Road
Putnam Valley, NY 10579

Town of Philipstown, Supervisor's Office
P.O. Box 155
Cold Spring, NY 10516

Town of Patterson, Supervisor's Office
1142 NY-311
Patterson, NY 12563

Putnam County Department of Health
1 Geneva Road
Brewster, NY 10509

Putnam County Department of Planning, Development & Public Transportation
841 Fair St
Carmel, NY 10512



January 14, 2026

Ms. Barbara Barosa, AICP, Commissioner
Putnam County Department of Planning, Development & Public Transportation
841 Fair Street
Carmel, New York 10512

Rohit T. Aggarwala
Commissioner

Re: **Notice of Intent to be Lead Agency**
Putnam County Solid Waste Management Plan
Putnam County
DEP Log #: 2025-MUL-0747-SQ.1

Paul V. Rush, P.E.
Deputy Commissioner

Dear Ms. Barosa and Members of the Putnam County Legislature:

465 Columbus Avenue
Valhalla, NY 10595

The New York City Department of Environmental Protection (DEP) has reviewed the Putnam County Department of Planning, Development, and Public Transportation's (Department) Notice of Intent to act as lead agency and full Environmental Assessment Form (EAF) for the above referenced project. DEP does not object to the Department acting as lead agency for the Coordinated Review of the proposed action pursuant to the New York State Environmental Quality Review Act (SEQRA).

Tel. (845) 340-7800
Fax (845) 334-7175
prush@dep.nyc.gov

The proposed action involves the preparation and adoption of an updated Solid Waste Management Plan (SWMP) for Putnam County.

DEP does not maintain any discretionary permit authority over the proposed action. As such, DEP is considered an interested agency pursuant to SEQRA.

Based upon review of the circulated documents, DEP respectfully submits the following comments for the Department's consideration:

1. Chapter 2 of the SWMP mentions that 5.5 million gallons of septage was generated in Putnam County in 2024; however, this data is not included in Table 2.1 (pg. 20). DEP is curious as to whether this was simply an oversight or if septage is categorized and tracked differently than other forms of waste.
2. In general, please note that new or modified solid waste management facilities within 300 feet of a watercourse or New York State regulated wetland, or within the limiting distance of 500 feet of a reservoir, reservoir stem, or controlled lake, require DEP review and approval of a stormwater pollution prevention plan (SWPPP) pursuant to Section 18-41 of the Watershed Regulations.

Thank you for the opportunity to review the draft SWMP and provide comments. You may reach the undersigned at cgarcia@dep.nyc.gov or (914) 749-5302 with any questions or if you care to discuss the matter further.

Sincerely,

Nelsi Guzman (for Cynthia Garcia)
Cynthia Garcia, Supervisor
SEQRA Coordination Section

c: T. O'Malley, NYSDEC Region 3

SEQR 26-012

RESPONSE TO REQUEST THAT
THE PUTNAM COUNTY LEGISLATURE
SERVE AS LEAD AGENCY FOR THE
Putnam County Solid Waste Management Plan

On behalf of New York State DOT (Involved or Interested Agency), I
acknowledge receipt of the Lead Agency notice in this matter.

The above named agency hereby: (Please check one)

- CONSENTS to the Putnam County Legislature serving as lead agency in this application, and requests that the undersigned continue to be notified of SEQR determinations, proceedings and hearings in this matter.
- DOES NOT CONSENT to the Putnam County Legislature serving as lead agency in this application and wishes that _____ serve as lead agency.

To contest lead agency designation, the undersigned intends to follow the procedures outlined in 6 NYCRR 617.6(e).

- TAKES NO POSITION on lead agency designation.

Date Jan 20/2026

Signature: 
 Printed: DAVID GROUCHER
 Agency: NYSDOT

PLEASE RETURN TO: Barbara Barosa, AICP, Commissioner
 Putnam County Department of Planning, Development & Public Transportation
 841 Fair Street, Carmel, NY 10512
 845-878-3480
barbara.barosa@putnamcountynv.gov

**RESPONSE TO REQUEST THAT
THE PUTNAM COUNTY LEGISLATURE
SERVE AS LEAD AGENCY FOR THE
Putnam County Solid Waste Management Plan**

On behalf of the TOWN OF PATTERSON (Involved or Interested Agency), I acknowledge receipt of the Lead Agency notice in this matter.

The above named agency hereby: (Please check one)

CONSENTS to the Putnam County Legislature serving as lead agency in this application, and requests that the undersigned continue to be notified of SEQR determinations, proceedings and hearings in this matter.

DOES NOT CONSENT to the Putnam County Legislature serving as lead agency in this application and wishes that _____ serve as lead agency.

To contest lead agency designation, the undersigned intends to follow the procedures outlined in 6 NYCRR 617.6(e).

TAKES NO POSITION on lead agency designation.

Date 1/15/26

Signature:



Printed:

RICHARD WILLIAMS SR.

