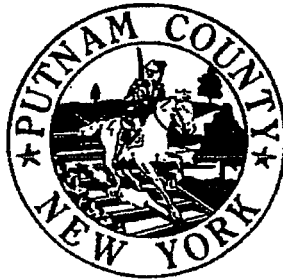


THE PUTNAM COUNTY LEGISLATURE

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 April 7, 2026 7:00 P.M.

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

PROCLAMATIONS

Alcohol Awareness Month

Autism Acceptance Month

Child Abuse Prevention Month

Donate Life Month

Healthy Teen Brain Day – April 20, 2026

National Library Week – April 19 – 25, 2026

National Telecommunicators' Week – April 12 – 18, 2026

Peers Influence Peers Partnership Month

Teen Driver Safety Awareness Month

**4. Acceptance of Minutes - Special Full Meeting, October 14, 2025**

**5. Correspondence**  
**a) County Auditor**

**6. Pre-filed resolutions:**

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

**6a. Approval – Putnam Arts Council Grants For 2026**

**6b. Approval – Re-Appointments – Putnam County Home Improvement Board**

**6c. Discussion – Local Law Providing For A Counsel To The County  
Legislature**

**6d. Approval – Amendment of Legislative Manual – Process For  
Proclamations**

**6e. Approval – Local Law – Taxpayer Transparency Act**

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

**6f. Approval – Budgetary Amendment (26A016) – Commissioner of Finance –  
To Change Funding Source of the DSS Security Capital Project Approved  
in the 2026 Capital Budget**

**6g. Approval – Budgetary Transfer (26T039) – To Fund The County Vehicle  
GPS System**

**6h. Approval – Conveyance Of A Certain County Property To The Town of  
Carmel Pursuant To Chapter 31 Of The Putnam County Code/Carmel TM #  
64.7-1-5**

**6i. Approval – Ratification of Application For 2026 Grant Funds Available  
Through The New York State County Infrastructure Grant Program**

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

- 6j. Approval – Budgetary Amendment (26A010) – Department of Social Services (DSS) – NYS Shelter Arrears Eviction Forestallment Allocation**
- 6k. Approval – Budgetary Amendment (26A015) – County Historian – Request Funding from the Gregory J. Amato Trust**
- 6L. Approval – Budgetary Amendment (26A018) – Department of Social Services (DSS)- Adjust the DSS State Aid Levels – Office of Educational Opportunity Programs**
- 6m. Approval – No Match – Grant Application – New York State 250<sup>th</sup> Commemoration Commission – Revolutionary Putnam County Committee Programming And Projects**

**PROTECTIVE SERVICES COMMITTEE**  
(Chairman Regan, Legislators Addonizio & Montgomery)

- 6n. Approval – Budgetary Amendment (26A017) – Probation – Partnership Initiative – Ignition Interlock Device Enforcement Program (IIDEP)**

**PERSONNEL COMMITTEE**  
(Chairwoman Addonizio, Legislators Russo & Sayegh)

- 6o. Approval – Budgetary Amendment (26A012) – Social Services – Child Advocacy Center**
- 6p. Approval – Budgetary Transfer (26T023) – Social Services – Pay Differential – Director of Eligibility**
- 6q. Approval – Budgetary Transfer (26T044) – Sheriff’s Office – Allocate an Administrative Position from the BCI Division to the Civil Division**
- 6r. Approval – Budgetary Transfer (26T045) – Department of Public Works – Reclassification Position from Senior Account Clerk to Principal Account Clerk**

**ECONOMIC DEVELOPMENT & ENERGY COMMITTEE**  
(Chairwoman Russo, Legislators Crowley & D’Angelo)

- 6s. Approval – Budgetary Amendment (26A011) – Tourism – Decrease in I Love NY Funding**

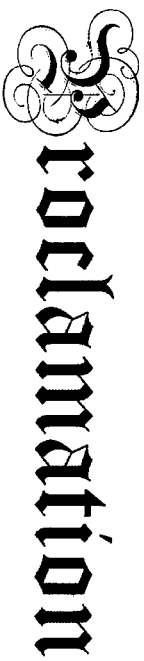
**AUDIT & ADMINISTRATION COMMITTEE**  
(Chairwoman Crowley, Legislators Regan & Russo)

- 6t. Approval – Budgetary Amendment (25A128) – Finance – Year End Journal Entry #4**
- 6u. Approval – Local Law – Amend Chapter 41 – Code Of Putnam County – Entitled “Deposit And Investment Policy”**
- 6v. Approval – Directing Cancellation & Prospective Cancellation Of Taxes On Certain Parcels/ Philipstown Tm # 72.-2-54; Putnam Valley Tm # 72.-1-53; & Putnam Valley Tm # 74.6-1-23 (Supersede Reso #45 of 2026)**
- 6w. Approval – Correction of Taxes – Town of Kent Tax Map #33.14-1-7**
- 6x. Approval – Correction of Taxes – Town of Kent Tax Map #33.18-1-5**
- 6y. Approval – Correction of Taxes – Town of Carmel Tax Map #87.6-2-41**
- 6z. Approval – Support For Home Rule Legislation Authorizing The County of Putnam To Alienate Certain Lands Used As Parklands**
- 6aa.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**
- 6bb. Approval – Opposition To Electric Bus Mandate**

**BUDGET & FINANCE COMMITTEE**  
(Chairman Birmingham, Legislators Montgomery, Gouldman, Addonizio, Russo, D’Angelo, Regan, Sayegh & Crowley)

- 6cc. Approval – Motor Fuel Sales Tax Adjustment**
- 6dd. Approval – Authorization Of Audit Of The Soil & Water Conservation District Funds**
- 7. Other Business**
- 8. Recognition of Public on Agenda Items**
- 9. Recognition of Legislators**

## 10. Adjournment



## April 2026 as Alcohol Awareness Month

**WHEREAS**, alcohol is the most commonly used addictive substance in the United States, and 28.8 million adults ages 18 and older suffer from a diagnosable Alcohol Use Disorder; and

**WHEREAS**, underage alcohol presents an enormous public health issue and alcohol is the most prevalently used substance among children and adolescents. Annually, approximately 3,602 youth under the age of 21 die from motor vehicle crashes, other unintentional injuries, homicides, and suicides that involve underage drinking; 140,000 people die each year from alcohol-related causes: drinking and driving crashes, other accidents, falls, fires, alcohol-related homicides and suicides; and

**WHEREAS**, negative health, social, and economic problems result from the use of alcohol by youth. Underage alcohol use is a causal factor in a host of serious problems, including traumatic injury, violent and property crime, high-risk sexual activity, Fetal Alcohol Syndrome, alcohol poisoning, and need for treatment for Alcohol Use Disorder; and

**WHEREAS**, the 2024 Prevention Needs Assessment Survey reports that 34% of Putnam 12<sup>th</sup> graders have used alcohol in the past thirty days; and

**WHEREAS**, young people who begin drinking before the age of 15 are four times more likely to develop Alcohol Use Disorder than those who begin drinking at age 21; and

**WHEREAS**, over 7.5 million children live in a household where at least one parent is dependent on or has misused alcohol; and

**WHEREAS**, alcohol-related problems cost America \$249 billion in lost productivity, absenteeism, healthcare costs, crime, and family-related problems; and

**WHEREAS**, the typical American will see 100,000 beer commercials before they turn 18; now therefore be it **RESOLVED**, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim April 2026 as Alcohol Awareness Month and along with the Putnam County Department of Mental Health, Carmel Communities That Care Coalition and all prevention, treatment and recovery providers in Putnam County; all residents are encouraged to increase their awareness of substance use disorders and the risks associated with underage drinking; all residents are encouraged to make referrals for low-threshold supportive services for any concerns of underage alcohol use or alcohol misuse.

---

Kevin Byrne, Putnam County Executive

---

Daniel G. Birmingham, Chair, Putnam County Legislature



# Proclamation

## April 2026 as Autism Acceptance Month

**WHEREAS**, Autism Spectrum Disorder (ASD) is a neurodevelopmental difference affecting 1 in 31 children and 1 in 44 adults in the United States today; and

**WHEREAS**, individuals with autism are valued and integral members of our communities, contributing their unique talents, and perspectives to all aspects of society; and

**WHEREAS**, there is a growing recognition of the importance of shifting from awareness to acceptance, embracing inclusion, promoting belonging, and honoring the dignity and worth of every individual; and

**WHEREAS**, understanding and respecting neurodiversity strengthens our communities by fostering equity, compassion and the celebration of differences; and

**WHEREAS**, creating inclusive environments requires ongoing education, advocacy and collaboration among individuals, families, educators, employers and policymakers; and

**WHEREAS**, the month of April serves as an opportunity to celebrate the achievements and contributions of individuals with autism, while recognizing and addressing the challenges they may face; now therefore be it

**RESOLVED**, that the Putnam County Executive and Putnam County Legislature do hereby proclaim April 2026 as Autism Acceptance Month and that during this month, we reaffirm our commitment along with local service providers, schools, organizations and the community at large to:


- Actively remove barriers and create equitable opportunities for autistic individuals in all aspects of life.
- Foster understanding and acceptance by promoting education and awareness via partnered events like the Autism Acceptance Walk.
- Advocate for accessibility by supporting and implementing environments, services and resources that meet the diverse needs of individuals with autism.

---

Kevin Byrne, Putnam County Executive

---

Daniel G. Birmingham, Chair, Putnam County Legislature



# Proclamation

## April 2026 as Child Abuse Prevention Month

**WHEREAS**, the majority of child abuse cases stem from situations and conditions that are preventable in an engaged and supportive community; and

**WHEREAS**, communities must make every effort to promote programs and activities that create strong and thriving children and families; and

**WHEREAS**, the Child Advocacy Center of Putnam County, the Department of Social Services Child Protective Services, Child Welfare Services, Legal Division, and Safe Harbour Putnam County are deeply committed to serving child abuse victims and their families with sensitivity, understanding, and compassion and providing services necessary to help healing begin; and

**WHEREAS**, the Child Advocacy Center of Putnam County, the Department of Social Services Child Protective Services, Child Welfare Services, Legal Division, and Safe Harbour Putnam County especially this month should be commended and recognized for working with schools, faith communities, civic organizations, law enforcement, and the business community to implement prevention programs to ensure the physical, mental, and emotional health and well-being of the children of Putnam County; now therefore be it

**RESOLVED**, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim April 2026 as Child Abuse Prevention Month in Putnam County and acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promoting the social and emotional well-being of children and families in a safe, stable, and nurturing environment.

---

**Kevin Byrne, Putnam County Executive**

**Daniel G. Birmingham, Chair, Putnam County Legislature**

# Proclamation

## April 2026 as Donate Life Month

**WHEREAS**, through their membership in the New York State Association of Counties (NYSAC), New York's Counties have come together to collectively support several important causes; and

**WHEREAS**, in New York State there are approximately 8,018 people waiting for an organ transplant which represents the third highest need in the nation; and last year, approximately 285 individuals died while awaiting an organ transplant; and

**WHEREAS**, a single individual's donation of the heart, lungs, liver, kidneys, pancreas, and small intestine can save up to eight lives; donation of tissue can save and heal the lives of up to 75 others; and

**WHEREAS**, organ, eye, and tissue donation are life-giving and healing acts recognized worldwide as expressions of compassion to those in need; and

**WHEREAS**, New York State's County governments play a key role in raising awareness of the need for organ, eye, and tissue donation through the interactions County officials have with the public regarding this subject through local DMV offices, local boards of elections, departments of health, naturalization ceremonies, and veterans' programs; and

**WHEREAS**, such interactions by Putnam County officials with the public provide opportunities for the provision of information on how individuals can help their fellow New Yorkers by signing up as organ and tissue donors; and

**WHEREAS**, the Putnam County Clerk's Office, through its Department of Motor Vehicles, wishes to promote the month of April 2026 as "Donate Life Month" in Putnam County and calls on residents to join the New York State Donate Life Registry; now, therefore, be it


**RESOLVED**, that the Putnam County Executive and the Putnam County Legislature hereby proclaim the month of April 2026 as "Donate Life Month" in Putnam County and encourage County departments involved in providing information on organ and tissue donations and enrolling residents in the New York State Donate Life Registry to engage in activities throughout the month to increase the number of organ and tissue donors and promote awareness of the need for organ and tissue donations in Putnam County.

---

Kevin Byrne, Putnam County Executive

---

Daniel G. Birmingham, Chair, Putnam County Legislature



# Proclamation

## April 20, 2026 as Healthy Teen Brain Day

**WHEREAS**, our youth are our greatest joy and our hope for the future, so it is necessary for us to support them in making safe and healthy decisions, while creating a supportive environment that safeguards their future; and

**WHEREAS**, the majority of our youth are making very healthy and safe decisions to remain marijuana-free and providing leadership in their schools and communities to help other youth remain marijuana-free; and

**WHEREAS**, there is strong objective evidence that marijuana is harmful to the adolescent brain, with the potential to cause distorted perceptions, difficulty with thinking and problem solving, disrupted learning and memory, and impaired reaction time, attention span, judgment, balance and coordination; and

**WHEREAS**, it is with special pleasure that the Putnam County Youth Bureau, Putnam County Department of Mental Health and Putnam County Legislature join with the youth and adult leaders of the Carmel Communities That Care Coalition in celebrating “Healthy Teen Brain Day” to applaud and support our youth who are making healthy decisions; and

**WHEREAS**, on behalf of the residents of Putnam County, we are pleased and proud to join all associated with the inception of “Healthy Teen Brain Day” and urge all residents to acknowledge this very important day; now therefore be it

**RESOLVED**, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim April 20, 2026 to be Healthy Teen Brain Day in Putnam County and proudly join my fellow residents in marking this very special occasion.

---

Kevin Byrne, Putnam County Executive

---

Daniel G. Birmingham, Chair, Putnam County Legislature



# Proclamation

## National Library Week 2026

**WHEREAS**, libraries spark creativity, fuel imagination, and inspire lifelong learning, offering a space where individuals of all ages can find joy through exploration and discovery; and

**WHEREAS**, libraries serve as vibrant community hubs, connecting people with knowledge, technology, and resources while fostering civic engagement, critical thinking, and cultural enrichment; and

**WHEREAS**, libraries provide free and equitable access to books, digital tools, and innovative programming, ensuring that all individuals—regardless of background—have the support they need to learn, connect, and thrive; and

**WHEREAS**, libraries partner with schools, businesses, and organizations to maximize resources, increase efficiency, and expand access to essential services, strengthening the entire community; and

**WHEREAS**, libraries empower job seekers, entrepreneurs, and lifelong learners by providing access to resources, training, and opportunities that support career growth and economic success; and

**WHEREAS**, libraries nurture young minds through story times, STEAM programs, and literacy initiatives, fostering curiosity and a love of learning that lasts a lifetime; and

**WHEREAS**, libraries protect the right to read, think, and explore without censorship, standing as champions of intellectual freedom and free expression; and

**WHEREAS**, dedicated librarians and library workers provide welcoming spaces that inspire discovery, collaboration, and creativity for all; and

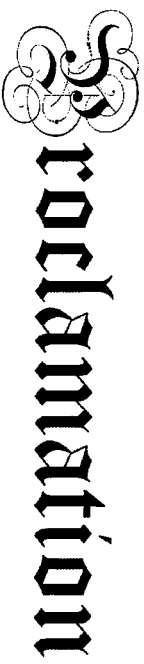
**WHEREAS**, libraries, librarians, and library workers across the country are joining together to celebrate National Library Week under the theme “Find Your Joy”; now therefore be it

**RESOLVED**, that the Putnam County Legislature and Putnam County Executive proclaim April 19 through April 25, 2026, as National Library Week. During this week, we encourage all residents to visit their library, explore its resources, and celebrate all the ways that the library helps our community find joy.

---

Kevin Byrne, Putnam County Executive

Daniel G. Birmingham, Chair, Putnam County Legislature



# Proclamation

## April 12 – 18, 2026 as National Telecommunicators' Week

**WHEREAS**, the Putnam County 911 Center answered 77,973 calls for help and dispatched Fire, EMS, and Police agencies more than 38,000 times during 2025; and

**WHEREAS**, emergencies can occur at any time that require police, fire, or emergency medical services; and

**WHEREAS**, when an emergency occurs, the prompt response of police officers, firefighters, and paramedics is critical to the protection of life and preservation of property; and

**WHEREAS**, the safety of our police officers, firefighters, and emergency medical services personnel is dependent upon the quality and accuracy of information obtained from citizens who telephone the Putnam 911 communications center; and

**WHEREAS**, Emergency Service Dispatchers are the first and most critical contact our citizens have with emergency services; and

**WHEREAS**, Emergency Service Dispatchers are the single vital link for our police officers, firefighters, and emergency medical services by monitoring their activities by radio, providing them information and ensuring their safety; and

**WHEREAS**, Emergency Service Dispatchers of the Putnam 911 Communications Center have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients; and

**WHEREAS**, each dispatcher has exhibited compassion, understanding, and professionalism during the performance of their job in the past year; now therefore be it

**RESOLVED**, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim the week of April 12<sup>th</sup> through April 18<sup>th</sup> 2026 to be National Telecommunicators' Week in Putnam County, in honor of the men and women whose diligence and professionalism keep our County and its citizens safe.

---

Kevin Byrne, Putnam County Executive

---

Daniel Birmingham, Chair, Putnam County Legislature

# Proclamation

## April 2026 as Peers Influence Peers Partnership Month

**WHEREAS**, the use of alcohol and illegal drugs cause serious health, social, and educational problems for our young people; and one in four high school girls will suffer from an abusive relationship before they graduate; and

**WHEREAS**, it has been empirically proven that substance abuse is significantly involved in the three leading causes of death for young people – car crashes, homicides, and suicides – and is also a major factor in school dropouts, violence, and vandalism as well as HIV/AIDS, teenage pregnancy, rapes, and sexual assaults; and

**WHEREAS**, the recent upturns in drug and alcohol usage, as documented in state and national surveys, show that we must target effective prevention strategies at key population groups, such as middle and high school students; and

**WHEREAS**, the Peers Influence Peers Partnership has demonstrated a great deal of initiative and sophistication in developing proactive media messages against dating and domestic violence as well as alcohol and other drug use; and

**WHEREAS**, that work, which has been aired through numerous schools and cable TV systems throughout our state, has won praise from many authorities; now therefore be it

**RESOLVED**, that the Putnam County Executive and the Putnam County Legislature do hereby recognize April 2026 as Peers Influence Peers Partnership Month in hope that this declaration and a joint effort of all agencies and authorities to encourage young people to help others by encouraging them to live safe and healthy lives, may one day rid our children and their children's children of the scourge of drug and alcohol abuse.

---

Kevin Byrne, Putnam County Executive

---

Daniel G. Birmingham, Chair, Putnam County Legislature

# Proclamation

## April 2026 as Teen Driver Safety Awareness Month

**WHEREAS**, statistics and experience demonstrate that the greatest danger to our youth in Putnam County, and throughout our country, are the dangers posed from traffic crashes; and

**WHEREAS**, highway crash statistics inform us that although teen drivers make up only 7% of the driving population, they comprise 11% of the injury related automobile crashes; and

**WHEREAS**, the leading cause of accidental deaths to our youthful population throughout the United States are automobile accidents; and

**WHEREAS**, analysis shows us that the reasons for teen overrepresentation in injury related automobile crashes include driver inexperience, excessive speed, unnecessary risk taking, inattentive driving, and use of alcohol and drugs; and

**WHEREAS**, in Putnam County, we have too often experienced a tragedy with the death of a teen driver at the wheel. Many of these deaths occurred during the Spring and Summer months with a high incidence rate during the period leading up to prom season; and

**WHEREAS**, all accidents are preventable and crash rates can be lowered through the use of education and awareness programs through the use of our school systems, law enforcement programs and youth services organizations such as Boy Scouts, Girl Scouts, Junior RTC programs, the Civil Air Patrol, and the Putnam County Sheriff's Office Cadet Program just to name a few; and

**WHEREAS**, these programs work best when there is a period set aside for local government at every level, our school districts and churches, synagogues, and youth service organizations coming together to provide these educational programs; now therefore be it

**RESOLVED**, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim April 2026 as Teen Driver Safety Awareness Month in Putnam County. We encourage all levels of government, our school districts, law enforcement, our churches and synagogues, our youth service organizations and the citizens of Putnam County to support programs that promote teen driver safety awareness in Putnam County, thereby protecting one of our most precious resources, our children and grandchildren.

---

Kevin Byrne, Putnam County Executive

---

Daniel G. Birmingham, Chair, Putnam County Legislature

#4

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

Tuesday

October 14, 2025

5:30 P.M.

The meeting was called to order at 5:30 P.M. by Chairwoman Sayegh who requested that Legislator Gouldman lead in the Pledge of Allegiance and Legislator Crowley to lead in the Legislative Prayer. Upon roll call, Legislators Gouldman, Addonizio, Jonke, Birmingham, Crowley and Chairwoman Sayegh were present. Legislators Montgomery, Russo and Ellner were absent.

**Item #4 - Approval/ Litigation Settlement/Arben Group, LLC v. County Of Putnam (Tabled from the 10-7-2025 Full Mtg) was next.**

Chairwoman Sayegh explained this item was tabled from the October 7, 2025, Full Meeting. She opened the floor to her colleagues.

Legislator Jonke expressed his appreciation to his colleagues for agreeing to Table this matter. He explained it allowed additional time to review the documentation, which he did and is prepared to make an informed decision on the matter.

Chairwoman Sayegh made a motion to approve the following resolution; seconded by Legislator Gouldman.

**RESOLUTION #266**

**APPROVAL/ LITIGATION SETTLEMENT/ARBEN GROUP, LLC V. COUNTY OF PUTNAM  
(Tabled from the 10-7-2025 Full Mtg)**

**WHEREAS, on July 12, 2023, Plaintiff Arben Group, LLC commenced action by Summons and Verified Complaint against the County of Putnam in Supreme Court, Putnam County (Grossman, J.) alleging that after Plaintiff entered into a May 24, 2021 contract with Putnam County for services involving certain road reconstruction and bridge repairs in Putnam Valley known as the Peekskill Hollow Road Bridge and Roadway Improvements project, the County's alleged actions and omissions thereafter including delays, defective design, non-payments, misrepresentations, cardinal changes and project mismanagement, were alleged to constitute a material breach of the contract resulting in monetary damages to Plaintiff; and**

**WHEREAS, Plaintiff sought recovery for monetary damages in an undetermined amount as well as costs, disbursements, attorney's fees, and pre-judgment and post-judgment interest; and**

**WHEREAS, after the County's insurer, the New York Municipal Insurance Reciprocal (NYMIR) declined to provide coverage on various grounds, the County retained outside counsel with extensive experience and expertise in construction litigation, the Harris**

Beach law firm, (Darius Chazifedah, Esq.), to defend the County's interests in this matter; and

WHEREAS, since action was commenced by Plaintiff in July 2023, such litigation has been aggressively handled by the Harris Beach law firm including their filing a Verified Answer pleading Counterclaims, commencing a third-party action for breach of contract against Plaintiff and submitting claims against the surety on behalf of Putnam County; and

WHEREAS, at the conclusion of extensive pretrial discovery including depositions and following private mediation between the parties and multiple court conferences in connection therewith, the parties recently arrived at a settlement value for this case of one million six hundred thousand (\$1,600,000.00) dollars; and

WHEREAS, Plaintiff agreed to a settlement with the County, subject to the Legislature's approval, in which the County agreed to pay Plaintiff the total sum of one million six hundred thousand (\$1,600,000.00) dollars in full and final settlement of all claims asserted in this action; and

WHEREAS, the County's outside counsel, Darius Chazifedah, Esq., has, following consultation with the County Attorney and multiple conferences with various representatives of the County, recommended the aforementioned settlement as an alternative to trial; and

WHEREAS, outside counsel for the County of Putnam has in fact settled the matter with Plaintiff for the sum of one million six hundred thousand (\$1,600,000.00) dollars, and Plaintiff shall execute the required Release which, upon formal approval by the Legislature will be filed with the Court, thereby discontinuing this matter, and allowing Plaintiff to receive his settlement payment in the agreed upon amount; and

WHEREAS, the aforementioned settlement is in the public interest and avoids the costs of further litigation, eventual trial and possible appeal, additional attorney's fees and costs and the risk of a high verdict following trial; now therefore be it

RESOLVED, that the proposed settlement of this matter for the sum of one million six hundred thousand (\$1,600,000.00) dollars is hereby approved; and be it further

RESOLVED, that the County Executive is hereby authorized to sign any required settlement documents on behalf of the County including a Settlement Agreement and Release with respect thereto.

**BY ROLL CALL VOTE: ALL AYES. LEGISLATORS ELLNER, MONTGOMERY & RUSSO WERE ABSENT. MOTION CARRIES.**

**Item #5 – Approval - Budgetary Amendment (25A095) - Litigation Settlement - Arben Group, LLC v. County of Putnam (*Tabled from the 10-7-2025 Full Mtg*) was next.**

**Chairwoman Sayegh stated this is the budgetary amendment related to the litigation settlement, Item #4. She stated it was also tabled from October 7, 2025, Full Meeting, because the settlement matter was tabled.**

**Chairwoman Sayegh made a motion to approve the following resolution; seconded by Legislator Gouldman.**

**RESOLUTION #267**

**APPROVAL - BUDGETARY AMENDMENT (25A095) - LITIGATION SETTLEMENT - ARBEN GROUP, LLC V. COUNTY OF PUTNAM** *(Tabled from the 10-7-2025 Full Mtg)*

**WHEREAS, the Commissioner of Finance has requested a budgetary amendment (25A095) to fund a legal settlement for Arben Group, LLC v. County of Putnam; and**

**WHEREAS, the Putnam County Legislature has reviewed and approved said budgetary amendment; now therefore be it**

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

**Increase Estimated Appropriations:**

<b>10193000 54933</b>	<b>Judgements &amp; Claims</b>	<b>1,600,000</b>
-----------------------	--------------------------------	------------------

**Increase Estimated Revenues:**

<b>10131000 427115</b>	<b>Judgements &amp; Settlements Reserve</b>	<b>1,600,000</b>
------------------------	---	------------------

**2025 Fiscal Impact – 1,600,000**

**2026 Fiscal Impact – 0 –**

**BY ROLL CALL VOTE: ALL AYES. LEGISLATORS ELLNER, MONTGOMERY & RUSSO WERE ABSENT. MOTION CARRIES.**

**Item #6 - Approval – Contract – Memorandum of Understanding (MOU) – Terry Hill Road / Route 311** *(Tabled from the 10-7-2025 Full Mtg)* was next.

**Chairwoman Sayegh this item was Tabled from the October 7, 2025, Full Meeting in order for the Legislature to receive and review additional information.**

**Legislator Birmingham stated that he supports the project and believes it will help the safety of said intersection. He stated he will be voting “No”. He explained that he does not recall the Legislature ever having to vote on a contract other than a Inter-Municipal Agreement (IMA), Collective Bargaining Contract, or contracts related to land transactions, such as easements, purchases or sales. He stated he will voting in favor on the next item, which is the funding for the project. He clarified again in his experience on the Legislature he does not recall ever voting on a Contract of this nature and believes that is the role of the Executive Branch.**

**Chairwoman Sayegh made a motion to approve the following resolution; seconded by Legislator Jonke.**

**RESOLUTION #268**

**APPROVAL – CONTRACT – MEMORANDUM OF UNDERSTANDING (MOU) – TERRY HILL ROAD / ROUTE 311 PROJECT** *(Tabled from the 10-7-2025 Full Mtg)*

**WHEREAS, Putnam County, through its Department of Public Works has**

determined that the intersection at Terry Hill Road and Route 311 would benefit from improvements consistent with and to accommodate the current traffic volume and patterns; and

WHEREAS, L.I.S.E., LLC, a private developer, is seeking to improve the area in furtherance of its development project and accordingly supports this material improvement to the Terry Hill and Route 311 intersection to better accommodate the current traffic volume and patterns; and

WHEREAS, in consideration of the County's contribution for capital improvements and L.I.S.E., LLC's contribution toward right-of-way acquisition and design planning, the Administration, in accordance with applicable State and local law, has entered into negotiations with L.I.S.E., LLC; and

WHEREAS, the Putnam County Law Department has prepared, and the County Executive and L.I.S.E., LLC have executed a memorandum of understanding setting forth the terms of engagement between the parties, which is annexed hereto as Schedule "A"; and

WHEREAS, the Putnam County Law Department has also prepared a contract between the County and L.I.S.E., LLC, which is annexed hereto as Schedule "B"; and

WHEREAS, the County Executive has requested that the Putnam County Legislature approve such contract; now therefore be it

RESOLVED, that the Putnam County Legislature has reviewed the memorandum of understanding between the parties, and has reviewed the proposed contract, and has considered the benefit to the County in improving the County intersection at Terry Hill Rd and Route 311; and be it further

RESOLVED, that the Putnam County Legislature approves the contract between the County of Putnam and L.I.S.E., LLC, which shall be in substantial conformance with the form attached hereto and made a part hereof as Schedule "B", and that the Putnam County Executive is authorized to execute said contract; and be it further

RESOLVED, that the County Attorney is authorized to take whatever legal action is necessary to effectuate this contract pursuant to its terms, which are approved herein.

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

**Item #7 - Approval – Budgetary Amendment (25A080) – DPW – Empire State Development Grant – Terry Hill Road Improvements (Tabled from the 10-7-2025 Full Mtg) was next.**

Chairwoman Sayegh stated this is the budgetary amendment related to the Terry Hill Road Improvements matter addressed under Item #6. She explained the Terry Hill Road Improvements matter was tabled at the October 7, 2025, meeting. She stated accordingly the funding related to said road improvements was Tabled.

Chairwoman Sayegh made a motion to approve the following resolution; seconded by Legislator Jonke.

**RESOLUTION #269**

**APPROVAL – BUDGETARY AMENDMENT (25A080) – DPW – EMPIRE STATE DEVELOPMENT GRANT – TERRY HILL ROAD IMPROVEMENTS (Tabled from the 10-7-**

2025 Full Mtg)

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

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

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

**CAPITAL FUND:**

**Increase Estimated Appropriations:**

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

**Increase Estimated Revenues:**

55197000 435971 52307	State Aid – Empire State Dev. Grant	500,000
-----------------------	-------------------------------------	---------

55197000 427050 52307	Contribution	100,000
-----------------------	--------------	---------

**Decrease Estimated Revenues:**

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

2025 Fiscal Impact – 0 –

2026 Fiscal Impact – 0 –

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

There being no further business, at 5:41P.M., Chairwoman Sayegh made a motion to adjourn; seconded by Legislators Jonke & Crowley; All in favor.

Respectfully submitted by Diane Trabulsy, Clerk.



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

**Francine Romeo**  
*Deputy County Auditor*



**COUNTY AUDITOR**

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

#5a.

TO: Putnam County Legislature

FROM: Michele Alfano-Sharkey  
County Auditor *MAS*

DATE: April 2, 2026

RE: Refund of Taxes

This is the report for April 2, 2026, provided by Real  
Property Tax Law-

**REFUND OF TAXES REPORT  
 REQUIRED BY  
 REAL PROPERTY TAX LAW -  
 SECTION 556**

	<b>CORRECTION AMOUNT</b>	<b>SCHOOL DISTRICT</b>	<b>REFUND AMOUNT</b>	<b>FISCAL IMPACT</b>	<b>LOCATION</b>
Marbarden Corp.	\$6,912.53	Carmel	\$432.40	\$0.00	TM# 33.14-1-7
Elizabeth Joshi	\$1,331.43	Mahopac	\$1,331.43	\$460.48	TM# 87.6-2-41
JJC Realty Corp	\$7,397.03	Kent	\$0.00	\$0.00	TM# 33.18-1-5



#6a.

**Putnam Arts Council's**

**2026 Arts Link Community Re-grant Program**

**Total County Funds: \$15,000**

**Total requests: \$100,500**

**Hudson Valley Shakespeare**

Garrison, NY

Community Bake-Off Playwriting Series

Award: \$2,000

**Tompkins Corners Cultural Center**

Putnam Valley, NY

The John Cohen Memorial Concert Series

Award: \$3,500

**Brewster Theater**

Carmel, NY

A Cricket's Tale an original musical based on the story of "Pinocchio".

Award: \$3,000

**Town of Southeast Cultural Arts Coalition**

Brewster, NY

2026 Brewster Summer Music Series

Award: \$2,000

**Brewster Theater**  
Carmel, NY  
Into the Woods a musical

Award: \$2,000

**Garrison Art Center**  
Garrison, NY  
Mentor Program for local high school students and professional artists.

Award: \$1,000

**Arts on the Lake**  
Kent, NY  
2026 Summer Concert Series

Award: \$1,500

*MARCH 10 - Rules*

**Putnam Arts Council @ the Belle Levine Art Center  
521 Kennicut Hill Road, Mahopac, NY 10541**

To: Diane Trabulsy for the Putnam County Legislature

From: Putnam Arts Council

Date: 2/12/26

Re: Funding Recommendations for the 2026 Arts Link Community Regrant Program (formerly Putnam Arts fund)

The Putnam Arts Council's independent Grant Review Panel determined funding award recommendations for the 2026 Arts Link Community Arts Program (formerly the Putnam Arts Fund) at a meeting held on February 8, 2026. These funding recommendations are submitted for approval to the Putnam County Legislature (see separate listing of funding recommendations). The Putnam Arts Council administers its community re-grant program supported with public funds from Putnam County and with public funds from the New York State Council on the Arts with support from the NYS office of the Governor and the NYS Legislature. Our Program is essential to the continued growth of the arts county wide and to our ability to foster quality arts programs for the enrichment of our residents and to encourage cultural tourism for the benefit of the entire County. Our Program is comprised of an ongoing and detailed process:

- The first step is to provide technical assistance to each potential applicant through informational seminars and meetings held onsite and virtually. Informational seminars are presented by the Executive Director along with our Grants Coordinator.
- The second step is to create an independent panel of individuals from throughout the County who are willing and able to review the applications and make informed funding recommendations. The review panel is representative of a variety of community members and a variety of backgrounds and interests who reside throughout the Putnam County area.
- The third step is to familiarize new panel members with regrant program goals, policies and procedures and provide the entire panel with copies of applications for review.
- The fourth step is to convene the panel at the annual Panel Meeting where they discuss, review, consider, and rank each application with an eye to reward artistic merit and public access and, if possible, to spread the funding to as many Putnam towns as possible.
- The progress and success of each funded project is monitored through mid-year and final reports from the recipients as well as through ongoing project audits by PAC representatives.

100% of County funding is disseminated to cultural organizations and community non-profits throughout Putnam County.

I have separately provided:

- An Arts Link Community Regrant Program overview.
- A list of Re-grant review panel members for 2026
- A list of the grants panel funding recommendations for the projects supported with Putnam County's \$15,000 contribution to the Program.

It is our hope that you will be able to present these recommendations at the next Rules, Enactments and Inter-Governmental Relations meeting followed by a review of the full Legislature. I am available for any questions that may arise.

Sincerely,

*Joyce Picone*

*President & Executive Director*

Putnam Arts Council  
at the Belle Levine Art Center  
521 Kennicut Hill Road  
Mahopac, NY 10541  
t: 845/803-8622; 845/216-0636



*Putnam Arts Council's  
Arts Link Community Grant Program 2026*

***Program Overview***

The Putnam Arts Council serves as an outside agency for Putnam County and manages the Arts Link Community Grant Program supported with public funds from Putnam County. The Program is managed and monitored by the Putnam Arts Council and provides public funds to artists, arts organizations, and Putnam County community non-profits, fostering quality arts projects and activities that are open to the public and offered throughout Putnam County. Goals of the Arts Link Program include supporting programs that enrich and elevate the quality of life for County residents, expanding opportunities for artists and arts organizations, and developing audiences for the arts. The Program also connects artists with their communities, promotes discussion and interaction, and encourages cultural tourism.

The 2026 Arts Link Program received 23 funding requests from Putnam community non-profits throughout totaling \$100,500 with available Program funding at \$85,000 which represents a 9.2% increase in funding requests from the previous year. The grant funds are comprised of \$15,000 in public funds from Putnam County and the balance of \$75,000 through the NYS Council on the Arts with support from the Office of the Governor and the NYS Legislature.

The 2026 Program will support 23 grants, 7 of which will receive funding through County dollars. Some projects receive only Putnam County dollars while others receive a combination of County and State funds. Some receive only State funds. A list of panel funding recommendations for FY26 is provided under separate cover.

The Program serves residents of all ages and interests including children, teens and seniors with quality arts projects that are open to the public and provides work opportunities for visual, performing, and literary artists from Putnam County and the region. This year the Program will support projects in music, dance, theater, literature, visual art, and multi-disciplinary projects.

An independent panel of community members meets to review and evaluate all applications and to recommend funding for the projects. The panel is comprised of artists and community members who are familiar with the arts in general have attended art programming in Putnam County. Evaluations are based on the project's artistic merit as well as its ability to reach a broad audience throughout the County, generate the most benefit to the community, and support the professional development of artists and arts groups. Program diversity (visual, performing, literary) is also a consideration. Ratings determine funding decisions. These decisions are presented to Putnam County Legislature for their consideration. The Board of the Putnam Arts Council

---

received panel recommendations, and they review and approve the recommendations prior to County review.

PAC does not retain an administrative fee for the County-funded portion of the re-grant program; 100% of the \$15,000 in grant funding is disseminated to the applicants.

The Arts Council stays connected to the Program's award recipients year-round providing guidance and technical support as needed. Projects are audited by PAC staff and panel members as well as Board and community volunteers. PAC requires final project reports.

Once projects begin, PAC helps to market them advertising online and in print through our bi-monthly *Cultural Arts Calendar*. The *Calendar* is made available at public sites throughout the County as well at sites where funded projects are taking place (libraries, art centers, historical sites etc.). The *Calendar* is also shared with the Putnam County Tourism Department who is most supportive in posting and sharing.

---

**The Putnam Arts Council**  
**2026 Arts Link Grants Panel**

**Donald Osborne** – of Putnam Valley teaches children's theatre in NYC public schools

**Amanda Hanaburgh** – of Holmes, NY works for Putnam County government and has taken classes at the Arts Council

**Sherry Mayo** - of Mahopac is an artist and head of the digital arts program at Westchester Community College in Peekskill

**Robin Esser** and **Rebecca Rabinowitz** – represent Patterson/ Brewster and both actively participate in the arts in their area

**Debra Broshi** – of Garrison is a playwright, visual artist and singer who has firsthand engagement with many local arts organizations cross-county



Michael Budzinski, PE  
Director

Edward Pollick  
Compliance Enforcement  
Officer  
William Cremin  
Compliance Enforcement  
Officer

Athena Arvan  
Conf. Secretary  
Lisa Chtioui  
Secretary



Revised  
(2 year term)

Board Members:  
Charles Hull – Chairman  
Chris Lyons – Vice Chairman  
Steven Beers  
Chris Cusanelli  
Peter Domin  
Paul Harnish  
Lawrence Koffer  
Stephen Kastuk  
Mike Porcelli

#66

**PUTNAM COUNTY HOME IMPROVEMENT BOARD**  
**Department of Consumer Affairs**  
**Weights & Measures**  
**Trades Licensing & Registration**  
**MEMORANDUM**

Addit'l Rules  
3.10.26

DATE: March 9, 2026  
TO: Diane Trabulsy  
Clerk – Putnam County Legislature  
FROM: Athena Arvan  
Confidential Secretary, Home Improvement Board  
RE: Re-appointments to the Home Improvement Board

#4

The following nominations for re-appointments to the Putnam County Home Improvement Board were made at the December 10, 2025 Home Improvement Board meeting.

**Board Member Re-appointments**

Mr. Charles Hull – Citizen  
Term: ~~2 years~~ – December 31, 2025 through December 31, 2027  
Vote: ALL AYES – Carried Unanimously

Mr. Christopher Cusanelli – Engineer  
Term: ~~2 years~~ – December 31, 2025 through December 31, 2027  
Vote: ALL AYES – Carried Unanimously

Mr. Christopher Lyons – Tradesman  
Term: ~~2 years~~ – December 31, 2025 through December 31, 2027  
Vote: ALL AYES – Carried Unanimously

Mr. Paul Harnish – Contractor  
Term: ~~2 years~~ – December 31, 2025 through December 31, 2027  
Vote: ALL AYES – Carried Unanimously

**Board Member Chairman and Vice-Chairman Re-appointments**

Mr. Charles Hull – Chairman  
Term: ~~2 years~~ – December 31, 2025 through December 31, 2027  
Vote: ALL AYES – Carried Unanimously

Mr. Christopher Lyons – Vice Chairman  
Term: ~~2 years~~ – December 31, 2025 through December 31, 2027  
Vote: ALL AYES – Carried Unanimously

Memos of Intent/Resumes also attached.

We are asking that the Rules Committee place this item on their next meeting agenda.  
Thank you for your consideration.

cc: Michael Budzinski – Director - Office of Consumer Affairs

Donald B. Smith County Government Campus  
110 Old Route Six ✕ Building No. Three ✕ Carmel, New York 10512

3.9.2026  
11/15/25 12/2/26

Feell-APRIL 7th

Discussion

#66

**A LOCAL LAW PROVIDING FOR A COUNSEL TO THE COUNTY LEGISLATURE**

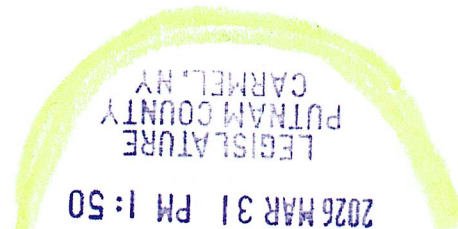
**BE IT ENACTED BY THE LEGISLATURE OF THE COUNTY OF PUTNAM AS FOLLOWS:**

**Section 1. Findings and Determinations.** The Legislature of the County of Putnam, New York, hereby makes the following findings and determinations:

1. that the system of checks and balances inherent in the separation of powers of each branch of the government is vitally important to prevent the concentration of power in any one branch of government, thereby protecting individual liberties and preventing one branch of government from having supremacy over another; and
2. that in order for the County Legislature to have the capacity to prepare legislation independent of, as well as in cooperation with, the Executive Branch, the County Legislature hereby finds that given the separate branches of County Government, the County Legislature requires Counsel to the County Legislature which is separate from and not dependent upon the approval and resources of the County Executive and Executive Branch; and
3. that the Putnam County Legislature hereby finds and determines that the interests and requirements of legislative responsibility and authority will be better served by the creation of the position of Counsel to the County Legislature; and
4. that the Putnam County Legislature hereby determines that the interests and requirements of legislative responsibility and authority will be better served by Counsel to the County Legislature providing advice and recommendations to the members of the County Legislature in the drafting of legislation and otherwise and, as desired, in cooperation and consultation with the County Attorney and the Department of Law, provided that such cooperation shall not create or imply any supervisory authority of the County Attorney over such counsel because the role is internal to the legislature, and advisory in nature and therefore in no way contravenes County Law §501 or Article 8 of the Putnam County Code; and
5. that the requisite checks and balances will be adequately served and satisfied by the oversight and advice of risk management in consultation with our insurance carrier, when and if appropriate.

**Section 2. Establishment.**

There is hereby established the position of Counsel to the County Legislature. Counsel to the County Legislature shall be selected by and then hired by the legislature in the manner provided herein, shall have the role and function provided herein, and such position shall be an employee of the County Legislature and not of the Department of Law established under Article 8 of this Charter. Such position will be selected by simple majority upon a vote. Removal can also be effected by simple majority vote as this will be an at-will position.



**Section 3. Method of Selection and Tenure.**

1. At the annual Organizational Meeting of the County Legislature for the year 2027, or as soon as practicable thereafter, there, annually, shall be selected a Counsel to the County Legislature to be selected in executive session by the simultaneous presentation of all candidates to the entire board along with a representative of the Personnel Department and the Legislative Clerk, and the prevailing candidate shall win by simple majority vote, vacancies shall be filled in this same manner. Removal of Counsel to the County Legislature may also be accomplished by a simple majority vote. Prior to January 1, 2027, Counsel to the County Legislature shall be selected in the same manner as a vacancy.
2. Counsel to the County Legislature shall hold his or her office until a successor has been appointed.
3. At the time of his/her appointment, and throughout his/her time in office, the Counsel to the County Legislature shall be duly admitted to practice law in the State of New York.

**Section 4. Scope and Role of the position Counsel to the Legislature:**

1. Oversee the preparation of local laws, ordinances, acts and resolutions upon receipt of a request.
2. Research problems related to the function, powers and duties of the County Legislature and its employees.
3. Prepare written reports on the breadth and depth of the function, powers and duties of the County Legislature and its employees.
4. As requested by any Legislator, attend full Legislative meetings, special meetings and committee meetings.
5. Provide advice to the members of the County Legislature on Rules of Order, general parliamentary procedure, and other procedural questions as they arise or as requested during Legislative meetings.
6. Recommend procedures in connection with the implementation of policy for the County Legislature.
7. Recommend and coordinate appropriate ways to communicate initiatives and policies of the County Legislature through media and other mechanisms.
8. Perform a variety of related activities as required, not inconsistent with Section 501 of the County Law and the provisions of the County Charter, and the Putnam County Code.
9. Counsel shall be available to provide advisory services to all members of the Legislature.
10. Requests for legislative drafting or advisory services shall remain confidential to the requesting legislator unless otherwise authorized by such requesting legislator.

**Section 5. Independence and limitations.**

The Counsel to the County Legislature shall not be part of, supervised by, or subject to removal by the Department of Law or the County Attorney. Counsel to the County Legislature shall be strictly advisory and legislative in nature. Counsel to the County Legislature shall not appear as attorney of record for the County or in any court or administrative proceeding, nor represent the County in litigation or claims. Nothing herein shall affect the authority or responsibilities of the County Attorney under Article 8 of the County Charter, including representation of the County and the Legislature in legal proceedings, except as hereinafter provided.

**Section 6. Conflicts.**

Section 8.05 of the County Charter is hereby amended by adding the following unenumerated paragraph:

In the event of a direct conflict between the County Legislature and the County Executive in any legal action or proceeding, the Legislature may retain independent legal counsel by resolution.

**Section 7. Severability and Enactment.**

If any provision of this Local Law is held to be illegal or invalid for any reason by court of law, such illegality or invalidity shall not affect the remaining provisions hereof, but such provision shall be fully severable, and this Local Law shall be construed and enforced as if such illegal or invalid provision had never been included.

**Section 8. Effective Date.**

Pursuant to Section 34(5) of the Municipal Home Rule Law, this Local Law shall take effect sixty (60) days after its final enactment and is subject to permissive referendum.



their nature are for group achievements or public awareness purposes.

- iv. There is no exclusive right to any selected time frame.
  - v. Proclamations are not subject to automatic renewal.
  - vi. The legislature is under no obligation to accept more than one such request within a calendar year, but is not prohibited from honoring such requests in its discretion.
  - vii. Subjects of great controversy, that are polarizing by their nature, and represent ideological beliefs are not appropriate for proclamations or recognitions.
  - viii. Proclamations will not issue for the purpose of stating a County position on a matter.
  - ix. Proclamations will not issue if there is no nexus to the County, its constituents, or a benefit to the County.
  - x. The County's policy, procedures, and the well-being of its constituents shall never be violated by any proclamation or recognition.
3. Requests must be made in writing, no less than 30 days prior, and no more than 6 months prior to the requested date of the proclamation, and must include:
- i. Contact information, and a list of all individuals who will appear to accept the recognition with their title.
  - ii. Three paragraphs beginning with WHEREAS, that state the background of the reason for the recognition.
  - iii. Day, week, or month to be proclaimed.
  - iv. How you would like to receive the proclamation: (1) legislative meeting, (2) special event (subject to legislative availability), (3) by mail, or (4) by email.
  - v. Date needed.

and be it further

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

Rules 3-10-26  
Full 4-7-26

Reso  
#6d

**ADOPTION of LEGISLATIVE MANUAL**  
**To Be considered for adoption at the 04/07/2026 Full Meeting**

**I. FUNCTIONS OF THE LEGISLATURE:**

As provided by the Putnam County Charter II, Section 2.04, the Putnam County Legislature shall be the legislative, appropriating, and policy-determining body of the County. Except as may be otherwise provided in the Charter, it shall have and exercise all the legislative powers and duties now or hereafter conferred or imposed upon it by the Charter or by State Law, together with all the powers and duties necessarily implied or incidental thereto.