Agency:

TOWN OF PATTERSON

PLEASE RETURN TO: Barbara Barosa, AICP, Commissioner
Putnam County Department of Planning, Development & Public Transportation
841 Fair Street, Carmel, NY 10512
845-878-3480
barbara.barosa@putnamcountyny.gov

**RESPONSE TO REQUEST THAT
THE PUTNAM COUNTY LEGISLATURE
SERVE AS LEAD AGENCY FOR THE
Putnam County Solid Waste Management Plan**

On behalf of Town of Philipstown (Involved or Interested Agency), I acknowledge receipt of the Lead Agency notice in this matter.

The above named agency hereby: (Please check one)

CONSENTS to the Putnam County Legislature serving as lead agency in this application, and requests that the undersigned continue to be notified of SEQR determinations, proceedings and hearings in this matter.

DOES NOT CONSENT to the Putnam County Legislature serving as lead agency in this application and wishes that _____ serve as lead agency.

To contest lead agency designation, the undersigned intends to follow the procedures outlined in 6 NYCRR 617.6(e).

TAKES NO POSITION on lead agency designation.

Date 1/12/2026

Signature:



Printed:

John Van Tassel

Agency:

Supervisor, Town of Philipstown

PLEASE RETURN TO: Barbara Barosa, AICP, Commissioner
Putnam County Department of Planning, Development & Public Transportation
841 Fair Street, Carmel, NY 10512
845-878-3480
barbara.barosa@putnamcountyny.gov

RESPONSE TO REQUEST THAT
THE PUTNAM COUNTY LEGISLATURE
SERVE AS LEAD AGENCY FOR THE
Putnam County Solid Waste Management Plan



On behalf of Town of Southeast (Involved or Interested Agency), I acknowledge receipt of the Lead Agency notice in this matter.

The above named agency hereby: (Please check one)

CONSENTS to the Putnam County Legislature serving as lead agency in this application, and requests that the undersigned continue to be notified of SEQR determinations, proceedings and hearings in this matter.

DOES NOT CONSENT to the Putnam County Legislature serving as lead agency in this application and wishes that _____ serve as lead agency.

To contest lead agency designation, the undersigned intends to follow the procedures outlined in 6 NYCRR 617.6(e).

TAKES NO POSITION on lead agency designation.

Date 1/19/26

Signature:

Nick Durante

Printed:

Nick Durante

Agency:

Town of Southeast

PLEASE RETURN TO: Barbara Barosa, AICP, Commissioner
Putnam County Department of Planning, Development & Public Transportation
841 Fair Street, Carmel, NY 10512
845-878-3480
barbara.barosa@putnamcountyny.gov

**STATE ENVIRONMENTAL QUALITY REVIEW
NOTICE TO INVOLVED/ INTERESTED AGENCIES THAT
LEAD AGENCY MUST BE DESIGNATED**

The Putnam County Legislature is considering the approval of project referred to as:

Putnam County Solid Waste Management Plan

See https://www.putnamcountyny.gov/images/Departments/Department_of_Health/recycle/PC_LSWMP_DRAFT_11-2025.pdf to view the draft 2025-2034 Local Solid Waste Management Plan.

This project is a Type I Action and the Putnam County Legislature wishes to conduct a Coordinated Review.

Under the applicable standards of 6 NYCRR Section 617.6(b), the Legislature has concluded that it is appropriate to designate the Putnam County Legislature as the Lead Agency in the environmental review of the proposed action.

This notification is being sent to involved agencies with the request that you consent to the Legislature serving as Lead Agency. If, however, an involved agency does not agree that the Putnam County Legislature be designated as the Lead Agency, it may follow the procedures outlined in 6 NYCRR 617.6(b)(5).

A copy of the State Environmental Quality Review Act (SEQRA) Lead Agency Notice, Supporting Resolution, Short Environmental Assessment Form (EAF), site plan and supporting documentation are enclosed.

If you have any questions or comments, you may either email, telephone or contact by mail:

Barbara Barosa, AICP, Commissioner
Putnam County Department of Planning, Development & Public Transportation
841 Fair St, Carmel, NY 10512
Barbara.barosa@putnamcountyny.gov
845-878-3480

This notice is being mailed on December 19, 2025. We would ask that involved agencies fill out the annexed form, either consenting or not consenting to the Putnam County Legislature serving as Lead Agency and return it on or before January 18, 2026. Responses should be sent to Ms. Barbara Barosa at the address above. Lack of response to this request will be treated as consent to the request.

cc: All
2-11-26-Health
3-3-26-Full Reso

Elizabeth Robinson

From: Barbara Barosa
Sent: Wednesday, February 4, 2026 2:39 PM
To: Diane Trabulsy; Elizabeth Robinson
Cc: Rian Rodriguez; Savannah Usher; Matthew Covucci; County Executive; Sarah English
Subject: SEQR Resolution and Negative Declaration - County Solid Waste Management Plan
Attachments: Reso.NegDec.SWMP.docx; NegDec - SWMP.docx; SWMP LAD responses.pdf

Good Afternoon,

Attached please find a letter to Legislator Birmingham regarding a proposed Resolution and supporting documentation respectfully requested be placed on the next Health Committee Meeting agenda for the Legislature's review/consideration.