Under the Charter, the County Legislature shall have the following powers and duties, but is not necessarily limited to them:

- A. To adopt by resolution all necessary rules and regulations for its conduct and procedure.
- B. To make appropriations, levy taxes, incur indebtedness, and adopt the County budget.
- C. To exercise all powers of local legislation in relation to enacting, amending or rescinding local laws, Putnam County Charter provisions, legalizing acts or resolutions.
- D. To adopt, amend and repeal by local law, an Administrative Code which shall set forth the details of the administration of County government consistent with the provisions of the Charter.
- E. To confirm, when required, the appointments made by the County Executive according to the procedure cited in Section 2.08 of Article II of the Charter.
- F. To create, alter, combine, or abolish by local law, County administrative units not headed by elected officials or not otherwise provided by law.
- G. To fix by resolution the compensation of all officers and employees paid from County funds, except members of the judiciary; except that the compensation of any elected official paid from County funds shall not be decreased during that official's term.
- H. To fix by resolution the compensation to be paid from County funds for persons who are rendering services to, or in behalf of, the County, but who are not officers or employees of the County.
- I. To make, or cause to be made, such studies, audits and investigations as it deems to be in the interest of the County, and in connection therewith to obtain professional and technical advice, appoint temporary advisory boards of citizens, subpoena witnesses, administer oaths and require the production of books, papers and other evidence deemed necessary.
- J. To fix the amount of bonds of officers and employees paid from County funds.
- K. To designate one or more newspapers published within the County for the publication of all enactments, notices and other matters required by law.
- L. To establish or abolish positions of employment and titles thereof.
- M. To fill vacancies in any elective County offices, except the judiciary, in accordance with the Charter and other applicable law.

- N. To designate one or more depositories for the deposit of all monies received by the Commissioner of Finance.
- O. To fix, during the annual budget process, the salaries of its members for the succeeding year.
- P. To determine and make provision for any matter of County government not otherwise provided for.
- Q. To confirm appointments, except as otherwise provided by the Charter, through the affirmative vote of a majority of the entire Legislature taken at a regular or special meeting. In the event the Legislature has neither confirmed nor rejected an appointment within sixty (60) days after such appointment has been filed with the Clerk of the Legislature, such appointment shall be deemed confirmed.
- R. The Legislature shall provide annually an independent audit of its accounts, transactions of the County and of every County department, office and agency. The audit shall be made by a qualified accountant or accounting firm, so designated by the Legislature, which has no personal interest, directly or indirectly, in the affairs of the County or any of its departments, officers or agencies.
- S. If any section of this Legislative Manual, which is the official guide to the procedures of the legislature, is adjudged by a Court of competent jurisdiction to be in conflict with any Federal or State Statute or with the Putnam County Charter, then said section shall be deemed null and void, "ab initio," but this shall not affect any other section, other than that particular section of this Manual so adjudged to be in conflict as aforescribed.

APPROVED 3/10 @ Rules  
 START: mts.



- T. The Legislature shall also be responsible for issuing proclamations, as it deems appropriate.
  - 1. Proclamations under this section are defined as ceremonial documents issued for the purpose of celebrating and recognizing achievements, and/or to issue public awareness of positive initiatives or actors within the County.
  - 2. Proclamations are subject to the following criteria and guidelines:
    - i. Proclamations must be sought by the group or entity or a constituent seeking to have such person or entity recognized, or may be sought by any individual legislator on their behalf
    - ii. Proclamations may be sought for a day, week, or month that holds significance either for the cause or event being recognized or by any local, state, or governmental entity or agency.
    - iii. Certificates of Recognition or congratulatory letters may issue for individuals or private businesses, but proclamations by their nature are for group achievements or public awareness purposes.
    - iv. There is no exclusive right to any selected time frame.
    - v. Proclamations are not subject to automatic renewal.
    - vi. The legislature is under no obligation to accept more than one such request within a calendar year, but is not prohibited from honoring such requests in its discretion.
    - vii. Subjects of great controversy, that are polarizing by their nature, and represent ideological beliefs are not appropriate for proclamations or recognitions.

- viii. Proclamations will not issue for the purpose of stating a County position on a matter.
- ix. Proclamations will not issue if there is no nexus to the County, its constituents, or a benefit to the County
- x. The County's policy, procedures, and the well-being of its constituents shall never be violated by any proclamation or recognition.
- 3. ~~2~~ Requests must be made in writing, no less than 30 days prior, and no more than 6 months prior to the requested date of the proclamation, and must include:
  - i. Contact information, and a list of all individuals who will appear to accept the recognition with their title
  - ii. Three paragraphs beginning with WHEREAS, that state the background of the reason for the recognition
  - iii. Day, week, or month to be proclaimed
  - iv. How you would like to receive the proclamation: (1) legislative meeting, (2) special event (subject to legislative availability), (3) by mail, or (4) by email.
  - v. Date needed.

END

## II. ORGANIZATION OF THE LEGISLATURE:

### A. *Size and Districts:*

The Putnam County Legislature shall be organized into nine single-member districts as established and provided for by Local Law #3 of 1977, establishing a County Legislature and approved by the voters of Putnam County in a referendum on November 8, 1977. Each member shall have one vote. Current maps of all County Legislative Districts and election districts shall be on file at all times in the Office of the Clerk of the Legislature for the use of Legislators and other interested persons.

### B. *Meetings of the Legislature:*

#### 1. Organizational Meeting of the Legislature:

The County Legislature shall, on the first Tuesday after the first Monday in January of each year, or as soon thereafter as practicable, meet and organize by election from among its members, a Chair, Deputy Chair and such other legislative officials as it deems appropriate. The Chair shall appoint members of the County Legislature to serve on such legislative committees as are provided by the rules of the County Legislature. The County Clerk shall serve as Chair until such time as the County Legislature itself elects a chair. The date, time and place of said meeting of the Legislature shall be fixed by Resolution the proceeding December.

**a. Notice of the Organizational Meeting:**

The notice of the Organization Meeting stating the date, time, and place shall be written and placed in the legislative mailbox of each legislator or mailed to the last known address of each Legislator by the Clerk of the Legislature at least five (5) days prior to the meeting. In the event of incapacity or the failure of The Clerk of the Legislature to act, the notice shall be served by the Putnam County Clerk.

**b. Call to Order:**

The Putnam County Clerk shall convene the Organizational Meeting and call it to order and shall serve as Chair until such time as the County Legislature elects a Chair.

**c. Election of a Chair of the Legislature:**

The first order of business shall be the election of a Chair of the Legislature to serve a one-year term expiring on December 31<sup>st</sup> of the year of that election. The Chair shall be elected by a majority of the entire Legislature. Upon election, the Chair shall assume that office and preside for the balance of the Organizational Meeting and over all other meetings of the Legislature. This procedure is prescribed in Section 2.05, Article II of the Putnam County Charter.

**d. Appointment of the Auditor:**

Effective January 1, 2001, the County Legislature shall on the first day of January or as soon thereafter as practicable, and every three years thereafter, appoint an Auditor who shall serve until his or her successor is appointed. This procedure is set for in Section 2.10 of the Putnam County Charter.

**e. Adoption of the Legislative Manual:**

The next order of business shall be the annual adoption of the Legislative Manual including any amendments incorporated therein. This Manual is the official guide to the rules, proceedings and practices of the Putnam County Legislature. The rules of the County Legislature for the preceding year shall remain in force and effect at the first meeting of each year until the formal adoption of the rules for the current year.

**f. Establishment of the Legislative Calendar:**

A Legislative Calendar shall be adopted, setting the dates and times of all Regular Meetings for the Calendar Year, which calendar shall then be published.

**2. Regular Meetings of the Legislature:**

Regular meetings of the Putnam County Legislature shall be held monthly at 7:00 PM on the first Tuesday, except when a holiday falls on the regularly scheduled date, the meeting shall be held on the next business day, unless the Legislature decides otherwise. The Clerk of the Putnam County Legislature shall place in the legislative mailbox of each legislator or mail to each member of the Legislature, a written notice stating the date, time and place of each

meeting at least five (5) days prior to the date of the meeting. Said agenda shall state the subject matter of all resolutions and local laws to be voted on at such meeting. (Article IV, Rules 26 ).

3. Special Meetings of the Legislature:

The Special Meetings shall be held at the call of the Clerk of the Legislature upon direction of the Chair and four other Legislators or upon written request signed by a majority of the entire Legislature. Notice in writing stating date, time, place and purpose of the Special Meeting, shall be placed in the legislative mailbox of each legislator. Supplemental notification shall be by U.S. Mail, e-mail, facsimile or other reasonable means of communication or as requested by any Legislator in writing to the Clerk of the Legislature to each member of the Legislature by the Clerk of the Legislature. (Section IV, Rule 27)

4. Recessed and Adjourned Meetings of the Legislature:

Except while a vote is being taken, any meeting of the Legislature or of its committees or commissions, may be recessed or adjourned at any time upon approval of a majority of those present. Such motion shall be decided without debate. Additionally, if any meeting extends beyond 11:00 PM, it shall be terminated under these Rules unless a majority of the members present vote to continue. Any meeting, which is recessed, shall be re-convened at a future date and time approved by a majority of those present at the meeting being recessed. A recessed meeting shall be considered a continuing meeting and only matters on the agenda of the recessed meeting shall be discussed when it is re-convened. This re-convened meeting shall be noticed by the Clerk in accord with procedures outlined in, (Section IV, Rule 28) (“Special Meetings”). Any meeting which is adjourned shall be considered a terminated meeting and any unresolved items at the adjournment shall be considered unfinished business. Those unresolved items shall be made part of the next regularly scheduled meeting of the Legislature or of its Committees and shall be listed under Unfinished Business according to the procedures under Article IV, Rule 5 (a) (6).

5. Year End Meeting of the Legislature:

a. **Appointment of the Clerk of the Legislature (Charter Article 2 §2.06):**

Effective December 31, 2022, the County Legislature shall, by the thirty first day in December, and every three years thereafter, appoint a Clerk who shall serve at the pleasure of the County Legislature. From time to time the Clerk shall appoint such additional personnel as are required for the efficient operation of the office of the Clerk within the appropriations provided therefor.

C. *Powers and Duties of the Chair of the Legislature:*

The Chair of the Putnam County Legislature shall have all the powers and shall perform all the duties conferred on that office by the Charter, Administrative Code, Legislative Manual, as well as applicable County and Municipal Law. Among the powers and duties of the Chair, but not by the way of limitation, shall be the following:

1. To preside at meetings of the Legislature:

The Chair shall preside at all regular and special meetings of the Legislature; shall preserve order and decorum; and shall decide all questions of order subject to appeal by a majority of the members present. The Chair shall be guided by the Rules of Order and Procedure of the Legislature, as adopted as part of the Legislative Manual.

2. To Appoint Standing Committees:

The Chair shall, within thirty (30) days of his or her selection as Chair, appoint from among the membership of the Legislature the members and Chairs of the following Standing Committees of the Legislature:

Audit and Administration  
Budget and Finance  
Economic Development and Energy  
Health, Social and Educational Services/Environmental  
Personnel  
Physical Services  
Protective Services  
Rules, Enactments and Intergovernmental Relations

The Chair may be self-appointed to membership with full voting rights to One (1) Standing Committee and may serve as Chair of that Standing Committee in addition to Budget and Finance. All appointments made hereunder pursuant to this paragraph shall not require consent of the legislature. Notwithstanding the foregoing, the Chair may be self-appointed to one or more additional Standing Committees, with full voting rights, only upon the approval of a majority of the entire Legislature. In addition, the Chair shall serve as an ex-officio, non-voting member of the remaining Standing Committees.

3. To appoint Special Committees and Legislative Officers:

Upon authorization by a majority of the entire Legislature in each instance, the Chair may appoint such special committees, sub-committees, commissions and Legislative Officers as, in the opinion of the Legislature, is necessary to facilitate the conduct of its business. The Chair shall be ex-officio member of each special committee.

4. To serve as a member of the Capital Projects Committee as defined In Article VII, Section 7.05, number 3 of the Putnam County Charter.

5. To Perform Administrative Duties:

The Chair shall serve as the Administrative Head of the Legislature and shall be responsible for the conduct of its business and shall exercise administrative supervision over the office

of the Clerk of the Legislature and of the Auditor, acting as liaison between these two offices and the Legislature.

6. To designate an Acting County Executive:

If no Acting County Executive has been so designated by the County Executive, or if the person designated by the County Executive is unable to serve during the absence or disability of the County Executive, the Chair of the County Legislature shall designate the head of one of the County Administrative units to perform such duties. This is provided for in Article III, Section 3.05 of the Putnam County Charter.

7. To Have the Power to Vote:

The Chair shall, in all cases, have the right to vote, except on appeals to the Legislature from decisions of the Chair. On all other questions, when the vote, including the vote of the Chair, is equally divided, the question shall be defeated.

8. Legislature Control:

In all cases, unless otherwise stated by State Statute, local ordinance, Legislative Manual, or by the Putnam County Charter herein, all appointments by the Chair shall be subject to a majority vote of the entire Legislature.

*D. Temporary Chair:*

In the case of the absence of the Chair, the Deputy Chair shall preside as described under Article IV, Rule 6.

*E. Vacancy in the Chair:*

If the Chair of the Legislature resigns, dies, is declared incompetent by a Court of competent jurisdiction, is removed or is removed from the Chair by censure, the Legislature shall meet within seven (7) days, at a special or regular meeting and vote among their members to elect a Chair to fill the existing vacancy. Such Chair shall serve until the next Organizational Meeting.

*F. Censure of the Chair:*

Any Legislator may introduce a motion censuring and/or requesting a "vote of no confidence," specifically citing the action of the Chair for which vote is requested. A 2/3 vote of the entire Legislature is required for this action. If said motion passes, a 2/3 vote by the Legislature shall then be taken to sanction or remove the Chair.

*G. Censure of a Legislator:*

Any Legislator may introduce a motion censuring another Legislator, specifically citing the action of the Legislator for which the vote is requested. A 2/3 vote of the entire Legislature is required for

this action. If said motion passes, the Chair shall be responsible for instituting an appropriate sanction designated by a 2/3 vote of the Legislature.

H. *Powers and Duties of the Clerk of the Legislature:*

The Clerk of the Legislature shall have all the powers and duties now or hereafter conferred or imposed by the Putnam County Charter and the Administrative Code or approved by the Legislature. In addition, as Chief of Staff to the Legislature, the Clerk shall furnish, research and investigate and give clerical support to the Legislature and its constituent parts. The Clerk, at the direction of the Chair of the Legislature, shall also prepare and transmit to the State Legislature, the County Legislature's official views regarding any proposals and bills before it which are of interest to the County, as reflected by the resolution of the County Legislature.

1. The statutory duties of the Clerk include, but are not limited to, the following:

- a. To appoint such personnel as are required and authorized by the Legislature within the appropriations therefor.
- b. To Prepare and circulate an agenda for all Regular, Special and Committee Meetings of the Legislature, as follows:
  1. A list of all unfinished business and special orders.
  2. A list stating the subject matter of all resolutions, ordinances and local laws to be voted on at such meeting.
  3. Copies of all text of all local laws and resolutions to be introduced or to be voted on at each meeting.

All of the above shall be placed in each legislator's legislative mailbox or mailed to each Legislator at least five (5) days before each meeting. In order to accomplish this, the text of each resolution, ordinance, or local law to appear on the agenda, shall be received by the Clerk at least seven (7) days before the meeting. Local laws shall be received by the Clerk at least ten (10) days before the meeting and copies forwarded to each legislator in compliance with Section 20 (4) of the Municipal Home Rule Law.

- c. To attend or to designate an authorized person to attend all meetings of the Legislature and its Committees and to make a record of the official proceedings. Minutes of all Legislature and Committee meetings, or of any other meeting or hearing called or otherwise authorized by the Legislature or by any of its duly authorized Committees or Commissions, and if the Legislature creates such a body it is responsible for the minutes which shall consist of a recordation of:
  1. The meeting being called to order
  2. Attendance taken

3. Votes taken or decisions rendered with a summary of the discussion. Verbatim minutes of any segment are not to be taken unless specifically requested by a member of the Legislature or the Chair of the Legislature. Audio tapes will be made of every authorized meeting and shall be retained for at least a period of one year. Audio tapes primarily serve as a work product for the preparation of the actual minutes and as such, shall not be copied or given out without the express authorization of the Chair of the Legislature, who may invoke Freedom of Information procedures. It being expressly understood, however, that in any discussion, challenge, or other dispute over the accuracy of the minutes, or of the substance of any meeting or hearing or Legislative action, the audio tapes shall constitute the basic record. The priority for the preparation of minutes shall be: Regular meetings, Special meetings, Committee meetings, other hearings and correspondence.
4. Copies of the minutes in "draft" form with each page being identified as "draft copy" shall be posted on the Putnam County web-site once prepared and reviewed by the Clerk. Thereafter copies of the minutes shall be posted officially on the Putnam County website as follows:
  - a. Legislative meetings after approval of the minutes by the Putnam County Legislature.
  - b. Committee meetings after approval by the respective Legislative Committee.
  - c. Local laws after approval by the Putnam County Legislature and before County Executive's public hearing.
  - d. To maintain official files and records of the Legislature, its proceedings, appointments, and confirmation of appointments to County office, boards, commissions and other bodies; official communications to and from the Legislature; public record copies of the Executive Budget and the Adopted Budget and such other actions and papers as the Legislature, its Chair, Committees, or applicable law shall require. The Clerk shall condense and summarize all communications from government officials, departments and agencies for inclusion in the Agenda, pursuant to Article IV, Rule 5.
  - e. To publish annually, the proceedings of the Legislature.
  - f. To prepare and publish annually, no later than February 15<sup>th</sup>, a Legislative Calendar incorporating the dates, times and places of all regular meetings of the Legislature and such else as is deemed appropriate.
  - g. For compliance with this manual, placing on the desk of a legislator is accomplished by placing in the Legislator's mailbox located in the Legislative Office.

2. Additional duties of the Clerk of the Legislature, as Chief of Staff of the Legislature and its constituent bodies, shall include the following:
  - a. To maintain service files and records for the various arms of the Legislature and such clerical and service support as is needed by them, within available means.
  - b. To communicate and follow up on Legislator requests for information and service from the office of the County Executive.
  - c. To relay regular and special reports, recommendations, proposals and other sources as may be directed by the Chair of the Legislature or requested by the Chair of a standing committee.
  - d. To cooperate in any studies or investigations authorized by the Legislature to be conducted by professional or technical organizations or individuals under contract.
  - e. To give such other staff as may be required or requested by the Legislature or any of its constituent groups as authorized by the chair and within available means.

### **III. COMMITTEES OF THE LEGISLATURE:**

The right of the Legislature to organize itself is stipulated in the Putnam County Charter. This section of the Legislative Manual sets forth the principal provisions of the committee's structure, notably the eight standing committees. The Legislature may also appoint Special Committees, Boards and Commissions to assist in the efficient conduct of its business.

#### *A. Appointment of Committee Members:*

It shall be the duty and responsibility of the Chair of the Legislature to appoint and remove members of the Legislative standing committees. The Chair shall appoint committees within thirty (30) days from the date of the Organizational Meeting, showing the names of the committees and the members thereof and filing with the Clerk of the Legislature. The Clerk, upon receipt of such list, shall place a copy in the legislative mailbox of each legislator or mail a copy to each member of the Legislature.

#### *B. Meetings of the Committees:*

1. Regular meetings of each Standing Committee shall be held at the call of the Committee Chair. No meeting of any Standing Committee shall be held during the seven- (7) day period prior to a regularly scheduled meeting of the Legislature.
2.
  - a) The Chair of each Committee, upon appointment and after consultation with his or her fellow Committee members, shall provide the Clerk of the Legislature with the day of each month on which that Committee shall meet. To the greatest extent possible, the Chair of each Committee shall schedule a Committee meeting in such a manner as to provide that said meetings take place on the same day of each month (i.e.: the second Tuesday of each

month, the last Monday of each month, etc...). The Clerk of the Legislature shall then prepare and circulate to all members of the Legislature, the schedule of that year's regularly scheduled Committee meetings. In the event the regularly scheduled meeting of a Committee falls on a holiday, the Chairman of such Committee shall schedule an alternate day for that month's meeting.

- b) After the calendar has been prepared and circulated, the date of the meeting may be canceled upon the written request by the Committee Chair to the Legislative Chair and subsequent approval by the Legislative Chair. Such request must state the specific justification for the cancellation. Such meeting may not be rescheduled unless each member of such cancelled meeting agrees to such rescheduling. In the event a meeting is cancelled due to inclement weather, the Chair of such cancelled meeting shall have sole discretion as to the rescheduling of such monthly meeting.
  - c) The Chairs of each Committee shall schedule their respective Committee meetings in such a manner that no two Committee meetings shall conflict with each other on any day. In the event that a conflict cannot be resolved by the Chairs of Committees which propose to hold more than two meetings on any one day of the month, the Chair of the Legislature shall choose the time of each conflicting meeting.
  - d) Nothing herein shall prohibit a Chair of a Committee from scheduling any other Committee meetings during any month, provided that 2/3rds of the membership of such committee shall concur in the scheduling of such other Committee meeting;
3. In the event a scheduled Committee meeting lacks a quorum, the Chairman of said Committee, may temporarily replace any member of that Committee who is not present with another member of the Legislature. This replacement shall be for that specific meeting only and only while the absent member of the Committee is not present, to enable said Committee to conduct its business. Once a meeting has started with a replacement, if at any time during a meeting an absent member of the Committee arrives, the replacement shall step down and all votes taken with the replacement shall be binding.
  4. Meetings of the Legislature, its standing committees or other Committees or commissions of the Legislature, which have been adjourned due to a lack of a quorum, or recessed meetings of these committees, may be re-scheduled at the discretion of the Chair of each, or on the request of a majority of the committee membership. Members shall be notified of the meetings so adjourned or recessed in the same Manner provided for notifying members, as outlined in Article II (B) (3) and Article II (B) (4).
  5. Special Committees constituted for a particular and generally temporary purpose, shall be organized and meet as specified in the resolution authorizing formation of said committees
  6. No committee meetings shall be closed to the public, except by majority vote of its membership and only for the reasons specified in applicable law.

C. *Standing Committees and their Functions:*

1. Standing Committee Systems

The Putnam County Legislature shall operate on the committee system and the manifold operations of the County shall fall within the jurisdiction of the eight standing committees listed in Article II (C) (2) of this Legislative Manual.

2. Functions

- a. The functions of each Standing Committee shall be essentially the same: to expedite the business of the Legislature by considering policy initiatives for and directives from, the Legislature or operations within its jurisdiction; to review operations for compliance with legislative intent and to make recommendations to the Legislature on its own initiative, or at the request of the Legislature. In addition, any individual Legislator may request committee consideration of any matter by filing a request in writing with the Chair of the Legislature who shall forward that request to the appropriate committee Chair. A committee as a group and its individual members, shall be expected to conduct a comprehensive initial review and subsequently periodic reviews, of ongoing and future activities of those governmental units within that committee's jurisdiction. Committee members may be designated to attend meetings of departmental boards and commissions in the capacity of observers.
- b. Matters referred to committees by the Legislature or by individual members through the Chair of the Legislature shall be promptly considered by the committee, unless otherwise provided, a determination shall be made within sixty (60) days of the receipt thereof. If no determination has been made, the committee shall inform the Chair of the Legislature, who shall recommend to the Legislature an extension period that shall not to exceed sixty (60) days.
- c. Once a Standing Committee accepts the assignment of any issue properly before it, the issue shall remain the responsibility solely of that Standing Committee, unless the Chair of the Legislature has given prior approval of and assignment to multi-committee consideration, or unless the Standing Committee, in its deliberations requires the input from another Standing Committee in order to complete its deliberations.
- d. When it has become necessary under multi-committee consideration for both committees to act by resolution and there is no conflict between resolutions, the resolutions shall be presented as a combined resolution presented jointly. In the event a conflict develops between the committees which then produce conflicting resolutions, both such resolutions shall be presented to the Full Legislature simultaneously for discussion and debate before a deciding vote is taken.
- e. All substantive and formal actions shall be decided by a majority vote of committee members and the Chair of the committee shall faithfully report such actions even though having voted with the minority on a particular matter.

- f. The Standing and Special Committees shall keep minutes of all meetings including dates and times of the meetings, committee members present and matters discussed as required under Article II (H) (“Powers and Duties of the Clerk of the Legislature”).
- g. The original of such report and tape recordings of the meeting shall be filed with the Clerk of the Legislature as soon as possible after each committee meeting.
- h. All resolutions, local laws, or other reports or recommendations submitted to the Legislature for committee consideration and approval by the Full Legislature shall be preceded by a short summary of the intent and effect of the proposal along with the potential fiscal impact for the current year as well as for future years. Any budgetary amendments or budgetary transfers that do not identify the current fiscal impact or future fiscal impacts will be returned to the Finance Department and not reviewed or approved by the Legislature until such information is supplied. The summary shall be read into the record at the time of presentation. Committees may hold public hearings on issues pending before them.

### 3. Individual Standing Committees

#### a. Rules, Enactments and Intergovernmental Relations:

The functions of the Standing Committee on Rules, Enactments and Intergovernmental Relations shall include, but not be limited to, the following:

- (1) To recommend the conduct of the legislature through rules, regulations and procedures.
- (2) To review the Legislative Manual annually and recommend its adoption, with any amendments and to render opinions on any matters included in the Legislative Manual, upon request of the Chairman of the Legislature or any members of the Legislature.
- (3) To recommend to the Legislature and its committees, the form, content and frequency of all formal reports prepared for the Legislature by any officer, department head, agency head or County employee or for work performed for, or by the County, through service contracts agreements.
- (4) To designate representatives to sit as observers on any Executive Department Labor Relations Committee that may be created and report thereon to the Rules, Enactments and Intergovernmental Relations Committee, and to the Legislature.
- (5) To review any proceedings or negotiations concerning joint undertakings with other municipal entities including cities, counties, towns, villages or regional government associations, upon the request of the Chairman of the Legislature and within the guidelines established by the Legislature.
- (6) To review and make recommendations to the Legislature concerning any legislation on matters of interest to the County for introduction to, or pending before, the State and Federal Legislatures.

- (7) To review and advise the Legislature concerning any suits against the County as well as any litigation of County interest-and non-payment of taxes.
- (8) To review activities of and performance for compliance with legislative intent of the Department of Law, the Board of Elections, the County Clerk and all other agencies of County government not specifically assigned to a particular standing committee.
- (9) To recommend to the Legislature, a Code of Ethics for County Legislators, officers, employees and all persons having or conducting affairs with the County government.

b. Budget and Finance:

The Budget and Finance Committee shall be a standing committee, composed of the entire Legislature. The functions of said committee shall be, but not limited to:

- (1) To review with the Commissioner of Finance each budget item and budget estimates submitted by unit heads and the Tentative Budget as approved by the County Executive.
- (2) To make recommendations to the Legislature on each budget line item based on the review described in paragraph (a) above.
- (3) To review and recommend to the Legislature, necessary action on tax levy matters.
- (4) To exercise sole oversight of the Empire Zone and to forward any legislation with respect to the Empire Zone to the Full Legislature.

c. Audit and Administration:

The functions of the Audit and Administration Committee shall be, but not limited to:

- (1) Exercise legislative oversight of the Department of Finance and of all financial activities and functions as related to program content and performance for compliance with legislative intent, as incorporated in the Budget. This applies especially to funds appropriated in the Budget for specified program purpose and the extent to which the purpose was accomplished within initial and supplemental Budget requests as compared with initially anticipated performance and established standards.
- (2) To review and recommend to the Legislature necessary actions following annual or periodic audits conducted as part of the Legislature's auditing function or following each New York State Department of Audit and Control Report on County Finances and financial procedures and to monitor compliance with recommendations approved by the Legislature.
- (3) To receive and review for completeness and accuracy the Annual report and periodic reports of the Commissioner of Finance.
- (4) To review and make recommendations to the Legislature about the County Executive's actions on appropriation transfers, deficiency appropriations and supplemental appropriations.

- (5) To review and recommend to the Legislature the Legislature's policy on assets, types of investment and terms of investment, use of surplus or general funds and authorization and issuance of County debt obligations.
- (6) To review for adequacy the County Executive's recommended insurance coverage and policies
- (7) To review and recommend to the Legislature necessary action on assessment, equalization and taxation.
- (8) To review and recommend to the Legislature necessary action on purchasing procedures, bids, bonds and capital project financing.
- (9) To exercise legislative oversight for compliance with legislative intent of all County government departments, agencies and units as well as citizen advisory boards and commissions that utilize information technology in the transactions carrying out their charge and purpose, for the benefit, well-being and convenience of the people of Putnam County.

d. Health, Social and Educational Services/Environmental:

The functions of the Committee on Health, Social and Educational Services/Environmental, shall include but not be limited to the following:

- (1) To exercise legislative oversight for compliance with legislative intent of all County government departments, agencies and units, as well as of advisory citizen boards providing health, social or educational services to the County or its residents. Included in these categories shall be the Department of Health, the Board of Health, the Department of Mental Health, the Mental Health Board, the Department of Social Services, the Office of the Aging, the County Historian, the Veterans Service Agency, the County Cooperative Extension Service, the Community Services Board and the Coordinating Council for People with Disabilities.
- (2) To initiate and recommend legislative policy and upon Legislative request or its own initiative and present its recommendations for Legislative action on the following:
  1. All public welfare programs including those of semi-independent agencies and special services contributing to the public welfare.
  2. All programs of the Office for the Aging.
  3. All public and environmental health facilities and programs
  4. All mental health programs and services that may be undertaken by the County government or fall within its jurisdiction.
- (3) To exercise legislative oversight over all executed contracts between the departments, agencies, etc., listed in sub-clause (a) above and any other person, institution or unit of government.

- (4) To recommend policy toward and maintain contact with voluntary or civic associations providing health or welfare services to residents of the County.

e. Physical Services:

The functions of the Committee of Physical Services shall include but not be limited to the following:

- (1) To exercise legislative oversight for compliance with legislative intent of all County government departments, agencies and units as well as citizen advisory boards and commissions that render physical services for the well-being and convenience of the County of its residents. Included in these categories shall be the Department of Highways and Facilities, the Division of Planning and Development, the Planning Board and the Recreation Commission, the Lake Management Advisory Committee and the Soil & Water Conservation District, as well as physical work performed for or by the County government in association with other local jurisdictions and contractors paid from County funds.
- (2) To represent the Legislature in all matters of concern to the above County governmental units and make reports with recommendations to the Legislature thereon.
- (3) To recommend to the Legislature any legislative action involving the above mentioned departments and agencies.

f. Protective Services:

The functions of the Committee on Protective Services shall include but not be limited to the following:

- (1) To exercise legislative oversight to assure compliance with legislative intent of all County government departments, agencies and units, as well as citizen advisory boards and commissions, that render protective services for the well-being of County residents. Included in these categories shall be the Office of the District Attorney, the Office of Probation, the Sheriff's Department, the Putnam County Jail, the Coroners, the Putnam County Legal Aid Society, the Bureau of Emergency Service and the Traffic Safety Board.
- (2) To exercise legislative oversight over all executed contracts between the above units, boards and commissions and any person, institution or unit of government.
- (3) To initiate and recommend legislative policy for all protective and custodial services performed by the County government.
- (4) To give advice and initiate the action required of the Legislature concerning the relationship of the County government to agencies that administer criminal justice.

g. Personnel

The functions of the Committee on Personnel shall include but not be limited to the following:

- (1) To exercise legislative oversight for compliance with legislative intent on all matters involving personnel throughout the County government.
- (2) To make recommendations to the Legislature on personnel matters when deemed necessary.

h. Economic Development and Energy

The functions of the Committee of Economic Development and Energy shall include but not be limited to the following:

- (1) To recommend to the Legislature ways to promote economic development and increase opportunities for business retention and expansion in Putnam County.
- (2) To review activities and assist in the efforts of the Putnam County Visitors Bureau, established to promote travel and tourism in Putnam County.
- (3) To review agreements between Putnam County and independent Bureaus, agencies and companies providing services to increase opportunities for economic development recommending to the Full Legislature appropriate agreements between such entities.
- (4) To represent the Legislature, on its request, in all regional and local programs for planning and economic development.
- (5) To provide oversight of green energy initiatives in its mission to bring more green energy infrastructure to Putnam County.

*D. Committee Vacancies:*

In the event of a vacancy on any Legislative Committee, the Chair of the Legislature shall fill the vacancy by appointment in the same manner that the original member was appointed.

*E. Services Provided to the Legislative Committees:*

In order to guide the work of each committee efficiently and effectively, each committee chair may seek the assistance of the Clerk of the Legislature. This service shall include secretarial and recording facilities, the taking of minutes of meetings, including actions voted on, correspondence, reports and research assistance.

Requests from any committee Chair to the Executive Branch shall be routed through the Clerk, who shall prepare a written request and monitor compliance with the requests. This procedure shall also be followed by committee seeking the counsel of or testimony from any official, department head or employee of the Executive Branch, or any special services, reports or data from any department or unit of the Executive Branch.

Assistance from or counsel of elected officials such as the County Clerk, or the District Attorney, or Sheriff shall be relayed directly to the individual official by the Clerk.

Counsel to the Legislature may be contacted directly by the Clerk to arrange for such legal and other appropriate services as may be required by any committee. This includes drafting of resolutions to be presented to the Legislature. Any special services from consultants, technicians or other specialists not in the regular employ of the County that require the expenditure of County funds must be authorized in advance by the Legislature. See Article V.

F. *Special Committees, Citizen Advisory Committees, Commissions Or Boards and their functions:*

1. **Special Committees of the Legislature** may be created by the Legislature to help it transact its business. Each Special Committee shall be concerned with only one specific and definite purpose and shall be established for a limited duration, either to serve until a specific date or to serve until it completes its specific assignment. Special Committees shall be limited solely to members of the Legislature. The Chair of the Legislature shall appoint members of such Special Committees, subject to the approval of the Legislature. Special Committees shall establish their own regular meeting dates, and shall be governed by the Rules of Order and Procedure as outlined in Article IV.

2. **Citizens' Advisory Committees, Commissions**

The Legislature may appoint Citizens' Advisory Committees and Commissions. At the time of the appointment of each of these bodies, the Legislature may appoint a member as liaison or ex-officio. These bodies may be created by the Chair of the Legislature with the approval of the Legislature, or upon its own initiative by a majority of the entire Legislature, The Committees and Commissions shall serve the Legislature.

The Citizens' advisory body shall be composed of residents of Putnam County and where possible, shall contain a representative from each Town in the County. The appointment of the Chair and officers and the numerical and geographic make-up of the body shall be approved by the Legislature. Members may set their own meeting agenda.

A Citizens' Advisory body shall be established for a limited time until it has completed its task or until abolished by the Legislature.

**IV. RULES OF ORDER AND PROCEDURE:**

Roberts' Rules of Order, Newly Revised, shall be the specific rules of order and procedure for the conduct of the meetings of the Putnam County Legislature and of its committees, citizen advisory committees or commissions, insofar as they are applicable and not inconsistent with the Rules of Proceedings contained in this manual.

The Standing Committee on Rules and Enactments shall be responsible for the correct procedure within the rules. A question on the proper application of any rule, or if no rule can be found to clearly apply in a given instance shall be referred to the Rules Committee for interpretation or remedy.

Each and every meeting of the Putnam County Legislature and its committees, boards and commissions shall be open to all members of the public, unless otherwise specified by law.

**Rule 1- Roll Call:**

Each and every meeting shall be called to order at the time appointed by the Chair and the Clerk shall call the roll and enter the names of those committee members present or absent in the minutes. If a quorum is not present for a Committee meeting, the Chairman of said Committee may temporarily replace any member of that Committee who is not present with another member of the Legislature (See Section III (B) (3).) If a quorum is not present for a Full or Special Meeting the member(s) attending must call for an Adjourned Meeting, requesting the Clerk to issue an appropriate notice, setting time and date for a new meeting.

Names of any members of a Committee of the Legislature arriving late or departing early for a committee meeting shall be inserted in the minutes of the meeting by the Clerk, noting the time of arrival or departure. Also the names of any members of the Legislature arriving late or departing early for a meeting of the Legislature shall be inserted in the minutes of the meeting by the Clerk, noting the time of arrival or departure.

**Rule 2 - Quorum:**

A majority of the entire Legislature or of any Standing or Special Committee or Advisory Commission shall constitute a quorum for the transaction of its business except that a lesser number may be present to vote to adjourn a meeting.

**Rule 3 - Manner of Accepting Minutes:**

The minutes of the preceding meeting or any portion thereof, of the Legislature shall be read at the request of any Legislator who wishes to enter objections, alterations or additions. Otherwise, the minutes of the preceding meeting shall be automatically approved without formal actions.

**Rule 4 - Exercise of Power of the Legislature:**

A Power of the Legislature, except as otherwise provided, shall be exercised through a Local Law Act, Ordinance or Resolution duly adopted by the Legislature. In each calendar year, each Local Law, Ordinance or Resolution shall be numbered consecutively and dated and be given a title concisely stating the subject matter thereof.

**Rule 5 (A) - Order of Business:**

The Order of Business at each meeting of the Legislature shall be as follows:

1. Pledge of Allegiance
2. Legislative Prayer
3. Roll Call of the Legislators
4. Acceptance of the Minutes
5. A statement that communications from government officials, Departments and agencies has been summarized and attached to the Agenda. The subject text is available in the Office of the Clerk of the Legislature. There shall be no public discussion of the aforementioned unless brought up under new business.
6. Consideration of reports of Citizens' Advisory Committees or Commissions and ~~Boards and~~ Petitions from members of the public:  
There shall be no public discussion of the aforementioned unless brought up by new business.
7. Unfinished Business:
8. Reports of the Standing and Special Committee will be delivered with the presentation of pre-filed Resolutions and Local Laws, etc., for discussion and vote.
9. Presentation of a pre-filed request from a Legislator shall be referred by the Chair to the appropriate committee, unless a majority of the Legislators present and voting, authorize same to be discussed and voted upon.
10. Presentation of new business: any item that was not on the agenda by any Legislator for discussion is subject to a unanimous vote of the members present and voting to suspend the rules pursuant to Rule 24
11. Recognition of Public on agenda items.
12. Recognition of Legislators.
13. Adjournment of Meeting:

**Rule 5 (B) - Remove from Agenda:**

Any item may be removed from the agenda by a majority vote of the members present and voting without debate on the issue.

**Rule 6 - Chair to Preside:**

The Chair of the Legislature shall preside at all regular and special meetings of the Legislature. The Chair shall preserve order and decorum, confine discussion to the matter at issue and decide questions of order, subject to appeal by the Legislature. The Deputy Chair shall preside in the event of the Chair's absence for not more than one consecutively held meeting. In the event the Chair shall miss a second consecutive meeting, the Legislature shall appoint a temporary chair for that meeting.

**Rule 7 - Appeal of a Decision of the Chair:**

On any duly seconded motion appealing a decision of the Chair on a matter of order, the Chair may first state the reason for its decision, after which any Legislator may speak on the subject and will not be recognized again until all Legislators have had the opportunity to speak on that subject before the Chair puts the question: "Shall the Chair's ruling be sustained?" The question shall then be decided without debate by roll call vote of a majority of the Legislators present, excluding the Chair, who shall not vote on such an appeal.

**Rule 8 - When the Chair May Speak:**

The Chair of the Legislature may speak on any matter pending before the Legislature in his capacity as a Legislator and may do so without designating another Legislator to serve as temporary Presiding Chair, unless he so desires.

**Rule 9 - When the Chair May Vote:**

The Chair of the Legislature shall be entitled to one vote, equal and similar to all other Legislators on all matters except the aforementioned appeal proceeding. (See Rule 7).

**Rule 10 - Majority Vote Necessary:**

A majority of the entire Legislature shall be required to carry any question, proposition, resolution, local law or motion, except when otherwise provided in these rules or by statute or the Putnam County Charter calling for a two-thirds majority or some other vote. A tie vote on any matter before the Legislature shall be deemed a defeat and the question shall be lost.

**Rule 11. Addressing the Chair**

Every member wishing to speak to a question or make a motion shall gain attention by raising his hand and the Chair shall recognize the member entitled to the floor by stating his/her name. Members so recognized for the purpose of addressing the Legislature shall address the Chair and confine their comments to the question under consideration.

**Rule 12 - Debate Limitation:**

No member shall be allowed to speak more than once on any subject until every other Member choosing to be heard on the subject, shall have spoken. Debate may be limited or extended by a two-thirds vote of the Members present and on a motion to limit or extend a debate; an immediate vote shall be taken without further discussion.

**Rule 13 - Recognition of Persons Not Members of the Legislature:**

Persons who are not members of the Legislature may by consent, be permitted to speak during debate. Such consent shall be given by the Chair, subject to a two-thirds override by members of the Legislature who are present.

**Rule 14 - Referrals to Committees:**

- A. All petitions, reports, motions, resolutions and communications requiring legislative committee review shall be referred by the Legislative Chair, without motion, to the Legislative Committee having charge of the subject at hand. This does not preclude any committee chairperson from placing items on a committee agenda without the approval of the Legislative Chair.
- B. Once a resolution or local law has been placed on a legislative committee agenda for consideration, said resolution or local law cannot be forwarded to the Full Legislature unless the legislative committee has forwarded the recommendation to the Legislature by resolution or local law. Once 60 days have passed from the date the resolution or local law was first placed on a legislative committee agenda for review and after any additional extension period has expired, an individual legislator may bring the resolution or local law to the Full Legislature, providing the resolution or local law has been reviewed as to form by the County Attorney or Legislative Counsel. The resolution or local law must also be submitted five days prior to the meeting date and the resolution or local law is listed as an agenda item for that meeting.
- C. Ordinarily the Legislature shall consider only those matters that have been studied previously by the appropriate Standing Committee. However, the Legislature may consider any matter without Committee study, and approval, with a majority vote of the Legislature, providing the issue comes to the Full Legislature in resolution form.

**Rule 15 - Enactment of Legislation:**

- A. (1) Introduction of a question: All petitions, reports, motions and resolutions shall be introduced by a standing committee, except those made from the floor pursuant to the procedure of the Legislature. Requests or proposals from the Executive branch which might result in a resolution shall be made through the Chair of the Legislature.  
  
(2) In order to be placed on the Agenda of the next scheduled meeting, all such petitions, reports, motions, proclamations, resolutions and any other requests, except local laws, shall be filed with the Clerk of Legislature at least seven (7) days before the meeting date.  
  
(3) Local laws shall be filed with the Clerk of the Legislature to enable compliance with Municipal Home Rule Section 20 (4) for service upon Legislators.  
  
(4) All motions, except those reported from a standing committee, whether pre-filed or made from the floor shall require a second before debate and vote or a second before vote, on

matters that are debatable. The subject matter of a Committee resolution shall be limited to matters within the assigned province of the Committee. If the matter under question or some aspect of it falls within the province of more than one committee, any of these committees may offer the resolution. All Resolutions or Local Laws submitted to the Legislature shall have a statement to indicate what the fiscal impact will be for the current fiscal year and the ensuing year.

- B. When Debate is in Order: After a motion has been made and seconded, where needed, if requested by any legislator, it shall be restated by the Chair or read by the Clerk before being put before the Legislature for debate.
- C. Moving the Question: The Legislature can order the closing of a debate on a motion stating: "I call the question on (specify the motion)." An immediate vote shall be taken without debate or amendment, with a two-thirds majority required to close debate in this manner, providing any member who has not exhausted his/her right to debate desires the floor.
- D. Voting Procedure: At the close of debate, the motion shall, if requested by any legislator, be restated by the Chair, or read by the Clerk, before it is voted upon. Votes of the Legislature may be made by a voice vote or show of hands. On the request of any member or the Chair, there shall be a roll call vote. The Clerk of the Legislature shall call the roll in alphabetical order except for the Chairman who shall vote last and record in the minutes how each legislator voted. Every Legislator present when the question is stated from the Chair, shall vote on the questions, unless he abstains from voting and states his reason for abstaining. A Legislator's vote will be recorded in the affirmative unless he expresses his view in the negative or abstains as aforesaid. A member shall have the right to change his vote in accordance with Rule 20.

**Rule 16 - Effective Date of Resolutions:**

All resolutions shall become effective upon their adoption except when otherwise expressly provided by law or in such resolution.

**Rule 17 - When Motions are Receivable:**

When a question is under debate, no motion shall be entertained unless it provides for any of the following:

- a. to adjourn
- b. to lay on the table
- c. to call the previous question/moving the question
- d. to refer to committee
- e. to amend
- f. to extend or limit debate

Any of these motions shall have preference in the order in which they are here stated. The first three motions (a., b., and c.) are neither amendable nor debatable.

**Rule 18 - Motion to Divide the Question:**

If any question contains more than one distinct proposition, it shall be divided by the Chair at the request of any one member.

**Rule 19 - Motion to Lay on the Table:**

A motion to Lay/Defer on the Table is acceptable after debate has begun and at any time during debate before the vote on said motion has begun. A motion to Lay/Defer on the Table shall preclude amendments and debate on the main question, only if all Legislators had the opportunity to speak once on the main question. There shall be no debate on such a motion and the matter shall be put to an immediate vote. A majority vote of those present shall be necessary to Lay/Defer on the Table. A motion to Lay/Defer on the Table may be for an indefinite period or a specified period of time. In addition, at the discretion of the Chair a motion to Lay/Defer on the Table may be referred to the appropriate Committee subject to an override by the majority of the Legislature.

**Rule 20 - Motion to Reconsider:**

A motion to reconsider any resolution or motion shall be entertained by the Chair when it has been moved by a Legislator and when such motion to reconsider is to be voted upon at the same meeting, wherein said motion was passed, or at the continuation of a recessed meeting, where said motion was passed. Such a motion to reconsider shall require the affirmative vote of a majority of the Legislature.

**Rule 21 - Motion to Take from the Table:**

All reports, resolutions and other matters laid on the table may be called therefrom under "Unfinished Business" in the regular order of business. However, no report, resolution or other matter laid indefinitely on the table shall be called from the table except by consent of a majority of those present.

**Rule 22 - Withdrawal of a Motion:**

After a motion is stated by the Chair, it shall be in possession of the legislature, but it may be withdrawn by the introducer, with the consent of any seconder, at any time before a decision or amendment is made, providing there is no objection. Withdrawal shall then be achieved by a consenting vote of a majority of the Legislators present.

**Rule 23 - Amendment of the Rules:**

The Legislature may amend its rules by a majority vote of all of its members at any time after giving members five (5) days' notice, accompanied by a written copy of the proposed amendment unless otherwise provided by law.

**Rule 24 - Change of the Rules:**

- A. The Board may, by unanimous vote of those present and voting, waive or suspend any rule of the Board, so long as it does not conflict with any Charter provisions. A motion to take a matter out of order and advance it or delay it on the Agenda shall need only a majority vote.
- B. The rules of the Legislature for the preceding year shall remain in effect at the first meeting of each year and until the formal adoption of the rules for the current year.

**Rule 25 - Communications From County Executive:**

Any communication, recommendation or other matter received from the County Executive with a message requesting immediate (emergency) consideration must be filed with the Clerk of the Legislature.

**Rule 26 - Regular Meetings of the Legislature:**

Regular Meetings of the Putnam County Legislature shall be held monthly at 7:00 PM, on the first Tuesday, except when a holiday falls on the regularly specified date, the meeting shall be held the next business day unless the Legislature decides otherwise. The Clerk of the Putnam County Legislature shall place in each Legislator's Legislative mailbox a written notice stating the date, time and place of each meeting at least five (5) days prior to the date of the meeting, or if requested by an individual Legislator, said written notice shall be mailed, faxed or e-mailed to said Legislator. Said notice shall state the subject matter of all resolutions, ordinances and local laws to be voted on at such meeting. A member may waive the service of notice in a signed statement. NOTE: Local laws also need to comply with Section 20(4) of the Municipal Home Rule Law.

**Rule 27 - Special Meetings and Service of Notice:**

The Special Meetings shall be held at the call of the Clerk of the Legislature upon direction of the Chair and four other Legislators, or upon written request signed by a majority of the entire Legislature. Notice in writing stating date, time, place and purpose of the Special Meeting, shall be placed in the legislative mailbox of each legislator. Supplemental notification shall be by U.S. Mail, e-mail, facsimile or other reasonable means of communication or as requested by any Legislator in writing to the Clerk of the Legislature to each member of the Legislature by the Clerk of the Legislature. Additionally a notice of Special Meeting may be served upon a member of the Legislature pursuant to Article 3 of the CPLR. Such personal notice shall be made at least forty-eight (48) hours in advance. Only business specified in the notice thereof may be transacted at a special meeting. A member may waive the service of notice in a signed statement.

**Rule 28 –Additional Materials:** (formerly Rule 29)

- a) No additional materials or items to be added to an agenda shall be accepted at any Legislative Committee Meeting or a Meeting of the Full Legislature without a letter of necessity from the sponsoring Putnam County Elected Official with full explanation as to the nature of the urgency and the potential impact on failure to act immediately.
- b) The acceptance of such additional materials or agenda items shall be subject to a two-thirds super majority vote of the members present at either a Legislative Committee Meeting or a Meeting of the Legislature.

**Rule 29 - Adjournment:** (formerly Rule 28)

A motion to adjourn a meeting shall always be in order, except while a vote is being taken and such motion shall be decided without debate. At the hour of Eleven PM, all discussion will be ceased and if possible, a vote will be taken on the question at hand. If the matter discussed demands further consideration, unless the meeting is extended under Rule 24, it shall be automatically tabled and be considered at the next regular meeting under “Unfinished Business,” Rule 5 (a) (6), on the Agenda.

**Rule 30 – Protection of Confidential Material**

No member of the Legislature shall disclose Confidential Material except as provided for in Chapter 55 (Ethics, Code of, and Financial Disclosure) of the Putnam County Code. The term “Confidential Material” as used in this Rule shall have the same meaning as in Chapter 55, but shall also include any information obtained or discussed in any executive session meeting of the Legislature or of any of its Committees, but shall not include information required to be made public pursuant to New York State Public Officers Law Article 7 (Open Meetings Law). Violation of this Rule shall be grounds for Censure of a Legislator pursuant to Section II. G. of this Legislative Manual.

**Rule 31 – Live Streaming Legislative Sessions and Public Hearings**

- A. Live Streaming of Legislative Sessions
  - 1. Live Streaming Availability:  
All regular and special legislative sessions will, to the greatest extent possible, be broadcast live, making use of platforms such as the County website or YouTube.
  - 2. Public Access and Recording:  
Sessions will, to the greatest extent possible, be fully accessible online, with recordings available for on-demand viewing to ensure continued public access to legislative activities and deliberations.
- B. Committee Sessions and Public Hearings
  - 1. Live Streaming of Committee Sessions and Public Hearings:  
Committee sessions and public hearings will also be, to the greatest extent possible, live streamed.
- C. Review and Feedback
  - 1. Public Input:

The Legislature encourages ongoing feedback from the public on the live streaming process and will periodically review how the program can be improved for maximum effectiveness and accessibility.

**Rule 32 – Public Comment during Regular or Special Full Legislative Meetings and Committee Meetings Prior to Taking a Vote**

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

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

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

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

**V. RELATIONSHIP BETWEEN THE LEGISLATURE AND EXECUTIVE BRANCH:**

The Legislature and Executive Branches of the Putnam County Government shall be separate and coequal, as established by the Putnam County Charter. The Legislature shall be responsible for determining policy through the enactment of legislation and for appropriating funds and levying taxes. The Executive Branch shall be responsible for the efficient administration of the County's government. A smooth process of communication between the Legislature and the Executive Branch shall be essential to the efficient conduct of County business and government. A process for communication is outlined in the following paragraphs:

- A. Requests by any Legislator on behalf of the Legislature for any type of information or cooperation from the Executive Branch, shall be made through the Clerk of the Legislature to the County Executive, who in turn shall channel each request to the appropriate unit under his jurisdiction or deal with it himself. Nothing shall prevent any individual Legislator in the performance of his/her duties from contacting or receiving any information from any unit of County government.
- B. Requests for information from elected County officials shall be made through the Clerk of the Legislature's Office, to the official concerned (District Attorney, County Clerk, Sheriff, Coroners), with an informational copy being sent to the County Executive.
- C. Any matters concerning legislation of interest to members of the Executive Branch shall be channeled through the County Executive's office to the Clerk of the Legislature and the Chair of the appropriate Legislative Committee. After communications have passed through the appropriate channels, direct meetings between the members of the Executive Branch and the Committees of the Legislature shall be in order.
- D. Any request by the Executive Branch for a resolution or local law shall be presented to the Legislature in a proposed final form approved by the Department of Law. This process is designed to facilitate normal processes of communication and cooperation between the Legislature and the Executive Branch of the Putnam County Government. In emergencies, more direct communication may be considered necessary.

**VI. ANNUAL SWEARING-IN CEREMONY**

- A. The Putnam County annual Swearing-In Ceremony shall be held on the County's last calendar day of the year at 5:00 P.M. in the Historic Courthouse;
- B. The Swearing-In Ceremony shall be limited to the swearing in of elected County, State and Federal officials only;
- C. Guests to be introduced at the ceremony shall be limited to elected County, State and Federal officials who are not participating in the ceremony and any special guest deemed appropriate by the Clerk of the Legislature;

- D. Those participating in the ceremony shall remember that the event is to acknowledge and honor those officials who have been elected or re-elected in the past November general election and shall channel their remarks to accomplish this goal.



legislative process in general regarding County spending. It is further the intent that this access can be achieved by transparency in the County budget process, including a searchable budget database website and easier access to Legislative meetings and public hearings through live streaming to the public.

#### **§ 222-3 Searchable budget database website**

The Commissioner of Finance shall maintain and make publicly available a single, searchable budget database website including the required data for the most recent County budget. The website shall be given a unique website address and a link to that address shall be on the County's official website.

#### **§ 222-4 Electronic public access to meetings and information.**

A. The Putnam County Legislature shall make all meetings of the Legislature or its subcommittees available for public viewing by live video stream whenever practicable. A link to the live stream shall be conspicuously posted and made available on the Legislature's website at least eight (8) hours prior to the meeting whenever practicable.

B. Except in the case of executive sessions held pursuant to N.Y.S. Open Meetings Law § 105, the Legislature shall ensure that members can be heard, seen, and identified at all times, when the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.

C. Whenever practicable, all public hearings held by the County Executive pursuant to § 3.04-B of the Charter shall be available for public viewing by live stream.

D. Each meeting or hearing that is live streamed shall be recorded and such recordings linked or posted online within five (5) business days following the meeting/hearing and shall remain so available for a minimum of five (5) years thereafter.

#### **§ 222-5 Severability.**

If any part or provision of this chapter or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this chapter or the application thereof to other persons or circumstances. The County of Putnam hereby declares that it

would have passed this chapter or the remainder thereof had such invalid application or invalid provision been apparent.

**§ 222-6 Repealer.**

All ordinances, local laws, and parts thereof inconsistent with this chapter are hereby repealed; provided, however, that such repeal shall not affect or impair any act done or right accruing, accrued, or acquired, or penalty, charge, liability, forfeiture, or punishment incurred or owing prior to the time such repeal takes effect, but the same may be enjoyed, asserted, collected, enforced, prosecuted, or inflicted as fully and to the same extent as if such repeal had not been effected. All actions and proceedings, civil or criminal, commenced under or by virtue of any provision of any County of Putnam local law, ordinance or resolution so repealed, and pending immediately prior to the taking effect of such repeal, may be prosecuted and defended to final effect in the same manner as they might if such provisions were not so repealed.

**Section II.**

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



WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



cc All  
Phys + Audit  
KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

Reso  
#6P

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance  
Re: Budgetary Amendment - 26A016  
Date: February 25, 2026

*KJC*

2026 FEB 25 PM 4: 25  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**GENERAL FUND:**

**Increase Estimated Appropriations:**

10990100 59020                      Transfer to Capital Fund                      800,000

**Increase Estimated Revenues:**

10131000 427112                      Use of Capital Reserve                      800,000

**CAPITAL FUND:**

**Increase Estimated Revenues:**

55197000 428601 52603                      Transfer From General Fund                      800,000

**Decrease Estimated Revenues:**

05000 45710Q 52603                      Bond Proceeds - 2026                      800,000

Fiscal Impact - 2026 - \$ 0

Fiscal Impact - 2027 - \$ 0

This Resolution is required to change the funding source of the DSS Security Capital Project approved in the 2026 Capital Budget from borrowed funds to the Capital Projects Reserve.

Approved : \_\_\_\_\_  
Kevin M, Byrne, County Executive



WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

3-16-26 Phcp.  
3-30-26 Aucht  
4-7-26 Full

cc: All  
Reso  
#log

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance *WJC*  
Re: Budgetary Transfer - 26T039  
Date: February 26, 2026

2026 MAR -3 PM 1:32  
LEGISLATURE  
PUTNAM COUNTY  
CARNEL, NY

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

*transfer*

<b><u>Increase Estimated Appropriations:</u></b>		
10161000 54560	Equipment Rental	120,000
<b><u>Decrease Estimated Appropriations:</u></b>		
10161000 54371	Gasoline	120,000
	Fiscal Impact - 2026 - \$ 0	
	Fiscal Impact - 2027 - \$ 0	

This Resolution is required to fund the Vehicle GPS system for County Vehicles as per the attached correspondence. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive

26T039

## **Michele Alfano-Sharkey**

---

**From:** Eileen Hurlie  
**Sent:** Friday, February 27, 2026 4:02 PM  
**To:** Michele Alfano-Sharkey  
**Subject:** FW: Telematics

**From:** Thomas Lannon <Thomas.Lannon@putnamcountyny.gov>  
**Sent:** Friday, February 27, 2026 3:59 PM  
**To:** Eileen Hurlie <Eileen.Hurlie@putnamcountyny.gov>  
**Subject:** Telematics

Fleet telematics integrates **GPS tracking, in-vehicle video, and real-time vehicle diagnostics** to provide centralized oversight of County-owned vehicles, including those operated by the Department of Public Works (DPW), Transit, and the Office for Senior Resources (OSR).

This technology enhances operational effectiveness, strengthens public accountability, and supports responsible stewardship of taxpayer-funded assets.

---

### **Department of Public Works (DPW)**

- Real-time tracking of plows, sanitation, road crews, and maintenance vehicles
- Route verification and service documentation
- Monitoring idle time and fuel usage
- Preventative maintenance alerts to reduce equipment downtime

### **Transit Services**

- Improved route efficiency and on-time performance
- Enhanced passenger and driver safety through video documentation
- Incident review capability
- Data to support service planning and grant reporting

### **Office for Senior Resources (OSR)**

- Oversight of vehicles transporting seniors and vulnerable populations
- Increased safety through GPS tracking and onboard video
- Verification of trip completion and response times
- Reduced liability exposure

---

### **Strategic Benefits to the County**

- **Improved Public Safety** – Encourages safe driving and provides documentation during incidents
- **Risk & Liability Protection** – Objective evidence reduces false claims and expedites insurance resolution
- **Operational Efficiency** – Better deployment of vehicles and personnel

- **Cost Management** – Reduced fuel consumption, optimized maintenance scheduling, and extended vehicle life
- **Transparency & Accountability** – Data-backed reporting for leadership, auditors, and the public

Thomas C. Lannon, Sr.

*Director of I.T. & G.I.S.*

**Putnam County Office of IT & GIS**

110 Old Route 6

Building 3

Carmel, NY 10512

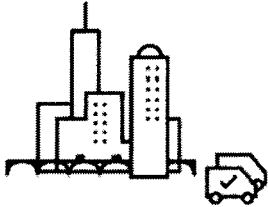
(845) 808 - 1800

Fax (845) 808 - 1810

[thomas.lannon@putnamcountyny.gov](mailto:thomas.lannon@putnamcountyny.gov)

# Executive Summary

As a telematics provider to many government entities, Verizon Connect helps bring about better outcomes for your organization and your state. Our customers include cities, municipalities, state agencies and other government agencies. Our solution supports numerous vehicles and equipment, including passenger cars, light-duty and heavy trucks, trailers and more.



**The most trusted telematics provider for government fleets<sup>1</sup>**

**Verizon Connect has the largest number of state and municipal government customers of all commercial fleet management providers.<sup>1</sup>**

We are an approved vendor for government contracts with software that is backed by the Verizon network.

The County will be supported by Verizon's most awarded network for Network Quality by J.D. Power. Verizon Connect is a U.S.-based company that leads the industry in innovation (according to ABI Research), devoting nearly one third of our employees to software development and engineering. Our tracking device hardware is Verizon-designed and manufactured.

## **Verizon Connect Reveal for Government Solution**

Our solution for The County, Reveal for Government, provides a secure, user-friendly solution for 24/7 real-time vehicle tracking and monitoring, reporting and alerting. The County will have access to extensive reporting features for needed insight to improve vehicle utilization, optimize fuel usage, timely identify vehicle health issues and address driver behavior. Hardware is hardwired and securely installed with regular over-the-air updates. Our innovative technology leads the market and provides the latest features to help you make smarter, data-driven decisions to better manage your fleet.

## **Implementation & Support Services**

To ensure you receive maximum value and immediate return on investment, The County will receive in-house implementation services to deploy the solution. Implementation services include configuration, installation and training. Our team of highly experienced implementation consultants will work closely with The County throughout deployment to ensure early and ongoing success.

After a successful implementation, ongoing account management will be provided by your designated Customer Success Manager. This manager will work with you to ensure you continue to achieve the desired program goals and objectives, realizing value from your investment early on and on a continual basis. This includes a regular communication cadence and quarterly business reviews. Technical support provides 24/7 live support via phone and live chat on the platform. An extensive online Help section provides user-friendly, comprehensive self-help resources.

## **Secure platform**

We use industry-recognized security practices to provide a reliable and secure platform. We operate a multi-master architecture using geographically-dispersed Amazon Web Services data centers for redundancy and extremely high uptime and availability. With regular updates to software and hardware, we maintain physical, technical, and administrative safeguards to protect our internal systems, networks and applications. Our dedicated information security team promotes enforcement of information security policies and provides training and awareness to all employees.

### **Innovation**

Verizon Connect dedicates 600+ employees worldwide to software development and engineering to continue to deliver innovative and cutting-edge solutions. Our platform is designed to be flexible and adaptable to the unique needs of The County's operations, delivering measurable and sustainable operations improvements while minimizing costs.

Our long-term commitment, combined with our strength, history and leading position in the industry, confirms our commitment to collaborate with you to identify and integrate new solutions appropriate for your operational needs and deliver targeted, end-to-end solutions now and in the years ahead.



**RESOLVED, that the Parcel, designated as Town of Carmel Tax Map # 64.7-1-5 be conveyed to the Town of Carmel to be used for public use; and be it further**

**RESOLVED, that pursuant to Section 31-8(B) of the Putnam County Code, the Putnam County Legislature approves the transfer of the Parcel to the Town of Carmel for the cost of any recording fees associated with the conveyance; and be it further**

**RESOLVED, that the Parcel shall be conveyed to the Town of Carmel in an "as is" condition by Quitclaim deed; and be it further**

**REOLVED, that such conveyance shall be subject to a reversionary interest wherein title to the Parcel shall automatically revert back to the County in the event that it is utilized by the Town for purposes other than completing the Stocum Avenue Bridge replacement project and thereafter as green space with public access to Kirk Lake; and be it further**

**RESOLVED, that the Putnam County Attorney is authorized to prepare said Quitclaim deed for the Parcel, which shall contain the reverter clause required herein, and the Putnam County Executive shall be authorized to execute said Quitclaim deed on behalf of the County; and be it further**

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

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

cc: All

3-10-26 Phys  
4-7-26 Full

Reso

**JOHN B. CHERICO**  
*First Deputy County Attorney*

**ANNA M. DIAZ**  
*Senior Deputy County Attorney*

**KATHERINE L. McNEAL**  
*Senior Deputy County Attorney*



**C. COMPTON SPAIN**  
*County Attorney*

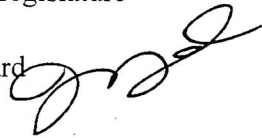
**DEPARTMENT OF LAW**

**HEATHER M. ABISSI**  
*Senior Deputy County Attorney* #6h

**SARAH E. ENGLISH**  
*Deputy County Attorney*

**MAT C. BRUNO, SR**  
*Risk Manager*

MEMORANDUM:

TO: Putnam County Legislature  
FROM: Jennifer A. Nygard  
Paralegal   
DATE: March 2, 2026  
RE: Conveyance of Carmel TM # 64.7-1-5 to the Town of Carmel

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2026 MAR -2 PM 4:38

Attached please find Resolution with backup for the subject transaction to be placed on the Physical agenda this month. Please note, this transfer will also benefit the County, as the Town will maintain the parcel and its cost going forward and the County will have reduced liability since it will be owned and maintained by the Town.

Thank you for your attention to this matter. Kindly contact me with any questions.

/jn  
Enc.

**48 GLENEIDA AVENUE, CARMEL, NEW YORK 10512**

Tel. (845) 808-1150 / Fax (845) 808-1903\*  
*\*This office will not accept service via facsimile*

APPROVAL/CONVEYANCE OF A CERTAIN COUNTY PROPERTY TO THE TOWN OF CARMEL PURSUANT TO CHAPTER 31 OF THE PUTNAM COUNTY CODE/CARMEL TM # 64.7-1-5

WHEREAS, by tax deed dated December 2, 1983, which was recorded in the office of the Putnam County Clerk at Liber 804, Page 151, the County of Putnam acquired title to a certain 8,600 (apx.) square foot parcel designated as Town of Carmel Tax Map # 64.7-1-5 (the "Parcel"); and

WHEREAS, pursuant to Resolution # 174 of 1999 of the Putnam County Legislature, the Parcel was designated as green space and made a part of the Kirk Lake Conservation Area; and

WHEREAS, the Town of Carmel the ("Town"), through the Town Supervisor, has requested that the County convey the Parcel to the Town so that the Town may use said Parcel for the purpose of completing the Stocum Avenue Bridge replacement project, which involves the replacement of a certain culvert near Kirk Lake that was severely damaged by a storm event affecting the region on July 9, 2023; and

WHEREAS, the Town will thereafter continue to maintain the Parcel as green space and as a public access area to Kirk Lake; and

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

WHEREAS, the Putnam County Legislature has determined that conveying the Parcel to the Town for the aforementioned purpose constitutes a public use and is in the best interests of the County; now therefore be it

RESOLVED, that the Parcel, designated as Town of Carmel Tax Map # 64.7-1-5 be conveyed to the Town of Carmel to be used for public use; and be it further

RESOLVED, that pursuant to Section 31-8(B) of the Putnam County Code, the Putnam County Legislature approves the transfer of the Parcel to the Town of Carmel for the cost of any recording fees associated with the conveyance; and be it further

RESOLVED, that the Parcel shall be conveyed to the Town of Carmel in an "as is" condition by Quitclaim deed; and be it further

REOLVED, that such conveyance shall be subject to a reversionary interest wherein title to the Parcel shall automatically revert back to the County in the event that it is utilized by the Town for purposes other than completing the Stocum Avenue Bridge replacement project and thereafter as green space with public access to Kirk Lake; and be it further

RESOLVED, that the Putnam County Attorney is authorized to prepare said Quitclaim deed for the Parcel, which shall contain the reverter clause required herein, and the Putnam County

Executive shall be authorized to execute said Quitclaim deed on behalf of the County; and be it further

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

RESOLVED, that this Resolution shall take effect immediately.

# Putnam County, NY

## Property

**Municipality:** Carmel

**SWIS:** 372000

**Tax ID:** 64.7-1-5

## Owners

County Of Putnam  
40 Gleneida Ave  
Carmel, NY 10512

## Property Data

**Property Address** 1 Brook St  
Mahopac NY 10541

**Status** Active

**Roll Section** Wholly Exmpt

**Property Class** 682 - Rec facility

**Ownership Code**

**In Ag District** No

**Zoning** R - Residential

**Neighborhood** 400 Average -

**School District** Mahopac Central

**Former Tax ID** 0450000070020000000 00247000003500000000 45-7-2

**Total Acreage/Size** 247 x 35

**Deed Book** 804

**Deed Page** 00151

**Grid East** 697262

**Grid North** 935190

[View Map](#)

## GIS Map



## Residential Buildings

## Valuation

## Special Districts

## Exemptions

## Land

## Taxable Values

No data available for the following modules: Notes, Sales, Additional Parcels Involved in Sale, Historic Deed, Photos, Inventory, Commercial Buildings, Utilities, Site Uses, Improvements, Tax Summary, Comparable Search (Com).

THE PUTNAM COUNTY LEGISLATURE

Resolution # 174  
Introduced by Legislator: Regina Morini on behalf of Physical Services Committee  
Seconded by Legislator: Robert J. Pozzi

Meeting  
Regular September 7, 1999  
Special \_\_\_\_\_

KIRK LAKE CONSERVATION AREA

TOWN OF CARMEL/TAX MAP #s 53.19-1-12, 64.7-1-5 & 64.7-1-11

WHEREAS, Resolution R#555 of 1985 recognized the importance of preserving appropriate parcels of land within the County as permanent open space, which parcels had reverted to the County for unpaid taxes; and

WHEREAS, the Physical Services Committee has reviewed the parcels designated as "Kirk Lake Conservation Area;" and

WHEREAS, Putnam County acquired Tax Map numbers 53.19-1-12 in the 1978 tax deed, 64.7-1-5 in the 1984 tax deed and 64.7-1-11 in the 1985 tax deed; and

WHEREAS, these parcels are still in roll section 1-1, taxable status; now therefore be it

RESOLVED, that tax map numbers 53.19-1-12, 64.7-1-5 and 64.7-1-11 in the Town of Carmel be retained by the County and shall be added to the inventory of County owned properties and shall be included in any master plan or report as County-owned Green Space; and be it further

RESOLVED that tax map numbers 53.19-1-12, 64.7-1-5 and 64.7-1-11 in the Town of Carmel be removed from roll section 1-1, taxable status and placed in roll section 8 wholly exempt; and be it further

RESOLVED, that this resolution shall be forward to the Putnam County Director of Real Property Tax Services and the Assessor of the Town of Carmel for conversion into roll section 8.

BY POLL VOTE: ALL AYES, CARRIED UNANIMOUSLY.



Vote:  
State Of New York

ss:

County Of Putnam

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

September 7, 1999

Dated: September 8, 1999

Signed: Donna C. McMahon

Donna C. McMahon  
Clerk Of The Legislature Of Putnam County



**for the NYS County Infrastructure Grant Program for the Town of Carmel Housing development; now therefore be it**

**RESOLVED, that the County Legislature, together with the County Executive, supports, ratifies and approves the County's pass-through application for NYS County Infrastructure Grant funding in connection with the road and drainage infrastructure costs associated with Carmel Residential Housing project to be formally submitted to Empire State Development on/before April 1, 2026.**



**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**

*Phys*  
*Full-App: L 9th*  
*#61*

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

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

DATE: March 3, 2026

RE: Request for County to Sponsor Carmel Housing Grant Application

---

In connection with the above referenced matter, Town of Carmel requested that the County advance a local project for the NYS ESD County Infrastructure grant program, of which Counties are the only eligible applicants.

The Town requested that the County sponsor a pass-through grant for a market rate housing development which would utilize the \$1,000,000 funding for road and drainage infrastructure. The developer will cover the application costs and provide the \$1,000,000 required 50% match. There would be no cost to the county. The application is due April 1<sup>st</sup> and a Letter of Intent to apply for the grant must be filed at least 4 weeks before this deadline.

I respectfully request that this matter be placed on the upcoming Physical Services Committee meeting agenda scheduled for March 10, 2026.

Thank you in advance for your consideration.

Full  
4-7-26  
Prop 250  
#6i

**APPROVAL/RATIFICATION OF APPLICATION FOR 2026 GRANT FUNDS AVAILABLE THROUGH THE NEW YORK STATE COUNTY INFRASTRUCTURE GRANT PROGRAM**

**WHEREAS**, under New York’s County Infrastructure Grant Program, Empire State Development will provide grants to support county-led infrastructure projects across the State which directly or indirectly support economic development, support the creation of housing, contribute to placemaking, or encourage tourism; and

**WHEREAS**, the County Infrastructure Grant Program grant funding will fund projects that do not directly support the creation of at least (10) ten new housing units for an award up to \$500,000. All projects that directly support the creation of at least (10) ten new housing units, are eligible for an award up to \$1,000,000; and

**WHEREAS**, there is a minimum 50% non-ESD match and a non-refundable \$250 application fee required; and

**WHEREAS**, an application from each County must be submitted by Wednesday, April 1, 2026 to apply the funding to an eligible project; and

**WHEREAS**, Putnam County is an active partner with local municipalities in the economic vitality of the County; and

**WHEREAS**, the County is desirous to sponsor a funding application towards supporting road and drainage infrastructure for a market-rate 40-unit housing development; and

**WHEREAS**, there would be no fiscal impact to the County; and

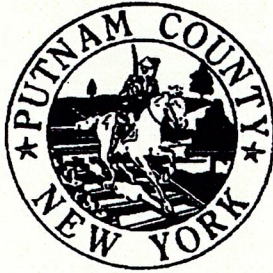
**WHEREAS**, the Legislature, by and through the Physical Services Committee, approves and agrees to the County’s sponsoring and applying for the NYS County Infrastructure Grant Program for the Town of Carmel Housing development; now therefore be it

**RESOLVED**, that the County Legislature, together with the County Executive, supports, ratifies and approves the County’s pass-through application for NYS County Infrastructure Grant funding in connection with the road and drainage infrastructure costs associated with Carmel Residential Housing project to be formally submitted to Empire State Development on/before April 1, 2026.

THE PUTNAM COUNTY LEGISLATURE  
40 Gleneida Avenue  
Carmel, New York 10512  
Phone (845) 808-1020 • Fax (845) 808-1933  
putcoleg@putnamcountyny.gov

- questions  
3-5-26 → Barb Responded  
(Back-up went  
to Myp. Adelt)

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:** March 5, 2026

**TO:** Barbara Barosa  
Commissioner Department of Planning, Development & Public Transportation

**FROM:** Daniel G. Birmingham *DGB/ldt*  
Chairman, Putnam County Legislature

**CC:** Kevin Byrne  
County Executive

William Gouldman  
Chairman, Physical Services Committee

**RE:** March 3, 2026, Request for County to Sponsor Carmel Housing Grant Application

I am in receipt of and thank you for your March 3<sup>rd</sup> memorandum, attached hereto, concerning a Request for the County to sponsor a Carmel Housing Grant Application.

Pursuant to the Legislative Manual, and as you requested, I am forwarding this item to the Physical Services Committee for its consideration at the March 10<sup>th</sup> meeting. Thank you for your plans to attend this meeting and we look forward to you providing us more information with respect thereto.

A few preliminary questions (you can either respond to these at the committee meeting or feel free to send responses to us ahead of time):

-Both your transmittal letter and the recitals set forth in the proposed resolution make apparent that only counties may apply for this NYS Empire State Development grant. Do the parameters/regulations/guidelines for this grant allow for the type of County "pass through" ("the Legislature...approves and agrees to the County's sponsoring and applying to the NYS County Infrastructure Grant Program...") to an underlying municipality envisioned in the proposed resolution?

-Which "market rate 40-unit housing development" "Carmel Residential Housing project" is the subject of this grant application?

-Your letter states that "The application is due April 1<sup>st</sup> and a Letter of Intent to apply for the grant must be filed at least 4 weeks before this deadline." Since that 4-week deadline has now passed, has a letter of intent been submitted? If so, by whom? If available, please send the Legislature a copy of the letter.

-The recitals to the draft Resolution states that there is a 50% non-NYS match required. Who will pay that match?

Thank you.

Attachment

**Diane Trabulsy**

Additional #7  
physical

**From:** Barbara Barosa  
**Sent:** Thursday, March 5, 2026 2:15 PM  
**To:** Edward Gordon; Diane Trabulsy  
**Subject:** RE: From Chairman Birmingham To Commissioner Barosa - Request for County To Sponsor Carmel Housing Grant Application  
**Attachments:** March 5 memo to DB. Carmel Housing.pdf; Carmel Planning Board minutes.pdf; County Infrastructure LOI Putnam (003).pdf; Correspondence regarding Carmel Housing.pdf

Good Afternoon,

Please see attached response to the March 5 memo from Chairman Birmingham.

Thank you,  
Barbara



**Barbara Barosa, AICP**

Commissioner • Department of Planning, Development & Public Transportation •

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

PUTNAM COUNTY NEW YORK GOVERNMENT

"Empowering Putnam County through dedicated service."

---

**From:** Edward Gordon <Edward.Gordon@putnamcountyny.gov>  
**Sent:** Thursday, March 5, 2026 1:21 PM  
**To:** Barbara Barosa <Barbara.Barosa@putnamcountyny.gov>  
**Subject:** From Chairman Birmingham To Commissioner Barosa - Request for County To Sponsor Carmel Housing Grant Application

Hi Barbara,

Please see the attached memo from Chairman Birmingham.

Thank you.

Ed Gordon  
Deputy Clerk  
Putnam County Legislature  
Phone: (845) 808-1020 Ex: 49386  
Fax (845) 808-1933



**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

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

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

CC: Kevin Bryne, County Executive  
William Gouldman, Chair, Physical Services Committee

DATE: March 5, 2026

RE: Request for Additional Information for the County Infrastructure Grant  
Application

---

I am in receipt of your March 5<sup>th</sup> request for additional information regarding the Request to Sponsor the Carmel Housing project for the NYS ESD County Infrastructure grant program. In response to your inquiries, I offer the following information:

The County is the only eligible applicant for this funding. For more information on the funding opportunity and the parameters, please see [County Infrastructure Grant Program | Empire State Development](#)

The Town of Carmel requested that we sponsor this grant on behalf of the private developer. The private developer has agreed to pay all costs of the application and 50% non-NYS match if the funding is awarded.

The project is referred to as the Carmel Residential Housing by the Town of Carmel. It is located at 119 Seminary Hill Road, Carmel, NY. For your information, I have attached the most recent site plans that are available on the Carmel Planning Board website.

The Letter of Intent (LOI) was submitted on March 4, 2026. I have attached the LOI for your information, as well as the subsequent approval of this project by Empire State Development.

Please let me know if you would like any additional information.



December 29, 2025

Town of Carmel Planning Board  
60 McAlpin Avenue  
Mahopac, NY 10541

RE: Carmel Residential  
Seminary Hill Road  
Town of Carmel

Dear Chairman Paepfer and Members of the Board:

Please find enclosed the following plans and documents submitted in support of applications for site plan and subdivision approval for the above referenced project:

- Twenty-one (21) sheet Site Plan Set, last revised December 29, 2025. (4 copies)

This letter and enclosures are provided as a follow up to our last meeting with the Planning Board at the December 11, 2025, meeting. At that time, the Board made a motion to have the Town Planner amend the SEQRA negative declaration for the project with 40 residential units and have the outside consultants review the updated plans relative to water, sewer and traffic. To date, the applicant has received confirmation from the Town's sewer and traffic consultants agreeing that the impacts from the addition of one more unit (40 total) would be negligible.

The applicant has recently received outside agency comments from the Putnam County Department of Health, and the project plans enclosed have been revised to address those comments as well as the outstanding comments from the Board's consultants.

With respect to the outstanding comments in the memorandum from Richard J. Franzetti, PE, Town Engineer, dated December 8, 2025, the NYSDEC General Permit Inspection Notes have been added to Drawing OP-1 of the enclosed Site Plan Set. Finally, based on verbal comments from the Town Engineer received at the December 11, 2025 Planning Board meeting, Drawing SP-1.1 has been revised to include post and rail fencing around the proposed stormwater basins (fence detail provided on Drawing D-2) and the proposed curb stops for the water service lines are shown between the curb and sidewalk for units 1 through 21 and the curb stops for units 22 through 40 are shown just off the proposed water main.

With the information enclosed, the applicant respectfully requests to be placed on the next agenda in January so that the Board can vote to approve the site plan and subdivision for the project.

Should you have any questions or comments regarding this information, please feel free to contact our office.

Very truly yours,

INSITE ENGINEERING, SURVEYING & LANDSCAPE ARCHITECTURE, P.C.

By:   
Zachary M. Pearson, PE  
Principal Engineer

ZMP/dlm  
Enclosures

cc: Carl Albano (via email)  
NELSE, LLC (via email)

Insite File No. 22124.100

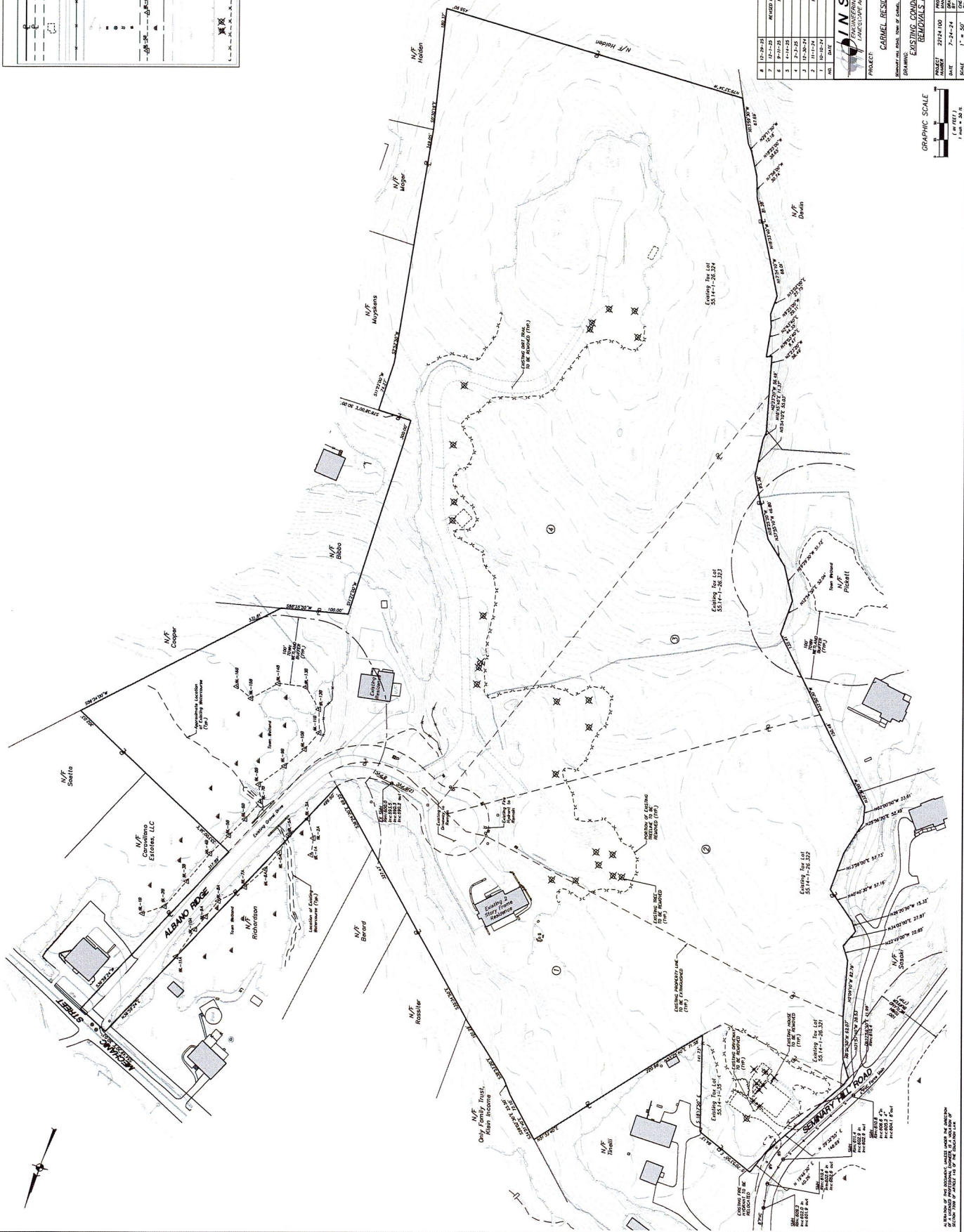
---

3 Garrett Place, Carmel, New York 10512 (845) 225-9690 Fax (845) 225-9717  
[www.insite-eng.com](http://www.insite-eng.com)



**LEGEND**

	EXISTING PROPERTY LINE TO BE REMOVED
	EXISTING EASEMENT
	EXISTING BOUNDARY TO BE REMOVED
	EXISTING SPOT TRAVEL WAY
	EXISTING SPOT & POLE FENCE
	EXISTING UTILITY POLE w/ or w/o service arm
	EXISTING SIGN
	EXISTING CATCH BASIN
	EXISTING MANHOLE
	EXISTING WATER VALVE
	EXISTING FIRE HYDRANT
	EXISTING FIRE HYDRANT w/ cap
	EXISTING FIRE HYDRANT w/ cap & service arm
	EXISTING FIRE HYDRANT w/ cap & service arm & fire hydrant
	EXISTING FIRE HYDRANT w/ cap & service arm & fire hydrant & fire hydrant
	EXISTING FIRE HYDRANT w/ cap & service arm & fire hydrant & fire hydrant & fire hydrant
	EXISTING FIRE HYDRANT w/ cap & service arm & fire hydrant & fire hydrant & fire hydrant & fire hydrant
	EXISTING FIRE HYDRANT w/ cap & service arm & fire hydrant & fire hydrant & fire hydrant & fire hydrant & fire hydrant
	EXISTING FIRE HYDRANT w/ cap & service arm & fire hydrant & fire hydrant & fire hydrant & fire hydrant & fire hydrant & fire hydrant
	EXISTING FIRE HYDRANT w/ cap & service arm & fire hydrant & fire hydrant & fire hydrant & fire hydrant & fire hydrant & fire hydrant & fire hydrant
	EXISTING FIRE HYDRANT w/ cap & service arm & fire hydrant & fire hydrant & fire hydrant & fire hydrant & fire hydrant & fire hydrant & fire hydrant & fire hydrant



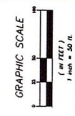
NO.	DATE	REVISION
1	12-29-24	PLANNING BOARD SUBMISSION
2	1-14-25	RECEIVED FOR REVIEW PER SUBMISSION
3	1-14-25	RECEIVED FOR REVIEW PER SUBMISSION
4	2-12-25	RECEIVED FOR REVIEW PER SUBMISSION
5	2-12-25	RECEIVED FOR REVIEW PER SUBMISSION
6	2-12-25	RECEIVED FOR REVIEW PER SUBMISSION
7	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
8	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
9	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
10	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
11	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
12	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
13	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
14	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
15	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
16	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
17	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
18	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
19	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
20	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
21	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
22	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
23	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
24	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
25	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
26	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
27	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
28	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
29	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
30	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
31	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
32	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
33	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
34	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
35	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
36	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
37	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
38	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
39	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
40	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
41	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
42	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
43	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
44	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
45	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
46	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
47	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
48	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
49	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION
50	10-10-24	RECEIVED FOR REVIEW PER SUBMISSION

**INSITE**  
 CONSULTING SERVICES &  
 ENGINEERING ARCHITECTURE P.C.

PROJECT: CARMEL RESIDENTIAL  
 EXISTING CONDITIONS & REMOVALS PLAN

DATE: 7-24-24  
 SCALE: 1" = 20'

PROJECT NO: 2024-100  
 SHEET NO: 24.P.1  
 SHEET OF: 2  
 DRAWING NO: EX-1



AS PART OF THIS DOCUMENT, I HEREBY CERTIFY THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF CALIFORNIA, LICENSE NUMBER 60123, AND I AM THE DESIGNER OF THIS DOCUMENT.











### LUMINAIRE SCHEDULE

Qty	Qty	Comment	Qty	Qty	Qty
4	12	RSX2 LED Area Luminaire	LED	20'-0"	721
8	1	ALBERTA F3 20K 40W	LED	1'-0"	28.0

### LIGHT CONTOUR LEGEND

- 1. Light Contour Legend
- 2. Light Contour Legend
- 3. Light Contour Legend
- 4. Light Contour Legend
- 5. Light Contour Legend
- 6. Light Contour Legend
- 7. Light Contour Legend

### LEGEND

EXISTING PROPERTY LINE	EXISTING PROPERTY LINE
EXISTING EASEMENT	EXISTING EASEMENT
EXISTING LOT BOUNDARY	EXISTING LOT BOUNDARY
EXISTING POST & RAIL FENCE	EXISTING POST & RAIL FENCE
EXISTING ROAD	EXISTING ROAD
EXISTING RETAINING WALL	EXISTING RETAINING WALL
EXISTING CONCOURSE (TRUCK CURB)	EXISTING CONCOURSE (TRUCK CURB)
PROPOSED CONCOURSE (TRUCK CURB)	PROPOSED CONCOURSE (TRUCK CURB)
PROPOSED CONCOURSE (TRUCK CURB)	PROPOSED CONCOURSE (TRUCK CURB)
PROPOSED CONCOURSE (TRUCK CURB)	PROPOSED CONCOURSE (TRUCK CURB)
PROPOSED CONCOURSE (TRUCK CURB)	PROPOSED CONCOURSE (TRUCK CURB)
PROPOSED CONCOURSE (TRUCK CURB)	PROPOSED CONCOURSE (TRUCK CURB)
PROPOSED CONCOURSE (TRUCK CURB)	PROPOSED CONCOURSE (TRUCK CURB)

#### RSX2 LED Area Luminaire

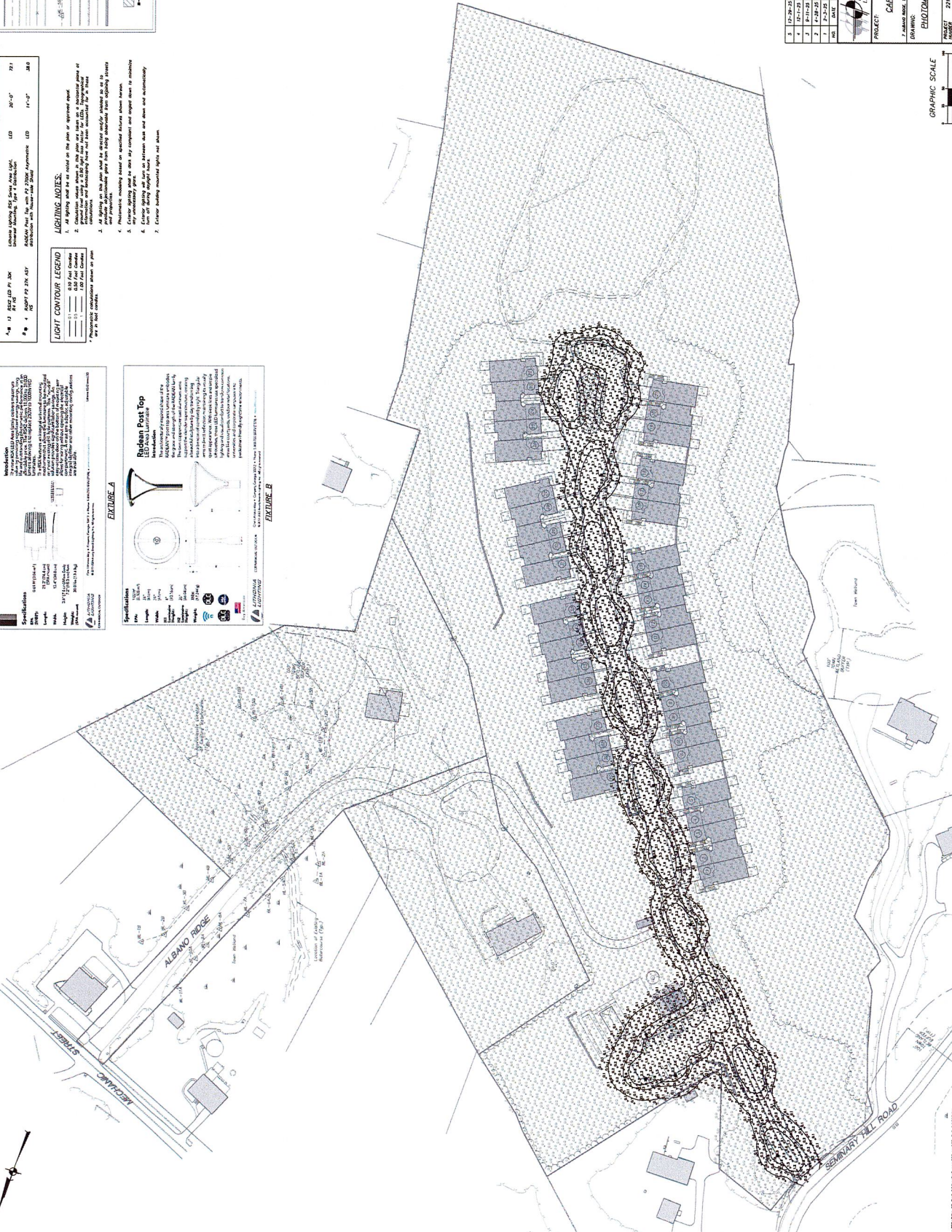
**Specifications:**

- Model: RSX2 LED
- Height: 3'-0" (914mm)
- Width: 2'-0" (610mm)
- Weight: 38 lbs (17.2 kg)
- Power: 200W
- Beam Spread: 60°
- Color Temperature: 5000K
- Life Span: 50,000 hours

#### Reclaim Post Top

**Specifications:**

- Model: Reclaim Post Top
- Height: 1'-0" (305mm)
- Width: 6"-0" (152mm)
- Weight: 15 lbs (6.8 kg)
- Power: 10W
- Beam Spread: 120°
- Color Temperature: 3000K
- Life Span: 50,000 hours



3	12-29-24	REVISIONS	DATE
4	12-11-23	REVISIONS	DATE
5	8-11-23	REVISIONS	DATE
6	7-27-23	REVISIONS	DATE
7	7-27-23	REVISIONS	DATE
8	7-27-23	REVISIONS	DATE
9	7-27-23	REVISIONS	DATE
10	7-27-23	REVISIONS	DATE
11	7-27-23	REVISIONS	DATE
12	7-27-23	REVISIONS	DATE

**PROJECT:** CARMEL RESIDENTIAL  
**OWNER:** J. BERRY, P.E.  
**DESIGNER:** J. BERRY, P.E.  
**DATE:** 12-29-24  
**SCALE:** 1" = 50'

**GRAPHIC SCALE**  
 1" = 50' 0"

**PHOTOMETRIC LIGHTING PLAN**

**PROJECT:** CARMEL RESIDENTIAL  
**OWNER:** J. BERRY, P.E.  
**DESIGNER:** J. BERRY, P.E.  
**DATE:** 12-29-24  
**SCALE:** 1" = 50'

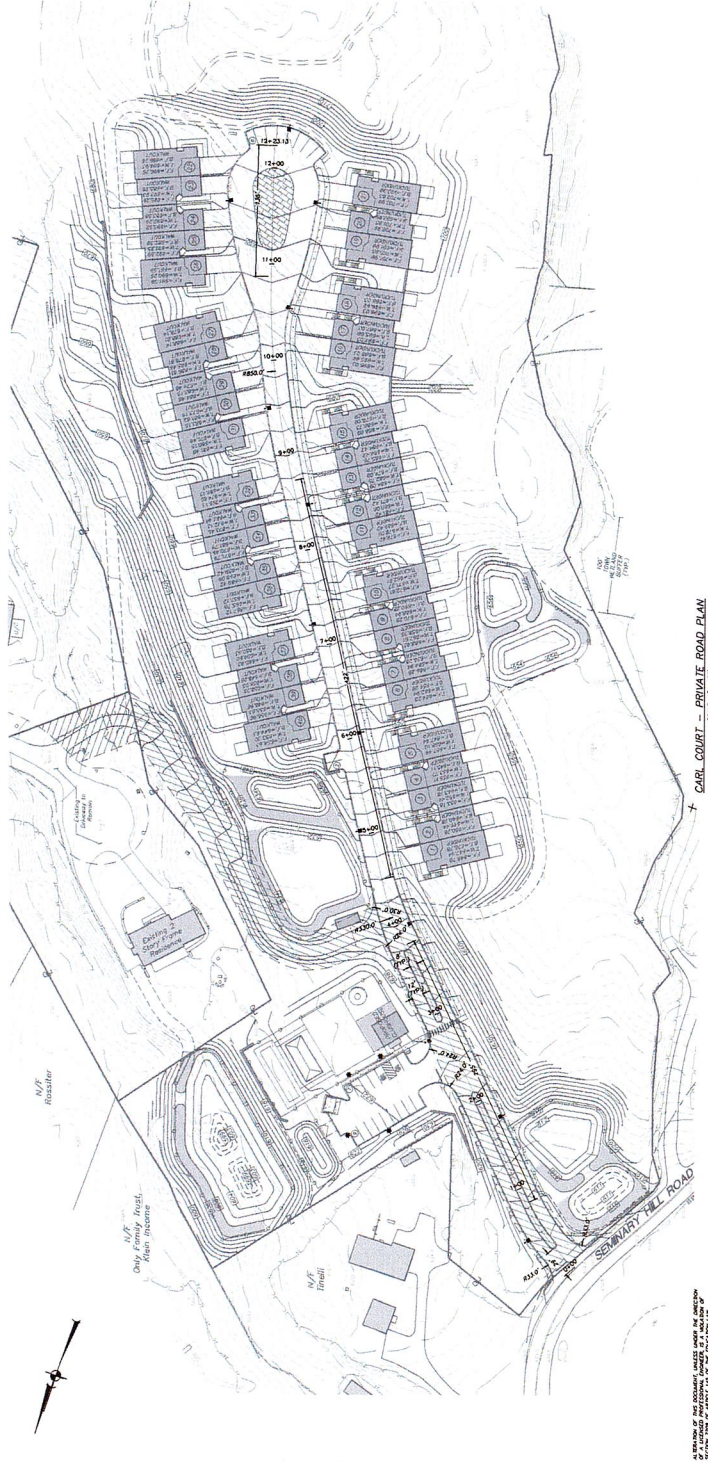
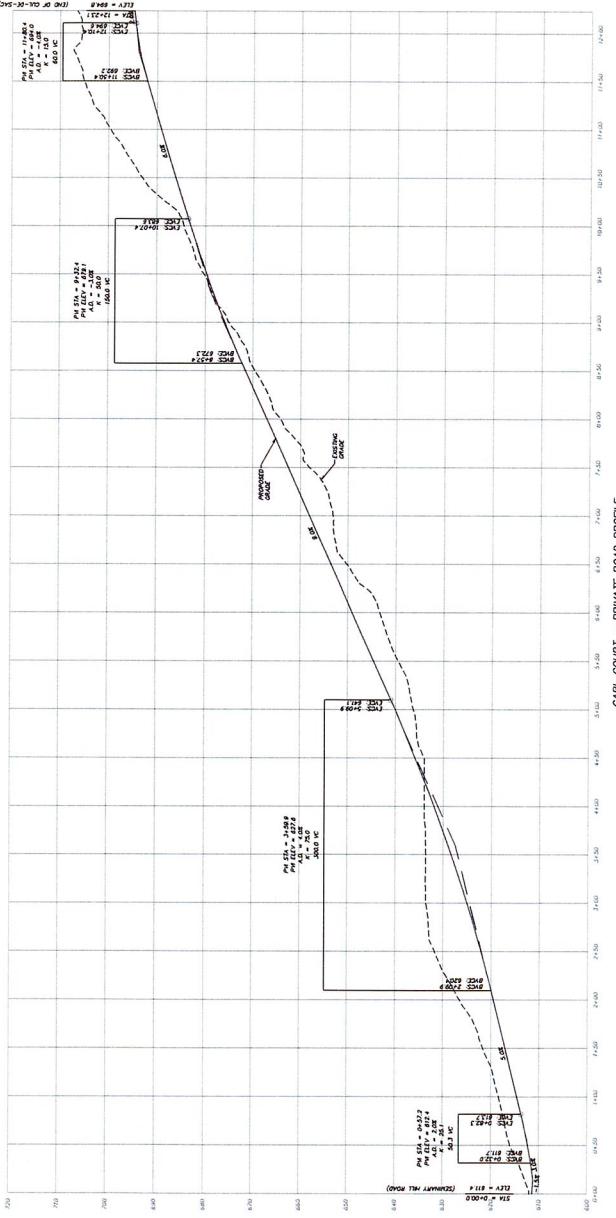
**PHOTOMETRIC LIGHTING PLAN**

**PROJECT:** CARMEL RESIDENTIAL  
**OWNER:** J. BERRY, P.E.  
**DESIGNER:** J. BERRY, P.E.  
**DATE:** 12-29-24  
**SCALE:** 1" = 50'

**PHOTOMETRIC LIGHTING PLAN**

**PROJECT:** CARMEL RESIDENTIAL  
**OWNER:** J. BERRY, P.E.  
**DESIGNER:** J. BERRY, P.E.  
**DATE:** 12-29-24  
**SCALE:** 1" = 50'

IN WITNESS WHEREOF, THE ENGINEER HAS HEREON SET HIS HAND AND SEAL THIS 29th DAY OF DECEMBER, 2024.