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."

2026 FEB - 4 PM 4: 53
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

RIAN RODRIGUEZ, MPH
PUBLIC HEALTH DIRECTOR



cc: all Health
2-11-26 **KEVIN M. BYRNE** #8.
PUTNAM COUNTY EXECUTIVE
full 3-3-26 *Reso*

MEMORANDUM

To: Amy Sayegh, Chairperson of the Legislature

From: Dr. Daniel Doyle, President of the Board of Health

cc: Kevin Byrne, County Executive
Rian Rodriguez, MPH, Public Health Director
Savannah Usher, PhD-c, MPH, Recording Secretary to the Board of Health

Subject: Reappointment of Member of the Board of Health

Date: 12/15/2025

This is to inform you that Board of Health member, Shelby Luce's term expires on December 31, 2025. Ms. Luce has indicated that she would like to continue serving on the Board of Health. Please accept this correspondence as a request that the Legislature take the necessary steps in reappointing Shelby Luce to another term. Her current appointment was to fulfill a vacancy previously held by Dr. Schoolman whose term she has taken and is expiring. This occurred this way to maintain the required staggered 6-year terms for members.

Thank you in advance for your assistance in this matter.

ENCLOSED: Resume of Shelby Luce, MPH

2025 DEC 15 PM 3:04
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

sum of [REDACTED] dollars;
and

WHEREAS, the County Attorney, the County's outside counsel, James Randazzo, Esq., and NYMIR's claims representative, have after due consideration recommended the aforementioned settlement as an alternative to trial; and

WHEREAS, in connection with this settlement the County shall only be responsible for payment of a deductible of [REDACTED] pursuant to the County's insurance policy with NYMIR; and

WHEREAS, counsel for the County of Putnam, has in fact settled the matter with Plaintiff for the sum of [REDACTED] dollars; and Plaintiff shall execute the required General Release which, upon approval by the Legislature, a Stipulation of Discontinuance will be filed with the Supreme Court, Putnam County, thereby discontinuing this matter and allowing Plaintiff to receive her settlement payment in the agreed upon amount; and

WHEREAS, the aforementioned settlement is in the public interest and avoids the costs of further litigation, additional attorney's fees and costs and the risk of a high jury verdict; now therefore be it

RESOLVED, that the proposed settlement of this matter for the sum of [REDACTED] dollars with the County only being responsible for payment of a combined deductible of [REDACTED] pursuant to the County's insurance policy with NYMIR is hereby approved.

RESOLVED, that the County Executive is hereby authorized to sign any required settlement documents on behalf of the County including a General Release with respect thereto.

Rb-Reses #5

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue
Carmel, New York 10512
Phone (845) 808-1020 • Fax (845) 808-1933
putcoleg@putnamcountyny.gov

Daniel G. Birmingham *Chairman*
William Gouldman *Deputy Chair*
Diane Trabulsy *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Jake D'Angelo	Dist. 5
Thomas Regan, Jr.	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

MEMORANDUM

DATE: February 6, 2026

TO: Daniel G. Birmingham
Chairman, Putnam County Legislature

CC: Amy Sayegh
Chairwoman, Rules, Enactments & Intergovernmental Relations Committee

FROM: Nancy Montgomery
Legislator, District #1
Nancy A. Montgomery
Legislative Representative, Fish & Wildlife Management Board

RE: Appointment of Putnam County Landowner Representative to the NYS DEC
Region 3 Fish and Wildlife Management Board

I respectfully request that the Rules Committee consider the appointment of John Corrao as Putnam County's Landowner Representative to the New York State Department of Environmental Conservation Region 3 Fish and Wildlife Management Board at the February 11, 2026 Rules, Enactments, Intergovernmental Relations Committee meeting. This appointment is time sensitive as it will ensure continuity of Putnam County's voice in regional wildlife planning in accordance with state law.

The Fish and Wildlife Management Boards are established pursuant to New York State Environmental Conservation Law §11-0535, which provides for the creation of regional boards and specifically requires the appointment of a landowner representative from each county within the region to ensure that private property interests and local land management perspectives are represented in wildlife policy and management decisions.