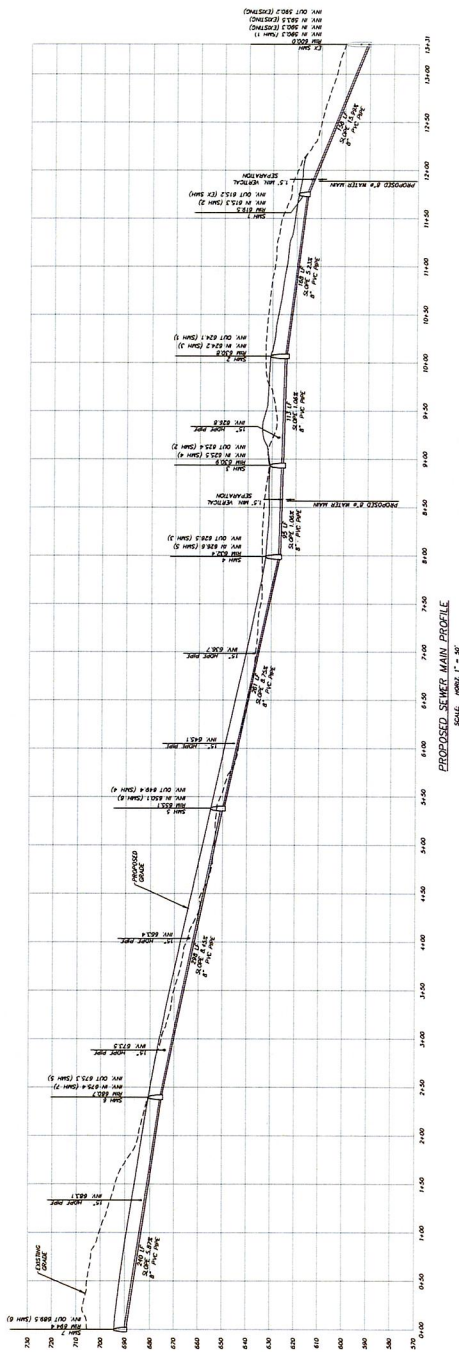


NO.	DATE	REVISION
1	12-28-21	PLANNING BOARD SUBMISSION
2	12-28-21	REVISED FOR INTERDEPARTMENTAL REVIEW
3	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
4	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
5	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
6	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
7	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
8	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
9	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
10	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
11	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
12	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
13	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
14	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
15	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
16	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
17	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
18	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
19	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
20	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
21	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
22	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
23	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
24	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
25	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
26	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
27	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
28	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
29	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW
30	1-11-22	REVISED FOR INTERDEPARTMENTAL REVIEW

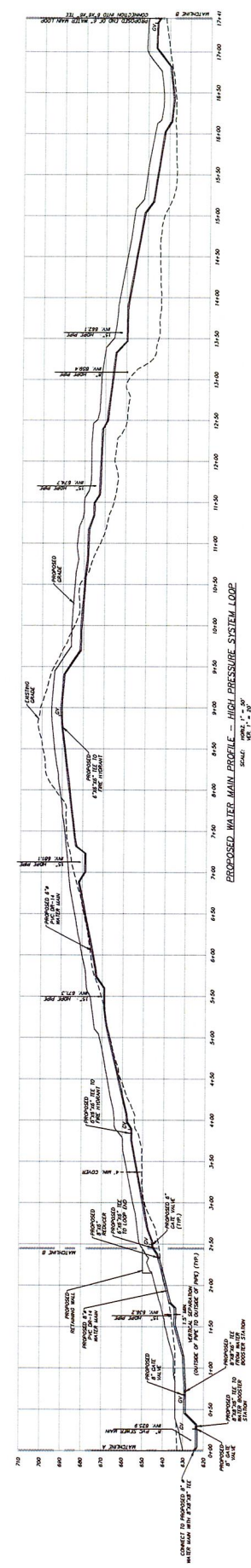
**INSITE**  
LANDSCAPE ARCHITECTURE, P.A.  
2000 W. 10th Street, Suite 200  
Carmel, IN 46032  
TEL: 317.846.8800  
WWW.INSITE-PA.COM

PROJECT: CARMEL RESIDENTIAL  
DRAWING: ROAD PROFILE  
DATE: 7-24-24  
SCALE: AS SHOWN  
SHEET: 9  
PR-1

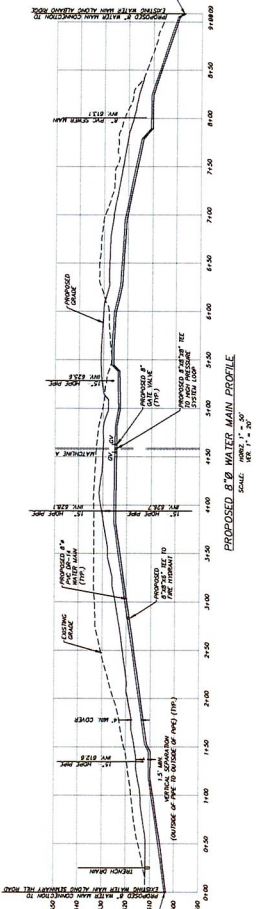




PROPOSED SEWER MAIN PROFILE  
 SCALE: HORIZ. 1" = 50'  
 VERT. 1" = 50'



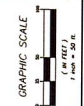
PROPOSED WATER MAIN PROFILE - HIGH PRESSURE SYSTEM LOOP  
 SCALE: HORIZ. 1" = 50'  
 VERT. 1" = 50'



PROPOSED 8" WATER MAIN PROFILE  
 SCALE: HORIZ. 1" = 50'  
 VERT. 1" = 50'

NO.	DATE	DESCRIPTION	BY
1	10-11-25	REVISION FOR SUBMISSION	...
2	10-11-25	REVISION FOR SUBMISSION	...
3	12-29-24	PLANNING BOARD SUBMISSION	...

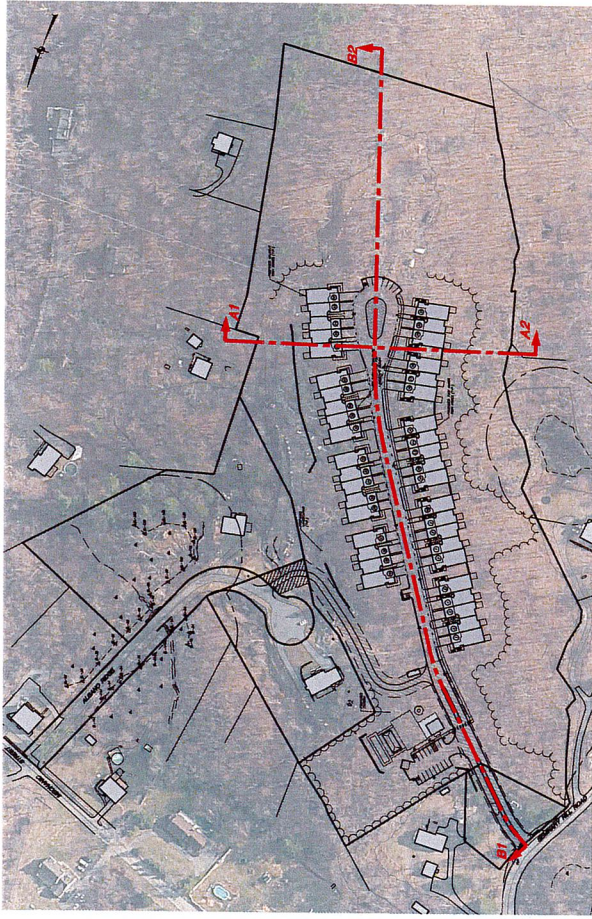
PROJECT: CAMBELL RESIDENTIAL  
 SUBMITTER: CAMBELL RESIDENTIAL  
 ENGINEER: J. Gentry, P.E.  
 ENGINEERING FIRM: JAMES COFFEE AND ASSOCIATES, P.C.  
 PROJECT NO.: 2024-001  
 SHEET NO.: 10 OF 10  
 SCALE: AS SHOWN  
 DRAWING TITLE: UTILITY PROFILES  
 DATE: 7-10-25  
 E.P.A. PR-2  
 SHEET: 10 OF 10  
 SCALE: AS SHOWN  
 E.P.A. PR-2



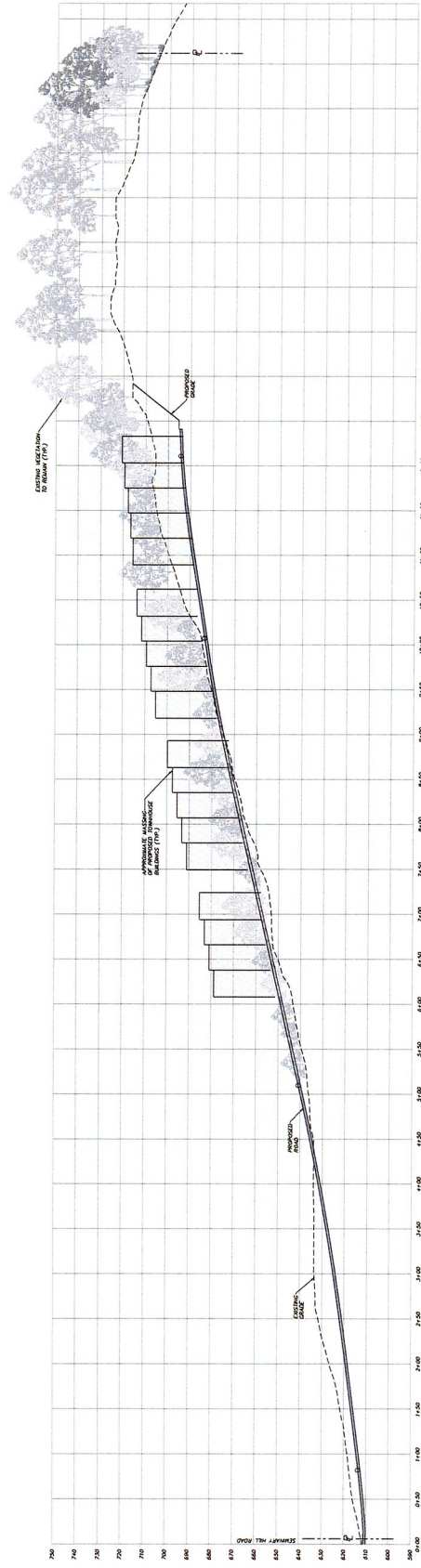
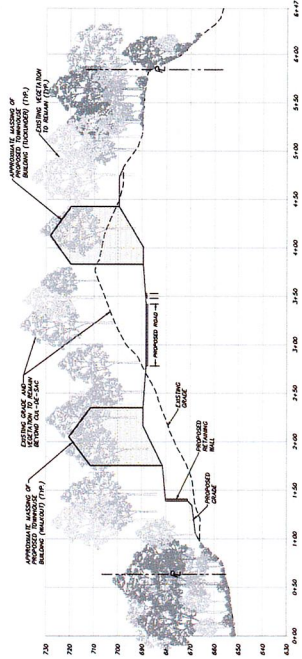
IN WITNESS WHEREOF, THE ENGINEER HAS HEREUNTO SET HIS HAND AND SEAL THIS 10th DAY OF JULY, 2025.







KEY MAP  
DATE: 11-16-24



NO.	DATE	REVISIONS
1	12-21-23	ISSUED FOR PERMITS
2	12-21-23	REVISED FOR PERMITS
3	1-11-24	REVISED FOR PERMITS
4	1-11-24	REVISED FOR PERMITS
5	1-11-24	REVISED FOR PERMITS
6	1-11-24	REVISED FOR PERMITS
7	1-11-24	REVISED FOR PERMITS
8	1-11-24	REVISED FOR PERMITS
9	1-11-24	REVISED FOR PERMITS
10	1-11-24	REVISED FOR PERMITS

**ONSITE**  
LANDSCAPE ARCHITECTURE, P.C.  
10000 W. 11th St., Suite 100  
Overland Park, KS 66211  
Tel: 913.241.8800  
www.onsite-land.com

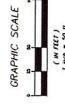
**PROJECT:** CARMEL RESIDENTIAL  
OWNER: THE CITY OF CARMEL, POLK COUNTY, MO, USA  
DRAWING: GROSS SECTIONS

DATE: 10-10-24  
SCALE: AS NOTED

DESIGNED BY: J.S.M.  
CHECKED BY: D.L.M.

DATE: 10-10-24  
SCALE: AS NOTED

DATE: 10-10-24  
SCALE: AS NOTED



REVISIONS OF THE DOCUMENT SHALL BE MADE BY ADDITION OF A REVISION NUMBER TO THE REVISION LIST.









**SEWER MAIN NOTES**

1. PFC 35 is in accordance with the State of Florida Code 626.10(3).
2. The trench shall be in accordance with the State of Florida Code 626.10(3).
3. The trench shall be in accordance with the State of Florida Code 626.10(3).
4. The trench shall be in accordance with the State of Florida Code 626.10(3).
5. The trench shall be in accordance with the State of Florida Code 626.10(3).
6. The trench shall be in accordance with the State of Florida Code 626.10(3).
7. The trench shall be in accordance with the State of Florida Code 626.10(3).
8. The trench shall be in accordance with the State of Florida Code 626.10(3).
9. The trench shall be in accordance with the State of Florida Code 626.10(3).
10. The trench shall be in accordance with the State of Florida Code 626.10(3).
11. The trench shall be in accordance with the State of Florida Code 626.10(3).
12. The trench shall be in accordance with the State of Florida Code 626.10(3).
13. The trench shall be in accordance with the State of Florida Code 626.10(3).
14. The trench shall be in accordance with the State of Florida Code 626.10(3).
15. The trench shall be in accordance with the State of Florida Code 626.10(3).
16. The trench shall be in accordance with the State of Florida Code 626.10(3).
17. The trench shall be in accordance with the State of Florida Code 626.10(3).
18. The trench shall be in accordance with the State of Florida Code 626.10(3).
19. The trench shall be in accordance with the State of Florida Code 626.10(3).
20. The trench shall be in accordance with the State of Florida Code 626.10(3).
21. The trench shall be in accordance with the State of Florida Code 626.10(3).
22. The trench shall be in accordance with the State of Florida Code 626.10(3).
23. The trench shall be in accordance with the State of Florida Code 626.10(3).

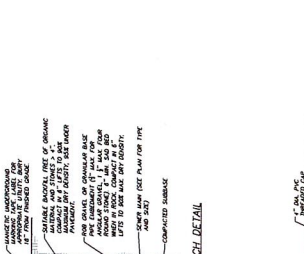
**SEWER MAIN TRENCH DETAIL**



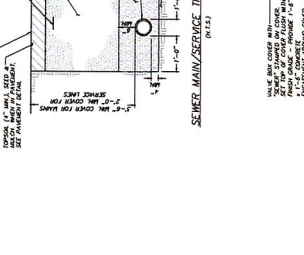
**SEWER MAIN SERVICE TRENCH DETAIL**



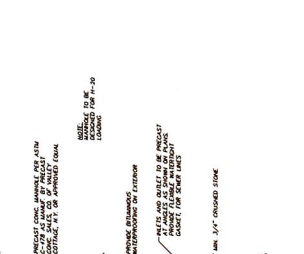
**SEWER MANHOLE DETAIL**



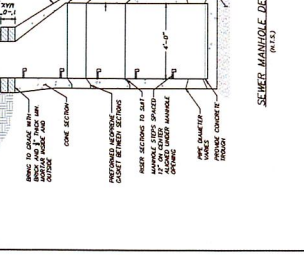
**EXTERNAL DROP CONNECTION TO EXISTING MANHOLE DETAIL**



**SEWER SERVICE CONNECTION DETAIL**



**MANHOLE THROUGH DETAIL**



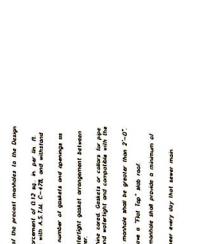
**PROPOSED SEWER CONNECTION TO EXISTING SEWER MANHOLE DETAIL**



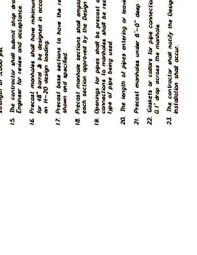
**SEWER TESTING PROCEDURES**

1. Test for leaks and blockages.
2. Test for proper slope and depth.
3. Test for proper jointing and bedding.
4. Test for proper manhole construction.
5. Test for proper service connection.
6. Test for proper manhole through.
7. Test for proper external drop connection.
8. Test for proper sewer service connection.
9. Test for proper manhole through.
10. Test for proper external drop connection.
11. Test for proper sewer service connection.
12. Test for proper manhole through.
13. Test for proper external drop connection.
14. Test for proper sewer service connection.
15. Test for proper manhole through.
16. Test for proper external drop connection.
17. Test for proper sewer service connection.
18. Test for proper manhole through.
19. Test for proper external drop connection.
20. Test for proper sewer service connection.
21. Test for proper manhole through.
22. Test for proper external drop connection.
23. Test for proper sewer service connection.
24. Test for proper manhole through.
25. Test for proper external drop connection.
26. Test for proper sewer service connection.
27. Test for proper manhole through.
28. Test for proper external drop connection.
29. Test for proper sewer service connection.
30. Test for proper manhole through.
31. Test for proper external drop connection.
32. Test for proper sewer service connection.
33. Test for proper manhole through.
34. Test for proper external drop connection.
35. Test for proper sewer service connection.
36. Test for proper manhole through.
37. Test for proper external drop connection.
38. Test for proper sewer service connection.
39. Test for proper manhole through.
40. Test for proper external drop connection.
41. Test for proper sewer service connection.
42. Test for proper manhole through.
43. Test for proper external drop connection.
44. Test for proper sewer service connection.
45. Test for proper manhole through.
46. Test for proper external drop connection.
47. Test for proper sewer service connection.
48. Test for proper manhole through.
49. Test for proper external drop connection.
50. Test for proper sewer service connection.
51. Test for proper manhole through.
52. Test for proper external drop connection.
53. Test for proper sewer service connection.
54. Test for proper manhole through.
55. Test for proper external drop connection.
56. Test for proper sewer service connection.
57. Test for proper manhole through.
58. Test for proper external drop connection.
59. Test for proper sewer service connection.
60. Test for proper manhole through.
61. Test for proper external drop connection.
62. Test for proper sewer service connection.
63. Test for proper manhole through.
64. Test for proper external drop connection.
65. Test for proper sewer service connection.
66. Test for proper manhole through.
67. Test for proper external drop connection.
68. Test for proper sewer service connection.
69. Test for proper manhole through.
70. Test for proper external drop connection.
71. Test for proper sewer service connection.
72. Test for proper manhole through.
73. Test for proper external drop connection.
74. Test for proper sewer service connection.
75. Test for proper manhole through.
76. Test for proper external drop connection.
77. Test for proper sewer service connection.
78. Test for proper manhole through.
79. Test for proper external drop connection.
80. Test for proper sewer service connection.
81. Test for proper manhole through.
82. Test for proper external drop connection.
83. Test for proper sewer service connection.
84. Test for proper manhole through.
85. Test for proper external drop connection.
86. Test for proper sewer service connection.
87. Test for proper manhole through.
88. Test for proper external drop connection.
89. Test for proper sewer service connection.
90. Test for proper manhole through.
91. Test for proper external drop connection.
92. Test for proper sewer service connection.
93. Test for proper manhole through.
94. Test for proper external drop connection.
95. Test for proper sewer service connection.
96. Test for proper manhole through.
97. Test for proper external drop connection.
98. Test for proper sewer service connection.
99. Test for proper manhole through.
100. Test for proper external drop connection.

**PROPOSED SEWER CONNECTION TO EXISTING SEWER MANHOLE DETAIL**



**CONSTRUCTION FENCE DETAIL**



**INSITE**  
 INSULATION SYSTEMS  
 3 South Perry  
 Orlando, FL 32819  
 (407) 255-7777  
 www.insite.com

**PROJECT:** CARMEL RESIDENTIAL  
**DRAWING:** DETAILS

**DATE:** 7-24-24  
**SCALE:** AS SHOWN

**NO.** 18  
**REV.** 01  
**BY:**

**SHEET:** 18 OF 21  
**DATE:** 7-24-24  
**SCALE:** D-5

1. TO BE USED HAND INDICATED GRADE OF GROUND. **NOTES:**  
 2. ALL EXISTING UTILITIES TO BE MAINTAINED AND PROTECTED.  
 3. ALL EXISTING UTILITIES TO BE MAINTAINED AND PROTECTED.  
 4. ALL PIPE TO BE 8" PFC 35.

**EXTERNAL DROP CONNECTION TO EXISTING MANHOLE DETAIL**  
 (R.12)

**PROPOSED SEWER CONNECTION TO EXISTING SEWER MANHOLE DETAIL**  
 (R.13)

**SEWER SERVICE CONNECTION DETAIL**  
 (R.14)

**MANHOLE THROUGH DETAIL**  
 (R.15)

**PROPOSED SEWER CONNECTION TO EXISTING SEWER MANHOLE DETAIL**  
 (R.16)

**CONNECTION TO EXISTING SEWER MANHOLE CONSTRUCTION SEQUENCE:**  
 1. Install proposed sewer main and connect to existing sewer.  
 2. Install proposed sewer manhole and access cover.  
 3. Install proposed manhole through slab and concrete.  
 4. Final trench.

## County Infrastructure Grant Program Letter of Intent to Apply

<b>Applicant Name</b>	Putnam County
<b>Applicant Address</b>	841 Fair Street, Carmel NY 10512
<b>Individual Contact Name/Title</b>	Commissioner Barbara Barosa, AICP
<b>Phone Number</b>	(845)878-3480
<b>Email</b>	barbara.barosa@putnamcountyny.gov
<p><i>In the section below, provide a brief description that includes how the project meets the goals of the County Infrastructure Grant Program. The description should include what the eligible uses of funds for the project will entail and how the project will directly or indirectly support economic development, support the creation of housing, contribute to placemaking, or encourage tourism. The description should not exceed 200 words.</i></p>	
<b>Name of Project</b>	Carmel Residential Housing
<b>Project Address</b>	119 Seminary Hill Road, Carmel NY 10512
<b>County</b>	Putnam
<b>Region</b>	Mid Hudson REDC
<b>Estimated Funding Request</b>	\$ 1,000,000
<b>Estimated Total Project Cost</b>	\$4,500,000
<b>Site Control Documentation (Y/N)</b>	Y
<b>Brief Project Description</b>	<p>The Albano Housing Infrastructure Project will support the construction of 40 shovel-ready, market-rate townhomes in the Town of Carmel. The project is fully approved by the Town Planning Department and represents approximately \$26 million in private residential investment.</p> <p>County Infrastructure Grant funds in the amount of \$1 million are requested to support construction of critical public road and drainage infrastructure necessary to serve the development. Total infrastructure costs are estimated at \$4.5 million, with the developer responsible for approximately 78% of the cost, including the full \$1 million required match. Upon completion, the roadway will be dedicated to the Town of Carmel.</p> <p>This project directly advances regional and State housing priorities by increasing the supply of market-rate housing in Putnam County. The development is projected to generate approximately \$107,120 annually in new Town property tax revenue and \$60,840 annually in new County property tax revenue, in addition to mortgage recording tax revenue.</p> <p>The County's participation will leverage significant private capital investment, expand the local tax base, and deliver long-term economic and fiscal benefits with zero financial exposure to the County.</p>

## Barbara Barosa

---

**From:** Kedzior, Stephanie (ESD) <Stephanie.Kedzior@esd.ny.gov>  
**Sent:** Wednesday, March 4, 2026 4:03 PM  
**To:** esd.sm.Countygrants; Barbara Barosa  
**Cc:** Jay@GGProcess.com; Jacqueline Annabi; County Executive; msc1s@ci.carmel.ny.us  
**Subject:** RE: Putnam County - Letter of Intent

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

You don't often get email from stephanie.kedzior@esd.ny.gov. [Learn why this is important](#)

### PUTNAM COUNTY NOTICE

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

Good afternoon Barbara,

We are in receipt of the Letter of Intent submitted for Putnam County. You are free to proceed with a full application for this project, should you wish to.

Your letter of intent demonstrates that this project has an:

- ✓ Eligible Applicant Type
- ✓ Eligible Project Identified
- ✓ Eligible Use of Funds

Full details on the County Infrastructure Grant Program, including detailed guidelines, can be found on our website: <https://esd.ny.gov/county-infrastructure-grant-program>.

Thank you,

*Stephanie Kedzior*

(keh-jur)

Project Manager

Restore NY / Fast NY / County Infrastructure / Power Up

**NYS Department of Economic Development;**

**Strategic Business Development**

625 Broadway, Albany

d. (518) 292-5319

c. (518) 925-8307

m-f 8am-4pm (est)

[stephanie.kedzior@esd.ny.gov](mailto:stephanie.kedzior@esd.ny.gov)

---

**From:** esd.sm.Countygrants <Countygrants@esd.ny.gov>

**Sent:** Wednesday, March 4, 2026 2:36 PM

**To:** Barbara.Barosa@putnamcountyny.gov; esd.sm.Countygrants <Countygrants@esd.ny.gov>

Cc: Jay@GGProcess.com; Jacqueline Annabi <Jacqueline.Annabi@putnamcountyny.gov>; County Executive <CountyExecutive@putnamcountyny.gov>; msc1s@ci.carmel.ny.us  
Subject: RE: Putnam County - Letter of Intent

Thank you for your interest in the County Infrastructure Grant Program. We will review your LOI information and get back to you with next steps.

Best,

*Stephanie Kedzior*

(keh-jur)

Project Manager

Restore NY / Fast NY / County Infrastructure / Power Up

**NYS Department of Economic Development;**

**Strategic Business Development**

625 Broadway, Albany

d. (518) 292-5319

c. (518) 925-8307

m-f 8am-4pm (est)

[stephanie.kedzior@esd.ny.gov](mailto:stephanie.kedzior@esd.ny.gov)

---

**From:** Barbara Barosa <[Barbara.Barosa@putnamcountyny.gov](mailto:Barbara.Barosa@putnamcountyny.gov)>

**Sent:** Wednesday, March 4, 2026 10:00 AM

**To:** esd.sm.Countygrants <[Countygrants@esd.ny.gov](mailto:Countygrants@esd.ny.gov)>

**Cc:** Jay@GGProcess.com; Jacqueline Annabi <[Jacqueline.Annabi@putnamcountyny.gov](mailto:Jacqueline.Annabi@putnamcountyny.gov)>; County Executive <[CountyExecutive@putnamcountyny.gov](mailto:CountyExecutive@putnamcountyny.gov)>; msc1s@ci.carmel.ny.us

**Subject:** Putnam County - Letter of Intent

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

Good Morning,

Please see attached for Putnam County's Letter of Intent to apply for the County Infrastructure Grant program.

Thank you,  
Barbara



**Barbara Barosa, AICP**

Commissioner • Department of Planning, Development & Public Transportation •

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

PUTNAM COUNTY NEW YORK GOVERNMENT

"Empowering Putnam County through dedicated service."

---

**IMPORTANT:** This e-mail message and any attachments contain information intended for the exclusive use of the individual(s) or entity to whom it is addressed and may contain information that is proprietary, privileged, confidential and/or exempt from disclosure under applicable law. If you are not the intended

recipient, you are hereby notified that any viewing, copying, disclosure or distribution of this information may be subject to legal restriction or sanction. Please immediately notify the sender by electronic mail or notify the System Administrator by telephone (518)292-5180 or e-mail ([administrator@esd.ny.gov](mailto:administrator@esd.ny.gov)) and delete the message. Thank you.

## Barbara Barosa

---

**From:** Jay Grasso <Jay@ggprocess.com>  
**Sent:** Tuesday, March 3, 2026 3:29 PM  
**To:** Barbara Barosa  
**Cc:** msc1s@ci.carmel.ny.us; Kearns,Robert; Kevin Kernan; Scott Burto; Kevin Byrne; Jacqueline Annabi  
**Subject:** Re: County Infrastructure Grant  
**Attachments:** County Infrastructure LOI Putnam.pdf

### PUTNAM COUNTY NOTICE

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

Commissioner,  
I have attached a draft LOI.

To confirm, the this would be pass-through with no responsibility for Putnam County.

Are you able to call at 4:00pm? I am good anytime up to 5:00pm.

Regards,

### Jay Grasso

*President*

PO Box 39, Spencerport, NY 14559

**Office:** 131 South Union Street, Spencerport, NY

**Phone:** (585) 368-8866 | **Mobile:** (585) 703-0920

**Website:** [www.ggprocess.com](http://www.ggprocess.com)

**Facebook:** [facebook.com/ggprocess](https://facebook.com/ggprocess)



---

**From:** Jay Grasso <Jay@ggprocess.com>

**Sent:** Tuesday, March 3, 2026 12:37 PM

**To:** Barbara Barosa <Barbara.Barosa@putnamcountyny.gov>

**Cc:** msc1s@ci.carmel.ny.us <msc1s@ci.carmel.ny.us>; Kearns,Robert <rk@townofcarmelny.gov>; Kevin Kernan <kjk@townofcarmelny.gov>; Scott Burto <scott@ggprocess.com>; Kevin Byrne <Kevin.Byrne@putnamcountyny.gov>; Jacqueline Annabi <Jacqueline.Annabi@putnamcountyny.gov>

**Subject:** Re: County Infrastructure Grant

Thank you.

I can be available at 4pm. Does that work?

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

---

**From:** Barbara Barosa <Barbara.Barosa@putnamcountyny.gov>  
**Sent:** Tuesday, March 3, 2026 12:22:08 PM  
**To:** Jay Grasso <Jay@ggprocess.com>  
**Cc:** msc1s@ci.carmel.ny.us <msc1s@ci.carmel.ny.us>; Kearns,Robert <rk@townofcarmelny.gov>; Kevin Kernan <kjk@townofcarmelny.gov>; Scott Burto <scott@ggprocess.com>; Kevin Byrne <Kevin.Byrne@putnamcountyny.gov>; Jacqueline Annabi <Jacqueline.Annabi@putnamcountyny.gov>  
**Subject:** RE: County Infrastructure Grant

Good Afternoon,

The County Executive has agreed that the best application for this grant opportunity is the Carmel Housing project, with the expectation that this would be submitted as a pass-through application/ funding and the County would have no administrative or financial responsibilities regarding this grant. Do you have time today to talk about logistics of submittal?

Best,  
Barbara



**Barbara Barosa, AICP**

Commissioner • Department of Planning, Development & Public Transportation •  
**PHONE | 845.878-3480 • WEBSITE | [PUTNAMCOUNTYNY.COM](http://PUTNAMCOUNTYNY.COM)**  
PUTNAM COUNTY NEW YORK GOVERNMENT  
"Empowering Putnam County through dedicated service."

---

**From:** Jay Grasso <Jay@ggprocess.com>  
**Sent:** Tuesday, March 3, 2026 9:28 AM  
**To:** Barbara Barosa <Barbara.Barosa@putnamcountyny.gov>  
**Cc:** msc1s@ci.carmel.ny.us; Kearns,Robert <rk@townofcarmelny.gov>; Kevin Kernan <kjk@townofcarmelny.gov>; Scott Burto <scott@ggprocess.com>  
**Subject:** Re: County Infrastructure Grant

---

**PUTNAM COUNTY NOTICE**

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

Good morning.

Much appreciated! I look forward to hearing from you.

Regards,

**Jay Grasso**

*President*

PO Box 39, Spencerport, NY 14559

**Office:** 131 South Union Street, Spencerport, NY

**Phone:** (585) 368-8866 | **Mobile:** (585) 703-0920

**Website:** [www.ggprocess.com](http://www.ggprocess.com)

**Facebook:** [facebook.com/ggprocess](https://facebook.com/ggprocess)



---

**From:** Barbara Barosa <[Barbara.Barosa@putnamcountyny.gov](mailto:Barbara.Barosa@putnamcountyny.gov)>

**Sent:** Tuesday, March 3, 2026 8:30 AM

**To:** Jay Grasso <[Jay@ggprocess.com](mailto:Jay@ggprocess.com)>

**Cc:** [msc1s@ci.carmel.ny.us](mailto:msc1s@ci.carmel.ny.us) <[msc1s@ci.carmel.ny.us](mailto:msc1s@ci.carmel.ny.us)>; Kearns,Robert <[rk@townofcarmelny.gov](mailto:rk@townofcarmelny.gov)>; Kevin Kernan <[kjk@townofcarmelny.gov](mailto:kjk@townofcarmelny.gov)>; Scott Burto <[scott@ggprocess.com](mailto:scott@ggprocess.com)>

**Subject:** RE: County Infrastructure Grant

Good Morning,

Thank you for following up. I am meeting with the County Executive this morning to review and will get back to you with a decision later today.

Best,  
Barbara



**Barbara Barosa, AICP**

Commissioner • Department of Planning, Development & Public Transportation •

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

PUTNAM COUNTY NEW YORK GOVERNMENT

"Empowering Putnam County through dedicated service."

---

**From:** Jay Grasso <[Jay@ggprocess.com](mailto:Jay@ggprocess.com)>

**Sent:** Monday, March 2, 2026 4:36 PM

**To:** Barbara Barosa <[Barbara.Barosa@putnamcountyny.gov](mailto:Barbara.Barosa@putnamcountyny.gov)>

**Cc:** [msc1s@ci.carmel.ny.us](mailto:msc1s@ci.carmel.ny.us); Kearns,Robert <[rk@townofcarmelny.gov](mailto:rk@townofcarmelny.gov)>; Kevin Kernan <[kjk@townofcarmelny.gov](mailto:kjk@townofcarmelny.gov)>; Scott Burto <[scott@ggprocess.com](mailto:scott@ggprocess.com)>

**Subject:** Re: County Infrastructure Grant

You don't often get email from [jay@ggprocess.com](mailto:jay@ggprocess.com). [Learn why this is important](#)

**PUTNAM COUNTY NOTICE**

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

Commissioner,  
Good afternoon!  
Apologies for circling back so soon but I am concerned about the letter of intent deadline.

Please call or email anytime. I am available after hours on my cell.

Regards,

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

---

**From:** Jay Grasso <[Jay@ggprocess.com](mailto:Jay@ggprocess.com)>  
**Sent:** Monday, March 2, 2026 9:39:55 AM  
**To:** Barbara Barosa <[barbara.barosa@putnamcountyny.gov](mailto:barbara.barosa@putnamcountyny.gov)>  
**Cc:** Cazzari, Michael <[msc1s@townofcarmelny.gov](mailto:msc1s@townofcarmelny.gov)>; Kearns, Robert <[rk@townofcarmelny.gov](mailto:rk@townofcarmelny.gov)>; Kevin Kernan <[kjk@townofcarmelny.gov](mailto:kjk@townofcarmelny.gov)>; Scott Burto <[scott@ggprocess.com](mailto:scott@ggprocess.com)>  
**Subject:** County Infrastructure Grant

Commissioner Barosa,

It was a pleasure meeting with you last week and speaking again on Friday. I appreciate the opportunity to discuss the upcoming ESD County Infrastructure Grant round and how the County can position a project for the strongest possible outcome.

After reviewing both opportunities carefully, I strongly believe the Albano Housing Project presents the most strategic, competitive, and fiscally responsible option for the County in this round.

While the Carmel Water District #2 Improvement Project is important infrastructure, it is not yet funded and will not have a bond resolution in place prior to the grant deadline. As a result, the application would be unable to demonstrate committed funding — a key factor in ESD scoring. Additionally, because the project does not directly support new housing creation, it does not align as strongly with current State housing priorities. The maximum request would be \$500,000, yielding a capped \$1 million impact, and the earliest construction start would be spring 2027.

In contrast, the Albano Housing Project is fully approved, shovel-ready, and directly advances new market-rate housing — a top State and regional priority. The project will deliver:

Project Overview & Fiscal Impact (Calculated Using 2025 Tax Rates):

- 40 market-rate townhomes
- Estimated sales price: \$650,000 per unit
- Total private investment: approximately \$26 million

Town Property Tax Revenue Calculation:

2025 Town rate: \$4.12 per \$1,000 of assessed value  
 $\$650,000 \div 1,000 \times 4.12 = \$2,678$  per unit annually  
 $\$2,678 \times 40$  units = \$107,120 in new annual Town revenue

County Property Tax Revenue Calculation:

2025 County rate: \$2.34 per \$1,000 of assessed value  
 $\$650,000 \div 1,000 \times 2.34 = \$1,521$  per unit annually  
 $\$1,521 \times 40$  units = \$60,840 in new annual County revenue

The developer is financially capable, has a strong development history, and is prepared to fully fund the required \$1 million match. The County's \$1 million request would leverage a minimum \$2 million immediate infrastructure investment and support a \$4.5 million road and drainage project, of which the developer will cover 77.8%. Upon completion, the roadway will be dedicated to the Town of Carmel.

Most importantly, this application carries zero financial exposure to the County. The developer will cover the match, application fee, and grant preparation costs. The County's participation unlocks substantial private capital, long-term recurring tax revenue, and aligns directly with ESD's housing-driven economic development priorities.

From a competitiveness standpoint, the Albano project is simply stronger:

- Shovel-ready
- Fully approved
- Committed private match
- Direct new housing production
- Immediate economic and tax base expansion

My recommendation would be that the County advance the Albano Housing Project in this funding round. The Letter of Intent is due approximately four weeks prior to the April 1, 2026 deadline, so submission would need to occur this week.

The Carmel Water District #2 project would be far more competitive in the next round once bond authorization is secured and committed funding can be demonstrated.

I would be happy to discuss further at your convenience and assist with the LOI preparation immediately should you wish to proceed.

Regards,

**Jay Grasso**

*President*

PO Box 39, Spencerport, NY 14559

**Office:** 131 South Union Street, Spencerport, NY

**Phone:** (585) 368-8866 | **Mobile:** (585) 703-0920

**Website:** [www.ggprocess.com](http://www.ggprocess.com)

**Facebook:** facebook.com/ggprocess





WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



*cc: all  
Health - MARCH  
Arrest - MARCH*

KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

*Reso  
Full - April  
#6j*

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Interim Commissioner of Finance *WJC*  
Re: Budgetary Amendment - 26A010  
Date: February 5, 2026

At the request of the Commissioner of MH, DSS & Youth, the following budgetary amendment is required.

**Increase Estimated Appropriations:**

10101000 54989 10231 Shelter Arrears Assistance 15,600

**Increase Estimated Revenues:**

10101000 436101 10231 State Aid - Shelter Arrears Assistance 15,600

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

This Resolution is adjust DSS State Aid levels as per the attached request.  
Please forward to the appropriate committee.

Approved : \_\_\_\_\_  
Kevin M, Byrne, County Executive

2026 FEB - 9 AM 10:36  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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: DSS 2026 Budgetary Amendment

Your approval is requested to amend the 2026 DSS budget to include Putnam’s **revised** New York State Shelter Arrears Eviction Forestallment allocation (26-LCM-01) received from the Office of Temporary and Disability Assistance (OTDA) to provide vital shelter arrears assistance to help eligible households retain permanent housing. Allocations may be used to support obligations from October 1, 2024, through September 30, 2026, and must be claimed by December 31, 2026.

**Increase Estimated Revenue:**

10101000	SS PROG ADMN INC MAINT	
436101	ADM SOCIAL SERVICES	\$15,600
10231	NYS SHELTER ARREARS EVICTION FOREST	
	Total Estimated Revenues	\$15,600

**Increase Appropriations:**

10101000	SS PROG ADMN INC MAINT	
54989	MISCELLANEOUS	\$15,600
10231	NYS SHELTER ARREARS EVICTION FOREST	
	Total Appropriations	\$15,600

Fiscal Impact (26)           - 0 -  
Fiscal Impact (27)           - 0 -

Thank you for your time and consideration of this request.

Attachments:

26-LCM-01 2024-2026 New York State Shelter Arrears Eviction Forestallment (SAEF) Program Guidance and Allcoations

cc: 

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

Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau



Local Commissioners Memorandum

Section 1

Table with 2 columns: Field Name and Value. Fields include Transmittal, To, Issuing Division/Office, Date, Subject, Contact Person(s), and Attachments.

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) outside of New York City of an extension to the New York State Shelter Arrears Eviction Forestallment (SAEF) program through September 30, 2026, and to notify districts of their two-year 2024-2026 SAEF program allocations (Attachment 1).

Districts must complete and return the 2024-2026 NYS SAEF Program District Participation Form (Attachment 2) to the Office of Temporary and Disability Assistance (OTDA) no later than January 20, 2026, to indicate whether they choose to operate a SAEF program at the funding level indicated in Attachment 1, operate at a lesser funding level, or decline all funds and elect not to participate in the SAEF program.

## II. Background

In September 2024, OTDA released [24-LCM-12](#) announcing that the FY 2025 Budget appropriated \$10 million to provide for services and expenses related to the payment of shelter arrears (including rent and mortgage arrears) necessary to retain housing for certain households that are in receipt of or who would be eligible for ongoing or emergency Public Assistance (PA) pursuant to Social Services Law (SSL) §131-a. To distribute these funds, OTDA created the SAEF program to provide vital shelter arrears assistance to help eligible households retain permanent housing. In December 2024, OTDA released [24-LCM-19](#) to provide districts with supplemental SAEF program guidance.

The FY 2026 Budget appropriated an additional \$10 million to support the SAEF program. Districts may choose to retain their allocation and use district mechanisms (e.g., direct administration or transfer of funds to county agencies) to operate this program, or may delegate the administration of this program, in full or in part, to another public agency, contractor or non-profit organization.

## III. Program Implications

### A. Program Activities and Services

Effective October 1, 2024, districts were authorized to begin making eligibility determinations for the SAEF program. Due to the availability of additional funds and extension to the program included in the FY 2026 NYS Budget, districts may continue to make eligibility determinations for shelter arrears payments provided between October 1, 2024, and September 30, 2026. Arrears payments for eligible households may be retroactive, covering an arrears period between October 1, 2023, through September 30, 2026. Districts are reminded that SAEF program eligibility is based on circumstances at the time when eligibility is being evaluated, not during the time when arrears were accrued.

Shelter arrears payments provided through the 2024-2026 SAEF program must not exceed a total of six months of arrears per household. Arrears payments do not have to be consecutive or paid all at once; payments may be issued partially (less than six months of arrears assistance needed) or in full (all six months paid at once). There is no cap on the dollar amount that can be paid in shelter arrears under the SAEF program, as long as the arrears paid does not exceed a total of six months per household. Districts may establish local criteria that limits the amount that can be paid.

In accordance with [24-LCM-19 \(Attachment 4, Q&A 12\)](#), SAEF program payments may also be issued to cover mortgage arrears, homeowners' association fees, legal and/or late fees in circumstances where households can establish that those expenses are necessary to retain their housing and they meet all SAEF program eligibility requirements.

Prior receipt of shelter arrears payments through ongoing PA, the Emergency Assistance to Families (EAF) or Emergency Safety Net Assistance (ESNA) programs does not impact SAEF program eligibility. Households who previously received six months or more of shelter arrears assistance through ongoing PA, EAF or ESNA may receive additional payments via the SAEF program, not to exceed six months, if otherwise eligible for the

SAEF program.

SAEF program payments may be issued to an eligible household in tandem with a different funding source, to cover a separate period of shelter arrears that the SAEF program payment does not cover. The eligibility parameters for each funding source must be evaluated separately and met prior to issuing payments under the respective programs. Arrears payments from different funding sources must never be for the same time period. For further information, please see 24-LCM-19 ([Attachment 4](#), Q&A 17).

SAEF program payments will not be limited by the shelter allowance amount set forth in SSL §131-a and will not be part of the standard of need pursuant to SSL §131-a, and therefore, would not be considered by the Automated Budgeting and Eligibility Logic (ABEL) when computing financial eligibility for PA. SAEF program payments are not countable as income or as a resource for PA, Home Energy Assistance Program (HEAP) or Supplemental Nutrition Assistance Program (SNAP) eligibility or budgeting purposes. Additionally, SAEF program payments will not be subject to recoupment or repayment unless the application submitted was fraudulent or otherwise identified as ineligible.

## B. Participant Eligibility

Districts must establish and maintain local policy governing eligibility for SAEF program payments. While districts have flexibility regarding SAEF program eligibility requirements, the governing statute outlines some minimum requirements for eligibility as follows:

- Eligible households are individuals and/or families, with or without children, who have shelter arrears (rent or mortgage arrears) and require assistance to retain permanent housing;
- Ongoing PA recipient households must first apply for shelter arrears assistance under PA and if found ineligible they must receive a denial notice, which must be documented in the case record. The household should then be assessed for SAEF program eligibility;
- Non-PA recipient households must first apply for shelter arrears assistance under EAF or ESNA and if they are found ineligible through both programs they must receive a denial notice, which must be documented in the case record. The household should then be assessed for SAEF program eligibility. Districts are reminded that a Supplemental Security Income (SSI) household may be found ineligible for Emergency Assistance for Adults (EAA), then evaluated under EAF and/or ESNA and still found ineligible. Such households may be considered for the SAEF program;
- One or more household members must meet the PA (Family Assistance (FA), Safety Net Assistance (SNA), EAF, ESNA) citizenship/non-citizen status eligibility requirements;
- Non-PA recipient households must meet the EAF or ESNA income eligibility requirements. Districts are reminded that the income of all the individuals that reside in the household, including those that may not have a non-citizen category/status that is satisfactory for PA benefit eligibility, must be counted in accordance with the EAF or ESNA income eligibility standards. OTDA issues guidance annually regarding updates to the EAF and ESNA federal poverty guidelines and the current charts are included below.

## 2025-2026 Income Guidelines for EAF and ESNA

Financial eligibility for EAF is determined by the gross (total) income immediately available to the household on the date of application. The household is financially eligible for EAF if the available income is at or below 200% of the Federal Poverty Level Guidelines for the household size. The below guidelines for EAF are effective April 1, 2025, through March 31, 2026.

**200% of Federal Poverty Level Guidelines  
EAF Gross Available Test  
By Family Size (Adjusted Annually)**

Household Size	Annual	Monthly
1	\$31,300	\$2,608
2	\$42,300	\$3,525
3	\$53,300	\$4,442
4	\$64,300	\$5,358
5	\$75,300	\$6,275
6	\$86,300	\$7,192
7	\$97,300	\$8,108
8	\$108,300	\$9,025
Each Additional Member	\$11,000	\$917

Financial eligibility for ESNA is determined by the gross income of the applying household. The household's gross income at the time of application must not exceed 125% of the Federal Poverty Level Guidelines for the household size. The below income guidelines for ESNA are effective April 1, 2025, through March 31, 2026.

**ESNA 125% of Federal Income Poverty Level  
Guidelines (Adjusted Annually)**

Household Size	Annual	Monthly
1	\$19,562	\$1,630
2	\$26,437	\$2,203
3	\$33,312	\$2,776
4	\$40,187	\$3,349
5	\$47,062	\$3,922
6	\$53,937	\$4,495
7	\$60,812	\$5,068
8	\$67,687	\$5,641
Each Additional Member	\$6,875	\$573

Households that are determined income eligible for the SAEF program as described above are not required to meet certain other PA eligibility requirements for shelter arrears payments. Unlike traditional PA shelter arrears requirements, households eligible for the SAEF program:

- May have foreseen the occurrence or situation giving rise to the need for shelter arrears assistance;

- May be unable to reasonably demonstrate an ability to pay future shelter expenses, including any amounts in excess of the appropriate agency maximum monthly shelter allowance;
- May have already received a shelter arrears payment within the prior five years; and/or
- May not be current on a shelter repayment agreement from a prior shelter arrears payment.

Households that qualify for the SAEF program under the ESNA income eligibility requirement are not subject to a repayment agreement. In addition, while PA recipient households may be eligible for assistance under the SAEF program, receipt of PA is not a requirement for determining eligibility for the SAEF program.

Districts must make sure they have policies and procedures in place to:

- Establish that the SAEF program recipient is the primary tenant/homeowner (e.g., require a lease or other documentation);
- Establish the shelter arrears amount due for the SAEF program household;
- Ensure that the SAEF program payment will be accepted to prevent eviction for a specified timeframe (in accordance with 24-LCM-19 [Attachment 4](#), Q&A 11; this is an area of local discretion and districts should work with landlords to determine a reasonable timeframe);
- Take reasonable steps to prevent the duplication of benefits;
- Issue a determination letter stating the amount approved or the reason for denial;
- Establish a process for handling fraudulent applications, including a procedure for recovering funds, if necessary; and
- Establish a process for reviewing and considering appeals of applications that are denied.

As a reminder, a formal eviction threat is not a requirement of the SAEF program but may be a requirement if the district's plan defines it as such. If households present documentation of a formal eviction, districts must evaluate and document it when making a SAEF program eligibility determination. Please see 24-LCM-19 ([Attachment 4 Q&A 10](#)) for further information.

Per [24-LCM-19](#), districts are reminded that a separate SAEF program application is not a requirement for SAEF program eligibility determinations. Although not considered SAEF program applications, districts may utilize information included on completed [LDSS-2921](#) or [LDSS-3815](#) forms when evaluating eligible households for SAEF program eligibility. Districts may evaluate eligibility under the SAEF program on a first-come, first-serve basis according to the eligibility parameters above and set forth at the local level, or they may choose to prioritize households in specific circumstances within the parameters of their SAEF program plans.

While districts have flexibility in determining the overall design of their local SAEF program, they are encouraged to make extra efforts to ensure prioritization of certain households, such as those with children, households with a history of housing instability, veterans, individuals and families experiencing domestic violence (DV) and/or other forms of violence, and individuals and families in receipt of SSI and/or Social Security Disability Income (SSDI). It is each district's responsibility to ensure households are aware of the SAEF program and evaluated for assistance, as appropriate. Districts are also encouraged to refer

SAEF program applicants to apply for applicable benefit programs, such as PA, HEAP, SNAP, SSI and/or SSDI.

SAEF program payments must not be issued through the Welfare Management System (WMS), as the funding source for the SAEF program is not PA funds. SAEF program payments must be made directly to the landlord, property owner, and/or property manager on behalf of the tenant. Tenants, landlords, property owners, and/or property managers must be notified of SAEF program assistance provided on behalf of any SAEF program recipient.

Households must be notified of their SAEF program eligibility determination via a manual notice. The notice must include language advising households of their right to appeal the decision. As noted above, districts must establish their own appeals process for SAEF program funds. SAEF program households do not have fair hearing rights on SAEF program eligibility. However, a potential SAEF program household may seek a fair hearing for their shelter arrears assistance denial that they received as an ongoing PA recipient household, or under EAF or ESNA.

Districts must document all information pertaining to SAEF program eligibility determinations in the case record. All information, including notifications regarding eligibility determinations (e.g., approvals and denials) must be maintained in the case record for a minimum of six years following submission of the program summation report. Further information on the report can be found under section D, below.

SAEF program files may be stored with the PA case record in the Imaging and Enterprise Document Repository (I/EDR), or another local imaging system utilized by the district. This applies only to those districts who handle their own SAEF programs. For districts who contract out their program, SAEF program files must be kept separate from the PA case record.

24-LCM-19 included a SAEF Program Application Template and a SAEF Program Notice of Determination Template. Minor updates have been made to those templates, and they are attached to this directive as Attachments 3 and 4. Districts are reminded that these templates may be used to guide implementation of the program and alleviate administrative concerns. These templates are optional, and districts may alter them to fit their program design. Districts that have been using these two templates that were initially provided under 24-LCM-19 should review the revised Attachments 3 and 4 to determine whether any changes are needed to the forms they are currently using.

### C. Allocations

A total of \$20 million is available to support the SAEF program for a two-year period from October 1, 2024, through September 30, 2026. Updated 2024-2026 SAEF program allocations are listed in Attachment 1 and have been determined based on rest of state (ROS) 2023 eviction rates as reported by the New York State Unified Court System, and claims submitted for the 2024-2025 program. Some districts are receiving increases to continue operations through September 30, 2026, while other districts have the option to continue their SAEF programs at their current allocation levels, operate at a lesser funding level or opt out of SAEF program participation.

Districts are responsible for ensuring that allocations are not exceeded. Districts that overclaimed for the period of October 1, 2024, through September 30, 2025, will receive reimbursement for the claims in excess of their initial allocations (included in [24-LCM-12](#)), up to the 2024-2026 SAEF program allocation amount. However, reimbursement of any overclaims will reduce the total remaining allocation available. For example, if the district had an initial allocation of \$100,000 and they overclaimed by \$1,000, the \$1,000 will be reimbursed against the district's total 2024-2026 allocation.

For any districts that exhaust their allocation, OTDA requests that those districts track and report the number of households that may have qualified for assistance under the SAEF program to OTDA using Attachment 5. Further guidance regarding Attachment 5 is included under section D below.

#### D. Reporting Requirements

As part of their participation in the SAEF program, districts must keep data about each household that participates in the program. Household-payment records, to be made available on audit, must include at a minimum:

- Landlord Employer Identification Number (EIN) or other identifying information
- Landlord name or business name
- Landlord address
- Primary tenant name
- Primary tenant date of birth (DOB)
- Primary tenant race/ethnicity
- Tenant address
- Date of SAEF program payment
- Months with arrears covered by SAEF program payment
- Total SAEF program payment
- Primary tenant has open PA case at time of payment yes/no
- Number of children in household at time of payment (0-N)
- Number of adults in household at time of payment (1-N)

Households whose landlords receive multiple payments on their behalf covering more than one period will have multiple records, one for each household/payment.

Initial SAEF program reports covering the period from October 1, 2024, through September 30, 2025, were due by October 31, 2025, using the template provided in [24-LCM-19](#). A final SAEF program summation report (Attachment 5) for the period from October 1, 2025 through September 30, 2026, must be transmitted to the OTDA Public Assistance (PA) Bureau by November 30, 2026, via email at: [tabureau@otda.ny.gov](mailto:tabureau@otda.ny.gov).

Districts are encouraged to track and report the optional characteristics of landlords and tenants using Attachment 5.

The goal of reporting is to ensure that the terms of the SAEF program are met in accordance with state legislation and to assess districts' emergency shelter arrears needs moving forward. It is the responsibility of the district to monitor any subcontracts. Districts must ensure the confidentiality of records concerning all SAEF program participants.

## E. Claiming Instructions

Expenditures for the SAEF program should be claimed through the RF-17 claim package for special project claiming for the month(s) that the expenditures were made. These costs are first identified on the RF-2A claim package as F17 functional costs and reported in the F17 column on the LDSS-923 "Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries" and the LDSS-2347 "Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program." After final accepting the RF-2A, the individual project costs are then reported under the project label "SAEF Program SFY2025" on the RF-17.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the LDSS-4975A "RF-17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs" while overhead costs are automatically brought over from the RF-2A, Schedule D and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time for the SAEF program must maintain time studies to support the salary and fringe benefit costs allocated to the program.

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

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

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

SAEF program service period is from October 1, 2024, through September 30, 2026. Shelter arrears payments must be made by November 30, 2026, and cannot be made for services provided beyond September 30, 2026.

To receive reimbursement, claims for the period of October 1, 2024, through November 30, 2026, must be final accepted in the Automated Claiming System (ACS) by December 31, 2026. Districts must submit claims to OTDA in a timely manner.

Further instructions for completing time studies; the LDSS-923, LDSS-923B and Schedule D; and the RF-17 claim package are found in Chapters 4, 7, and 18, respectively, of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available online at: [Fiscal Reference Manuals | OTDA](#).

Any claiming questions should be directed to: Justin Gross at 518-474-7549 or [otda.sm.field\\_ops.i-iv@otda.ny.gov](mailto:otda.sm.field_ops.i-iv@otda.ny.gov).

## IV. Reimbursement Structure and Allowable Costs

District allocations will be paid as claims are submitted to substantiate payment.

SAEF program funding is made available for districts to provide vital shelter arrears assistance to eligible households and as such, it is expected that a minimum of 85% of the funds will be used toward shelter arrears assistance in accordance with the guidelines outlined herein.

OTDA has set a 15% spending limitation on administrative costs, which includes any additional staffing needs related to determining SAEF program eligibility and issuing arrears payments. Districts should limit the amount of administrative costs necessary to operate the SAEF program to maximize both the amount of funds available to pay shelter arrears and the number of households enrolled. The use of SAEF program funds for administrative purposes must be directly related to the provision of shelter arrears to eligible households. For districts opting to assign all or a portion of their SAEF program allocation to another public agency, contractor or local nonprofit organization, districts will be held liable for assigned funds not used in a manner consistent with the purpose of the SAEF program allocation.

Districts are required to submit all claims for reimbursement through the ACS regardless of whether they elect to operate the program in-house or transfer the administration to another entity. SAEF program claims must be for shelter arrears and associated administrative costs for the period beginning October 1, 2024, through September 30, 2026, and must be claimed by December 31, 2026, per the instructions above.

#### **V. Necessary Action**

Each ROS district must complete the 2024-2026 NYS SAEF Program District Participation Form (Attachment 2) to either accept their 2024-2026 allocation, accept a lower allocation amount than the one provided, or decline their allocation. The SAEF Program Participation Form must be submitted by January 20, 2026, via email to the PA Bureau at: [tabureau@otda.ny.gov](mailto:tabureau@otda.ny.gov).

#### **Issued By:**

**Name:** Valerie T. Figueroa

**Title:** Deputy Commissioner

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

District	2024-2026 Shelter Arrears Eviction Foreclosure Program Allocations
Albany	\$1,109,823
Allegany	\$30,000
Broome	\$495,008
Cattaraugus	\$95,224
Cayuga	\$140,249
Chautauqua	\$175,180
Chemung	\$195,365
Chenango	\$20,628
Clinton	\$105,316
Columbia	\$60,809
Cortland	\$88,496
Delaware	\$35,192
Dutchess	\$535,374
Erie	\$3,112,079
Essex	\$30,000
Franklin	\$30,000
Fulton	\$115,666
Genesee	\$66,761
Greene	\$50,717
Hamilton	\$30,000
Herkimer	\$61,585
Jefferson	\$190,188
Lewis	\$30,000
Livingston	\$55,374
Madison	\$47,613
Monroe	\$2,151,848
Montgomery	\$88,238
Nassau	\$1,182,275
Niagara	\$455,677
Oneida	\$517,262
Onondaga	\$1,196,765
Ontario	\$161,209
Orange	\$603,429
Orleans	\$29,596
Oswego	\$183,719
Otsego	\$38,297
Putnam	\$30,000
Rensselaer	\$244,331
Rockland	\$267,299
Saratoga	\$345,703
Schenectady	\$505,875
Schoharie	\$30,000
Schuyler	\$30,000
Seneca	\$37,521
St. Lawrence	\$92,119
Steuben	\$94,707
Suffolk	\$1,786,479
Sullivan	\$192,000
Tioga	\$33,898
Tompkins	\$104,799
Ulster	\$235,214
Warren	\$93,931
Washington	\$67,537
Wayne	\$109,456
Westchester	\$2,139,169
Wyoming	\$15,000
Yates	\$30,000

2025 expenses : 14,400  
 revised allocation: 30,000

15,600  
 remaining  
 allocation  
 11/12/20 - 9/30/21

**2024-2026 New York State Shelter Arrears Eviction Forestallment Program  
District Participation Form**

On behalf of the \_\_\_\_\_ County Department of Social Services, I,  
\_\_\_\_\_, as Commissioner of the \_\_\_\_\_  
Department of Social Services, confirm that I have received the 2024-2026 New York  
State Shelter Arrears Eviction Forestallment (SAEF) Program Guidance and Allocations  
Local Commissioners Memorandum (LCM). In accordance with the instructions included  
in the LCM, I am electing to:

Participate in the SAEF program and use the 2024-2026 allocation. I accept my  
district's allocation amount of \_\_\_\_\_.

**OR**

Participate in the SAEF program and use a lower amount than the 2024-2026  
allocation amount provided. I accept an allocation amount of \_\_\_\_\_.

**OR**

Not participate in the 2024-2026 SAEF program.

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Commissioner's Signature

(INSERT DISTRICT LETTERHEAD)

\_\_\_\_\_ COUNTY SHELTER ARREARS EVICTION FORESTALLMENT (SAEF) PROGRAM APPLICATION

Application Date	
Applicant Name	
Date of Birth	
Social Security Number (SSN) (If applicable)	
Phone Number/Other Contact	
Public Assistance (PA) Case Number (If not applicable, write N/A)	

**SHELTER:**

Current Address	
Monthly Rent or Mortgage Amount	
Months in Arrears	
Total Arrears Amount Owed	
Landlord or Financial Institution Name	
Landlord Business Name (If applicable)	
Landlord or Financial Institution Phone	

**HOUSEHOLD (HH) COMPOSITION AND CITIZENSHIP/NON-CITIZEN STATUS:**

	First, M, Last	Relationship	DOB	Age	Sex	Citizen	Non-Citizen	Disabled	Race	SSN
1		Head of HH			X M F	Y / N	Y / N	Y / N		
2					X M F	Y / N	Y / N	Y / N		
3					X M F	Y / N	Y / N	Y / N		
4					X M F	Y / N	Y / N	Y / N		
5					X M F	Y / N	Y / N	Y / N		
6					X M F	Y / N	Y / N	Y / N		

\_\_\_\_\_ COUNTY SHELTER ARREARS EVICTION FORESTALLMENT (SAEF) PROGRAM  
APPLICATION

**INCOME:**

Please list all monthly earned/unearned income amounts for each household member:

\$ _____	Source _____	\$ _____	Source _____
\$ _____	Source _____	\$ _____	Source _____
\$ _____	Source _____	\$ _____	Source _____
\$ _____	Source _____	\$ _____	Source _____

Please list the income and resources that are available to your household on the date of your SAEF program application:

\$ _____	Source _____	\$ _____	Source _____
\$ _____	Source _____	\$ _____	Source _____

Is the applicant the primary tenant/homeowner of the residence in which shelter arrears are being requested? (Y/N)

Please indicate below whether any of the following apply to your household:

- Y / N Did your household expect to accumulate shelter arrears?
- Y / N Is your household unable to pay future shelter expenses?
- Y / N Has your household already received a PA shelter arrears payment within the prior five years?
- Y / N If so, is the household behind on a shelter repayment agreement from a prior PA shelter arrears payment?

By signing this application, I acknowledge that the above information is accurate. I agree to any investigation to verify or confirm the information I have given in connection with my request for the SAEF program. If additional information is requested, I am responsible to provide it. I understand that such information may affect my eligibility for the SAEF program.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CO-APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**\*\*Questions concerning your application may be directed to \_\_\_-\_\_\_-\_\_\_\*\***

**FOR AGENCY USE ONLY**

Interview Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

**Target Population:**

- Household with children    
  History of housing instability    
  Victim of other violence  
 Domestic violence history    
  Veteran    
  Other

**Documentation:**

- Responsibility of rental/mortgage costs (lease, landlord statement, financial institution statement)  
 Income  
 Statement or document from landlord/financial institution evidencing SAEF program funds will prevent eviction for a specified timeframe

**Eligibility:**

Households must first apply for PA shelter arrears assistance and if they are found ineligible, they may be evaluated for eligibility under the SAEF program. Refer to 26-LCM-01 for details on SAEF program eligibility requirements.

**ARREARS SUPPORT RECEIVED OR APPLIED FOR:**

Type of Support	Applied For Y/N	Date Applied	Accepted Y/N	Months of Arrears Received	Reason for Denial
PA Recipient Shelter Arrears Assistance					
Emergency Assistance to Families (EAF) Shelter Arrears Assistance					
Emergency Safety Net Assistance (ESNA) Shelter Arrears Assistance					
SAEF Program Assistance					

Eligibility determined by: \_\_\_\_\_ Date: \_\_\_\_\_

- Arrears payment approved for: \_\_\_\_\_ months     Total arrears to be paid: \_\_\_\_\_  
 \*Manual notice of determination letter must be sent\*  
 Denied Reason for denial: \_\_\_\_\_  
 \*Manual notice of determination letter must be sent\*  
 Household is active PA/SNAP, information sharing completed. Case #: \_\_\_\_\_

(INSERT DISTRICT LETTERHEAD)

**SHELTER ARREARS EVICTION FORESTALLMENT (SAEF) PROGRAM NOTICE OF DETERMINATION LETTER**

Date: \_\_\_\_\_  
Primary Tenant/Homeowner: \_\_\_\_\_  
Address: \_\_\_\_\_

Your application for the New York State Shelter Arrears Eviction Forestallment (SAEF) program dated \_\_\_\_\_ has been received. You are  **APPROVED**  **DENIED**. More information is below:

**APPROVED:** This decision is based on the policies of this program described in OTDA 26-LCM-01.

The agency will be authorizing a shelter arrears payment. This payment will cover \_\_\_\_\_ months of arrears for the months of \_\_\_\_\_ to \_\_\_\_\_ at a cost of \$\_\_\_\_\_ per month for the following address \_\_\_\_\_.

The total payment of \$\_\_\_\_\_ will be made on \_\_\_\_\_ and paid directly to the landlord or financial institution \_\_\_\_\_, addressed \_\_\_\_\_.

\_\_\_\_\_ adult(s) and \_\_\_\_\_ child/children were living in your household at the time you applied.

**DENIED:** This decision is based on the policies of this program described in OTDA 26-LCM-01.

Your household is over the income limit for Emergency Assistance to Families (EAF).

Your household's gross income immediately available on the date of application was \$\_\_\_\_\_. The maximum allowable income for your household size of \_\_\_\_\_ is \$\_\_\_\_\_ under EAF eligibility guidelines.

**AND/OR**

Your household is over the income limit for Emergency Safety Net Assistance (ESNA).

Your household's gross monthly income is \$\_\_\_\_\_. The maximum allowable income for your household size of \_\_\_\_\_ is \$\_\_\_\_\_ under ESNA eligibility guidelines.

**AND/OR**

A SAEF program payment will not forestall/prevent eviction for your household.

Your household does not meet the Public Assistance citizenship/non-citizen status eligibility requirements.

Your household already received the maximum amount of six months of SAEF program assistance.

SAEF program funding is no longer available.

Other: \_\_\_\_\_

If you disagree with the decision made on your case, you may send us a request for a reconsideration/appeals letter. The letter needs to include why you disagree with the decision on your case and must be sent within 30 days of the date of denial. The letter must be sent to the address above to the attention of the SAEF program.

Sincerely,

(Insert district representative's signature)

## Shelter Arrears Eviction Forestallment (SAEF) Program Summation Report Template

Date:				
District:		Contact:		
Program Operator:		Phone #:		
Report Period:		E-mail:		

### SAEF Program Application/Enrollment Information

Total # of Applications Received	Total # of Households Approved	Average # of Months of Arrears Payments Issued Per Household (1-6 Months)	Average Arrears Amount Paid Per Household	Total Value of Arrears Issued for All Households	Total # of Payments Issued to Landlords

### # of Households that Received SAEF Program Payments Totaling:

\$1-\$1500	\$1,501-\$3,000	\$3,001-\$5,500	\$5,501-\$10,000	\$10,001-15,000	\$15,001+

### Household Demographics for Approved Households (Households may fit into more than one category)

# of Households with Children (Families)	# of Households without Children (Childless Couples)	# of Single Individual Households	# of Households with Open PA Case	# of Households without Open PA Case	
# of Primary Tenants <24 Years Old	# of Primary Tenants 25-35 Years Old	# of Primary Tenants 36-49 Years Old	# of Primary Tenants 50-64 Years Old	# of Primary Tenants 65+ Years Old	
# of households that had foreseen the occurrence or situation giving rise to the need for arrears assistance	# of households unable to reasonably demonstrate an ability to pay future shelter expenses	# of households that had already received a shelter arrears payment within the prior five years	# of households not current on a shelter repayment agreement from a prior shelter arrears payment		

### # of Households Denied SAEF Program Payments for the Following Reasons:

Local Eligibility Standards/Other Reasons	Exceeding Income Eligibility Standard	Already Received 6 Months Arrears Assistance Under SAEF Program	SAEF Program Funding No Longer Available	SAEF Program Payment Will Not Forestall Eviction	Did Not Meet PA Citizenship/Non-Citizen Requirements

### Optional Section

Priority Group Identification for Approved Households				Race/Ethnicity by Household		
# of Households with History of Housing Instability	# of Veterans	# of Individuals and Families Experiencing Domestic Violence or Other Forms of Violence	# of Individuals and Families in Receipt of SSI or SSDI	# of Hispanic or Latino	# of American Indian/Alaskan Native	# of Asian

Landlord Information						
# of Landlords that Received at Least 1 Payment	# of Landlords that were LLCs	# of Landlords with an Address In-District	# of Landlords with an Address out of State	# of Black or African American	# of Hawaiian Native or Pacific Islander	# of White



**WILLIAM J. CARLIN, Jr. CPA**  
Commissioner Of Finance



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

Health - 3-11-26  
Credit - 3-30-26  
Fees - 4-7-26

cc All

Reso

#6K

DEPARTMENT OF FINANCE

**MEMORANDUM**

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance *WJC*  
Re: Budgetary Amendment - 26A015  
Date: February 24, 2026

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

**Increase Estimated Appropriations:**

10751000 54682 Special Services 835

**Increase Estimated Revenues:**

10751000 427051 Gifts & Donations 835

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

This Resolution is required to fund a newspaper digitization project (as per the attached correspondence) utilizing the remaining proceeds of the Greg Amato Trust. Please forward to the appropriate committee.

Approved : \_\_\_\_\_  
Kevin M, Byrne, County Executive

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2026 FEB 25 AM 11:09

**JENNIFER M. CASSIDY**  
COUNTY HISTORIAN



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

**MEMORANDUM**

TO: Sheila Barrett, Finance

FROM: Jen Cassidy, Historian's Office

DATE: February 24, 2026

RE: Gregory J. Amato Trust – fund transfer

A handwritten signature in cursive script, appearing to read "Jen Cassidy", is written over the "FROM" line of the memorandum.

I would like to request that the remaining donated funds available in the "Gregory J. Amato Trust" be transferred to Special Services (org: 10751000, object: 54682) for a newspaper digitization project, to be used in 2026.

Thank you.

Jennifer M. Cassidy  
Historian



WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

Heal+M 3-11-26  
Audit-330-26 Reso

Real  
4-7-26

#6L.

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Interim Commissioner of Finance  
Re: Budgetary Amendment - 26A018  
Date: March 2, 2026

*WJC*

2026 MAR -4 AM 9:13  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of MH, DSS & Youth, the following budgetary amendment is required.

Increase Estimated Appropriations:

22071000 52110	Furniture & Fixtures	2,500
22071000 52130	Computer Equipment	3,311
22071000 52180	Other Equipment	12,000
22071000 54510	Machine Maintenance	5,422
22071000 54640	Education & Training	5,932
22071000 54783	Licensing & Accessories	4,500
22071000 55870	Chargeback Auto	200
		<hr/>
		33,865 ✓

*Crime Victims*

Increase Estimated Revenues:

22071000 446131	State Aid - OEO* Crime Victim	33,865 ✓
	<i>* office of Educational Opportunity Programs</i>	
	Fiscal Impact - 2026 - \$ 0	
	Fiscal Impact - 2027 - \$ 0	

This Resolution is adjust DSS State Aid levels as per the attached request.  
Please forward to the appropriate committee.

Approved : : \_\_\_\_\_  
Kevin M, Byrne, County Executive

KEVIN BYRNE  
County Executive

SARA SERVADIO  
Commissioner

NICOLLE MCGUIRE  
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

March 2, 2026

TO: William Carlin, Commissioner of Finance

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

SUBJECT: DSS 2026 Budgetary Amendment

Your approval is requested to amend the 2026 Department of Social Services budget to include expenses funded in accordance with the following contract extension awarded to the Child Advocacy Center for the period of 10/01/2025-09/30/2026. OVS01-11348GG-1080200 is a multi-year agreement awarded by the Office of Victim Services (OVS) for the period of 10/01/2022-09/30/2026.

**Increase Estimated Revenue:**

22071000		OEOP CRIME VCTM	
	446131	CRIME VICTIMS BOARD	\$33,865
		Total Estimated Revenues	\$33,865

**Increase Appropriations:**

22071000		OEOP CRIME VCTM	
	52110	FURNITURE AND FURNISHINGS	\$2,500
	52130	COMPUTER EQUIPMENT	\$3,311
	52180	OTHER EQUIPMENT	\$12,000
	54510	MACHINE MAINTENANCE	\$5,422
	54640	EDUCATION AND TRAINING	\$5,932
	54783	LICENSING AND ACCESSORIES	\$4,500
	55870	CHRGBK AUTO ALL CTY VEHICLE	\$200
		Total Appropriations	\$33,865
		Fiscal Impact (26)	- 0 -
		Fiscal Impact (27)	- 0 -

Thank you for your time and consideration of this request.

Attachments:

CHILD ADVOCACY CENTER – OVS GRANT DETAIL

CONTRACT OVS01-11348GG-1080200 - STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE

CONTRACT OVS01-11348GG-1080200 - ATTACHMENT B BUDGET SUMMARY

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



Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau

Marla Behler, Program Director Child Advocacy Center

**CHILD ADVOCACY CENTER - OVS GRANT DETAIL**

CONTRACT NUMBER #OVS01-11348GG-1080200

10/01/2025-09/30/2026

<u>GRANT EXPENSE DESCRIPTION</u>	<u>MUNIS DESCRIPTION</u>	<u>OBJECT CODE</u>	<u>APPROVED GRANT BUDGET</u>
FURNITURE	FURNITURE AND FURNISHINGS	52110	2,500
FORENSIC INTERVIEW EQUIPMENT	COMPUTER EQUIPMENT	52130	3,311
AIR CONDITIONERS	OTHER EQUIPMENT	52180	12,000
STAR WITNESS SIGNAL SCAPE	MACHINE MAINTENANCE	54510	5,422
STAFF AND TEAM TRAINING	EDUCATION AND TRAINING	54640	5,932
GUARDIFY CLOUD SERVICE	LICENSING AND ACCESSORIES	54783	4,500
VEHICLE INSURANCE	CHRGBK AUTO ALL CTY VEHICLE	55870	200
			<hr/>
			33,865
			<hr/>

**STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE**

<p>STATE AGENCY (Name &amp; Address): Office of Victim Services  80 S. Swan Street 2nd Flr. Albany, NY 12210</p>	<p>BUSINESS UNIT/DEPT ID: OVS01 1080200  CONTRACT NUMBER: OVS01-C11348GG-1080200  CONTRACT TYPE (select one): <input checked="" type="checkbox"/> Multi-Year Agreement <input type="checkbox"/> Simplified Renewal Agreement <input type="checkbox"/> Fixed Term Agreement</p>
<p>CONTRACTOR NAME: PUTNAM COUNTY OF</p>	<p>TRANSACTION TYPE: <input type="checkbox"/> New <input type="checkbox"/> Renewal (list periods) : <input checked="" type="checkbox"/> Amendment (list periods) : 1, 2, 4</p>
<p>CONTRACTOR IDENTIFICATION NUMBERS:  NYS Vendor ID Number: 1000002443  Federal Tax ID Number: 146002759</p>	<p>PROJECT NAME: FY22 Victim Assistance  ASSISTANCE LISTINGS (formerly CFDA) NUMBER (ALN) (Federally Funded Grants Only):  16.575</p>
<p>CONTRACTOR PRIMARY MAILING ADDRESS: ATTN COUNTY CLERK 40 GLENEIDA AVE RM 100 CARMEL, NY 10512  CONTRACTOR PAYMENT ADDRESS: 40 GLENEIDA AVE  CARMEL, NY 10512  <input type="checkbox"/> Check if same as primary mailing address  CONTRACTOR MAILING ADDRESS:  40 GLENEIDA AVE  CARMEL, NY 10512  <input type="checkbox"/> Check if same as primary mailing address  CONTRACTOR PRIMARY E-MAIL ADDRESS: sheila.barrett2@putnamcountyny.gov</p>	<p>CONTRACTOR STATUS:  <input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input type="checkbox"/> Not-For- Profit  Charities Registration Number:  Exemption Status/Code: N/A  <input type="checkbox"/> Sectarian Entity</p>
<p>CURRENT CONTRACT TERM:  From: 10/01/2022 To: 09/30/2025  AMENDED TERM:  From: 10/01/2022 To: 09/30/2026</p>	<p>CONTRACT FUNDING AMOUNT (Fixed Term – enter current period amount; Simplified Renewal – enter cumulative amount to date; Multi-year – enter total projected amount of the contract):  CURRENT: \$1,236,109.22  AMENDED: \$1,648,145.63  FUNDING SOURCE(S) <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Other</p>

STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE

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

- Appendix A
- Attachment A:
  - A-1 Agency Specific Terms and Conditions
  - A-2 Program Specific Terms and Conditions
  - A-3 Federally Funded Grants and Requirements Mandated by Federal Laws
- Attachment B:
  - B-1 Expenditure Based Budget
  - B-2 Performance Based Budget
  - B-3 Capital Budget
  - B-4 Net Deficit Budget
  - B-1(A) Expenditure Based Budget (Amendment)
  - B-2(A) Performance Based Budget (Amendment)
  - B-3(A) Capital Budget (Amendment)
  - B-4(A) Net Deficit Budget (Amendment)
- Attachment C: Work Plan
- Attachment D: Payment and Reporting
- Other:

**STATE OF NEW YORK CONTRACT FOR GRANTS SIGNATURE PAGE**

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

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

CONTRACTOR: PUTNAM COUNTY OF

By: Sara Servadio-Hennig  
 Printed Name

Title: Commissioner

Date: 02/06/2026

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

STATE AGENCY:  
Office of Victim Services

By: Melissa Paquette  
 Printed Name

Title: Counsel

Date: 02/08/2026

ATTORNEY GENERAL'S SIGNATURE  
 APPROVED AS TO FORM

By: \_\_\_\_\_  
 Printed Name

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

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

STATE COMPTROLLER'S SIGNATURE

By: Jennifer Lauer  
 Printed Name

Title: Contract Management Specialist 2

Date: 02/11/2026

# ATTACHMENT B - BUDGET

## Contract Periods

Contract Type: Multi Year  
Contract Term: 10/01/2022 - 09/30/2026  
Contract Amount: \$1,648,145.63

### Contract Period Information Details

For Fixed Terms contracts, only Period 1 in the chart below is completed.

For Simplified Renewal contracts, Period 1 in the chart below is completed initially and additional periods are added incrementally as they are awarded.

For Multi-Year Contracts, all defined contract periods will be displayed. Out years represent projected funding amounts.

For all contracts, the Budget and Workplan Indicator is provided to represent whether these details are included on the following pages.

### **Contract Period Information**

<b>Number</b>	<b>Dates</b>	<b>Amount</b>	<b>Amended Dates</b>	<b>Amended Amount</b>	<b>Budget Indicator</b>	<b>Workplan Indicator</b>
1	10/01/2022 - 09/30/2023	\$412,036.41			Y	Y
2	10/01/2023 - 09/30/2024	\$412,036.41			Y	Y
3	10/01/2024 - 09/30/2025	\$412,036.40			Y	Y
4	10/01/2025 - 09/30/2026	\$412,036.41			Y	Y

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT  
SUMMARY**

PROJECT NAME: FY22 Victim Assistance  
 CONTRACTOR NAME: PUTNAM COUNTY OF  
 CONTRACT PERIOD NUMBER: 4  
 CONTRACT PERIOD: From: 10/01/2025  
 To: 09/30/2026

CATEGORY OF EXPENSE	GRANT FUNDS			MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
	CURRENT BUDGET	CHANGE	REVISED BUDGET				
1) Personal Services							
a) SALARY	\$0.00	\$232,924.48	\$232,924.48	\$110,836.14	0%	\$0.00	\$343,760.62
b) FRINGE	\$0.00	\$76,912.00	\$76,912.00	\$28,850.00	0%	\$0.00	\$105,762.00
<b>Subtotal</b>	\$0.00	\$309,836.48	\$309,836.48	\$139,686.14	0%	\$0.00	\$449,522.62
2) Non Personal Services							
a) CONTRACTUAL	\$0.00	\$75,617.00	\$75,617.00	\$116,835.70	0%	\$0.00	\$192,452.70
b) TRAVEL	\$0.00	\$6,431.93	\$6,431.93	\$0.00	0%	\$0.00	\$6,431.93
c) EQUIPMENT	\$0.00	\$17,811.00	\$17,811.00	\$0.00	0%	\$0.00	\$17,811.00
d) SPACE/PROPERTY RENT	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
e) SPACE/PROPERTY OWN	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
f) UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
g) OPERATING EXPENSES	\$0.00	\$2,340.00	\$2,340.00	\$0.00	0%	\$0.00	\$2,340.00
h) OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
<b>Subtotal</b>	\$0.00	\$102,199.93	\$102,199.93	\$116,835.70	0%	\$0.00	\$219,035.63
<b>Total</b>	\$0.00	\$412,036.41	\$412,036.41	\$256,521.84	0%	\$0.00	\$668,558.25

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT  
JUSTIFICATION**

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the user to provide a justification for the budget amendment.

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT  
PERSONAL SERVICES DETAIL WORKSHEET**

SALARY									
POSITION TITLE	ANNUALIZED SALARY PER POSITION	STANDARD WORK WEEK (HOURS)	PERCENT OF EFFORT FUNDED	NUMBER OF MONTHS FUNDED	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Senior Bilingual Victim Advocate (10/1/25-12/31/25)	\$77,292.00	35.00	100.00	3.00	\$19,323.00	\$0.00	0%	\$0.00	\$19,323.00
2. Senior Bilingual Victim Advocate (1/1/26-9/30/26)	\$83,143.00	35.00	100.00	9.00	\$62,357.25	\$0.00	0%	\$0.00	\$62,357.25
3. Coordinator, CAC (10/1/25-12/31/25)	\$85,000.00	35.00	85.00	3.00	\$18,062.50	\$0.00	0%	\$0.00	\$18,062.50
4. Coordinator, CAC (1/1/26-9/30/26)	\$87,338.00	35.00	85.00	9.00	\$55,677.98	\$0.00	0%	\$0.00	\$55,677.98
5. Victim Advocate (10/1/25-12/30/25)	\$71,764.00	35.00	100.00	3.00	\$17,941.00	\$0.00	0%	\$0.00	\$17,941.00
6. Victim Advocate (1/1/26-9/30/26)	\$79,417.00	35.00	100.00	9.00	\$59,562.75	\$0.00	0%	\$0.00	\$59,562.75
7. Program Dir. match (10/1/25-12/31/25)	\$115,000.00	35.00	34.00	3.00	\$0.00	\$9,775.00	100%	\$0.00	\$9,775.00
8. Program Dir. match (1/1/26-9/31/26)	\$118,163.00	35.00	34.00	9.00	\$0.00	\$30,131.57	100%	\$0.00	\$30,131.57
9. Senior Clerk match 10/1/25-12/31/25	\$52,662.00	28.00	75.00	3.00	\$0.00	\$9,874.13	100%	\$0.00	\$9,874.13
10. Principal Office Assistant match (1/1/26-9/30/26)	\$66,943.00	35.00	75.00	9.00	\$0.00	\$37,655.44	100%	\$0.00	\$37,655.44
11. Volunteer (match)	\$23,400.00	15.00	100.00	12.00	\$0.00	\$23,400.00	100%	\$0.00	\$23,400.00
<b>Sub Total</b>					\$232,924.48	\$110,836.14	0%	\$0.00	\$343,760.62
FRINGE									
TYPE/DESCRIPTION									
1. Approved Fringe Rate 37.03% (2025) - 32.57% (2026)					\$76,912.00	\$28,850.00	0%	\$0.00	\$105,762.00
<b>Sub Total</b>					\$76,912.00	\$28,850.00	0%	\$0.00	\$105,762.00
<b>Personal Services Total</b>					\$309,836.48	\$139,686.14	0%	\$0.00	\$449,522.62

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT**  
**PERSONAL SERVICES DETAIL WORKSHEET**

**PERSONAL SERVICES NARRATIVE – SALARY**

**Senior Bilingual Victim Advocate:**

Direct Service: Position provides direct services to CAC clients such as compensation app assistance, information and referral, legal and personal advocacy, crisis intervention, counseling, therapy, and housing assistance.

Other VOCA Allowable Activities: Position also receives supervision from the Program Director and attends VOCA-allowable trainings when possible.

**Victim Advocate:**

Direct Service: Position provides direct services to CAC clients such as compensation app assistance, information and referral, legal and personal advocacy, crisis intervention, counseling, therapy, and housing assistance.

Other VOCA Allowable Activities: position also receives supervision from the Program Director and attends VOCA-allowable trainings when possible.

**CAC Coordinator:**

Direct Service: Position is responsible for coordinating and conducting forensic interviews, facilitating monthly case review meetings with team members and facilitating forensic interviewing peer review meetings.

Other VOCA Allowable Activities: Overseeing and conducting outreach initiatives to educate and identify crime victims, as well as attending VOCA-allowable trainings where possible and receiving supervision from the Program Director. Also coordinates and participates in inter-agency teams and coalitions, as well as conducting ongoing program evaluation.

**Program Director (Match)**

Direct Service: provides some direct services to CAC clients such as compensation app assistance, information and referral, legal and personal advocacy, crisis intervention, counseling, therapy, and housing assistance.

VOCA Required Reporting: Negotiates OVS budgets and budget amendments, works on OVS FCR payments, and provides assistance with PMT data collection and submission.

Other VOCA Allowable Activities: Provides supervision to all contract staff, coordinates with interagency teams, as well as attending VOCA-allowable trainings where possible.

**Principal Office Assistant/Senior Clerk (Match)**

Direct Service: position is responsible for providing information and referrals, crisis intervention, making and receiving client-related phone calls.

VOCA Required Reporting: compiles and manages PMT statistics and reports, and submits PMTS to OVS

Other VOCA Allowable Activities: Coordinating meetings with intra and interagency groups, coordinating and conducting outreach efforts, conducting victims satisfaction and needs surveys and evaluation, attending VOCA-allowable trainings where possible, and receiving supervision from the Program Director.

Volunteer (Match): Volunteers assist with case management which includes providing direct services to clients as well as assisting with community outreach and entering cases in our database. Volunteer match is based on \$25.00 per hour x 15 hours per week x 44 weeks

**PERSONAL SERVICES NARRATIVE - FRINGE**

Fringe to be charged at the approved rates of 37.03% for 2025 and 32.57% for 2026 - budget contains lower than maximum percentages due to budget restrictions

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT**  
**NON-PERSONAL SERVICES DETAIL WORKSHEET – CONTRACTUAL**

CONTRACTUAL TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Putnam Northern Westchester Women's Resource Center	\$65,695.00	\$116,835.70	0%	\$0.00	\$182,530.70
2. Star Witness Signal Scope	\$5,422.00	\$0.00	0%	\$0.00	\$5,422.00
3. Guardify Cloud Service	\$4,500.00	\$0.00	0%	\$0.00	\$4,500.00
<b>Total</b>	<b>\$75,617.00</b>	<b>\$116,835.70</b>	<b>0%</b>	<b>\$0.00</b>	<b>\$192,452.70</b>

**CONTRACTUAL NARRATIVE**

PNWWRC: The CAC will subcontract with the Putnam/Northern Westchester Women's Resource Center (PNWWRC) to deliver mental health and outreach services in the most cost-effective way. Through this contract, three clinicians (one bilingual) will be designated to the CAC. These staff will provide evidence-based assessments, develop individualized treatment plans, and deliver evidence-supported therapeutic services for child clients and their families. They may also assist with forensic interviews and conduct outreach to educate the community and help identify victims of crime. Subcontracting these positions avoids the additional expenses associated with COLA and collective bargaining requirements tied to county positions, while ensuring the full scope of services outlined in the application can be delivered. \$65,695 of grant funds is allocated to this contract with the balance of \$116,835.70 being provided by alternative funding sources.

Star Witness Signal Scope: CAC will renew 2-year maintenance contract for Forensic Interview Recording Equipment and Software which provides updates on software releases and patches. Technical support including phone email and remote login for Star Witness Interviewer. Contract is for a two-year period and is due for renewal in September 2026.

Guardify: A key part of protecting child survivors is the forensic interview, conducted by trained professionals at Child Advocacy Centers (CACs). These interviews, which are video recorded, contain highly sensitive information and are essential to both justice and healing. Guardify is a secure, cloud-based digital management system that allows CACs to safely store, manage, and share forensic interview videos with the Multidisciplinary Team. It ensures timely access, supports case continuity, and helps meet NCA accreditation standards, including secure peer review. The budgeted amount covers the annual license for this customized solution.

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT**  
**NON-PERSONAL SERVICES DETAIL WORKSHEET – TRAVEL**

TRAVEL TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Staff and Team Training	\$5,931.93	\$0.00	0%	\$0.00	\$5,931.93
2. Staff Travel	\$500.00	\$0.00	0%	\$0.00	\$500.00
<b>Total</b>	\$6,431.93	\$0.00	0%	\$0.00	\$6,431.93

**TRAVEL NARRATIVE**

Staff and Team Training: Supports OVS-approved training, including the OVS conference, NCA accreditation-required training and other relevant courses. Funds will include training for clinicians in EMDR and the CAC Coordinator's certification as an EMDR Consultant to expand access to this evidence-based treatment for trauma victims.

Staff Travel: Supports staff travel expenses necessary to carry out work plan activities, including off-site meetings with clients related to services or with interagency teams, outreach events, home visits, court proceedings, and other duties required to meet client needs. Examples of covered costs include mileage reimbursement, parking fees, and tolls.

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT**  
**NON-PERSONAL SERVICES DETAIL WORKSHEET – EQUIPMENT**

EQUIPMENT TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Furniture	\$2,500.00	\$0.00	0%	\$0.00	\$2,500.00
2. Forensic Interview Equipment	\$3,311.00	\$0.00	0%	\$0.00	\$3,311.00
3. Air Conditioners	\$12,000.00	\$0.00	0%	\$0.00	\$12,000.00
<b>Total</b>	\$17,811.00	\$0.00	0%	\$0.00	\$17,811.00

**EQUIPMENT NARRATIVE**

Forensic Interview Equipment: The budgeted amount is based on a quote from StarWitness (vendor for existing equipment) for the Interviewer Dome Camera Kit and Microphone. This equipment will enhance audio quality so that softly spoken responses are clearly captured and improve video coverage while allowing children the freedom to choose their seat without compromising visibility. The upgrade supports a trauma-informed approach by prioritizing the child's comfort while ensuring high-quality documentation, compliance with best practices, and reliable recordings that reduce the need for repeated interviews.

Air Conditioners: The CAC's current AC system is outdated, inefficient, and noisy, disrupting meetings and making it hard to communicate effectively with clients, impacting the quality of services we provide. During forensic interviews in particular, the noise makes it difficult to clearly hear children's voices, which can interfere with the accuracy and quality of the recorded interviews. Replacing the current units with new inverter window units that sit on the outside will significantly reduce noise, improve air circulation, and create a more comfortable and professional environment for confidential conversations, meetings, and interviews. The amount budgeted is based on a quote provided by the contracted vendor and will cover a percentage of the total cost, prorated at 78.84% based on Method 4.