Mr. Corrao has been a Putnam County resident and landowner for over thirty years and currently owns and actively manages an 89-acre property in the Town of Kent. He brings decades of experience in wildlife conservation, habitat management, and responsible deer management, including:

- Longstanding involvement with local and regional sportsmen's and conservation organizations
- Leadership in the implementation of the NYCDEP Deer Management Restriction Program in Putnam County
- Professional work with The Nature Conservancy managing conservation-based hunting programs
- Collaboration with NYSDEC biologists, the Watershed Agricultural Council, and conservation groups on wildlife education and habitat initiatives

Putnam County faces increasingly complex wildlife management challenges affecting homeowners, agriculture, road safety, and ecological health. Mr. Corrao's practical land stewardship experience and deep knowledge of wildlife policy make him exceptionally well-suited to serve as the County's Landowner Representative on the Region 3 Board.

Thank you for your consideration. Please feel free to contact me should you require any additional information.

Michael Budzinski
Director
Ext. 46111

Russell Bleakley
Chairman

Robert Sleight
Vice Chairman



Henry Boyd
Homer Losee
Alex Mancone
Christopher Lyons
Thomas Capalbo
Gary Redlon

Secretary
Plumbing/Mechanical Board
Ext. 46026

→ CC: All Rules Feb. 2026 MARCH Full

**PUTNAM COUNTY PLUMBING BOARD
OFFICE OF CONSUMER AFFAIRS / WEIGHTS & MEASURES /
Trades Licensing & Registration**

MEMORANDUM

To: Diane Trabulsy
Clerk, Putnam County Legislature

From: Lisa Chtioui *Lisa Chtioui*
Interim Secretary, Plumbing/Mechanical Board

Date: December 18, 2025

RE: Appointments to the Plumbing/Mechanical Board

2025 DEC 18 PM 3:38
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the November 13, 2025 meeting of the Putnam County Plumbing/Mechanical Trades Board, the following nominations were made:

Board Member Re-Appointments

- Mr. Alex Mancone - Re-appointment as Master HVAC
Term: 3 Years (2026 - 2028)
Vote: All Ayes - Carried Unanimously
- Mr. Ferdy Guerra - Re-appointment as Putnam County Resident
Term: 3 Years (2026 - 2028)
Vote: All Ayes - Carried Unanimously

We respectfully request that the Rules Committee place this item on the agenda for its next meeting.

Attached please find letters of intent from Mr. Mancone and Mr. Guerra.

Additionally, please note that Mr. Thomas Copalbo has declined reappointment and will not be seeking a new term on the Board. We thank Mr. Copalbo for his service and contributions.

Thank you for your consideration.

cc: Michael Budzinski, PE
Director, Office of Consumer Affairs

**Decrease Estimated Revenues:
SEE ATTACHED SHEET 6,058.00**

CAPITAL PROJECTS FUND

**Increase Estimated Appropriations:
SEE ATTACHED SHEET 322,389.46**

**Decrease Estimated Appropriations:
SEE ATTACHED SHEET 251,822.91**

**Increase Estimated Revenues:
SEE ATTACHED SHEET 320,223.48**

**Decrease Estimated Revenues:
SEE ATTACHED SHEET 249,656.93**

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

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Audit: 2-19-26
Full - March

RESO

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk
From: William J. Carlin, Jr., Commissioner of Finance *WJC*
Re: Budgetary Amendment - 25A127
Date: February 16, 2026

2026 FEB 17 AM 11:39
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

GENERAL FUND:

Increase estimated appropriations:

SEE ATTACHED SHEET 662,917.48

Decrease estimated appropriations:

SEE ATTACHED SHEET 527,239.01

Increase estimated revenues:

SEE ATTACHED SHEET 993,240.47

Decrease estimated revenues:

SEE ATTACHED SHEET 857,562.00

ROAD FUND:

Increase estimated appropriations:

SEE ATTACHED SHEET 71,495.00

Increase estimated revenues:

SEE ATTACHED SHEET 79,098.00

Decrease estimated revenues:

SEE ATTACHED SHEET 7,603.00

TRANSPORTATION FUND:

Increase estimated revenues:

SEE ATTACHED SHEET 6,058.00

Decrease estimated revenues:

SEE ATTACHED SHEET 6,058.00

CAPITAL PROJECTS FUND:

Increase estimated appropriations:

SEE ATTACHED SHEET

322,389.46

Decrease estimated appropriations:

SEE ATTACHED SHEET

251,822.91

Increase estimated revenues:

SEE ATTACHED SHEET

320,223.48

Decrease estimated revenues:

SEE ATTACHED SHEET

249,656.93

Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to record year end journal entry #3 as per the attached spreadsheet.

Approved:

Kevin M, Byrne
County Executive

FD ORG	OBJECT	PROJECT	DESCRIPTION	INCREASE ESTIMATED APPROPNS	DECREASE ESTIMATED APPROPNS	INCREASE ESTIMATED REVENUES	DECREASE ESTIMATED REVENUES	COMMENTS
01 10990100	59020		TRANSFER TO CAPITAL FUND	70,223.48				ADJUST TO ACTUAL
01 10990100	59020		TRANSFER TO CAPITAL FUND		8,514.01			ADJUST TO ACTUAL
01 10990100	59020		TRANSFER TO CAPITAL FUND	250,000.00				ADJUST TO ACTUAL
01 10085000	54646	10149	CONTRACT - PCGC	275,000.00				ADJUST TO PROJECTION
01 10085000	420031	10149	PCGC INCOME					ADJUST TO PROJECTION
01 10677200	437761		STATE AID - COMMUNITY SERVICES			14,697		ADJUST TO PROPER ACCOUNT
01 10677200	447761		FED AID - COMMUNITY SERVICES			235,300		RECLASS TO PROPER ACCOUNT
01 10315000	422641		PRISONER BOARD IN					ADJUST TO ACTUAL
01 10315000	422643		PRISONER BOARD IN -US MARSHALL					ADJUST TO ACTUAL
01 10136200	410511		TAX ACQUIRED PROPERTY SALES			214,932		ADJUST TO ACTUAL
01 16099000	422609		SPO CONTRACTS					ADJUST TO ACTUAL
01 17311000	422601	10102	SRT DEPUTY OUTSIDE SERVICES				143,500	ADJUST TO ACTUAL
01 13398900	411401		E911 TELEPHONE SURCHARGE				55,000	ADJUST TO ACTUAL
01 10199000	54980		CONTINGENCY		518,725		50,320	ADJUST TO ACTUAL
01 10134500	427706		REBATES					ADJUST TO ACTUAL
01 16099000	422609	10147	SPO CONTRACTS				26,612	ADJUST TO ACTUAL
01 10161000	54631		ELECTRIC	25,000			21,530	ADJUST TO ACTUAL
01 13398900	51093		CHARGES - TAX REDEMPTION	15,100				ADJUST TO PROJECTION
01 10136200	412350		OVERTIME				15,100	ADJUST TO ACTUAL
01 12401000	51093		OVERTIME	9,646				ADJUST FOR INCREASE HOME SERVICES
01 10131000	426101		FINES & FORFEITED BAIL				6,500	ADJUST FOR INCREASE HOME SERVICES
01 10874500	439106		STATE AID - CONSERVATION PROJECT				8,000	ADJUST TO ACTUAL
01 10311000	58008		HEALTH PLANS	7,487				ADJUST TO ACTUAL
01 10711000	420011		PARK & RECREATION CHARGES				5,830	ADJUST TO ACTUAL
01 10651100	412891		VETERANS HOME RENTAL				5,350	ADJUST TO ACTUAL
01 10141100	426551		MINOR SALES - OTHER				5,100	ADJUST TO ACTUAL
01 10084000	426551	10143	MINOR SALES - OTHER				4,473	ADJUST TO ACTUAL
01 14398900	426551		MINOR SALES - OTHER				4,200	ADJUST TO ACTUAL
01 13311000	51093		OVERTIME	2,900				ADJUST TO ACTUAL
01 126401001	51093	10066	OVERTIME	1,310				ADJUST TO ACTUAL
01 16311000	51093		OVERTIME	1,231				ADJUST TO ACTUAL
01 10906000	58061		HEALTH INSURANCE RETIREES	1,110				ADJUST TO ACTUAL
01 32311000	51093	10165	OVERTIME	272				ADJUST TO ACTUAL
01 10135500	51094		TEMPORARY	440				ADJUST TO ACTUAL
01 10161000	51094		TEMPORARY	716				ADJUST TO ACTUAL
01 10123000	54640		EDUCATION AND TRAINING	130				ADJUST TO ACTUAL
01 10677900	55314		CHRGK POSTAGE	115				ADJUST TO ACTUAL
01 10141100	55370		CHRGK AUTOMOTIVE	579				ADJUST TO ACTUAL
01 10315000	55371		CHRGK GASOLINE	796				ADJUST FOR INCREASE HOME SERVICES
01 10401000	58002		SOCIAL SECURITY	250				ADJUST FOR INCREASE HOME SERVICES