Furniture: Funds will be used to replace office chairs (to be prorated at the percent of effort of the relevant staff member) and to purchase a secure storage unit for the forensic interview computer equipment and monitoring system in the observation room. This will help protect sensitive equipment and ensure that the technology is stored safely and organized when not in use.

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT**  
**NON-PERSONAL SERVICES DETAIL WORKSHEET – OPERATING EXPENSES**

OPERATING EXPENSES TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Cell Phones	\$1,440.00	\$0.00	0%	\$0.00	\$1,440.00
2. Vehicle Insurance	\$200.00	\$0.00	0%	\$0.00	\$200.00
3. Office Supplies	\$100.00	\$0.00	0%	\$0.00	\$100.00
4. Program Supplies	\$600.00	\$0.00	0%	\$0.00	\$600.00
<b>Total</b>	\$2,340.00	\$0.00	0%	\$0.00	\$2,340.00

**OPERATING EXPENSES NARRATIVE**

Cell phones will be provided to 3 position proposed in this application (2 victim advocates, and the program coordinator) to carry out their job responsibilities. The budgeted amount is based on annual county rate of 480.00 per phone.

Office Supplies: Covers project-specific supplies, including but not limited to pens, paper, printing materials. To be prorated at 78.84% per Method 4.

Program Supplies: forensic interview tools, therapy supplies, anatomical doll set

Vehicle Insurance cost is based on the County's standard rate of \$200 per vehicle. This vehicle was funded by OVS and is used exclusively for OVS-approved activities. The rate reflects the County's negotiated group policy, which provides comprehensive coverage at a reduced cost through pooled purchasing.



JENNIFER M. CASSIDY  
COUNTY HISTORIAN



Health  
3-11-26  
#6m.  
KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

MEMORANDUM

TO: Daniel G. Birmingham, Chair, Putnam County Legislature  
CC: Nancy Montgomery, Chair, Health, Social, Edu. & Environmental Committee  
FROM: Jennifer M. Cassidy, County Historian  
DATE: March 3, 2026  
RE: NYS 250<sup>th</sup> Commemoration Commission Funding

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2026 MAR -3 PM 5:51

I respectfully request to be placed on the Health, Social, Educational & Environmental Committee agenda for the March 11, 2026, meeting to review and discuss a proposed resolution to accept funding from NYSED's New York State 250th Commemoration Commission in support of *Revolutionary Putnam County* through the Historian's Office.

The resolution is currently in review by the Putnam County Law Department and will be submitted for consideration as soon as available.

Thank you.

## Diane Trabulsy

---

**From:** Mary Dechiaro  
**Sent:** Friday, March 6, 2026 3:38 PM  
**To:** Diane Trabulsy  
**Subject:** FW: Resolution language for Next Week's Meeting  
**Attachments:** NY 250 County Agreement Letter January 2026 (003).pdf

Hi, See below for reso. language from Jen.  
Thanks

Mary Dechiaro  
Administrative Assistant  
Putnam County Legislature  
(845) 808-1020 ex.49256

---

**From:** Jennifer Cassidy <Jennifer.Cassidy@putnamcountyny.gov>  
**Sent:** Friday, March 6, 2026 10:56 AM  
**To:** Mary Dechiaro <Mary.Dechiaro@putnamcountyny.gov>  
**Subject:** Resolution language for Next Week's Meeting

Hi Mary,

The language for the resolution below was approved by the Law Department (Katherine McNeal). The only other supporting documentation is the memo I submitted to Diane the other day and the attached agreement document. I've been advised that I will NOT be signing it, it is responsibility of the County Executive's Office.

Please advise with any corrections or additions needed from my office.

Many thanks for all your help,

Jen Cassidy

PUTNAM COUNTY LEGISLATURE

Resolution #(\_\_)

Introduced by Legislator: (name) on behalf of the (Name) at a Regular Meeting held on (Date).

APPROVAL/ GRANT APPLICATION/ NEW YORK STATE 250<sup>TH</sup> COMMEMORATION COMMISSION  
/REVOLUTIONARY PUTNAM COUNTY COMMITTEE PROGRAMMING AND PROJECTS

WHEREAS, Section 5-2(E) of the Putnam County Code provides that an applicant of any grant application that does not require local Putnam County ("the County" ) matching funds shall notify the Putnam

County Legislature ("the Legislature" ) prior to the submission of a grant application and, further, if the Legislature objects to such grant application, the applicant shall not apply for said grant; and WHEREAS, by and through the State of New York Education Department ("NYSED") and the New York State 250<sup>th</sup> Commemoration Commission, the County has the opportunity to apply for New York State 250<sup>th</sup> Commemoration funding to be allocated based on a K-12 enrollment formula (anticipated to be upwards of \$15,000) administered by the NYSED for public programming and county-wide projects relative to the 250<sup>th</sup> anniversary of the American Revolution and Declaration of Independence in 2026; and

WHEREAS, the purpose of the grant funds is to subsidize the costs associated with the relative existing and upcoming public programming and county-wide projects; and

WHEREAS, there is no matching fund requirement by the County to accept the New York State 250<sup>th</sup> Commemoration Commission grant for the relative existing and upcoming public programming and county-wide projects; now therefore be it

RESOLVED, that the Legislature authorizes and approves the County's submission, by the County Historian's Office, of its application for New York State 250<sup>th</sup> Commemoration funding administered through NYSED and awarded by the New York State 250<sup>th</sup> Commemoration Commission for the relative existing and upcoming public programming and county-wide projects; and be it further

RESOLVED, that this resolution shall take effect immediately.

State of New York  
County of Putnam



## New York State 250<sup>th</sup> Commemoration Commission

---

### County Agreement Letter

#### Introduction

Thank you for your continued participation in and enthusiasm for bringing the NY 250 Commemoration to your county. Your county is set to be allocated X based on a K-12 enrollment formula. We are in the final stages of the funding process and will be disbursing your allocation soon. As a final step, please read this document carefully and agree to the terms outlined within. Please sign, date, and notarize this document, and promptly scan it and send it to NYSED electronically, via NY250@nysed.gov. Thank you.

#### Agreement Terms

It is understood that our county/city may retain funds for countywide/citywide work and/or sub-grant some or all of funds to other local entities (e.g. municipal historians, heritage organizations, schools, libraries). In the case of such sub-allocations, it will be the responsibility of the primary designated entity, as specified in our NY250 County Allocation – Designation and Plan form, in our county/city to maintain records to adhere with all fund administration and reporting requirements as set forth by NYSED.

Name: \_\_\_\_\_

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

I agree

After funding is disbursed, it is understood that your county/city must:

Fully cooperate with and participate in marketing and social media activities with the NY 250 Commission and NYSED for all funded activities;

Submit a short close-out report summarizing the grant/subgrant activities and activity outcomes within 60 days of project completion or by September 2, 2026, whichever is earlier.

Name: \_\_\_\_\_

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

I agree



## New York State 250<sup>th</sup> Commemoration Commission

---

It is understood that your county/city will:

Periodically provide status updates for the NY 250 Commission;  
publicly post how your county/city is spending NY 250 funds.

Name: \_\_\_\_\_

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

I agree

It is understood that your county/city will

Utilize funds allocated for the creation of events, commemorations, activities,  
and historical commemoration events related to the NY 250 and Unfinished  
Revolution that foster community/civic engagement. Any questions about the  
applicability of such events for funding can be directed to NY250@nysed.gov.  
Keep funded events and activities open to the public;  
Keep funded events and activities free to the public.

Name: \_\_\_\_\_

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

I agree

It is understood that

Your county/city must publicize our events on the NY 250 and I Love NY  
websites

Your county/city must engage in co-branding with NY 250 (using NY 250  
logo)

If your county/city maintains social media accounts or sites, you should “tag”  
NY 250 and/or NYSED social accounts and consent to cross-promotion of  
events

Name: \_\_\_\_\_

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

I agree

It is understood that

Funding can be used for staffing and other costs associated with local 250  
events, including incidentals (e.g. insurance, security)

Any selection of vendors should adhere to NYS M/WBE requirements where  
applicable

Funding can be used for commission/purchasing/restoring of art or other  
historic documents, licenses, paintings, artwork

Name: \_\_\_\_\_

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

I agree



## New York State 250<sup>th</sup> Commemoration Commission

---

It is understood that

Your county/city will consider exploring partnerships with local school districts and BOCES. Contact information for your local BOCES can be found at

<https://www.boces.org/contact-a-boces/>.

Your county/city will consider reaching out to other local historical and arts organizations within your county/city to explore collaborations.

Name: \_\_\_\_\_

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

I agree

### Final Agreement

Name (Please Print): \_\_\_\_\_

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

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

Notary: \_\_\_\_\_



## New York State 250<sup>th</sup> Commemoration Commission

---

---

Office of State History, Cultural Education Center, Room 3023, Albany, NY 12230

518-474-0206 • [www.nysm.nysed.gov/revolutionaryny250](http://www.nysm.nysed.gov/revolutionaryny250)



WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



All, Prot, Audit

Reso

KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

6w.

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance *KJC*  
Re: Budgetary Amendment - **26A017**  
Date: March 2, 2026

2026 MAR -3 PM 1:32  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Increase Estimated Appropriations:**

10341000 54936 10238 Partnership initiative - IIDEP Grant 35,000  
*Ignition Interlock Device Enforcement Program*

**Increase Estimated Revenues:**

10341000 443105 10238 Fed Aid - IIDEP Grant 35,000

Fiscal Impact - 2026 - \$ 0

Fiscal Impact - 2027 - \$ 0

This Resolution is required to account for the Ignition Interlock Grant awarded to Putnam County as per the attached correspondence. Please forward to the appropriate committee.

Approved : \_\_\_\_\_  
Kevin M, Byrne, County Executive



## Division of Criminal Justice Services

**KATHY HOCHUL**  
Governor

**ROSSANA ROSADO**  
Commissioner

**MATTHEW CHARTON**  
Deputy Commissioner & Director

February 18, 2026

John Osterhout, Probation Director  
Putnam County Probation Department  
40 Gleneida Avenue  
Carmel, NY 10512

Dear Director Osterhout:

I am pleased to inform you that your jurisdiction is eligible to receive funding under the ~~Ignition Interlock Device Enforcement Program (IIDEP)~~ to cover your jurisdiction's eligible Ignition Interlock enforcement overtime costs up to \$35,000. This funding is provided by a federal Governor's Traffic Safety Committee grant and will be administered by the NYS Division of Criminal Justice Services (DCJS). This funding is for the period following the mandatory training component and, through September 16, 2026. Please note, this funding is only to be used for overtime costs incurred by the team you select, and will not cover costs after September 16, 2026, or after the \$35,000 award has been reimbursed.

During 2024, over 43,000 (<https://www.itsmr.org/>) people were arrested for Driving While Intoxicated (DWI) crimes in New York State, and as of September 30, 2025, more than 13,000 individuals were under probation supervision for a DWI. As you are aware, all individuals convicted of DWI are required, as a condition of sentence, to install and maintain an Ignition Interlock Device (IID) in any vehicles they own or operate. Individuals who continue to operate without an IID installed are not only violating the conditions of their sentence but also committing a new offense pursuant to Vehicle and Traffic Law (VTL) §1198. Accordingly, the IID Non-Installer Enforcement Program is intended to promote compliance with the IID requirements through collaborative enforcement activities and increased public awareness.

Putnam County was selected to participate in the IID Non-Installer Enforcement Program following review of data provided by the DCJS Office of Justice Research and Performance (OJRP) including the number of DWI arrests, DWI convictions, court-ordered installation of IIDs, and the number of VTL §1198 infractions recorded by the Department of Motor Vehicles (DMV).

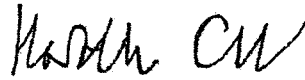
These federal funds require that a time keeping system be in place to document employee overtime expenses and that records can be produced and provided when requested by DCJS. As part of the State's efforts to streamline and improve payments to localities, this funding will be provided through reimbursement vouchers rather than a contract and is contingent upon the availability of funds.

The selected counties should compile all the data for participating law enforcement agencies and submit one voucher per county. Reimbursement is dependent on the timely submission of the required IIDEP Detailed Itemization of Personal Service Expenditures form and Claim for Payment. The IIDEP itemization and the claim for payment forms are due no later than September 16, 2026, and should be emailed to the DCJS Office of Budget and Finance at [dcjsGrantsUnitVoucherSubmittal@dcjs.ny.gov](mailto:dcjsGrantsUnitVoucherSubmittal@dcjs.ny.gov).

Should you have any programmatic questions please contact Michele Melendez, DCJS Office of Probation and Correction Alternatives at [Michele.Melendez@dcjs.ny.gov](mailto:Michele.Melendez@dcjs.ny.gov) or (518) 457-7277. Please direct any

questions regarding payment to the DCJS Office of Budget and Finance at [dcjsGrantsUnitVoucherInquiry@dcjs.ny.gov](mailto:dcjsGrantsUnitVoucherInquiry@dcjs.ny.gov). Thank you for your continued work on this important initiative.

Very truly yours,



Matthew Charton  
Deputy Commissioner and Director

cc: Rossana Rosado, DCJS Commissioner  
Katie Andersen, DCJS Deputy Commissioner, Office of Budget and Finance  
Community Correction Rep. 3 Frank Cangiano, DCJS- Office of Probation and Correctional Alternatives  
Community Correction Rep. 2 Leonard Price, DCJS- Office of Probation and Correctional Alternatives  
Community Correction Rep. 2 Michele Melendez, DCJS- Office of Probation and Correctional Alternatives  
Community Correction Rep. 2 Shanee Brown, DCJS- Office of Probation and Correctional Alternatives



WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



March - PERS  
March - Audit  
April - Full  
KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE  
RESO  
cc: All  
#60

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Interim Commissioner of Finance  
Re: Budgetary Amendment - 26A012  
Date: February 10, 2026

*WJC*

2026 FEB 11 PM 4:47  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of MH, DSS & Youth, the following budgetary amendment is required.

**Increase Estimated Appropriations:**

22070000 51000	(105) stipend Personnel Services <i>coordinator Child Advocacy Center</i>	3,000
22070000 52170	Kitchen Equipment & Appliances	4,000
22070000 54310	Office Supplies	300
22070000 54560	Equipment Rental Lease	2,160
22070000 54640	Education & Training	9,763
22070000 55870	Chargeback - Auto	200
22070000 58002	FICA	230
		<u>19,653</u>

**Increase Estimated Revenues:**

22070000 436233	State Aid - Child Advocacy Center	19,653
	Fiscal Impact - 2026 - \$ 0	
	Fiscal Impact - 2027 - \$ 0	

This Resolution is adjust DSS State Aid levels as per the attached request. Please forward to the appropriate committee.

Approved : : \_\_\_\_\_  
Kevin M, Byrne, County Executive

KEVIN BYRNE  
County Executive

SARA SERVADIO  
Commissioner

NICOLLE MCGUIRE  
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

February 5, 2026

TO: William Carlin, Commissioner of Finance

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

SUBJECT: DSS 2026 Budgetary Amendment

Your approval is requested to amend the 2026 Department of Social Services budget to include expenses funded in accordance with the following contract renewal awarded to the Child Advocacy Center for the period of 10/01/2025-09/30/2026. OCFS C030760 is a multi year agreement awarded by the New York State Office of Children & Family Services (OCFS) for the period of 10/01/2025-09/30/2030.

**Increase Estimated Revenue:**

22070000		OEOP CHILD ADVCY CTR	
	436233	CHILD ADVOCACY CENTER	\$19,653
		Total Estimated Revenues	\$19,653

**Increase Appropriations:**

22070000		OEOP CHILD ADVCY CTR	
	51000	PERSONNEL SERVICES	\$3,000 - lump sum payment
	52170	KITCHEN EQP AND APPLIANCES	\$4,000
	54310	OFFICE SUPPLIES	\$300
	54560	EQUIP RENTAL LEASE	\$2,160
	54640	EDUCATION AND TRAINING	\$9,763
	55870	CHRGBK AUTO ALL CTY VEHICLE	\$200
	58002	SOCIAL SECURITY	\$230

Total Appropriations \$19,653

Fiscal Impact (26) - 0 -

Fiscal Impact (27) - 0 -

Thank you for your time and consideration of this request.

Attachments:

CHILD ADVOCACY CENTER – OCFS GRANT DETAIL  
CONTRACT C030760 - STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE  
CONTRACT C030760 - ATTACHMENT B BUDGET SUMMARY

cc: Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau  
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau  
Marla Behler, Program Director Child Advocacy Center

**CHILD ADVOCACY CENTER - OCFS GRANT DETAIL**  
 CONTRACT NUMBER #C030760  
 10/01/2025-09/30/2026

GRANT EXPENSE DESCRIPTION	MUNIS DESCRIPTION	OBJECT CODE	APPROVED GRANT BUDGET
STIPEND AND LONGEVITY PAYMENT	PERSONNEL SERVICES	51000	3,000
CONTRACTUAL SPACE COSTS - CABINETS & SINK	KITCHEN EQP AND APPLIANCES	52170	4,000
OFFICE SUPPLIES	OFFICE SUPPLIES	54310	300
CONTRACTUAL SPACE COSTS - STORAGE	EQUIP RENTAL LEASE	54560	2,160
CONSULTANTS - KEYNOTE SPEAKER	EDUCATION AND TRAINING	54640	2,500
TRAINING AND STAFF DEVELOPMENT	EDUCATION AND TRAINING	54640	7,263
VEHICLE INSURANCE	CHRGBK AUTO ALL CTY VEHICLE	55870	200
FRINGE BENEFITS	SOCIAL SECURITY	58002	230
			<u>19,653</u>

**STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE**

<p>STATE AGENCY (Name &amp; Address):</p> <p>NYS Office of Children and Family Services 52 Washington Street Rensselaer, NY 12144</p>	<p>BUSINESS UNIT/DEPT. ID: CFS01 / 3400000</p> <p>CONTRACT NUMBER: C030760</p> <p>CONTRACT TYPE (select one):</p> <p><input checked="" type="checkbox"/> Multi-Year Agreement <input type="checkbox"/> Simplified Renewal Agreement <input type="checkbox"/> Fixed Term Agreement</p>
<p>CONTRACTOR NAME:</p> <p>PUTNAM COUNTY OF</p>	<p>TRANSACTION TYPE:</p> <p><input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal (list periods): <input type="checkbox"/> Amendment (list periods):</p>
<p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p>NYS Vendor ID Number: 1000002443 Federal Tax ID Number: 146002759</p>	<p>PROJECT NAME: MDT CAC</p> <p>ASSISTANCE LISTINGS (formerly CFDA) NUMBER (ALN) (Federally Funded Grants Only):</p>
<p>CONTRACTOR PRIMARY MAILING ADDRESS:</p> <p>40 Gleneida Ave CARMEL NY 10512</p> <p>CONTRACTOR PAYMENT ADDRESS:</p> <p><input type="checkbox"/> Check if same as primary mailing address</p> <p>40 Gleneida Ave CARMEL NY 10512</p> <p>CONTRACTOR MAILING ADDRESS:</p> <p><input type="checkbox"/> Check if same as primary mailing address</p> <p>40 Gleneida Ave CARMEL NY 10512</p> <p>CONTRACTOR PRIMARY E-MAIL ADDRESS:</p>	<p>CONTRACTOR STATUS:</p> <p><input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Municipality 370100000-000 <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption Status/Code: Government</p> <p><input type="checkbox"/> Sectarian Entity</p>

STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE

<p>CURRENT CONTRACT TERM:</p> <p>From: 10/01/2025      To: 09/30/2030</p> <p>AMENDED TERM:</p> <p>From:                      To:</p>	<p>CONTRACT FUNDING AMOUNT</p> <p>(<i>Fixed Term</i> - enter current period amount; <i>Simplified Renewal</i> - enter cumulative amount to date; <i>Multi-year</i> - enter total projected amount of the contract):</p> <p>CURRENT: 1,028,545.00</p> <p>AMENDED:</p> <p>FUNDING SOURCE(S)</p> <p><input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Other</p>
<p>ATTACHMENTS INCLUDED AS PART OF THIS AGREEMENT:</p> <p>Attachment Contract for Grants - Jan 2025</p> <p>Appendix A</p> <p>Attachment A-1</p> <p>Attachment A-2</p> <p>Attachment B - Budget</p> <p>Multi Year Budget Form</p> <p>Attachment C</p> <p>Attachment D</p> <p>Attachment MWBE</p>	

<b>Contractor Name:</b>	Putnam County Dept of Social Services
<b>Period of Budget:</b>	10/1/2025-9/30/30
<b>Contract Number:</b>	C030760

**ATTACHMENT B  
BUDGET SUMMARY**

(Rev. 1/8/02)

The purpose of this form is to document the budget for the proposed project. Indicate the amount of funds being requested to support the proposed project under "OCFS Funds."

Expense Category	Local Share/ Local Match (if applicable)	OCFS Funds	Total Project Cost
1	2	3	4
<b>A. Personal Services</b>			
1. Project Staff Salaries		\$544,670	\$544,670
2. Fringe Benefits		\$279,281	\$279,281
3. Total (Lines 1 + 2)	\$0	\$823,951	\$823,951
<b>B. Non-Personal Services</b>			
4. Contractual/Consultant		\$128,990	\$128,990
5. Travel/Per Diem		\$3,800	\$3,800
6. Equipment		\$0	\$0
7. Supplies		\$12,380	\$12,380
8. Other Expenses		\$61,424	\$61,424
9. Total (Total Lines 4 to 8)	\$0	\$204,594	\$204,594
<b>C. Project Total (Lines 3 + 9)</b>	\$0	\$1,028,545	\$1,028,545

<b>Local Match (if required)</b> Use *calculation below
--

\*Local Match Calculation = % of matching funds (if required in the RFP or contract agreement ) X OCFS grant award.

**Total costs** entered for each budget category above must reflect totals from attached Budget Sections.

**Local Share** refers to all funds other than this grant award, including in-kind contributions to support the project as described in the narrative section of the application. The type and amount of in-kind contributions should be specifically identified under the appropriate Budget Section. The total amount of the in-kind portion of Local Share should be entered in parenthesis next to Local Share Project Total space.

**OCFS Funds** are the funds you are requesting through this application.

**Total Cost** refers to the combined Local Share and Grant Funds for this project.

**Budget Narrative:** Complete the narrative section for each part of the budget. Instructions are included on the following application budget pages.

**Note:** All items in the Budget must be consistent with the goals and objectives of the Project Narrative. Additional budget narrative pages may be attached as necessary.

\* Total Project Cost must agree with Total Anticipated Revenue form as submitted with this application.

## Local Share/Match Breakdown

	Source	Amount
<b>A. Cash Donations</b>		
<b>B. In-Kind Donations</b>		
<b>C. Volunteers/Intern</b>		
<b>D. Fees for Service</b>		
<b>E. Unrestricted Cash or Fund Balance</b>		
<b>F. Grants:</b>		
- Other grants supporting this project		
<b>Amount of OCFS Funds</b>		\$1,028,545
<b>Non-OCFS Funds supporting this project</b>		
<b>Total</b>		\$1,028,545

Itemize amounts of assured revenue, potentially available funds, and estimated income from in-kind contributions to support this project.

Cash Donations should be calculated on the basis of what the applicant organization can realistically be expected to raise during the program year; attach a description of fund raising efforts.

In-Kind Donations refers to equipment, furnishings and other non-personal expenses that are donated to support the function of this project.

Volunteers (another type of in-kind contribution) refers to project personnel who donate their time to the functioning of this project. Volunteer job descriptions and timecards should be kept to substantiate this line item.

Unrestricted Cash or Fund Balance Unrestricted funds include all revenues that are not specifically restricted as to their use. Unrestricted funds include income from dues, publication sales, advertising sales, conference fees, mailing label sales, interest income from unrestricted funds, fees obtained in the execution of externally funded projects, and contributions.

Fees for Services refers primarily to income received from clients directly. In addition, any income received by the applicant organization for reimbursable activities funded by this contract such as counseling, training, speaking engagements, etc., must be listed here.

Grants refers not only to the amount being requested under this grant but also to monies received (or applied for) from another funding source for activities related to this contract, e.g., state, federal, local. Each grant must be listed separately under Section F.

**Multi-Year Contract Budget Development Form** Rev Jan 2023

**Contract #:** C030760

**Agency Name:** Putnam County Of

**Funding Year:** 10/1/25-9/30/30

	Budget Year 1	Budget Year 2	Budget Year 3	Budget Year 4	Budget Year 5	Total
<b>A - PERSONAL SERVICES EXPENSES</b>	10/1/25 - 9/30/26	10/1/26 - 9/30/27	10/1/27-9/30/28	10/1/28-9/30/29	10/1/29 - 9/30/30	

**A.1 - Position Title**

<b>1 - Salary</b>	\$105,397	\$104,839	\$108,171	\$111,415	\$114,848	\$544,670
<b>2 - Fringe Benefits</b>	\$54,465	\$53,667	\$55,372	\$57,033	\$58,744	\$279,281
<b>Personal Services Total</b>	\$159,862	\$158,506	\$163,543	\$168,448	\$173,592	\$823,951

**B - NON-PERSONAL SERVICES**

<b>4 - Contractual / Consultant Total</b>	\$26,698	\$29,698	\$25,198	\$25,198	\$20,158	\$126,990
<b>5 - Travel / Per Diem Total</b>	\$1,000	\$1,000	\$1,000	\$400	\$400	\$3,800
<b>6 - Equipment Total</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>7 - Supplies Total</b>	\$2,500	\$3,500	\$2,770	\$1,700	\$1,910	\$12,380
<b>8 - Other Total</b>	\$15,849	\$13,005	\$13,198	\$9,953	\$9,609	\$61,424
<b>Non-Personal Services Total</b>	\$45,847	\$47,203	\$42,166	\$37,251	\$32,117	\$204,594
<b>GRAND TOTAL</b>	\$205,709	\$205,709	\$205,709	\$205,709	\$205,709	\$1,028,545

Local Share/Match	Percent	Amount	Amount	Amount	Amount	Amount
	0.00%	0.00%	0.00%	0.00%	0.00%	\$0



**Personal Narrative**

\*Salaries are based on the position title and grade as determined by the Putnam County Personnel Department, the collective bargaining agreement, and the approved county budget, which includes COLA Annual raises and longevity bonuses when applicable.

Program Director (P) - This position is responsible for the day-to-day operations of the CAC. The position provides direct staff supervision and program oversight, consults with Management Advisory Board on policy and attends necessary local, regional and state meetings pertaining to the program. Position is responsible for program oversight including the development of contracts, performance targets, strategic plans and program policies and procedures.

(P) - Budget years 1-5 - OCFS= 34.07% of time on the project.

CAC Coordinator (P) - Position oversees and supervises the victim advocacy, mental health and outreach initiatives. Responsibilities include facilitating the CAC multidisciplinary team, coordinating and conducting forensic interviews, provides outreach and education in the community.

(P) - Budget years 1-5 - OCFS = 15% of time on the project.

Office Assistant (P) - This position is responsible for managing the CAC database, tracking cases, and providing support to CAC staff and multidisciplinary team (MDT) members. Additional duties include greeting families, supervising the waiting area, conducting client surveys, overseeing inventory and ordering supplies, generating statistical reports, and coordinating meeting schedules, training, and travel for MDT members. Salary includes an anticipated reclassification increase effective 1/1/2026 and an increase in hours from 30 to 35 per week.

(P) - Budget years 1-5 - OCFS = 75% of time on the project.

Stipend & Longevity Payment(s) (P) - This line will be used to cover staff recruitment, retention and/or longevity stipend(s) and/or payment(s) for programmatic positions listed within the budget during the budget period.

Fringe Benefits - The agency's fringe benefit rate based on positions assigned to this project is 51.19%

**Multi-Year Contract Budget Development Form**

**Contract #:** C030760  
**Agency Name:** Putnam County Of

Funding Year: 10/1/25-9/30/30	P/A	Budget Year 1	Budget Year 2	Budget Year 3	Budget Year 4	Budget Year 5	Total
		10/1/25 - 9/30/26	10/1/26 - 9/30/27	10/1/27-9/30/28	10/1/28-9/30/29	10/1/29 - 9/30/30	
<b>B4: Contractual / Consultant *</b>							
Consultant(s)	P	\$19,539	\$26,539	\$22,039	\$22,039	\$17,399	\$107,195
Contractual Space Cost(s)	P	\$7,159	\$3,159	\$3,159	\$3,159	\$3,159	\$19,795
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
<b>Contractual / Consultant Total:</b>		\$26,698	\$29,698	\$25,198	\$25,198	\$20,558	\$126,990

In the P/A column identify if the expense is Administrative (A) or Program (P) related. If a consultant is split between P and A, two lines should be used.  
\* Includes, but not limited to; rent, equipment rental and vehicle leases (if applicable)

Contractual/Consultant agreements will be uploaded to CMS prior to claiming. All subcontractors or consultant arrangements, including vendor, consultant, and purchase of service agreements to provide any services outlined in or associated with the project, must be by written agreement. All proposed agreements must be submitted to the OCFS Program Manager and have written approval by OCFS.

**Narrative**

Consultant(s) (P) - This line will be used for contracting with services including but not limited to district attorney and/or assistant district attorney to coordinate family cases, mental health and other therapist to assist with families individual needs, prosecute in criminal court cases, participate in case reviews and provide dispositions; trainers/keynote speakers to provide training and education to CAC staff and Team Members to provide continued education and maintain current awareness in sexual abuse cases and assist with professional development, policy and all activities that support the work plan and meeting performance targets and indicators. No one consultant will make 100k during the term of the contract.

Contractual Space Costs (P) - This line covers contractual occupancy cost(s). They may include, but are not limited to: rental/lease of space occupied by staff to conduct routine office work, visits with clients, or meetings. Additional costs may include, but are not limited to: moving expenses in the event of program relocation, landscaping, snow and garbage removal, storage, and minor renovations and repairs needed. (P)= 100% of total estimated cost and is not a shared expense.

\*\*Contractual/Consultant agreements will be uploaded to CMS prior to claiming. All subcontractors or consultant arrangements, including vendor, consultant, and purchase of service agreements to provide any services outlined in or associated with the project, must be by written agreement. All proposed agreements must be submitted to the OCFS Program Manager and have written approval by OCFS. Signed agreements equaling \$50,000 or 50% or more of the contract value, or as otherwise requested by OCFS, must be uploaded in CMS as a "contract-related document" prior to requesting reimbursement or receiving payment of related expenses.

# Multi-Year Contract Budget Development Form

<b>Contract #:</b> C030760							
<b>Agency Name:</b> Putnam County Of							
<b>Funding Year:</b> 10/1/25-9/30/30		<b>Budget Year 1</b>	<b>Budget Year 2</b>	<b>Budget Year 3</b>	<b>Budget Year 4</b>	<b>Budget Year 5</b>	<b>Total</b>
	<b>P/A</b>	10/1/25 - 9/30/26	10/1/26 - 9/30/27	10/1/27 - 9/30/28	10/1/28 - 9/30/29	10/1/29 - 9/30/30	
<b>B5. Travel / Per Diem Total*</b>							
Travel Expenses	p	\$1,000	\$1,000	\$1,000	\$400	\$400	\$3,800
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
<b>Travel / Per Diem Total</b>		<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$400</b>	<b>\$400</b>	<b>\$3,800</b>

In the P/A column identify if the expense is Administrative (A) or Program (P) related. If travel is split between P and A, two lines should be used.  
 \* Includes, but not limited to; type of travel (auto, air, train, etc.), conference fees, lodging, meals, and travel associated with outside training

All travel reimbursements will not exceed NYS travel rates in effect. Out of state travel must be pre-approved by your NYS OCFS Program Manager prior to when reservations/arrangements are made. Reimbursement for travel, lodging and mileage costs will not exceed the State rates then in effect. Travel, mileage and per diem rates must reflect the latest approved policies and rates set forth by the NYS Office of the State Comptroller (OSC). Rates apply based on where the destination is located, not the location of the program/agency.

**Narrative**

Travel Expenses (P) This line will be used to cover staff travel expenses to support the work plan and outcomes of the contract related tasks. Expenses may include, but are not limited to: travel to support activities listed in the work plan, such as conferences, staff development opportunities, trainings and meetings as they become available and are scheduled throughout the year. Other travel expense examples may include home visits, assessments, enrollments, intake and outreach, shadowing of staff on home visits, performing quality assurance at home visits, travel to local agencies, as well as travel to perform duties, meet performance goals, and meet client needs. Examples of cost may include, but are not limited to: mileage reimbursement, transportation cost (for airfare, car service, taxi, app-taxis or e-taxis such as Uber and Lyft, train, bus, metro cards, tolls) parking costs (excluding fines, such as parking and/or traffic violations), and valet, hotel, and per diem costs.

## Multi-Year Contract Budget Development Form

<b>Contract #:</b> C030760							
<b>Agency Name:</b> Putnam County Of							
<b>Funding Year:</b> 10/1/25-9/30/30		<b>Budget Year 1</b>	<b>Budget Year 2</b>	<b>Budget Year 3</b>	<b>Budget Year 4</b>	<b>Budget Year 5</b>	<b>Total</b>
		10/1/25 - 9/30/26	10/1/26 - 9/30/27	10/1/27 - 9/30/28	10/1/28 - 9/30/29	10/1/29 - 9/30/30	
	<b>P/A</b>						
<b>B6. Equipment*</b>							
Computer/Technology Devices/Equipment and Property	p	\$0	\$0	\$0	\$0	\$0	\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
<b>Equipment Total:</b>		\$0	\$0	\$0	\$0	\$0	\$0

In the P/A column identify if the expense is Administrative (A) or Program (P) related. If equipment is split between P and A, two lines should be used.  
 \* See Contract Development Instructions and sample budget regarding state and federal cost per unit instructions for equipment and supplies  
 \* List by equipment category

Contractor must maintain adequate records on all equipment purchases; this includes equipment purchased by subcontractors. See Contract Development Instructions for items that must be included on the equipment inventory list. Upon request from OCFS, the contractor must provide an equipment inventory list that includes model and serial numbers for all equipment purchases included on the claim expense report.

**Narrative**

Computer/Technology Devices/Equipment and Property (P) - This line will be used to incorporate any reasonable equipment expenses, based on program need, which may arise throughout each year and would not otherwise be covered by local share or within other budget categories. Examples of purchases may include, but are not limited to: computing devices, printers, printer/copiers, furniture and property defined in the contract terms and conditions.

## Multi-Year Contract Budget Development Form

**Contract #:** C030760

**Agency Name:** Putnam County Of

**Funding Year:** 10/1/25-9/30/30

		Budget Year 1	Budget Year 2	Budget Year 3	Budget Year 4	Budget Year 5	Total
	P/A	10/1/25 - 9/30/26	10/1/26- 9/30/27	10/1/27-9/30/28	10/1/28-9/30/29	10/1/29 - 9/30/30	
<b>B7. Supplies*</b>							
Office Supplies	p	\$800	\$800	\$800	\$500	\$710	\$3,610
Program Supplies	p	\$1,500	\$2,500	\$1,770	\$1,000	\$1,000	\$7,770
Printing/Copying and Outreach Supplies	p	\$200	\$200	\$200	\$200	\$200	\$1,000
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
<b>Supplies Total</b>		<b>\$2,500</b>	<b>\$3,500</b>	<b>\$2,770</b>	<b>\$1,700</b>	<b>\$1,910</b>	<b>\$12,380</b>

In the P/A column identify if the expense is Administrative (A) or Program (P) related. If supplies are split between P and A, two lines should be used. \* List by major category of supply items (i.e. office supplies, program supplies, janitorial, general, etc).

\*See Contract Development Instructions and sample budget regarding state and federal cost per unit instructions for equipment and supplies

**Office Supplies (P)** - Office supplies may include, but are not limited to: paper, pens, folders, binders, paper clips, highlighters, staplers, staples, post-it notes, toner and small office equipment.

**Program Supplies (P)** - This line will be used to purchase program resources used by staff and clients within the program to educate and provide outreach and awareness on child abuse and maltreatment. Supplies may include but are not limited to; dvd's, books, workbooks, puppets, games, toys, craft supplies, paints, and/or additional supplies needed that can be used for the resource library for education for team members, parents and children.

**Printing/Copying and Outreach Supplies (P)** - This line will be used to support staff and families as we carry out the program in a manner consistent with the work plan and achievement of outcomes. This line will also support outreach and promotion of the program. Examples of supplies and costs may include, but are not limited to: paper, toner, outreach items, brochures and printed material as well as maintenance and repair of copier and printers, as needed. This is 100% utilized by the program but due to budget constraints we are only able to charge a portion of the estimated annual cost.

\*The volume and types of supplies under this category may differ slightly from year to year based on program needs.

**Multi-Year Contract Budget Development Form**

**Contract #:** C030760

**Agency Name:** Pulnam County Of

**Funding Year:** 10/1/25-9/30/30

	P/A	Budget Year 1	Budget Year 2	Budget Year 3	Budget Year 4	Budget Year 5	Total
		10/1/25 - 9/30/26	10/1/26 - 9/30/27	10/1/27-9/30/28	10/1/28-9/30/29	10/1/29 - 9/30/30	
<b>B8. Other*</b>							
Dues and Memberships	P	\$6,400	\$1,050	\$3,500	\$1,100	\$1,100	\$13,150
Technology/Communication Expenses	P	\$1,785	\$1,786	\$1,786	\$1,786	\$1,786	\$8,930
Training and Staff Development	P	\$7,263	\$9,263	\$7,712	\$6,877	\$6,523	\$38,344
Vehicle Insurance	P	\$200	\$200	\$200	\$200	\$200	\$1,000
Unforeseen Miscellaneous Expenses	P	\$0	\$0	\$0	\$0	\$0	\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
<b>Other Total</b>		\$16,649	\$13,005	\$13,198	\$13,863	\$9,609	\$61,424

In the P/A column identify if the expense is Administrative (A) or Program (P) related. If other expenses are split between P and A, two lines should be used. \*Items not in any other category of budget (i.e. Space/Occupancy costs, Operating Expenses, Printing Services, Miscellaneous Expenses)

**Narrative**

Dues and Memberships (P) - Examples of dues and memberships are but not limited to NYSCA, NCA, Regional Chamber of Commerce and registration with CHAR 500 and the American Professional Society on the Abuse of Children (APSAC). These dues and memberships are annual program related costs and expenses and are subject to change annually.

Technology/Communications Expenses (P) - This line will be used for, but not limited to: internet service (Wi-Fi), office phones and/or cell phones. Expenses may include, but are not limited to: purchase and/or replacement of the items, recurring costs and repairs as needed during the contract term. (P)= 100% of agency shared cost.

Training and Staff Development (P) - This line item is to help develop skills and define roles and responsibilities throughout the program. This line will be used for trainings, conferences and curriculum relevant to the needs of the program, including but not limited to: staff and professional development, work plan and targets. Estimated cost will cover registration fees, materials/supplies, space for training, and/or payment for a trainer/speaker, which may include their travel expenses (not to exceed the NYS Travel Rates and not included in contractual/consultant agreements).

Vehicle Insurance (P): Covers annual cost to insure CAC vehicle. The rate reflects the County's negotiated group policy, which provides comprehensive coverage at a reduced cost through pooled purchasing.

Unforeseen Miscellaneous Expenses (P) - This line will be used to incorporate unforeseen expenses that align with or support the contract's work plan, goals, and objectives and are not included in other budget categories. This line may not be used without prior approval by your OCFS Program Manager.



WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



Peris. - 3-12-26  
Audit 3-30-26  
KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE  
Full - 4-7-26

CO-ARCP  
Reso  
#6p

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance  
Re: Budgetary Transfer - 26T023  
Date: February 24, 2026

*KJC*

At the request of the Commissioner of MH, DSS and Youth, the following budgetary amendment is required.

**Increase Estimated Appropriations:**

10120000 51091 Pay Differential 2,527  
*Social Services - Overhead*

**Decrease Estimated Appropriations:**

10104000 51000 (130) Personnel Services - vacant 2,527  
*Social Services - Account Clerk II*  
*Admin Medicaid Eligible*  
Fiscal Impact - 2026 - \$ 0  
Fiscal Impact - 2027 - \$ 0

This Resolution is required to provide for a pay differential related to the Director of Eligibility position as per the attached correspondence. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive

2026 FEB 25 AM 11:09  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

KEVIN BYRNE  
County Executive

SARA SERVADIO  
Commissioner

NICOLLE MCGUIRE  
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

February 19, 2026

TO: William Carlin, Commissioner of Finance

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

SUBJECT: DSS 2026 Budgetary Amendment

The Department of Social Services is seeking approval for a pay differential directly related to backfill of the **Director of Eligibility** role during its vacancy from 03/01/2026 – 04/30/2026. This request will compensate the current Coordinator of Temporary Assistance for their efforts in management and execution of tasks and responsibilities to that of the Director of Eligibility.

An adjustment is requested at an annual rate of the 2026 Adopted Budget for position #601020110 for compensation of this PuMa title (\$8.2036 / hour). To support the increase, funds are being utilized from a vacant Account Clerk II position within the Medicaid unit.

**Increase Appropriations:**


10120000	SS PROGRAM ADMN OVHD	
51091	PAY DIFFERENTIAL	\$2,526.71

**Decrease Appropriations:**

10104000	SS PROG ADMN MA ELGB	
51000 (130)	PERSONNEL SERVICES	\$2,526.71

Fiscal Impact (26)	-0-
Fiscal Impact (27)	-0-

Thank you for your time and consideration of this request.

cc:  Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau  
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau  
Adriene Iasoni, Acting Personnel Officer



**WILLIAM J. CARLIN, Jr. CPA**  
Commissioner Of Finance



*cc All, Pers, Audit*  
**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

*Reso*  
*#69*

DEPARTMENT OF FINANCE

**MEMORANDUM**

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance *KJC*  
Re: Budgetary Transfer - **26T044**  
Date: March 1, 2026

2026 MAR -3 PM 1:32  
LEGISLATURE  
PUTNAM COUNTY  
CARNEL, NY

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

**Increase estimated appropriations:**

15311000 51000 (104)	Personnel Services <i>Senior Office Assistant</i>	70,834
15311000 58001	Retirement	7,210
15311000 58002	FICA	5,419
15311000 58004	Workers Compensation	971
15311000 58006	Dental	2,065
15311000 58008	Health	16,050
15311000 58009	Vision	242
		<u>102,791</u>

*Civil*

**Decrease estimated appropriations:**

32311000 51000 (105)	Personnel Services <i>Senior Office Assistant</i>	70,834
32311000 58001	Retirement	7,210
32311000 58002	FICA	5,419
32311000 58004	Workers Compensation	971
32311000 58006	Dental	2,065
32311000 58008	Health	16,050
32311000 58009	Vision	242
		<u>102,791</u>

*BCI*

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

This budgetary transfer will allocate an administrative position from the BCI Division to the Civil Division as per the attached correspondence. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive



# PUTNAM COUNTY SHERIFF'S OFFICE

Three County Center  
Carmel, New York 10512  
(845) 225-4300



BRIAN M. HESS  
SHERIFF

JAMES T. MENTON  
UNDERSHERIFF

February 26, 2026

Mr. William J. Carlin Jr.  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, NY 10512

Dear Commissioner Carlin:

I am requesting an amendment to the 2026 Putnam County Sheriff's Department budget to correct personnel services allocation between the BCI and Civil Divisions. This adjustment is strictly administrative in nature and does not impact the overall budget. The amendment is necessary to accurately reflect the intended allocations with operational structure and to ensure accurate supervisory oversight and financial reporting.

Specifically, this request will transfer position number 311032105 and all associated fringe, effective January 1, 2026, to a newly established position number within the Civil Division (311015XXX).

Respectfully,

Dominick L. Chiumento  
Captain - Administration



**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc All  
Pers  
Audit  
Full-APRIL*

*Reso  
#6r.*

**TO: COMMISSIONER OF FINANCE**  
**FROM: THOMAS FEIGHERY, COMMISSIONER OF DPW**  
**DEPT: DPW**  
**DATE: March 2, 2026**

**I hereby request approval for the following transfer of funds: 2026**

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10711000 51000 10130 PER/SR ACCT CLK	10711000 51000 10131 PER/PRINC ACCT CLK	\$64,550.00	TO CHANGE TITLE AND RECLASS POSITION FROM SR ACCT CLERK TO PRINCIPAL ACCOUNT CLERK <i>in Parks</i>
10711000 51000 10124 PER/FARM ASSIT	10711000 51000 10131 PER/PRINC ACCT CLK	\$4,326.00	BALANCE NEEDED TO COVER RECLASS FROM SR ACCT CLR TO PRIN ACCT CLK RETRO TO JAN 1, 2026 <i>in Parks</i>
		<u>\$68,876.00</u> ✓	

2026 MAR -4 PM 4:00  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2026 Fiscal Impact \$\_0\_  
2027 Fiscal Impact \$\_0\_

  
 Department Head Signature/Designee 1/2/26  
Date

AUTHORIZATION:

26T045

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

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

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

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

26T045

**ADRIENE IASONI**  
ACTING PERSONNEL OFFICER



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

February 27, 2026

Classification/Reclassification Notice

Thomas Feighery  
Commissioner of the Department of Public Works

Via email

Dear Commissioner Feighery,

Our office has completed a review of the below referenced form and documentation that you submitted for a job classification evaluation or re-evaluation:

- Job Classification Questionnaire (Form 220) Dated 02/17/2026
- New Position Duties Statement (Form 222) Dated \_\_\_\_\_.
- Request for Additional Position(s) in an Already Established Classification (Form 222A) Dated \_\_\_\_\_.

Please be advised that, pursuant to Civil Service Law, Section 22, we have classified this position as Principal Account Clerk in the Competitive jurisdictional classification. Please see requirements below.

Please Note:

- Competitive Jurisdictional Classification requires: Permanent appointment from an appropriate eligible list, now or subsequent to an approved provisional appointment, should this position be adopted as a position in your department or agency.
- Non-Competitive Jurisdictional Classification requires: Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- Labor Jurisdictional Classification requires: Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- Exempt Jurisdictional Classification requires: Appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.

In order to best assess next steps, we will need some information from your department/agency. Please have a supervisor or department head complete page two (2) and return to me as soon as possible. This will ensure that the process is handled as quickly as possible.

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

Sincerely,

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

Virginia Redon  
Senior Personnel Specialist

Putnam County Personnel Department  
Classification/Reclassification Checklist

Name: Thomas Feishery Title: Commissioner DFW  
Municipality: Putnam County Department: DFW  
Preferred contact information: Kecianne Knapp 4013 Joe Bellocci

For employee title re-classification:

- We plan on moving forward with this classification. Please advise as to next steps.
- We have financial approval for this classification, please send the current eligible list/order exam.
- We do not plan on moving forward with this classification. Please advise as to next steps.
- We do not agree with this decision. Please advise as to next steps.

For new titles:

- We plan on moving forward with this classification.
- We have financial approval for this classification, please send the current eligible list/order exam.
- We have a provisional/internal applicant we would like to place in this position.  
The name of the employee is \_\_\_\_\_
- We do not have an internal applicant and/or we would like to hold an Open Competitive Exam if there is no list.

The approved salary for this title is: \$68,876

Important Notes:

- Position(s) titles listed as PJC (pending jurisdictional classification) will require a request by our office to the New York State Civil Service Commission for approval to add such titles to the Putnam County Civil Service Rules and Appendices. Please contact our office for further guidance.
- Before appointing a provisional- please be sure that they meet the minimum qualifications. They will not be allowed to take the test if they do not meet the minimum qualifications.
- Provisional appointments will affect your employee probationary period. As per recent NYS legislation, all time spent as a provisional must count as part of the probationary period. Therefore, if an employee is provisional longer than the probationary period, once they receive their permanent appointment, they will be permanent and no longer on probation.



WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

*ECO - MARCH  
Audit - MARCH*

*Reso*

*Full mtg*

*April*

*#Cos*

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance  
Re: Budgetary Amendment - **26A011**  
Date: February 6, 2026

*WJC*

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2026 FEB 10 AM 11:28

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

**Increase Estimated Appropriations:**

10641000 54313	Books & Supplements	8,000
10641000 54664	Advertising	1,316

**Decrease Estimated Appropriations:**

10641000 54328	I LOVE NY PROGRAM	18,632
----------------	-------------------	--------

**Decrease Estimated Revenues:**

10641000 437151	State Aid - I LOVE NY PROGRAM	9,316
-----------------	-------------------------------	-------

Fiscal Impact - 2026 - \$ 0

Fiscal Impact - 2027 - \$ 0

This Resolution will account for a funding reduction from the NYS I LOVE NY PROGRAM. Please forward to the appropriate committee.

Approved : \_\_\_\_\_  
Kevin M, Byrne, County Executive

PUTNAM COUNTY

Kevin Byrne  
County Executive

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

Tara Keegan  
Tourism Director



MEMORANDUM

To: William Carlin, Commissioner of Finance  
From: Tara Keegan, Director of Tourism  
Date: February 6, 2026  
Subject: Budgetary Request – Department of Tourism

---

The Department of Tourism is requesting an adjustment to the allocation of funds of our I Love NY Budgetary Line (Line No. 10641000.54328). I Love NY reduced our funding. We would like to request a transfer of \$9,316.00, which is the County portion to be split and moved into our Books & Supplements line (Line No. 10641000.54313) and Advertising line (Line No. 10641000.54664). \$8,000.00 into Books & Supplements (Line No. 10641000.54313) and \$1,316.00 in Advertising (Line No. 10641000.54664).

The \$8,000.00 will be utilized to obtain vital visitor data, from ROVE, to better understand tourism trends in Putnam County, and to ensure our Tourism dollars are being used wisely. We are collaborating with our Tourism partners in the Hudson Valley to collect this important data. This collaboration to acquire data results in a cost savings to Putnam through a co-op. This is data that the legislature is keen on learning and wanted more information on based on our discussion with them in the Fall.

This request would have no fiscal impact as this money has already been allocated to our budget.

Thank you for your time and consideration of this request.

  
\_\_\_\_\_  
Tara Keegan, Director of Tourism

**GRANT ACCEPTANCE FORM**

**2026 New York State Tourism Matching Funds**

**Putnam County Tourism** accepts this grant in the amount of **\$50,684**, including **\$ 0** for cricket. We understand that this document constitutes our agency's agreement to abide by the terms, conditions, and provisions of the 2026 Tourism Matching Funds Guidelines, policies, procedures, and rulings established by the Department of Economic Development (the "Department") and our approved marketing plan.

Matching funds authorization may be terminated if an agency is not complying with the original marketing plan as outlined in its application; or if any funds have been lost, misapplied, or otherwise diverted or expended for purposes other than those purposes for which these funds were provided.

If an agency does not abide by the terms, conditions, and provisions of the 2026 Tourism Matching Funds Guidelines, policies, procedures and rulings of the Department, the Department, in its sole discretion, may withhold payment, reduce the amount payable to the agency, terminate grant authorization, reclaim any State monies advanced and/or take any other action it deems appropriate.

On behalf of **Putnam County Tourism**, I have read the 2026 Matching Funds guidelines and agree to its terms.

\*By signing this document, it is attested no part of the form contents, as presented, have been altered by the recipient.

Signature (X): *Tara Keegan*

AGREED TO AND ACCEPTED:

By: *Tara Keegan*  
Title: *Director of Tourism*  
Date: *December 15, 2025*

STATE OF NEW YORK

COUNTY OF Putnam

SS:

On the 15<sup>th</sup> day of December in the year 2025, before me, the undersigned notary public, personally appeared Tara Marie Keegan, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

*Teresa E Carlin* Notary Public

TERESA E CARLIN  
NOTARY PUBLIC, STATE OF NEW YORK  
Registration No. 04CA0031208  
Qualified in Putnam County  
Commission Expires November 20, 2028



WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

CC: All  
Audit - 3/30  
Reso  
Full April  
#6t.

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance *WJC*  
Re: Budgetary Amendment - 25A128  
Date: March 23, 2026

2026 MAR 23 PM 12:27  
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 136,683.00

**Decrease estimated appropriations:**

SEE ATTACHED SHEET 87,000.00

**Increase estimated revenues:**

SEE ATTACHED SHEET 1,983,888.00

**Decrease estimated revenues:**

SEE ATTACHED SHEET 1,934,205.00

**ROAD FUND:**

**Increase estimated appropriations:**

SEE ATTACHED SHEET 31,300.00

**Increase estimated revenues:**

SEE ATTACHED SHEET 171,978.00

**Decrease estimated revenues:**

SEE ATTACHED SHEET 140,678.00

Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to record year end journal entry #4 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	25117100	54125		188 INDIGENT LEGAL SERVICES	100,000.00				ADJUST TO ACTUAL
01	10116500	55370		CHARGEBACK AUTOMOTIVE	1,653.00				ADJUST TO ACTUAL
01	10131000	55314		CHARGEBACK POSTAGE	2,150.00				ADJUST TO ACTUAL
01	10136200	410511		LOSS ON SALE - TAX ACQUIRED PROPERTIES				429,864	ADJUST TO ACTUAL
01	10142000	427350	10202	OPIOD SETTLEMENT FUNDS				70,000.00	ADJUST TO ACTUAL
01	10161000	427701		UNCLASSIFIED				55,400	ADJUST TO ACTUAL
01	10314000	43089H		PRIOR YEARS EXP - STATE				39,840	ADJUST TO ACTUAL
01	10315000	433312		STATE READY PRISONERS			33,000		ADJUST TO ACTUAL
01	10131000	427011		REFUND PRIOR YEAR EXPENDITURES			1,400,000		ADJUST TO PROJECTION
01	10131000	447011	10175	COVID TEST SITES			13,042		ADJUST TO ACTUAL
01	10131000	427701		EOWHC - MS4 CREDIT			16,429		ADJUST TO ACTUAL
01	25851300	423890		MISCELLANEOUS REVENUE - SPCA				50,000	ADJUST TO ACTUAL
01	25851300	54950		COUNTY CONTRIBUTION - SPCA		50,000			ADJUST TO ACTUAL
01	10131000	428501		TRANSFER FROM CAPITAL FUND			27,199		ADJUST TO ACTUAL
01	10131000	449898	52403	FED AID - BOILER REPLACEMENTS			155,000		ADJUST TO ACTUAL
01	10131000	449898	52404	FED AID - GATE IMPROVEMENTS				125,000	ADJUST TO ACTUAL
01	10134500	54783		LICENSING & ACCESSORIES		37,000			ADJUST TO ACTUAL
01	10131000	449898	52212	FED AID - GOLF RENOVATIONS				363,121	ADJUST TO ACTUAL
01	10143000	427011		REFUND PRIOR YEAR EXPENDITURES			19,202		ADJUST TO ACTUAL
01	10161000	412952		CHARGEBACK - COPIERS			7,032		ADJUST TO ACTUAL
01	10315000	422641		PRISONER BOARD				10,000	ADJUST TO ACTUAL
01	10014000	433052		EMERGENCY MGMT 708				24,000	ADJUST TO ACTUAL
01	10610900	54495		PAYMENTS TO RECIPIENTS EAF	15,526				ADJUST TO ACTUAL
01	10607000	54471		DAY CARE	7,721				ADJUST TO ACTUAL
01	10431000	51094	10227	TEMPORARY	2,679				ADJUST TO ACTUAL
01	10607000	54493		PAYMENTS TO RECIPIENTS	2,650				ADJUST TO ACTUAL
01	10315000	51091		PAY DIFFERENTIAL	2,312				ADJUST TO ACTUAL
01	10101000	51000	10233	PERSONNEL SERVICES	1,225				ADJUST TO ACTUAL
01	13311000	54636		INTERNET COSTS	401				ADJUST TO ACTUAL
01	10131000	58001		RETIREMENT	366				ADJUST TO ACTUAL
01	10131000	424011		INTEREST EARNINGS			257,584		ADJUST TO ACTUAL
01	10131000	427161		USE OF FUND BALANCE				822,380	ADJUST TO PROJECTION
02	10514400	55565		CHARGEBACK - EQUIPMENT COUNTY OWNED	136,683	87,000	1,983,888	1,934,205	ADJUST TO ACTUAL
02	10514400	427011		REFUND PRIOR YEAR EXPENDITURES	31,300		116,800		ADJUST TO PROJECTION
02	10514400	423021		SNOW & ICE REMOVAL OTHER GOVERNMENTS			55,178		ADJUST TO ACTUAL
02	02021310	427161		USE OF FUND BALANCE				140,678	ADJUST TO PROJECTION
					31,300		171,978	140,678	



**§ 41-3 Delegation of authority and general intent of policy.**

**A. Delegation of authority. The administration of the investment program is delegated to the Commissioner of Finance, pursuant to § 4.02(a) of the Putnam County Charter. The Commissioner of Finance shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe that responsibilities and levels of authority for key individuals involved in the investment program.**

**B. General intent of policy.**

**(1) Prudence.**

**(a) All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in Putnam County to govern effectively.**

**(b) Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived. All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.**

**(2) Diversification. It is the policy of Putnam County to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling. The Finance Officer shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually.**

**Section 3.**

**Section 41-5 of the Putnam County Code is hereby amended to read as follows:**

**§ 41-5 Designation of official depositories.**

The following list of banks and trust companies, and their successors and assigns, are authorized for the deposit of monies up to the maximum amounts:

<b>Depository Name</b>	<b>Maximum Amount</b>
Adirondack Bank	\$75,000,000
Bank of America	\$75,000,000
Bank of Greene County	\$75,000,000
Bank United	\$75,000,000
BankOnBuffalo	\$75,000,000
Beacon Bank	\$75,000,000
C&N	\$75,000,000
Canandaigua National Bank	\$75,000,000
Capital One Bank	\$75,000,000
Citizens Bank	\$75,000,000
Community Bank	\$75,000,000
Customers Bank	\$75,000,000
Evans Bank	\$75,000,000
Fairfield County Bank	\$75,000,000
Five Star	\$75,000,000
FlagStar Bank	\$75,000,000
Flushing	\$75,000,000
Genesee Regional Bank	\$75,000,000
Glens Falls National Bank and Trust/ Saratoga National Bank and Trust	\$75,000,000
Hanover Community Bank	\$75,000,000
JP Morgan Chase Bank NA	\$75,000,000
Lyons National Bank	\$75,000,000
M&T Bank	\$75,000,000
Metropolitan Bank	\$75,000,000
Modern Bank	\$75,000,000
NBT Bank	\$75,000,000
Pathfinder Bank	\$75,000,000
Pioneer Bank	\$75,000,000
Putnam County National Bank	\$75,000,000
Raymond James Bank	\$75,000,000

<b>Depository Name</b>	<b>Maximum Amount</b>
RBC	\$75,000,000
Santander Bank	\$75,000,000
Solvay Bank	\$75,000,000
TD Bank	\$75,000,000
Tioga Bank	\$75,000,000
Tompkins Mahopac National Bank	\$75,000,000
Upstate National Bank	\$75,000,000
Valley Bank	\$75,000,000
Wayne Bank	\$75,000,000

**Section 4.**

Section 41-6 of the Putnam County Code is hereby amended to read as follows:

**§ 41-6 Collateralizing of deposits.**

In accordance with the provisions of General Municipal Law § 10, all deposits of Putnam County, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- A. By a pledge of eligible securities with an aggregate market value, as provided by General Municipal Law § 10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy;
- B. By an eligible irrevocable letter of credit issued by a qualified bank other than the bank with the deposits in favor of Putnam County for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements; or
- C. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

- D. A pledge of a pro rata portion of a pool of eligible securities, having in the aggregate a market value at least equal to the aggregate amount of deposits from all such officers within New York State at the bank or trust company.
- E. An “irrevocable letter of credit” issued in favor of Putnam County by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

### **Section 5.**

**Section 41-7 of the Putnam County Code is hereby amended to read as follows:**

#### **§ 41-7 Safekeeping and collateralization.**

- A. Eligible securities used for collateralizing deposits, made by the Finance Officer of Putnam County, shall be held by a third-party bank or trust company (for purposes of this policy, a trust company is deemed to be a third-party if it is a separately chartered corporation than a bank) subject to security and custodial agreements approved by the County Attorney.
- B. The security agreement shall provide that the eligible securities are being pledged to secure Putnam County deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default.
- C. The custodial agreement shall include all provisions necessary to provide Putnam County a perfected security interest in the securities pledged as collateral and shall provide the following:
  - (1) The securities held by the authorized bank or trust company as agent of and custodian for Putnam County will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the security for any other deposit or other liabilities.
  - (2) The custodian shall confirm the receipt, substitution or release of the securities held on behalf of Putnam County.
  - (3) The frequency of revaluation of eligible securities and the substitution of collateral when a change in the rating of a security may cause ineligibility must be provided.

- (4) The types of collateral used to secure County deposits must be in accordance with the most current legislation authorizing various types of collateral and approved by the County.
- (5) The County requires a margin of maintenance of 102% of the uninsured portion of deposits collateralized.
- (6) The County prefers written consent from the Commissioner of Finance (but will accept a telephone call and subsequent confirmation by the Commissioner of Finance) for the release and substitution of securities affecting the County's custodial account.
- (7) The County requires the banking depository to provide blank assignment forms of the pledged collateral to the custodial bank in the event that the depository bank defaults.
- (8) The County requires a monthly (quarterly if approved by the Commissioner of Finance) update on third party collateral security (end of month statement).
- (9) The County requires that there be no subcustodian.

## **Section 6.**

**Section 41-8 of the Putnam County Code is hereby amended to read as follows:**

### **§ 41-8 Permitted investments.**

- A. As authorized by General Municipal Law § 11, Putnam County authorizes the Commissioner of Finance to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:**
- (1) Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in New York State;
  - (2) Through a deposit placement program, certificates of deposit in one or more "banking institutions," as defined in Banking Law Section 9-r;
  - (3) Obligations of the United States of America;

- (4) Obligations guaranteed by agencies of the United States of America, where the payment of principal and interest are guaranteed by the United States of America;**
- (5) Obligations of the state: With the approval of the state comptroller, obligations issued pursuant to Local Finance Law Section 24.00 or 25.00 (i.e., Tax Anticipation Notes and Revenue Anticipation Notes) by any municipality, school district, or district corporation in New York State other than the County of Putnam;**
- (6) General obligation bonds and notes of any state other than New York State, provided that such bonds and notes receive the highest rating of at least one independent rating agency designated by the state comptroller;**
- (7) Obligations of any corporation organized under the laws of any state in the United States maturing within 270 days, provided that such obligations receive the highest rating of two independent rating services designated by the state comptroller, and that the issuer of such obligations has maintained such ratings on similar obligations during the preceding six months; provided, however, that the issuer of such obligations need not have received such rating during the prior six month period if such issuer has received the highest rating of two independent rating services designated by the state comptroller and is the successor or wholly-owned subsidiary of an issuer that has maintained such ratings on similar obligations during the preceding six month period, or if the issuer is the product of a merger of two or more issuers, one of which has maintained such ratings on similar obligations during the preceding six-month period; provided, however, that no more than \$250,000,000 may be invested in such obligations of any one corporation;**
- (8) Bankers' acceptances maturing within 270 days which are eligible for purchase in the open market by federal reserve banks and which have been accepted by a bank or trust company which is organized under the laws of the United States or of any state thereof, and which is a member of the federal reserve system and whose short-term obligations meet the criteria outlined in Subsection A(7) of this section; provided, however, that no more than \$250,000,000 may be invested in such bankers' acceptances of any one bank or trust company;**
- (9) Obligations of, or instruments issued by, or fully guaranteed as to principle and interest by, any agency or instrumentality of the United States acting pursuant to a grant of authority from the Congress of the United States, including but not limited to, any federal home loan bank or banks, the Tennessee Valley Authority, the federal national mortgage association, the federal home loan mortgage corporation, and the United States postal service; provided, however, that no more than \$250,000,000 may be invested in such obligations of any one agency; or**

**(10) No-load money market mutual funds registered under the Securities Act of 1933, as amended, and operated in accordance with Rule 2a-7 of the Investment Company Act of 1940, as amended, provided that such funds are limited to investments in obligations issued or guaranteed by the United States of America, or in obligations of agencies or instrumentalities of the United States of America, where the payment of principal and interest are guaranteed by the United States of America (including contracts for the sale and repurchase of any such obligations) and are rated in the highest rating category by at least one nationally recognized statistical rating organization; provided, however, that no more than \$250,000,000 may be invested in such funds.**

**B. All investment obligations shall be redeemable on respective maturity dates as determined by the Putnam County Commissioner of Finance in order to meet expenditure obligations for purposes for which the moneys were provided.**

### **Section 7.**

**Section 41-10 of the Putnam County Code is hereby amended to read as follows:**

#### **§ 41-10 Purchase of investments.**

**A. The Commissioner of Finance is authorized to contract for the purchase of investments.**

**(1) By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller's Opinion No. 88-46, and the specific program has been approved by the Putnam County Legislature.**

**(2) By utilizing eligible cash management program(s), approved by the Putnam County Legislature in which can be invested a maximum amount of \$75,000,000 in each. program.**

**B. All purchased obligations, unless registered or inscribed in the name of Putnam County, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed, in writing, to Putnam County by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law § 10.**

**C. The custodial agreement shall provide that securities held by the bank or trust**

**company, as agent of and custodian for, Putnam County, will be kept separate and apart from the general assets of the custodial bank or trust company, and will not in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of securities. Such agreement shall include all provisions necessary to provide Putnam County a perfected interest in the securities.**

**Section 8.**

**This Local Law shall take effect immediately.**

WILLIAM J. CARLIN, JR.  
Commissioner of Finance



DEPARTMENT OF FINANCE

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

CC: all  
Audit - March 30  
Full - April 7th  
Revo  
#Lou.

## MEMORANDUM

To: Daniel Birmingham, Chairman, Putnam County Legislature  
Cc: Erin Crowley, Chairwoman, Audit & Administration Committee  
From: William J. Carlin, Jr., Commissioner of Finance  
RE: Investment Policy – Putnam County Savings Bank Name Change

2026 MAR 19 PM 3:03  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Date: March 19<sup>th</sup>, 2026

Please find enclosed proposed updates to the County's Deposit and Investment Policy (County Code Chapter 41). Adopted in 1993, this periodic update deals specifically with four sections; section 41.3 Delegation of authority, section 41.5 Designation of Official Depositories, 41.6 Collateralization of deposits, and Section 41.10 Purchase of Investments.

Amendments to section 41.3 address the fiduciary responsibility of the financial officer when making such investments on behalf of the County. Amendments to section 41.5 address the changes in the banking industry (such as mergers and acquisitions), as well as the increased amounts of cash available for investment. Amendments to section 41.6 address the collateralization of deposits in accordance with General Municipal Law. Amendments to Section 41.10 specifically identify eligible cash management programs invested in and backed by Government Securities that are designed to maximize County yield emphasizing safety and address the increased amounts of cash available for investment.

**Section 41.5 Designation of Official Depositories** has been amended to change the Depository Name, Putnam County Savings Bank, to their successor, **Beacon Bank**.

APPROVAL/LOCAL LAW/AMEND CHAPTER 41/CODE OF PUTNAM COUNTY/  
ENTITLED "DEPOSIT AND INVESTMENT POLICY"

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

**Section 1.**

Section 41-2 of the Putnam County Code is hereby amended to read as follows:

§ 41-2 Objectives.

The primary objectives of the Putnam County's investment activities are, in priority order:

- A. To conform with all applicable federal, state and other legal requirements (legal).
- B. To adequately safeguard principal (safety).
- C. To provide sufficient liquidity to meet all operating requirements (liquidity).
- D. To obtain a reasonable rate of return (yield).

To appropriately meet these objectives, The County will make investment decisions based on categories of cash with which the time horizon is continually calculated using a liquidity analysis of past and anticipated future financial requirements.

**Section 2.**

Section 41-3 of the Putnam County Code is hereby amended to read as follows:

§ 41-3 Delegation of authority and general intent of policy.

- A. Delegation of authority. The administration of the investment program is delegated to the Commissioner of Finance, pursuant to § 4.02(a) of the Putnam County Charter. The Commissioner of Finance shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe that responsibilities and levels of authority for key individuals involved in the investment program.
- B. General intent of policy.
  - (1) Prudence.

(a) All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in Putnam County to govern effectively.

(b) Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived. All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

(2) Diversification. It is the policy of Putnam County to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling. The Finance Officer shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually.

### **Section 3.**

Section 41-5 of the Putnam County Code is hereby amended to read as follows:

§ 41-5 Designation of official depositories.

The following list of banks and trust companies, and their successors and assigns, are authorized for the deposit of monies up to the maximum amounts:

<b>Depository Name</b>	<b>Maximum Amount</b>
Adirondack Bank	\$75,000,000
Bank of America	\$75,000,000
Bank of Greene County	\$75,000,000
Bank United	\$75,000,000
BankOnBuffalo	\$75,000,000
Beacon Bank	\$75,000,000
C&N	\$75,000,000
Canandaigua National Bank	\$75,000,000
Capital One Bank	\$75,000,000
Citizens Bank	\$75,000,000
Community Bank	\$75,000,000
Customers Bank	\$75,000,000
Evans Bank	\$75,000,000

<b>Depository Name</b>	<b>Maximum Amount</b>
Fairfield County Bank	\$75,000,000
Five Star	\$75,000,000
FlagStar Bank	\$75,000,000
Flushing	\$75,000,000
Genesee Regional Bank	\$75,000,000
Glens Falls National Bank and Trust/ Saratoga National Bank and Trust	\$75,000,000
Hanover Community Bank	\$75,000,000
JP Morgan Chase Bank NA	\$75,000,000
Lyons National Bank	\$75,000,000
M&T Bank	\$75,000,000
Metropolitan Bank	\$75,000,000
Modern Bank	\$75,000,000
NBT Bank	\$75,000,000
Pathfinder Bank	\$75,000,000
Pioneer Bank	\$75,000,000
Putnam County National Bank	\$75,000,000
Raymond James Bank	\$75,000,000
RBC	\$75,000,000
Santander Bank	\$75,000,000
Solvay Bank	\$75,000,000
TD Bank	\$75,000,000
Tioga Bank	\$75,000,000
Tompkins Mahopac National Bank	\$75,000,000
Upstate National Bank	\$75,000,000
Valley Bank	\$75,000,000
Wayne Bank	\$75,000,000

**Section 4.**

Section 41-6 of the Putnam County Code is hereby amended to read as follows:

§ 41-6 Collateralizing of deposits.

In accordance with the provisions of General Municipal Law § 10, all deposits of Putnam County, including certificates of deposit and special time deposits, in excess of the amount

insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- A. By a pledge of eligible securities with an aggregate market value, as provided by General Municipal Law § 10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy;
- B. By an eligible irrevocable letter of credit issued by a qualified bank other than the bank with the deposits in favor of Putnam County for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements; or
- C. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.
- D. A pledge of a pro rata portion of a pool of eligible securities, having in the aggregate a market value at least equal to the aggregate amount of deposits from all such officers within New York State at the bank or trust company.
- E. An “irrevocable letter of credit” issued in favor of Putnam County by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

### **Section 5.**

Section 41-7 of the Putnam County Code is hereby amended to read as follows:

§ 41-7 Safekeeping and collateralization.

- A. Eligible securities used for collateralizing deposits, made by the Finance Officer of Putnam County, shall be held by a third-party bank or trust company (for purposes of this policy, a trust company is deemed to be a third-party if it is a separately chartered corporation than a bank) subject to security and custodial agreements approved by the County Attorney.
- B. The security agreement shall provide that the eligible securities are being pledged to secure Putnam County deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default.

- C. The custodial agreement shall include all provisions necessary to provide Putnam County a perfected security interest in the securities pledged as collateral and shall provide the following:
- (1) The securities held by the authorized bank or trust company as agent of and custodian for Putnam County will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the security for any other deposit or other liabilities.
  - (2) The custodian shall confirm the receipt, substitution or release of the securities held on behalf of Putnam County.
  - (3) The frequency of revaluation of eligible securities and the substitution of collateral when a change in the rating of a security may cause ineligibility must be provided.
  - (4) The types of collateral used to secure County deposits must be in accordance with the most current legislation authorizing various types of collateral and approved by the County.
  - (5) The County requires a margin of maintenance of 102% of the uninsured portion of deposits collateralized.
  - (6) The County prefers written consent from the Commissioner of Finance (but will accept a telephone call and subsequent confirmation by the Commissioner of Finance) for the release and substitution of securities affecting the County's custodial account.
  - (7) The County requires the banking depository to provide blank assignment forms of the pledged collateral to the custodial bank in the event that the depository bank defaults.
  - (8) The County requires a monthly (quarterly if approved by the Commissioner of Finance) update on third party collateral security (end of month statement).
  - (9) The County requires that there be no subcustodian.

## **Section 6.**

Section 41-8 of the Putnam County Code is hereby amended to read as follows:

### § 41-8 Permitted investments.

- A. As authorized by General Municipal Law § 11, Putnam County authorizes the Commissioner of Finance to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- (1) Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in New York State;
- (2) Through a deposit placement program, certificates of deposit in one or more "banking institutions," as defined in Banking Law Section 9-r;
- (3) Obligations of the United States of America;
- (4) Obligations guaranteed by agencies of the United States of America, where the payment of principal and interest are guaranteed by the United States of America;
- (5) Obligations of the state: With the approval of the state comptroller, obligations issued pursuant to Local Finance Law Section 24.00 or 25.00 (i.e., Tax Anticipation Notes and Revenue Anticipation Notes) by any municipality, school district, or district corporation in New York State other than the County of Putnam;
- (6) General obligation bonds and notes of any state other than New York State, provided that such bonds and notes receive the highest rating of at least one independent rating agency designated by the state comptroller;
- (7) Obligations of any corporation organized under the laws of any state in the United States maturing within 270 days, provided that such obligations receive the highest rating of two independent rating services designated by the state comptroller, and that the issuer of such obligations has maintained such ratings on similar obligations during the preceding six months; provided, however, that the issuer of such obligations need not have received such rating during the prior six month period if such issuer has received the highest rating of two independent rating services designated by the state comptroller and is the successor or wholly-owned subsidiary of an issuer that has maintained such ratings on similar obligations during the preceding six month period, or if the issuer is the product of a merger of two or more issuers, one of which has maintained such ratings on similar obligations during the preceding six-month period; provided, however, that no more than \$250,000,000 may be invested in such obligations of any one corporation;
- (8) Bankers' acceptances maturing within 270 days which are eligible for purchase in the open market by federal reserve banks and which have been accepted by a bank or trust company which is organized under the laws of the United States or of any state thereof, and which is a member of the federal reserve system and whose short-term obligations meet the criteria outlined in Subsection A(7) of this section; provided, however, that no more than \$250,000,000 may be invested in such bankers' acceptances of any one bank or trust company;
- (9) Obligations of, or instruments issued by, or fully guaranteed as to principle and interest by, any agency or instrumentality of the United States acting pursuant to a grant of authority from the Congress of the United States, including but not limited to, any federal home loan bank or banks, the Tennessee Valley Authority, the federal national mortgage association, the federal home loan mortgage corporation, and the United States postal

service; provided, however, that no more than \$250,000,000 may be invested in such obligations of any one agency; or

(10) No-load money market mutual funds registered under the Securities Act of 1933, as amended, and operated in accordance with Rule 2a-7 of the Investment Company Act of 1940, as amended, provided that such funds are limited to investments in obligations issued or guaranteed by the United States of America, or in obligations of agencies or instrumentalities of the United States of America, where the payment of principal and interest are guaranteed by the United States of America (including contracts for the sale and repurchase of any such obligations) and are rated in the highest rating category by at least one nationally recognized statistical rating organization; provided, however, that no more than \$250,000,000 may be invested in such funds.

B. All investment obligations shall be redeemable on respective maturity dates as determined by the Putnam County Commissioner of Finance in order to meet expenditure obligations for purposes for which the moneys were provided.

#### **Section 7.**

Section 41-10 of the Putnam County Code is hereby amended to read as follows:

§ 41-10 Purchase of investments.

A. The Commissioner of Finance is authorized to contract for the purchase of investments.

(1) By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller's Opinion No. 88-46, and the specific program has been approved by the Putnam County Legislature.

(2) By utilizing eligible cash management program(s), approved by the Putnam County Legislature in which can be invested a maximum amount of \$75,000,000 in each program.

B. All purchased obligations, unless registered or inscribed in the name of Putnam County, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed, in writing, to Putnam County by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law § 10.

C. The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, Putnam County, will be kept separate and apart from the general

assets of the custodial bank or trust company, and will not in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of securities. Such agreement shall include all provisions necessary to provide Putnam County a perfected interest in the securities.

**Section 8.**

This Local Law shall take effect immediately.





33.14-1-7

April 7th  
Full  
#602

# ROUTING & APPROVAL LIST

Cover Sheet for Correction of Assessment Rolls & Tax Rolls

Requiring a

Correction (RP-554) Or Refund/Credit (RP-556) in the Amount **Above \$2,500**

\*\*\*\*\*

Supporting Documents are Attached. All Undersigned please **Approve** and **Date**

\*\*\*\*\*

Patricia M. Fyfe 3/18/26  
Signature Date

DIRECTOR OF REAL PROPERTY  
TAX SERVICES

Walter C. Kelly 3/19/26  
Signature Date

COMMISSIONER OF FINANCE

[Signature] 3-24-26  
Signature Date

DEPARTMENT OF LAW

[Signature] 3-24-26  
Signature Date

COUNTY EXECUTIVE

\_\_\_\_\_  
Signature Date

COUNTY AUDITOR

\_\_\_\_\_  
Signature Date

CLERK OF THE BOARD OF LEGISLATORS

\_\_\_\_\_  
Signature Date

COMMISSIONER OF FINANCE  
(as NOW PAID)

**NOTE:** Please return fully executed signature sheet to **Real Property** for their records.

**TRISH McLOUGHLIN**  
DIRECTOR OF REAL PROPERTY



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

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

FROM: Trish McLoughlin  
Real Property Director, CCD

RE: Tax Roll Correction with Subsequent Request for a Refund

DATE: March 19, 2026

2026 MAR 25 AM 10:17  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Attached please find an RP-554 Tax Roll Correction for Tax ID #33.14-1-7 located in the Town of Kent. The original amount billed was \$14,689.87, which was incorrect, due to a sewage usage miscalculation by the Assessor's Office. The tax bill has been corrected to the amount of \$6,912.53 (a reduction of \$7,777.34).

In the meantime, the homeowner made a partial/half payment to the incorrect full amount of the tax bill, in the amount of \$7,344.93, which exceeds the corrected amount of their tax bill owed (\$7,344.93 amount paid, minus the corrected tax bill amount of \$6,912.53, equaling \$432.40). This difference of \$432.40 is now owed back to the homeowner.

An RP-556 has also been filed showing the amount of taxes paid, and the amount of the refund due to the homeowner.

This correction comes before the County Legislature, as the amount of the correction (\$7,777.34) to the original bill exceeds \$2,500.

DATE: 3/23/2026

NAME Marbarden Corp. TOWN : Kent  
ADDRESS: 441-443 Route 52 SCHOOL: N/A  
Carmel NY 10512  
TAX MAP # 33.14-1-7  
Tax Map # 33.14-1-7

Pursuant to Real Property Tax Law 556, as defined in Sec. 550 (2) para b, a clerical error has occurred on this parcel. The Assessor has determined that the applicant qualified for the Veterans CTS exemption. The appropriate taxing jurisdictions are to correct the tax rolls and issue a refund.

Tax Jurisdiction:	Amount Billed	Corrected Bill	Amount Paid	Refund
2026 County/Town of Kent	14,689.87	6,912.53	\$ 7,344.93	\$432.40
<b>TOTALS</b>	<b>14,689.87</b>	<b>6,912.53</b>	<b>\$7,344.93</b>	<b>\$432.40</b>

THIS APPLICATION IS:

APPROVED

DENIED

SIGNATURE

Patricia M. Jankle

DATE

3/23/26

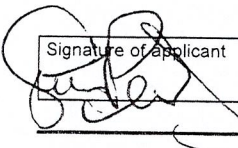


# Application for Refund or Credit of Real Property Taxes

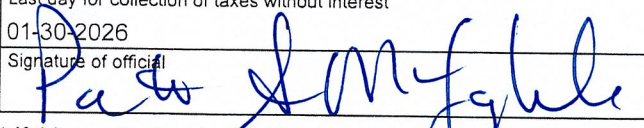
### Part 1 – General information: To be completed in duplicate by the applicant.

Names of owners MARBADEN CORP. (ATTN: DR. KULICK)					
Mailing address of owners (number and street or PO box) 441-443 ROUTE 52			Location of property (street address) 441-443 ROUTE 52		
City, village, or post office CARMEL		State NY	ZIP code 10512		
City, town, or village T/O KENT		State NY	ZIP code 10512		
Daytime contact number 845-240-0423		Evening contact number 845-225-2604		Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) 33.14-1-7	
Account number (as appears on tax bill) 136615		Amount of taxes paid or payable 7,344.93		Date of payment 02-02-2026	
Reasons for requesting a refund or credit: CLERICAL ERROR: INCORRECT ENTRY ON ASSESSMENT ROLL DUE TO MISTAKE. PROPERTY WAS INCORRECTLY BILLED FOR 7.6 UNITS BASED ON THE ORIGINAL ALLOTMENT FOR THE PROPERTY. BASED ON THE ATTACHED AFFIDAVIT, THE ACTUAL USAGE WAS DETERMINED TO BE 1.6 UNIT AND THE BILL SHOULD BE ADJUSTED. SEE ATTACHED SPREADSHEET					

I hereby request a refund or credit of real property taxes levied by THE TOWN OF KENT for the year(s) 2026.  
(County, city, village, etc.)

Signature of applicant  (SIGNED ON BEHALF OF OWNER)	Date 01-20-2026
--	--------------------

### Part 2 – To be completed by the County Director or Village Assessor. Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls.

Date application received 03-11-2026	Date warrant annexed 01-01-2026 - 3/31/26
Last day for collection of taxes without interest 01-30-2026	Recommendation Approve application* <input checked="" type="checkbox"/> Deny application <input type="checkbox"/>
Signature of official 	
Date 3/11/26	

\* If this application is approved, and the same error appears on a current assessment roll, send a copy of this form, including all attachments, to the assessor and board of assessment review. They must treat this application as a petition for the correction of that current roll (Form RP-553).

### Part 3 – For use by the tax levying body or official designated by resolution \_\_\_\_\_ : (insert number or date, if applicable)

Application approved (Mark an X in the applicable box):  
Clerical error  Error in essential fact  Unlawful Entry

Amount of taxes paid 7,344.93	Amount of taxes due 0.00	Amount of refund or credit 432.40
----------------------------------	-----------------------------	--------------------------------------

Application denied (reason):  
\_\_\_\_\_  
\_\_\_\_\_

Signature of chief executive officer or official designated by resolution	Date
---	------

## Instructions

### General information

#### Where to send

Submit two copies of this application to the County Director of Real Property Tax Services (in Nassau and Tompkins Counties, submit to Chief Assessing Officer). In a village which has retained its assessing unit status, submit to the village assessor or chairman of village board of trustees.

#### When to send

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

#### Refunds

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

#### Credits

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

### Types of correctable errors

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

#### Clerical error (RPTL section 550, subdivision 2):

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

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

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

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

#### Unlawful entry (RPTL section 550, subdivision 7):

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

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



Department of Taxation and Finance  
Office of Real Property Tax Services

# Application for Corrected Tax Roll

**RP-554**  
(12/19)

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

Names of owners MARBARDEN CORP. (ATTN: DR. KULICK)					
Mailing address of owners (number and street or PO box) 341-443 ROUTE 52			Location of property (street address) 441-443 ROUTE 52		
City, village, or post office CARMEL		State NY	ZIP code 10512	City, town, or village T/O KENT	
Daytime contact number 845-240-0423		Evening contact number 845-225-2604		Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) 33.14-1-7	
Account number (as appears on tax bill) 136615			Amount of taxes currently billed 14,689.87		
Reasons for requesting a correction to tax roll: CLERICAL ERROR: INCORRECT ENTRY ON ASSESSMENT ROLL DUE TO A MISTAKE. THE PROPERTY WAS BILLED FOR 7.60 UNITS BASED ON ITS ORIGINAL ALLOTMENT. BASED ON ATTACHED AFFIDAVIT, THE ACTUAL USAGE WAS DETERMINED TO BE 1.6 UNITS AND THE TAX ROLL/BILL SHOULD BE ADJUSTED TO REFLECT THE ACTUAL USAGE. SEE ATTACHED SPREADSHEET.					

I hereby request a correction of tax levied by TOWN OF KENT for the year(s) 2026.  
(County, city, village, etc.)

Signature of applicant 	Date 01-20-2026
----------------------------	--------------------

(SIGNED ON BEHALF OF OWNER)

**Part 2 –** To be completed by the County Director or Village Assessor. Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls.

Date application received 03-10-2026	Period of warrant for collection of taxes 01-01-2026 - <u>3/31/26</u>
Last day for collection of taxes without interest 01-31-2026	Recommendation Approve application <input checked="" type="checkbox"/> Deny application <input type="checkbox"/>
Signature of official 	Date 3/11/26

If approved, the County Director must file a copy of this form with the assessor and board of assessment review of the city/town/village of TOWN OF KENT who must consider the attached report and recommendation as equivalent of petitions filed under section 553.

**Part 3 –** For use by the tax levying body or official designated by resolution \_\_\_\_\_ :  
(insert number or date, if applicable)

Application approved (mark an X in the applicable box):

Clerical error  Error in essential fact  Unlawful Entry

Amount of taxes currently billed 14,689.87	Corrected tax 6,912.53
Date notice of approval mailed to applicant	Date order transmitted to collecting officer

Application denied (reason): \_\_\_\_\_

Signature of chief executive officer, or official designated by resolution	Date
--	------

### Instructions

#### General information

##### Where to send

Submit two copies of this application to the County Director of Real Property Tax Services (in Nassau and Tompkins Counties, submit to Chief Assessing Officer).

##### When to send

Submit the application only **before** the collection warrant expires.

##### Wholly exempt parcel

Attach statement signed by assessor or majority of board of assessors substantiating that assessor obtained proof that parcel should have been granted tax exempt status on tax roll.

#### Payment requirements

You may pay without interest and penalties **only** if:

- the application was filed with the County Director on or before the last day that taxes may be paid without interest (see *Date application received* in Part 2); **and**
- you pay the corrected tax within eight days of the date on which the notice of approval is mailed to the applicant (see Part 3).

If either of these conditions is not satisfied, interest, penalties, or both must be paid on the corrected tax.

#### For use by Collecting Officer:

Order from tax levying body received on \_\_\_\_\_  
Date

Corrected tax due	Date tax roll corrected
Interest and penalties (if applicable)	Date tax bill corrected
Total corrected tax due	Date application and order added to tax roll
Date payment received	

Signature of collecting officer	Date
---------------------------------	------

441-443 ROUTE 52

TAX MAP NUMBER 33.14-1-7

THE ORIGINAL BILL WAS FOR \$14,689.87 WHICH INCLUDED 7.6 SEWER UNITS. THE BILL WAS RECALCULATED TO BE \$6,912.53 BASED ON THE ACTUAL USE OF 1.6 SEWER UNIT. THE OWNER MADE A PARTIAL PAYMENT OF \$7,344.93 WHICH RESULTS IN A REFUND TO THE OWNER OF \$432.40.

**TOWN OF KENT - TOWN & COUNTY 2026**

FISCAL YEAR: 1/1/2026 to 12/31/2026      WARRANT DATE: 12/18/2025      STATE AID:TWN \$58,361

**MAKE CHECKS PAYABLE TO:**

Stephanie Nix, Tax Receiver

BANK

BILL

TAX MAP NUMBER

3564

372200 33.14-1-7

TOWN OF KENT  
25 SYBIL'S CROSSING  
KENT LAKES, NY 10512

**TO PAY IN PERSON:**  
Kent Town Hall  
25 Sybil's Crossing  
Kent Lakes, NY 10512  
www.townofkentny.gov

**PROPERTY INFORMATION:**

ACCOUNT#: 136615  
DIMENSION: 1.78 Acres  
ROLL SECTION: 1 CLASS: 483 - Converted Re  
LOCATION: 441-443 Route 52  
MUNICIPALITY: Kent  
SCHOOL: 372002 Carmel Central  
FULL MARKET VALUE: As of 7/1/24 575,000  
UNIFORM % OF VALUE: 100  
LAND ASSESSMENT: 66,200  
TOTAL ASSESSMENT: 575,000

**PROPERTY OWNER:**

Marbarden Corp  
Attn: Dr Kulick  
441-443 Route 52  
Carmel, NY 10512

EXEMPTION	VALUE	FULL VALUE	TAX PURPOSE
-----------	-------	------------	-------------

APPLY FOR THIRD PARTY NOTIFICATION BY: 11/15/26

**PROPERTY TAX PAYERS BILL OF RIGHTS:**

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

LEVY DESCRIPTION	TOTAL TAX LEVY	% CHANGE FROM PRIOR YEAR LEVY	TAXABLE VALUE OR UNITS	RATE	TAX AMOUNT
COUNTY TAX	45,212,312	-2.2	575,000.00	2.138467	1,229.62
TOWN TAX	14,302,156	11.5	575,000.00	5.496216	3,160.32
KENT LIBRARY	648,495	14.4	575,000.00	0.249214	143.30
LK CARMEL FIRE PROT	1,000,000	-3.8	575,000.00	0.531006	305.33
KENT SEWER DISTRICT	0	0.0	7.60	1296.22391	9,851.30

**INSTALLMENT PAYMENT OPTION**

Paid From	Paid To	Tax Amount	Penalty	Total Due
<b>1st Installment</b>				
01/01/2026	02/02/2026	7,344.93		7,344.93
<b>2nd Installment</b>				
01/01/2026	02/02/2026	7,344.94		7,344.94
02/03/2026	03/02/2026	7,344.94	73.45	7,418.39
03/03/2026	03/31/2026	7,344.94	146.90	7,491.84

**TOWN OF KENT - TOWN & COUNTY 2026**

**RECEIVER'S STUB**

MUNICIPALITY: Kent  
SCHOOL: 372002 CARMEL CENTRAL  
LOCATION: 441-443 ROUTE 52

BILL NUMBER: 3564  
Tax Map: 372200 33.14-1-7  
BANK:

Marbarden Corp  
Attn: Dr Kulick  
441-443 Route 52  
Carmel, NY 10512

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

**TOTAL BASE TAX:**  
**\$14,689.87**  
**AMOUNT ENCLOSED:**

\$

CHECK THIS BOX TO REQUEST A RECEIPT

RECEIVER STUB MUST BE RETURNED WITH PAYMENT  
Printed On: 03/10/2026 At: 12:06:04 PM





**TRISH McLOUGHLIN**  
DIRECTOR OF REAL PROPERTY



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

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

FROM: Trish McLoughlin  
Real Property Director, CCD

RE: Tax Roll Correction with Subsequent Request for a Credit to Taxes Still  
owed

DATE: March 19, 2026

2026 MAR 25 AM 10:10  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Attached please find an RP-554 Tax Roll Correction for Tax ID #33.18-1-5 located in the Town of Kent. The original amount billed was \$12,452.31, which was incorrect, due to a sewage usage miscalculation by the Assessor's Office. The tax bill has been corrected to the amount of \$7,397.03 (a reduction of \$5,055.28).

In the meantime, the homeowner made a partial/half payment to the incorrect full amount of the tax bill, in the amount of \$6,226.15. Based on the corrected tax bill total of \$7,397.03, the homeowner still owes \$1,170.88

An RP-556 has also been filed showing the amount of taxes paid, and the amount that was credited to the homeowner (\$5,055.28) based on the bill correction. The amount owed is shown on this RP-556 as the difference between the newly corrected bill amount of \$7,397.03, minus what the homeowner has paid, \$6,226.15, totaling a difference owed by the homeowner of \$1,170.88.

This correction comes before the County Legislature due to the correction amount of \$5,055.28 being in excess of \$2,500.

DATE: 3/23/2026

---

NAME JJC Realty Corp. TOWN : Kent  
ADDRESS: 325 Route 52 SCHOOL: N/A  
Carmel NY 10512  
TAX MAP # 33.18-1-5

---

Tax Map # 33.18-1-5

---

Pursuant to Real Property Tax Law 556, as defined in Sec. 550 (2) para b, a clerical error has occurred on this parcel. The Assessor has determined that the applicant qualified for the Veterans CTS exemption. The appropriate taxing jurisdictions are to correct the tax rolls and issue a refund.

Tax Jurisdiction:	Amount Billed	Corrected Bill	Amount Paid	Correction Amount
2026 County/Town of Kent	12,452.31	7,397.03	6,226.15	5,055.28
<b>TOTALS</b>	<b>12,452.31</b>	<b>7,397.03</b>	<b>6,226.15</b>	<b>5,055.28</b>

Taxpayer still owes \$1,170.88!

THIS APPLICATION IS: APPROVED ✓ DENIED \_\_\_\_\_

SIGNATURE Patricia A. McFadden DATE 3/23/26

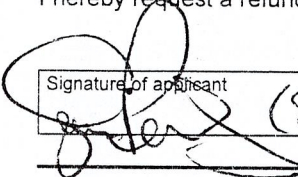


# Application for Refund or Credit of Real Property Taxes

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

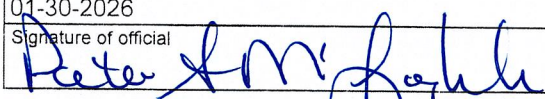
Names of owners JJC REALTY CORP					
Mailing address of owners (number and street or PO box) 325 ROUTE 52			Location of property (street address) 325 ROUTE 52		
City, village, or post office CARMEL		State NY	ZIP code 10512		City, town, or village T/O KENT
Daytime contact number 914-557-0065		Evening contact number		Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) 33.18-1-5	
Account number (as appears on tax bill) 138905		Amount of taxes paid or payable 6,226.15		Date of payment 02-02-2026	
Reasons for requesting a refund or credit: CLERICAL ERROR: INCORRECT ENTRY ON ASSESSMENT ROLL DUE TO MISTAKE. PROPERTY WAS INCORRECTLY BILLED FOR 4.9 UNITS BASED ON THE ORIGINAL ALLOTMENT FOR THE PROPERTY. BASED ON THE ATTACHED AFFIDAVIT, THE ACTUAL USAGE WAS DETERMINED TO BE 1.0 UNIT AND THE BILL SHOULD BE ADJUSTED. SEE ATTACHED SPREADSHEET					

I hereby request a refund or credit of real property taxes levied by THE TOWN OF KENT for the year(s) 2026.  
(County, city, village, etc.)

Signature of applicant 	Date 01-20-2026
--	--------------------

(Signed On Behalf of Owner)

## Part 2 – To be completed by the County Director or Village Assessor. Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls.

Date application received 03-11-2026	Date warrant annexed 01-01-2026 - 3/31/26
Last day for collection of taxes without interest 01-30-2026	Recommendation Approve application* <input checked="" type="checkbox"/> Deny application <input type="checkbox"/>
Signature of official 	Date 3/11/26

\* If this application is approved and the same error appears on a current assessment roll, send a copy of this form, including all attachments, to the assessor and board of assessment review. They must treat this application as a petition for the correction of that current roll (Form RP-553).

## Part 3 – For use by the tax levying body or official designated by resolution \_\_\_\_\_: (insert number or date, if applicable)

Application approved (Mark an X in the applicable box):

Clerical error  Error in essential fact  Unlawful Entry

Amount of taxes paid 6,226.15	Amount of taxes due 1,170.88	Amount of refund or credit 5,055.28 <i>correction</i>
----------------------------------	---------------------------------	--

Application denied (reason):  
\_\_\_\_\_  
\_\_\_\_\_

Signature of chief executive officer or official designated by resolution	Date
---	------

## Instructions

### General information

#### Where to send

Submit two copies of this application to the County Director of Real Property Tax Services (in Nassau and Tompkins Counties, submit to Chief Assessing Officer). In a village which has retained its assessing unit status, submit to the village assessor or chairman of village board of trustees.