FD	ORG	OBJECT	PROJECT	DESCRIPTION	INCREASE ESTIMATED APPROPNS	DECREASE ESTIMATED APPROPNS	INCREASE ESTIMATED REVENUES	DECREASE ESTIMATED REVENUES	COMMENTS
01	13311000	58002		SOCIAL SECURITY	273				ADJUST TO ACTUAL
01	26401001	58002	10066	SOCIAL SECURITY	230				ADJUST TO ACTUAL
01	10149000	58008		HEALTH PLANS	109				ADJUST TO ACTUAL
01	10131000	424011		INTEREST & EARNINGS	-	-	528,311.47	-	ADJUST TO PROJECTION
					662,917.48	527,239.01	993,240.47	857,562.00	
02	10511000	426501		SALES OF EXCESS SCRAP					ADJUST TO ACTUAL
02	10511000	58004		WORKERS COMPENSATION				7,603.00	ADJUST TO ACTUAL
02	10511000	58008		HEALTH INSURANCE					ADJUST TO ACTUAL
02	10514200	51093		OVERTIME	66,164				ADJUST TO PROJECTION - SNOW REMOVAL OT
02	10514200	54410		SUPPLIES & MATERIALS					ADJUST TO PROJECTION - SALT
02	10514200	58002		FICA	5,331				ADJUST TO ACTUAL
02	10514200	58008		HEALTH INSURANCE					ADJUST TO ACTUAL
02	10514400	58008		HEALTH INSURANCE					ADJUST TO ACTUAL
02	10514400	54410		SUPPLIES & MATERIALS					ADJUST TO ACTUAL
02	02021310	427161		USE OF FUND BALANCE	-	-	79,098	-	ADJUST TO PROJECTION - SALT
					71,495	-	79,098	7,603.00	
05	53097000	51094		RADIO PROJECT - TEMPORARY	67,245.00				RECLASSIFY TO PROPER ACCOUNT
05	53097000	58002		RADIO PROJECT - FICA	5,144.46				RECLASSIFY TO PROPER ACCOUNT
05	53097000	53000		RADIO PROJECT		72,389.46			RECLASSIFY TO PROPER ACCOUNT
05	55997000	53000		SE-DANBURY RAIL STUDY		170,919.44			TO CLOSE ACCOUNT
05	55997000	449896		SE-DANBURY RAIL STUDY				241,142.92	TO CLOSE ACCOUNT
05	55997000	428601		SE-DANBURY RAIL STUDY			70,223.48		TO CLOSE ACCOUNT
05	53097000	53000		E911 CONSOLIDATION		8,514.01			TO CLOSE ACCOUNT
05	53097000	428601		E911 CONSOLIDATION				8,514.01	TO CLOSE ACCOUNT
05	55197000	532001		ACCESS CONTROL - SECURITY ENHANCEMENTS	250,000.00		250,000.00		PROVIDE FOUNDING FOR SECURITY UPGRADES
05	55197000	428601		TRANSFER FROM GENERAL FUND	-	-			PROVIDE FOUNDING FOR SECURITY UPGRADES
					322,389.46	251,822.91	320,223.48	249,656.93	
09	95630000	417511		FARES - PART BUS				6,058.00	ADJUST TO ACTUAL
09	09021310	427161		USE OF FUND BALANCE	-	-	6,058	-	ADJUST TO ACTUAL
					-	-	6,058	6,058.00	

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Audit 2-14-24
Reso

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk
From: William J. Carlin, Jr., Commissioner of Finance *WJC*
Re: Budgetary Amendment - **26A013**
Date: February 13, 2026

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

Increase Estimated Appropriations:

10193000 54933 Judgements & Claims 250,000

Increase Estimated Revenues:

10131000 427115 Judgements & Settlements Reserve 250,000

Grimaldi vs. County of Putnam
Fiscal Impact - 2026 - \$ 250,000
Fiscal Impact - 2027 - \$ 0

This Resolution is required to fund a Legal Settlement as per the enclosed documentation.
Please forward to the appropriate committee.

Approved : _____
Kevin M, Byrne, County Executive

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2026 FEB 13 PM 2:47

Attached Backup
is
CONFIDENTIAL

Legislature approval is obtained for such application submission, consideration of the application shall occur at the next Full Legislature Meeting; and

WHEREAS, the County, by and through the Putnam County Department of Planning, Development and Public Transportation (the "Department"), is desirous to competitively seek grant funds through NYDOT's 2025 TAP competitive solicitation for the Town of Philipstown's Fair Street sidewalks project; and

WHEREAS, the Fair Street sidewalk project will construct a pedestrian sidewalk connecting the Village of Cold Spring to Little Stony Point at the entrance of the Hudson Highlands State Park Preserve, completing the final missing segment of sidewalk along the County-owned portion of Fair Street; and

WHEREAS, the total costs of the project are estimated at \$2,162,500; and

WHEREAS, this grant, if awarded, would fund up to 80% percent of the project costs; and

WHEREAS, the Hudson Highlands Fjord Trail has verbally agreed to fund the 20% required match for the project; and

WHEREAS, the Legislature, by and through the Audit & Administration Committee, supports the Department's submission of the Fair Street sidewalk project application, for grant funding through NYSDOT; Now therefore be it

RESOLVED, that the County Executive, together with the Legislature, supports the County's application for TAP grant funding as aforesaid, such application for grant funding to be submitted by the Department by March 12, 2026 to NYSDOT for its consideration; and it is hereby further

RESOLVED, that this Resolution shall take effect immediately.



Putnam County
Department of Planning, Development,
and Public Transportation

www.putnamcountyny.com

841 Fair Street
Carmel, NY 10512

Phone: (845) 878-3480
Fax: 845) 808-1948

CC: All
Addit'L #5
Audit mtg 2-19-26

TO: Legislator William Gouldman
Deputy Chairman, Putnam County Legislature

FROM: Barbara Barosa, AICP, Commissioner
Department of Planning, Development and Public Transportation

DATE: February 18, 2026

RE: Clarification regarding February 12, 2026, Memorandum regarding Town of Philipstown Fair Street sidewalk grant opportunity

On February 12, 2026, I forwarded a memorandum with a draft Resolution to the Legislature requesting approval to submit a NYSDOT Transportation Alternative Program (TAP) application for the Fair Street sidewalk project. The memorandum had language linking the project to the Breakneck Ridge closure. While this is a contributing cause of additional pedestrian activity along this corridor, it does not fully detail the longstanding need for sidewalks along Fair Street for both residents and tourists in the area. The historical context and need were included in the TAP pre-review documents and will be fully described and supported in the full TAP application.

I look forward to discussing this at the Audit & Administration Committee meeting on February 19, 2026.

Thank you in advance for your consideration.

2026 FEB 18 PM 5:17
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

THE PUTNAM COUNTY LEGISLATURE

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2/19 Audit

Daniel G. Birmingham *Chairman*
William Gouldman *Deputy Chair*
Diane Trabulsy *Clerk*



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Jake D'Angelo	Dist. 5
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Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

MEMORANDUM

DATE: February 13, 2026

TO: Daniel G. Birmingham
Chairman, Putnam County Legislature

CC: Kevin Byrne
Putnam County Executive

Barbara Barosa
Planning Commissioner

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

RE: TAP Grant Memorandum – Fair Street Sidewalk Project

I am writing regarding the February 12, 2026 memorandum from the Department of Planning concerning the Town of Philipstown Fair Street sidewalk Transportation Alternatives Program (TAP) grant opportunity.

Respectfully, the memo contains factual inaccuracies that should be corrected before the Legislature goes on record in support of this application. It would be inappropriate and potentially risky for the Legislature to adopt or rely upon language that misstates the documented planning basis for this project, particularly in connection with a NYSDOT TAP submission.

The current memorandum attributes increasing pedestrian activity and related safety concerns along Fair Street to the closure of the Breakneck Ridge Metro-North station and the elimination

of parking associated with construction in that area. That characterization does not align with the adopted planning record.

The need for improved pedestrian infrastructure connecting the Village of Cold Spring to Little Stony Point and the Washburn Trailhead has been documented for well over a decade. The **Village of Cold Spring Comprehensive Plan (Adopted January 10, 2012)** specifically addresses pedestrian safety, walkability, and improved connectivity in this corridor (see pp. 18, 25, 26, and 88 - <https://www.coldspringny.gov/DocumentCenter/View/2111/Adopted-Comprehensive-Plan-PDF>). In addition, the **2015 Hudson Highlands Fjord Trail Master Plan** (attached) further identifies the importance of safe pedestrian connections between the Village and trail access points.

These adopted planning documents predate the temporary Breakneck station closure and establish that the Fair Street sidewalk need is longstanding and rooted in documented safety and connectivity objectives.

Additionally, available pedestrian count data does not support attributing the Fair Street conditions primarily to the station closure. While Cornish and Washburn Trailhead counts increased by approximately 10.9% between 2024 and 2025 (May–December), overall pedestrian activity along the Route 9D corridor declined by approximately 39% during that same period due to zero activity at Breakneck and Wilkinson. This reflects redistribution rather than net growth.

A 10.9% increase at two trailheads does not, on its own, establish a newly emergent corridor-wide condition. Transportation Alternatives Program evaluations are based on documented safety needs, connectivity gaps, and consistency with adopted planning documents, not on short-term fluctuations in visitation patterns. The Fair Street sidewalk need predates and exists independently of the temporary Breakneck station closure.

When branches of government and partner entities are not aligned around verified information and adopted planning documents, we risk undermining both public trust and grant competitiveness. Given that this application seeks reimbursement of approximately 80% of \$2.1 million in improvements, with a committed 20% from our community partners at Hudson Highlands Fjord Trail, it is essential that the narrative supporting the application be precise, defensible, and grounded in the official planning record.

I do not know the source of the language contained in the current memorandum; however, it does not accurately reflect the documented history of this project. I respectfully request that the memorandum be revised prior to placement on a Committee agenda to ensure accuracy and consistency with adopted plans.

For clarity, I suggest the following revised language:

“Longstanding and documented pedestrian safety concerns exist in this area due to tourists and local residents traveling between the Village of Cold Spring, Little Stony Point, and the Washburn Trailhead along Route 9D. The need for improved pedestrian safety and connectivity along Fair Street has been identified for well over a decade in adopted planning documents.

The Village of Cold Spring Comprehensive Plan (Adopted January 10, 2012) specifically addresses pedestrian safety, walkability, and improved connections between the Village and nearby recreational destinations (see pp. 18, 25, 26, and 88). The 2015 Hudson Highlands Fjord Trail Master Plan further recognizes the importance of safe pedestrian access between the Village and trailheads within the Route 9D corridor.

The Fair Street sidewalk project is grounded in these longstanding planning objectives.”

For the integrity of the record and the strength of the TAP application, these corrections should be made prior to further legislative consideration.

Thank you for your attention to this matter.



**Putnam County
Department of Planning, Development,
and Public Transportation**

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CC: All
- Audit 2-19-26
- Full - 3-3-26
Reso

TO: Legislator Daniel G. Birmingham
Chairman, Putnam County Legislature

FROM: Barbara Barosa, AICP, Commissioner
Department of Planning, Development and Public Transportation

DATE: February 12, 2026

RE: Town of Philipstown Fair Street sidewalk grant opportunity

2026 FEB 12 PM 4:13
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Attached please find a draft Resolution approving the submittal of a NYSDOT Transportation Alternative Program (TAP) application for the Fair Street sidewalk project.

The project would involve the construction of pedestrian sidewalks along the County-owned portion of Fair Street in the Town of Philipstown. There is increasing pedestrian activity in this area due to tourists and local residents trying to reach the hiking trails along Route 9D in Philipstown, especially Breakneck Ridge. The closure of the Metro North station at Breakneck Ridge, and the elimination of parking in that area for the construction of the Breakneck connector, has forced all pedestrians looking to access Little Stony Point from the Village of Cold Spring to walk in the street. To that end, the Town initially submitted preliminary materials to NYSDOT for this TAP grant to reimburse 80 percent of approx. \$2.1 million in sidewalk improvements for Fair Street. The Hudson Highlands Fjord Trail has committed to provide the 20 percent local match for the Project. Based on recent discussions between the Town, Village and Administration, it has been determined that the County is best suited to sponsor the TAP grant application, and the Project, forward to completion. The TAP grant application deadline is March 12, 2026.

Therefore, it is respectfully requested that this matter be placed on the next appropriate Committee meeting agenda.

Thank you in advance for your consideration.

APPROVAL/SUBMISSION OF APPLICATION FOR THE 2025 DEPARTMENT OF TRANSPORTATION ALTERNATIVES PROGRAM (TAP) GRANT FUNDING AVAILABLE THROUGH THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION (NYSDOT)

WHEREAS, the County Executive and the Putnam County Legislature (the “Legislature”) agree that through efforts to develop and implement bicycle, pedestrian, multi-use path and non-motorized transportation-related projects and programs the goals of the Climate Leadership and Community Protection Act are furthered, which is in the best interests of Putnam County (the “County”) taxpayers; and

WHEREAS, competitive funding opportunities are offered through New York State, more particularly, the New York State Department of Transportation (“NYSDOT”), for which the submission deadline of TAP Program grant funding applications to NYSDOT is March 12, 2026; and

WHEREAS, funding opportunities exist for projects and programs in connection with, among others, transportation alternatives that focus on public infrastructure related projects that increase options for non-vehicular transportation, including, without limitation, improving non-driver safety and access to public transportation and enhanced mobility, on-road and off-road facilities for pedestrians, bicyclists and non-motorized transportation users, enhancing recreational trails which, in turn, provide health, welfare and safety benefits to users of the County’s bike trails, all of which are expected to spur tourism and promote social viability and vitality, thereby positively impacting the County’s economic competitiveness, which is wholly in the best interests of County taxpayers; and

WHEREAS, Section 5-1(D)(1) of the Putnam County Code requires the Legislature to approve all grant applications prior to their submission and that in the event time is of the essence requiring submission before Legislature approval is obtained for such application submission, consideration of the application shall occur at the next Full Legislature Meeting; and

WHEREAS, the County, by and through the Putnam County Department of Planning, Development and Public Transportation (the “Department”), is desirous to competitively seek grant funds through NYDOT’s 2025 TAP competitive solicitation for the Town of Philipstown’s Fair Street sidewalks project; and

WHEREAS, the Fair Street sidewalk project will construct a pedestrian sidewalk connecting the Village of Cold Spring to Little Stony Point at the entrance of the Hudson Highlands State Park Preserve, completing the final missing segment of sidewalk along the County-owned portion of Fair Street; and

WHEREAS, the total costs of the project are estimated at \$2,162,500; and

WHEREAS, this grant, if awarded, would fund up to 80% percent of the project costs;
and

WHEREAS, the Hudson Highlands Fjord Trail has verbally agreed to fund the 20% required match for the project; and

WHEREAS, the Legislature, by and through the Physical Services Committee, supports the Department's submission of the Fair Street sidewalk project application, for grant funding through NYSDOT; Now therefore be it

RESOLVED, that the County Executive, together with the Legislature, supports the County's application for TAP grant funding as aforesaid, such application for grant funding to be submitted by the Department by March 12, 2026 to NYSDOT for its consideration; and it is hereby further

RESOLVED, that this Resolution shall take effect immediately.