#### When to send

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

#### Refunds

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

#### Credits

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

### Types of correctable errors

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

#### *Clerical error (RPTL section 550, subdivision 2):*

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

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

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

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

#### *Unlawful entry (RPTL section 550, subdivision 7):*

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

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



Department of Taxation and Finance  
Office of Real Property Tax Services

# Application for Corrected Tax Roll

**RP-554**  
(12/19)

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

Names of owners JJC REALTY CORP.					
Mailing address of owners (number and street or PO box) 325 ROUTE 52			Location of property (street address) 325 ROUTE 52		
City, village, or post office CARMEL		State NY	ZIP code 10512	City, town, or village T/O KENT	
Daytime contact number 914-557-0065		Evening contact number		State NY	
Account number (as appears on tax bill) 138905		ZIP code 10512			
Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) 33.18-1-5			Amount of taxes currently billed 12,452.31		
Reasons for requesting a correction to tax roll: CLERICAL ERROR: INCORRECT ENTRY ON ASSESSMENT ROLL DUE TO A MISTAKE. THE PROPERTY WAS BILLED FOR 4.90 UNITS BASED ON ITS ORIGINAL ALLOTMENT. BASED ON ATTACHED AFFIDAVIT, THE ACTUAL USAGE WAS DETERMINED TO BE 1.0 UNIT AND THE TAX ROLL/BILL SHOULD BE ADJUSTED TO REFLECT THE ACTUAL USAGE. SEE ATTACHED SPREADSHEET.					

I hereby request a correction of tax levied by TOWN OF KENT for the year(s) 2026.  
(County, city, village, etc.)

Signature of applicant 	Date 01-20-2026
----------------------------	--------------------

(SIGNED ON BEHALF OF OWNER)

**Part 2 – To be completed by the County Director or Village Assessor.** Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls.

Date application received 03-10-2026 <u>3/11/26</u>	Period of warrant for collection of taxes 01-01-2026 - <u>3/31/26</u>
Last day for collection of taxes without interest 01-31-2026	Recommendation Approve application <input checked="" type="checkbox"/> Deny application <input type="checkbox"/>
Signature of official 	Date <u>3/11/26</u>

If approved, the County Director must file a copy of this form with the assessor and board of assessment review of the city/town/village of TOWN OF KENT who must consider the attached report and recommendation as equivalent of petitions filed under section 553.

**Part 3 – For use by the tax levying body or official designated by resolution** \_\_\_\_\_ :  
(insert number or date, if applicable)

Application approved (mark an X in the applicable box):

Clerical error  Error in essential fact  Unlawful Entry

Amount of taxes currently billed 12,452.31	Corrected tax 7,397.03
Date notice of approval mailed to applicant	Date order transmitted to collecting officer

Application denied (reason): \_\_\_\_\_

Signature of chief executive officer, or official designated by resolution	Date
--	------

### Instructions

#### General information

**Where to send**

Submit two copies of this application to the County Director of Real Property Tax Services (in Nassau and Tompkins Counties, submit to Chief Assessing Officer).

**When to send**

Submit the application only **before** the collection warrant expires.

**Wholly exempt parcel**

Attach statement signed by assessor or majority of board of assessors substantiating that assessor obtained proof that parcel should have been granted tax exempt status on tax roll.

#### Payment requirements

You may pay without interest and penalties **only** if:

- the application was filed with the County Director on or before the last day that taxes may be paid without interest (see *Date application received* in Part 2); **and**
- you pay the corrected tax within eight days of the date on which the notice of approval is mailed to the applicant (see Part 3).

If either of these conditions is not satisfied, interest, penalties, or both must be paid on the corrected tax.

**For use by Collecting Officer:**

Order from tax levying body received on \_\_\_\_\_  
Date

Corrected tax due	Date tax roll corrected
Interest and penalties (if applicable)	Date tax bill corrected
Total corrected tax due	Date application and order added to tax roll
Date payment received	

Signature of collecting officer	Date
---------------------------------	------

325 ROUTE 52

TAX MAP NUMBER 33.18-1-5

THE ORIGINAL BILL WAS FOR \$12,452.310 WHICH INCLUDED 4.9 SEWER UNITS. THE BILL WAS RECALCULATED TO BE \$7,397.03 BASED ON THE ACTUAL USE OF 1.0 SEWER UNIT. THE OWNER MADE A PARTIAL PAYMENT OF \$6,226.15 WHICH RESULTS IN AN OUTSTANDING BALANCE OF \$1,170.88.

AFFIDAVIT OF WATER METER READING

KENT TOWN C-ERK  
2025 DEC 1 PM 1:20

STATE OF NEW YORK }  
                                  }  
COUNTY OF PUTNAM }

The undersigned affiant James J. Cardillo JJC Realty Corp., being first duly sworn, hereby deposes and says:

1. I am the owner/tenant {circle one} at 325 Route 52, Town of Kent, State of New York (the "Property").

2. As of ~~July~~ Dec 1, 2025 the water meter installed on the Property read the following: 05810

3. I have/have not {circle one} previously submitted an Affidavit attesting the water meter reading on the Property to the Town of Kent, which referenced the date of the installation of the water meter.

(If you circled "have" above skip paragraph 4)

4. On \_\_\_\_\_, I caused to be installed a water meter at the Property for the purposes of complying with the reporting requirements of the Kent Sewer Use Law.

5. This Affidavit has been submitted for the purposes of transmitting an accurate water meter reading to the Town of Kent pursuant to the applicable provisions of the Kent Sewer Use Law.

The affiant is attesting to the accuracy of the information provided above.

Dated: 12-1-25

James J. Cardillo

Affiant: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public



**TOWN OF KENT - TOWN & COUNTY 2026**

FISCAL YEAR: 1/1/2026 to 12/31/2026	WARRANT DATE: 12/18/2025	STATE AID:TWN \$58,361
-------------------------------------	--------------------------	------------------------

**MAKE CHECKS PAYABLE TO:**  
Stephanie Nix, Tax Receiver

<b>BANK</b>	<b>BILL</b> 2908	<b>TAX MAP NUMBER</b> 372200 33.18-1-5
-------------	---------------------	---

TOWN OF KENT  
25 SYBIL'S CROSSING  
KENT LAKES, NY 10512

**TO PAY IN PERSON:**  
Kent Town Hall  
25 Sybil's Crossing  
Kent Lakes, NY 10512  
www.townofkentny.gov

**PROPERTY INFORMATION:**  
ACCOUNT#: 138905  
DIMENSION: 134.00 X 160.00  
ROLL SECTION: 1 CLASS: 481 - Att row bldg  
LOCATION: 325 Route 52  
MUNICIPALITY: Kent  
SCHOOL: 372002 Carmel Central  
FULL MARKET VALUE: As of 7/1/24 725,000  
UNIFORM % OF VALUE: 100  
LAND ASSESSMENT: 50,900  
TOTAL ASSESSMENT: 725,000

**PROPERTY OWNER:**  
JJC Realty Corp  
325 Route 52  
Carmel, NY 10512

EXEMPTION	VALUE	FULL VALUE	TAX PURPOSE
-----------	-------	------------	-------------

APPLY FOR THIRD PARTY NOTIFICATION BY: 11/15/26

**PROPERTY TAX PAYERS BILL OF RIGHTS:**

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

LEVY DESCRIPTION	TOTAL TAX LEVY	% CHANGE FROM PRIOR YEAR LEVY	TAXABLE VALUE OR UNITS	RATE	TAX AMOUNT
COUNTY TAX	45,212,312	-2.2	725,000.00	2.138467	1,550.39
TOWN TAX	14,302,156	11.5	725,000.00	5.496216	3,984.76
KENT LIBRARY	648,495	14.4	725,000.00	0.249214	180.68
LK CARMEL FIRE PROT	1,000,000	-3.8	725,000.00	0.531006	384.98
KENT SEWER DISTRICT	0	0.0	4.90	1296.22391	6,351.50

**INSTALLMENT PAYMENT OPTION**

Paid From	Paid To	Tax Amount	Penalty	Total Due
<b>2nd Installment</b>				
02/03/2026	03/02/2026	6,226.16	62.26	6,288.42
03/03/2026	03/31/2026	6,226.16	124.52	6,350.68
04/01/2026	04/30/2026	6,226.16	186.78	6,412.94

**TOWN OF KENT - TOWN & COUNTY 2026**

MUNICIPALITY: Kent  
SCHOOL: 372002 CARMEL CENTRAL  
LOCATION: 325 ROUTE 52

**RECEIVER'S STUB**

**BILL NUMBER: 2908**  
Tax Map: 372200 33.18-1-5  
BANK:

JJC Realty Corp  
325 Route 52  
Carmel, NY 10512

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

**TOTAL BASE TAX:**  
**\$12,452.31**

**AMOUNT ENCLOSED:**

\$

CHECK THIS BOX TO REQUEST A RECEIPT

RECEIVER STUB MUST BE RETURNED WITH PAYMENT

Printed On: 03/10/2026 At: 12:04:32 PM



**ROUTING & APPROVAL LIST**

87.6-2-41

APRIL - Full mtg  
#609.

Cover Sheet for Correction of Assessment Rolls & Tax Rolls

Requiring a

Correction (RP-554) Or Refund/Credit (RP-556) in the Amount **Above \$2,500**

\*\*\*\*\*

Supporting Documents are Attached. All Undersigned please **Approve** and **Date**

\*\*\*\*\*

Paul McFarland 3/19/26  
Signature Date

DIRECTOR OF REAL PROPERTY  
TAX SERVICES

William J. Carl 3/19/26  
Signature Date

COMMISSIONER OF FINANCE

[Signature] 3-24-26  
Signature Date

DEPARTMENT OF LAW

[Signature] 3-24-26  
Signature Date

COUNTY EXECUTIVE

\_\_\_\_\_  
Signature Date

COUNTY AUDITOR

\_\_\_\_\_  
Signature Date

CLERK OF THE BOARD OF LEGISLATORS

\_\_\_\_\_  
Signature Date

COMMISSIONER OF FINANCE  
(as NOW PAID)

**NOTE:** Please return fully executed signature sheet to **Real Property** for their records.

DATE: 3/23/2026

NAME Elizabeth Joshi TOWN : Carmel  
ADDRESS: 37 East Lovell St Mahopac, NY 10541 SCHOOL: Mahopac CSD  
TAX MAP # 87.6-2-41

Tax Map # 87.6-2-41

Pursuant to Real Property Tax Law 556, as defined in Sec. 550 (2) para b, a clerical error has occurred on this parcel. The Assessor has determined that the applicant qualified for the Senior exemption. BAR approved the application of this exemption at a second meeting on 1/20/26. Refund applies to County and Town Bills. The appropriate taxing jurisdictions are to correct the tax rolls and issue a refund.

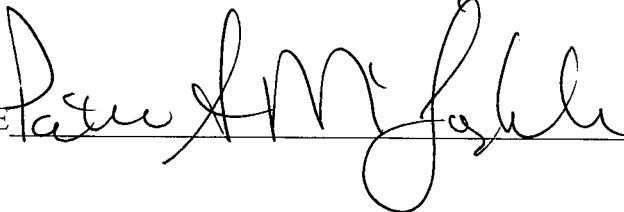
Tax Jurisdiction:	Amount Billed	Corrected Bill	Amount Paid	Refund
2026 County/Town – Putnam County	920.96	460.48	920.96	460.48
2026 County/Town Town of Carmel	1,741.90	870.95	1,741.90	870.95
<b>TOTALS</b>	<b>\$2,662.86</b>	<b>\$1,331.43</b>	<b>\$2,662.86</b>	<b>\$1,331.43</b>

THIS APPLICATION IS:

APPROVED 

DENIED \_\_\_\_\_

SIGNATURE



DATE

3/25/20

**TRISH McLOUGHLIN**  
DIRECTOR OF REAL PROPERTY



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

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

FROM: Trish McLoughlin  
Real Property Director, CCD

RE: Tax Roll Correction with Subsequent Request for a Refund

DATE: March 19, 2026

---

Attached please find an RP-554 Tax Roll Correction for Tax ID #87.6-2-41 for the Putnam County portion of the bill in the Town of Carmel. The original amount billed was \$920.96, which was incorrect, due to a missed senior exemption by the Assessor's Office. The tax bill has been corrected to the amount of \$460.48.

In the meantime, the homeowner made a full payment to the incorrect tax bill of \$920.96, and is now owed a refund of \$460.48. Please see the additionally attached RP-556 stating the Amount of Taxes Paid, the Amount of Taxes that should have been Due, and the Amount of the Refund.

This correction is being brought in front of the County Legislature due to the fact that we have not yet renewed our resolution for the Audit Dept to act as the signing authority to the County Legislature for corrections that are \$2,500 or below. This resolution will be forthcoming at your May session.



# Application for Refund or Credit of Real Property Taxes

**RP-556**  
(12/19)  
**RECEIVED**

MAR 03 2026

BY: etm

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

Names of owners Elisabeth Yoshi <i>Joshi</i>			Location of property (street address) 37 East Lovell St		
Mailing address of owners (number and street or PO box) 37 East Lovell St			City, town, or village Mahopac		
City, village, or post office Mahopac		State NY	ZIP code 10541		State NY
Daytime contact number		Evening contact number		Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) 87.6-2-41	
Account number (as appears on tax bill) 079560		Amount of taxes paid or payable 920.96		Date of payment 01-13-2026	
Reasons for requesting a refund or credit: Application for Senior Exemption renewal was received prior to meeting of the BAR and was not presented to the BAR for change in taxable value. BAR approved the application of the exemption at a second meeting on 1/20/2026. This is considered a clerical error. Refund applies only to County Tax line on the 2026 Town and County Bill.					

I hereby request a refund or credit of real property taxes levied by Putnam County for the year(s) 2026  
(County, city, village, etc.)

Signature of applicant <i>Elisabeth B. Joshi</i>	Date <i>Feb 3, 2026</i>
---	----------------------------

### Part 2 – To be completed by the County Director or Village Assessor. Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls.

Date application received <i>3/3/26</i>	Date warrant annexed <i>1/1/26 - 4/1/26</i>
Last day for collection of taxes without interest <i>1/31/26</i>	Recommendation Approve application* <input checked="" type="checkbox"/> Deny application <input type="checkbox"/>
Signature of official <i>Patricia M. Fyfe</i>	Date <i>3/3/26</i>

\* If this application is approved, and the same error appears on a current assessment roll, send a copy of this form, including all attachments, to the assessor and board of assessment review. They must treat this application as a petition for the correction of that current roll (Form RP-553).

### Part 3 – For use by the tax levying body or official designated by resolution \_\_\_\_\_ : (insert number or date, if applicable)

Application approved (Mark an X in the applicable box):

Clerical error  Error in essential fact  Unlawful Entry

Amount of taxes paid 920.96	Amount of taxes due 460.48	Amount of refund or credit 460.48
--------------------------------	-------------------------------	--------------------------------------

Application denied (reason):  
\_\_\_\_\_  
\_\_\_\_\_

Signature of chief executive officer or official designated by resolution	Date
---	------

## Instructions

### General information

#### Where to send

Submit two copies of this application to the County Director of Real Property Tax Services (in Nassau and Tompkins Counties, submit to Chief Assessing Officer). In a village which has retained its assessing unit status, submit to the village assessor or chairman of village board of trustees.

#### When to send

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

#### Refunds

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

#### Credits

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

### Types of correctable errors

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

#### *Clerical error (RPTL section 550, subdivision 2):*

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

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

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

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

#### *Unlawful entry (RPTL section 550, subdivision 7):*

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

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

---



# Application for Corrected Tax Roll

**RP-554**  
(12/19)

**RECEIVED**

MAR 03 2026

BY: Ym

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

Names of owners <u>Elisabeth Yoshi Joshi</u>		Location of property (street address) <u>37 East Lovell St</u>	
Mailing address of owners (number and street or PO box) <u>37 East Lovell St</u>		City, town, or village <u>Mahopac</u>	
City, village, or post office <u>Mahopac</u>	State <u>NY</u>	ZIP code <u>10541</u>	State <u>NY</u>
Daytime contact number	Evening contact number	Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) <u>87.6-2-41</u>	
Account number (as appears on tax bill) <u>079560</u>		Amount of taxes currently billed <u>920.96</u>	
Reasons for requesting a correction to tax roll: <u>Application for Senior Exemption renewal was received prior to meeting of the BAR and was not presented to the BAR for change in taxable value. BAR approved the application of the exemption at a second meeting on 1/20/2026. This is considered a clerical error.</u>			

I hereby request a correction of tax levied by Putnam County for the year(s) 2026  
(County, city, village, etc.)

Signature of applicant <u>X Elisabeth B. Joshi</u>	Date <u>Feb 3, 2026</u>
---	----------------------------

### Part 2 – To be completed by the County Director or Village Assessor. Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls.

Date application received <u>3/3/26</u>	Period of warrant for collection of taxes <u>1-1-26 - 4-1-26</u>
Last day for collection of taxes without interest <u>1/31/26</u>	Recommendation Approve application <input checked="" type="checkbox"/> Deny application <input type="checkbox"/>
Signature of official <u>Patricia McFadden</u>	Date <u>3/3/26</u>

If approved, the County Director must file a copy of this form with the assessor and board of assessment review of the city/town/village of CARMEL who must consider the attached report and recommendation as equivalent of petitions filed under section 553.

### Part 3 – For use by the tax levying body or official designated by resolution \_\_\_\_\_ (insert number or date, if applicable)

Application approved (mark an X in the applicable box):

Clerical error  Error in essential fact  Unlawful Entry

Amount of taxes currently billed <u>920.96</u>	Corrected tax <u>460.48</u>
Date notice of approval mailed to applicant	Date order transmitted to collecting officer

Application denied (reason): \_\_\_\_\_

Signature of chief executive officer, or official designated by resolution	Date
--	------

## Instructions

### General information

#### Where to send

Submit two copies of this application to the County Director of Real Property Tax Services (in Nassau and Tompkins Counties, submit to Chief Assessing Officer).

#### When to send

Submit the application only **before** the collection warrant expires.

#### Wholly exempt parcel

Attach statement signed by assessor or majority of board of assessors substantiating that assessor obtained proof that parcel should have been granted tax exempt status on tax roll.

### Payment requirements

You may pay without interest and penalties **only** if:

- the application was filed with the County Director on or before the last day that taxes may be paid without interest (see *Date application received* in Part 2); and
- you pay the corrected tax within eight days of the date on which the notice of approval is mailed to the applicant (see Part 3).

If either of these conditions is not satisfied, interest, penalties, or both must be paid on the corrected tax.

---

### For use by Collecting Officer:

Order from tax levying body received on \_\_\_\_\_ .  
Date

Corrected tax due	Date tax roll corrected
Interest and penalties (if applicable)	Date tax bill corrected
Total corrected tax due	Date application and order added to tax roll
Date payment received	

Signature of collecting officer	Date
---------------------------------	------



NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE  
OFFICE OF REAL PROPERTY TAX SERVICES

RP-553 (1/06)

RECEIVED

MAR 03 2026

UM

NOTICE AND PETITION OF ASSESSOR TO THE BOARD OF ASSESSMENT  
REVIEW FOR THE TOWN OF CARMEL (assessing unit) FOR BY:  
CORRECTION OF THE 2025 FINAL ASSESSMENT ROLL

To be completed in duplicate by assessor, or designated member of the Board of Assessors. Assessor is to transmit copy by certified mail, return receipt requested, to individual named in Part 2, item 1, EXCEPT where the proposed correction will result in a lower assessment. Transmit original to Chairman of Board of Assessment Review

PART 1: NOTICE OF PETITION

You are hereby notified that the Board of Assessment Review for TOWN OF CARMEL will convene at 5:00 (a.m./p.m.) on 1/20/2026 at Carmel Town Hall Assessing Unit for the purpose of acting on the Assessor's or Board of Assessor's petition (see below) to correct the 2025 final assessment roll. Year

Note: You may appear at the meeting and present any information relevant to the petition below. The Board of Assessment Review will notify the tax levying body of any changes to be made. The tax levying body will then notify you of any such change.

PART 2: PETITION

Elisabeth Joshi  
1a. Name of Owner  
37 East Lovell St  
Day ( ) Evening ( )  
2. Telephone Number

Mahopac, NY 10541  
1b. Mailing Address  
3. Parcel Location (if different than 1b.)

210 - Single Family Residence (87.6-2-41)  
1c. E-mail Address (optional)

4. Description of real property as shown on tax roll or tax bill (Include tax map designation)

5. Account No. 079560

6a. Entry appearing on final assessment roll:  
Land Value 110,300  
Total Value 430,500  
Exempt Value STAR ENH \$140,430

6b. Entry on final assessment roll should be:  
Land Value 110,300  
Total Value 430,500  
Exempt Value STAR \$140,300 & Sen Expt \$215,250

7. Type of error (see definitions on reverse side):

- Clerical error, as defined in Sec. 550 (2), para. C
- Error in essential fact, as defined in Sec. 550 (3), para. \_\_\_\_\_
- Unlawful entry, as defined in Sec. 550(7), para. \_\_\_\_\_
- Omitted parcel of taxable real property or an omitted improvement on current or preceding year's assessment roll.
- Incorrect grant of partial exemption on preceding year's assessment roll; no transfer of title has occurred.

\_\_\_\_\_ An entry of assessed valuation of taxable State-owned land on current or preceding year's roll which is less than amount approved by the Office of Real Property Tax Services.

\_\_\_\_\_ An entry of assessed valuation of a special franchise on current or preceding year's roll which is less than final assessment thereof made by the Office of Real Property Tax Services or the full value of that special franchise as determined by the Office of Real Property Tax Services adjusted by the final state equalization rate established by the Office of Real Property Tax Services for the assessment roll upon which that value appears.

8. Describe how error occurred (Be specific; do not repeat definitions on reverse side; attach documentation) Application for Senior Exemption renewal was received prior to meeting of the BAR and was accidentally not presented to the BAR for change in taxable value.

(Use additional sheets if necessary)

I, Christopher Paleo, Assessor or designated member of the majority of the Board of Assessors of the TOWN OF CARMEL, hereby petition the Board of Assessment Review to correct the 2025 final assessment roll as indicated above.  
Assessing Unit

1/20/2026  
Date

Christopher Paleo  
Assessor's signature

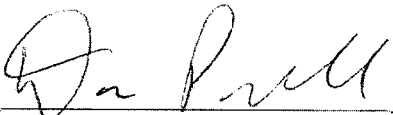
To be completed by **CHAIRMAN OF BOARD OF ASSESSMENT REVIEW:**

Final assessment (to be included on verified statement of changes) .....\$ 430,500

REMARKS:

Revised taxable value approved .

1/20/2026  
Date

  
Signature of Chairman of Board of Assessment Review

**Real Property Tax Law, Section 550(2):**

A "clerical error" means:

- (a) an entry of assessed value on the assessment roll which differs from the entry for the same parcel on the property record card, field book or other final work product of the assessor, or the final verified statement of the board of assessment review due to an error in transcription;
- (b) a mathematical error in the computation of a partial exemption;
- (c) an incorrect entry due to failure of the assessor to act on a partial exemption;
- (d) [not applicable to final assessment rolls];
- (e) an incorrect entry due to a mistake in the determination or transcription of a special assessment or other charge based on units of service provided by a special district;
- (f) a duplicate entry of the description or assessed valuation, or both, of an entire single parcel;
- (g) an entry on an assessment roll which is incorrect by reason of an arithmetical mistake by the assessor appearing on the property record card, field book or other final work product of the assessor; or
- (h), (i) [not applicable to final assessment rolls].

**Real Property Tax Law, Section 550(3):**

An "error in essential fact" means:

- (a) the assessment of an improvement destroyed or removed prior to taxable status date;
- (b) the assessment of an improvement not in existence or present on a different parcel;
- (c) an incorrect entry of acreage which was considered by the assessor in valuing the parcel and which resulted in an incorrect assessed valuation, where such acreage is shown to be incorrect on a survey submitted by the applicant;
- (d) the omission of the value of an improvement present on real property prior to taxable status date;
- (e) an incorrect entry of a partial exemption for a parcel which is not eligible for such exemption; or
- (f) misclassification of a parcel in an approved assessing unit which is exclusively used for either residential or non-residential purposes.

**Real Property Tax Law, Section 550(7):**

An "unlawful entry" means:

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

2025 Renewal Application for Partial Tax Exemption for Real Property of Senior Citizens TOWN OF CARMEL ASSESSOR'S OFFICE

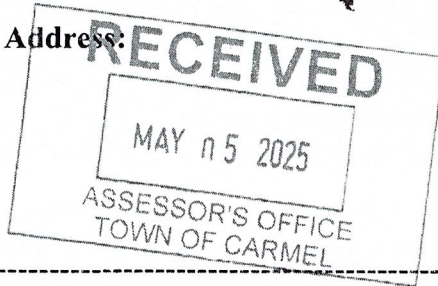
RECEIVED MAR 03 2026 BY: dm

Owner Telephone Number(s): Day No. 845-628-7076 Evening No. same as above

Date: 4/24/2025 School Dist: 372001 Mahopac Central Property Class: 210 1 Family Res

Owner Name and Mailing Address: Elisabeth B Joshi P J Joshi 37 East Lovell St Mahopac, NY 10541

Property Location: 372000 87.6-2-41 37 East Lovell St Mahopac, NY 10541



- Application must be filed with the Assessor's office by taxable status date no later than March 1, 2025.
- Do not file this form with the State Board of Real Property Services.
- A copy of your 2023 Federal Tax return & Year End statements & NYS driver license/non-driver ID must be included with this completed application or it can not be processed.
- If using the mail, please send copies, documents will NOT be returned.

Please fill out the following questions completely. Items missing may cause delay or denial of the exemption.

1. Do all the owners of the property presently occupy the premises as their legal residence? [X] Yes \_\_\_ No
If Yes, skip to question 2, if No, answer 1a & 1b.

If No, please explain. \_\_\_\_\_

1a. Is the non-occupying owner the spouse or former spouse of the resident owner? [X] Yes [X] No

If Yes, state the name of non-occupying spouse Prabhashanker J. Joshi

1b. Are they absent from the residence due to divorce, legal separation or abandonment? \_\_\_ Yes [X] No

If Yes, please provide documentation stating this. My Husband Prabhashanker Joshi died 12/2/14

2. Is an owner receiving medical care as an in-patient in a residential health care facility? \_\_\_ Yes [X] No

If YES, specify name and location of facility and date of entry. \_\_\_\_\_

3. Since filing your application last year, have there been any changes to the title of the property (due to death, addition or deletion of owner)?

If No, please indicate [X] No If Yes, please describe \_\_\_\_\_

4. Is any portion of the property used for other than residential purposes (farming, commercial, vacant land, professional office, etc.)? \_\_\_ Yes [X] No

If Yes, explain such use and describe the portion that is so used. \_\_\_\_\_

continued on the next page

5. Did the owner or spouse file a Federal income tax return for the applicable (2023) income tax year?  Yes  No

If Yes, attach a copy of the 2023 Federal tax return and all year end statements (1099's, social security, pension, IRA, bank statements and all other income for the year 2023)

If No, please complete the section below. You must attach copies of ALL year end statements (1099's, social security, pension, IRA, bank statements and all other income for the year 2023). Attach an additional sheet if you need more space below. I just sent you copies of the following documents on April 20, 2025:

New York State ID Card, Receiver of Taxes (Kathleen S. Kraus - School 2023 & 2024)  
 NYN DRIVER

<u>Name of Owner/Resident Spouse</u>	<u>Source of Income</u>	<u>Amount of Income</u>
Elisabeth B Joshu	Social Security	November 2024 <sup>9</sup> 16,749.00
Elisabeth B. Joshu	Social Security	2025 <sup>1</sup> 1,431.00

6. Does a child (or children), including those of tenants or lessees, reside on the property and attend a public school, grades K through 12?  Yes  No

If Yes, state name and location of school(s): \_\_\_\_\_

Form from Office of the Assessor - January 13, 2024, Office of the Assessor  
 - APR 18, 2025 (my letter and your response)  
**CERTIFICATION:** Jonathan Schneider's Receipt of 300.00 for Tax preparation 5/20/23  
 MetLife 4/30/23 \$47.32 Dividend

I certify that all statements made on this application are true and correct to the best of my (our) belief and I (we) understand that any willful false statement of material fact will be grounds for disqualification from further exemption for a period of five years and a fine of not more than \$100.

	<u>Marital Status</u>	<u>Phone No.</u>	<u>Date</u>
O • C (1st sign)	widowed	845-628-7076	April 28, 2025
16,749.00 +	-----	-----	-----
1,500.00 +	-----	-----	-----
18,249.00 *	-----	-----	-----
O • C	-----	-----	-----

You may return this completed and signed application along with your 2023 Federal tax return, Year End statements and a copy of your NYS driver license or non-driver ID to the Assessor's office. If using the mail, please send copies as your documents will NOT be returned. You may also return the completed application in person, Monday- Friday 8:30 am - 4:30 pm. to the Assessor's Office.

Town of Carmel, 60 McAlpin Avenue, Mahopac, New York 10541 845-628-1500 ext. 160

**THE DEADLINE FOR FILING ALL EXEMPTIONS IS MARCH 1, 2025!!!**

**TOWN OF CARMEL - TOWN & COUNTY 2026**

FISCAL YEAR: 1/1/2026 to 12/31/2026      WARRANT DATE: 12/18/2025      STATE AID: CNTY \$140,362

**MAKE CHECKS PAYABLE TO:**

Kathleen Kraus, Tax Receiver  
P.O. BOX 887  
MAHOPAC, NY 10541

BANK

BILL  
5590

TAX MAP NUMBER  
372000 87.6-2-41

**TO PAY IN PERSON:**

Carmel Town Hall  
Mon-Fri 8:30 AM - 4:30 PM  
Sat 9:00 AM - 12:00 PM  
1/10, 1/17, 1/24, 1/31 only

**PROPERTY INFORMATION:**

ACCOUNT#: 079560  
DIMENSION: 150.00 X 621.00  
ROLL SECTION: 1 CLASS: 210 - 1 Family Res  
LOCATION: 37 East Lovell St  
MUNICIPALITY: Carmel  
SCHOOL: 372001 Mahopac Central  
FULL MARKET VALUE: 430,500  
UNIFORM % OF VALUE: 100.00  
LAND ASSESSMENT: 110,300  
TOTAL ASSESSMENT: 430,500

**PROPERTY OWNER:**

JOSHI ELISABETH B  
JOSHI P J  
37 EAST LOVELL ST  
MAHOPAC, NY 10541

EXEMPTION	VALUE	FULL VALUE	TAX PURPOSE
-----------	-------	------------	-------------

**PROPERTY TAX PAYERS BILL OF RIGHTS:**

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

LEVY DESCRIPTION	TOTAL TAX LEVY	% CHANGE FROM PRIOR YEAR LEVY	TAXABLE VALUE OR UNITS	RATE	TAX AMOUNT
COUNTY TAX	45,212,312	-2.2	430,500.00	2.13928300	920.96
TOWN TAX	27,568,496	4.3	430,500.00	4.04622400	1,741.90
FIRE #2	2,096,200	-1.1	430,500.00	0.67334300	289.87
PARKDIST#3 LKTKETTLE	68,575	17.1	430,500.00	0.26308500	113.26
CARMEL REFUSE PAIL	0	0.0	1.00	459.11330100	459.11

**TOTAL TAX AMOUNT: \$3,525.10**

**RECEIPT:**

Received: 01/13/2026

Full Tax Payment Individual Receipt #: 98020 via Mail from: JOSHI ELISABETH B  
Tax Amount \$3,525.10 Check # 4598 \$3,525.10

Total Paid: \$3,525.10

**PAID IN FULL**

**RECEIVED**  
MAR 03 2026  
BY: dm

County - 460.48  
Town - 870.95

1,331.43 → refund to me

**TRISH McLOUGHLIN**  
DIRECTOR OF REAL PROPERTY



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

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

FROM: Trish McLoughlin  
Real Property Director, CCD

RE: Tax Roll Correction with Subsequent Request for a Refund

DATE: March 19, 2026

---

Attached please find an RP-554 Tax Roll Correction for Tax ID #87.6-2-41 in the Town of Carmel. The original amount billed was \$1,741.90, which was incorrect, due to a missed senior exemption by the Assessor's Office. The tax bill has been corrected to the amount of \$870.95.

In the meantime, the homeowner made a full payment to the incorrect tax bill of \$1,741.90, and is now owed a refund of \$870.95. Please see the attached RP-556 stating the Amount of Taxes Paid, the Amount of Taxes that were Due, and the Amount of Refund.

This correction is being brought in front of the County Legislature due to the fact that we have not yet renewed our resolution for the Audit Dept to act as the signing authority to the County Legislature for corrections that are \$2,500 or below. This resolution will be forthcoming at your May session.



# Application for Refund or Credit of Real Property Taxes

**RP-556**  
(12/19)

RECEIVED

MAR 03 2026

BY: vm

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

Names of owners <u>Elisabeth Yashni Joshi</u>			Location of property (street address) <u>37 East Lovell St</u>		
Mailing address of owners (number and street or PO box) <u>37 East Lovell St</u>			City, town, or village <u>Mahopac</u>		
City, village, or post office <u>Mahopac</u>		State <u>NY</u>	ZIP code <u>10541</u>		State <u>NY</u>
Daytime contact number		Evening contact number		Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) <u>87.6-2-41</u>	
Account number (as appears on tax bill) <u>079560</u>		Amount of taxes paid or payable <u>1,741.90</u>		Date of payment <u>01-13-2026</u>	
Reasons for requesting a refund or credit: <u>Application for Senior Exemption renewal was received prior to meeting of the BAR and was not presented to the BAR for change in taxable value. BAR approved the application of the exemption at a second meeting on 1/20/2026. This is considered a clerical error. Refund applies only to Town Tax line on the 2026 Town and County Bill.</u>					

I hereby request a refund or credit of real property taxes levied by Town of Carmel for the year(s) 2026.  
(County, city, village, etc.)

Signature of applicant <u>X Elisabeth A. Joshi</u>	Date <u>FEB 3, 2026</u>
---	----------------------------

**Part 2 – To be completed by the County Director or Village Assessor.** Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls.

Date application received <u>3/3/26</u>	Date warrant annexed <u>1/1/26 - 4/1/26</u>
Last day for collection of taxes without interest <u>11/31/26</u>	Recommendation Approve application* <input checked="" type="checkbox"/> Deny application <input type="checkbox"/>
Signature of official <u>Robert A. McLaughlin</u>	Date <u>3/3/26</u>

\* If this application is approved, and the same error appears on a current assessment roll, send a copy of this form, including all attachments, to the assessor and board of assessment review. They must treat this application as a petition for the correction of that current roll (Form RP-553).

**Part 3 – For use by the tax levying body or official designated by resolution** \_\_\_\_\_ :  
(insert number or date, if applicable)

Application approved (Mark an X in the applicable box):

Clerical error  Error in essential fact  Unlawful Entry

Amount of taxes paid <u>1,741.90</u>	Amount of taxes due <u>870.95</u>	Amount of refund or credit <u>870.95</u>
---	--------------------------------------	---

Application denied (reason):  
\_\_\_\_\_  
\_\_\_\_\_

Signature of chief executive officer or official designated by resolution	Date
---	------

## Instructions

### General information

#### Where to send

Submit two copies of this application to the County Director of Real Property Tax Services (in Nassau and Tompkins Counties, submit to Chief Assessing Officer). In a village which has retained its assessing unit status, submit to the village assessor or chairman of village board of trustees.

#### When to send

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

#### Refunds

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

#### Credits

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

### Types of correctable errors

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

#### *Clerical error (RPTL section 550, subdivision 2):*

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

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

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

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

#### *Unlawful entry (RPTL section 550, subdivision 7):*

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

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

---

**MAKE CHECKS PAYABLE TO:**  
 Kathleen Kraus, Tax Receiver  
 P.O. BOX 887  
 MAHOPAC, NY 10541

BANK	BILL	TAX MAP NUMBER
	5590	372000 87.6-2-41

**TO PAY IN PERSON:**  
 Carmel Town Hall  
 Mon-Fri 8:30 AM - 4:30 PM  
 Sat 9:00 AM - 12:00 PM  
 1/10, 1/17, 1/24, 1/31 only

**PROPERTY INFORMATION:**  
 ACCOUNT#: 079560  
 DIMENSION: 150.00 X 621.00  
 ROLL SECTION: 1 CLASS: 210 - 1 Family Res  
 LOCATION: 37 East Lovell St  
 MUNICIPALITY: Carmel  
 SCHOOL: 372001 Mahopac Central  
 FULL MARKET VALUE: 430,500  
 UNIFORM % OF VALUE: 100.00  
 LAND ASSESSMENT: 110,300  
 TOTAL ASSESSMENT: 430,500

**PROPERTY OWNER:**  
 JOSHI ELISABETH B  
 JOSHI P J  
 37 EAST LOVELL ST  
 MAHOPAC, NY 10541

EXEMPTION	VALUE	FULL VALUE	TAX PURPOSE

**PROPERTY TAX PAYERS BILL OF RIGHTS:**

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

LEVY DESCRIPTION	TOTAL TAX LEVY	% CHANGE FROM PRIOR YEAR LEVY	TAXABLE VALUE OR UNITS	RATE	TAX AMOUNT
COUNTY TAX	45,212,312	-2.2	430,500.00	2.13928300	920.96
TOWN TAX	27,568,496	4.3	430,500.00	4.04622400	1,741.90
FIRE #2	2,096,200	-1.1	430,500.00	0.67334300	289.87
PARKDIST#3 LTKETTLE	68,575	17.1	430,500.00	0.26308500	113.26
CARMEL REFUSE PAIL	0	0.0	1.00	459.11330100	459.11
<b>TOTAL TAX AMOUNT:</b>					<b>\$3,525.10</b>

**RECEIPT:**

Received: 01/13/2026

Full Tax Payment	Individual	Receipt #: 98020	via Mail from: JOSHI ELISABETH B
Tax Amount	\$3,525.10	Check # 4598	\$3,525.10
<b>Total Paid:</b>	<b>\$3,525.10</b>		

**PAID IN FULL**

**RECEIVED**  
 MAR 03 2026  
 BY: dkm

County - 460.43  
 Town - 870.95

1,331.43 → refund  
 some



# Application for Corrected Tax Roll

**RP-554**  
(12/19)  
**RECEIVED**  
MAR 03 2026  
BY: VM

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

Names of owners <u>Elisabeth Yoshi Joshe</u>					
Mailing address of owners (number and street or PO box) <u>37 East Lovell St</u>			Location of property (street address) <u>37 East Lovell St</u>		
City, village, or post office <u>Mahopac</u>		State <u>NY</u>	ZIP code <u>10541</u>	City, town, or village <u>Mahopac</u>	
Daytime contact number		Evening contact number		Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) <u>87.6-2-41</u>	
Account number (as appears on tax bill) <u>079560</u>			Amount of taxes currently billed <u>1,741.90</u>		
Reasons for requesting a correction to tax roll: <u>Application for Senior Exemption renewal was received prior to meeting of the BAR and was not presented to the BAR for change in taxable value. BAR approved the application of the exemption at a second meeting on 1/20/2026. This is considered a clerical error.</u>					

I hereby request a correction of tax levied by Town of Carmel for the year(s) 2026  
(County, city, village, etc.)

Signature of applicant <u>Elisabeth V. Yoshi</u>	Date <u>Feb 3, 2026</u>
---	----------------------------

### Part 2 - To be completed by the County Director or Village Assessor. Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls.

Date application received <u>3/3/26</u>	Period of warrant for collection of taxes <u>1/1/26 - 4/1/26</u>
Last day for collection of taxes without interest <u>3/3/26</u>	Recommendation <b>Approve application</b> <input checked="" type="checkbox"/> <b>Deny application</b> <input type="checkbox"/>
Signature of official <u>Patricia M. [Signature]</u>	Date <u>3/3/26</u>

If approved, the County Director must file a copy of this form with the assessor and board of assessment review of the city/town/village of CARMEL who must consider the attached report and recommendation as equivalent of petitions filed under section 553.

### Part 3 - For use by the tax levying body or official designated by resolution \_\_\_\_\_ : (insert number or date, if applicable)

Application approved (mark an X in the applicable box):

Clerical error  Error in essential fact  Unlawful Entry

Amount of taxes currently billed <u>1,741.90</u>	Corrected tax <u>870.95</u>
Date notice of approval mailed to applicant	Date order transmitted to collecting officer

Application denied (reason): \_\_\_\_\_

Signature of chief executive officer, or official designated by resolution	Date
--	------

## Instructions

### General information

**Where to send**

Submit two copies of this application to the County Director of Real Property Tax Services (in Nassau and Tompkins Counties, submit to Chief Assessing Officer).

**When to send**

Submit the application only **before** the collection warrant expires.

**Wholly exempt parcel**

Attach statement signed by assessor or majority of board of assessors substantiating that assessor obtained proof that parcel should have been granted tax exempt status on tax roll.

### Payment requirements

You may pay without interest and penalties **only if**:

- the application was filed with the County Director on or before the last day that taxes may be paid without interest (see *Date application received* in Part 2); and
- you pay the corrected tax within eight days of the date on which the notice of approval is mailed to the applicant (see Part 3).

If either of these conditions is not satisfied, interest, penalties, or both must be paid on the corrected tax.

**For use by Collecting Officer:**

Order from tax levying body received on \_\_\_\_\_  
Date

Corrected tax due	Date tax roll corrected
Interest and penalties (if applicable)	Date tax bill corrected
Total corrected tax due	Date application and order added to tax roll
Date payment received	

Signature of collecting officer	Date
---------------------------------	------



**in support of Assembly Bill No. A08903 and Senate Bill No. S08852; and be it further**

**RESOLVED, that the Clerk of the Putnam County Legislature is hereby directed to forward a copy of this Resolution to our State representatives in the State Legislature as well as the Governor and leadership of our State Legislature.**



**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%), as indicated in the schedule below, and 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.**

	Less than	\$ 47,000.00		=	65 %	Represents new income limits in original RP-467 Senior scale	
		\$ 47,000.00	or more, but less than	\$ 48,000.00	=	60 %	Represents new income limits in original RP-467 Senior scale
		\$ 48,000.00	or more, but less than	\$ 49,000.00	=	55 %	Represents new income limits in original RP-467 Senior scale
		\$ 49,000.00	or more, but less than	\$ 50,000.00	=	50 %	Represents new income limits in original RP-467 Senior scale
ORIG		\$ 50,000.00	or more, but less than	\$ 51,000.00	=	45 %	
		\$ 51,000.00	or more, but less than	\$ 52,000.00	=	40 %	
		\$ 52,000.00	or more, but less than	\$ 53,000.00	=	35 %	
		\$ 53,000.00	or more, but less than	\$ 53,900.00	=	30 %	
		\$ 53,900.00	or more, but less than	\$ 54,800.00	=	25 %	
		\$ 54,800.00	or more, but less than	\$ 55,700.00	=	20 %	
		\$ 55,700.00	or more, but less than	\$ 56,600.00	=	15 %	
		\$ 56,600.00	or more, but less than	\$ 57,500.00	=	10 %	
		\$ 57,500.00	or more, but less than	\$ 58,400.00	=	5 %	

#### 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 be filed with the Secretary of State of the State of New York and shall take effect as of March 1, 2026.**



cc All  
Audit

Full  
4-1-26  
#6aa


PUTNAM COUNTY EXECUTIVE  
KEVIN M. BYRNE

To: Diane Trabulsy  
Clerk of the Legislature

CC: Daniel G. Birmingham, Chair  
Putnam County Legislature

Trish McLoughlin, Director  
Real Property

C. Compton Spain  
County Attorney

FROM: Kevin M. Byrne   
County Executive

DATE: March 24, 2026

RE: Letter of Necessity, Senior Tax Exemption

Encl: Resolution and supporting documentation

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2026 MAR 24 PM 3:46

Please accept this Letter of Necessity for the Legislature to consider for approval amending Resolution 38 of 2026 as indicated in the enclosed memorandum from Real Property Director Trish McLoughlin at the upcoming Audit and Administration Committee meeting scheduled for March 30, 2026.

More specifically, Director McLoughlin is requesting that a sliding income scale be added to Resolution 38 of 2026, where Putnam County adopted the NYS authorized 65% tax exemption for Putnam County seniors. Please see attachment detailing the sliding scale requested. This request cannot wait until the next appropriate committee meeting/May full Legislative meeting, as adoption of the amended resolution including the sliding scale must be done as soon as feasible in order for the assessors in the county to timely include the exemption for eligible seniors in the tax roll. Director McLoughlin will be available to answer any questions associated with this request.

Thank you for your prompt attention to this matter.

**TRISH McLOUGHLIN**  
DIRECTOR OF REAL PROPERTY



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

TO: Kevin Byrne, Putnam County Executive

FROM: Trish McLoughlin, CCD Real Property

RE: Request for a Letter of Necessity

DATE: March 19, 2026

.....

Real Property is requesting a Letter of Necessity for the sliding income scale to be added to Resolution #38 (Senior Exemption up to 65%) via an amendment.

Time is of the essence, as the assessors are requesting to see the income sliding scale in the resolution, along with the effective date of March 1, 2026, to make their adjustments in RPS to all affected Seniors, prior to Tentative Roll (April 15 database deadline to Real Property), which is presently being prepped by the assessors.

I respectfully request that this matter be placed on the upcoming Audit meeting agenda. I have attached a screenshot and Excel document of the sliding scale that should be included in this resolution.

Thank you in advance for your consideration.

PUTNAM COUNTY LEGISLATURE

Resolution #38

Introduced by Legislator: Nancy Montgomery on behalf of the Audit & Administration Committee at a Special Full Meeting held on February 19, 2026.

page 1

**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)**

State of New York

ss:

County of Putnam

**I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on February 19, 2026.**

Dated: February 20, 2026

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

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

PUTNAM COUNTY LEGISLATURE

Resolution #38

Introduced by Legislator: Nancy Montgomery on behalf of the Audit & Administration Committee at a Special Full Meeting held on February 19, 2026.

page 2

**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.**

**State of New York**

ss:

**County of Putnam**

**I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on February 19, 2026.**

Dated: February 20, 2026

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

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

PUTNAM COUNTY LEGISLATURE

Resolution #38

Introduced by Legislator: Nancy Montgomery on behalf of the Audit & Administration Committee at a Special Full Meeting held on February 19, 2026.

page 3

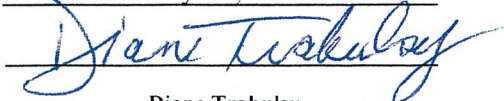
**BY ROLL CALL VOTE: SEVEN AYES. LEGISLATORS ADDONIZIO & SAYEGH WERE ABSENT. MOTION CARRIES.**

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 February 19, 2026.

Dated: February 20, 2026

Signed: 

Diane Trabulsy  
Clerk of the Legislature of Putnam County

0 to 47,000

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Less than	\$ 47,000.00				65		
Less than	\$ 48,000.00	but more than	\$ 47,000.00		60		
Less than	\$ 49,000.00	but more than	\$ 48,000.00		55		
Less than	\$ 50,000.00	but more than	\$ 49,000.00		50		
	\$ 50,000.00	but less than	\$ 51,000.00	=	45		
	\$ 51,000.00	or more, but less than	\$ 52,000.00		40		
	\$ 52,000.00	or more, but less than	\$ 53,000.00		35		
	\$ 53,000.00	or more, but less than	\$ 53,900.00		30		
	\$ 53,900.00	or more, but less than	\$ 54,800.00		25		
	\$ 54,800.00	or more, but less than	\$ 55,700.00		20		
	\$ 55,700.00	or more, but less than	\$ 56,600.00		15		
	\$ 56,600.00	or more, but less than	\$ 57,500.00		10		
	\$ 57,500.00	or more, but less than	\$ 58,400.00		5		

Begin End

47001 47999  
 48001 48999  
 49001 49999  
 50001 50999  
 51000 51999  
 52000 52999  
 53000 53899  
 54000 54799  
 55000 55699  
 56000 56599  
 57000 57499  
 58000 58399

0 to 47,000

Column1	Column2	Column3	Column4	Column5	Column6	Column7
Less than	\$ 47,000.00		=		65 %	
	\$ 47,000.00	or more, but less than	\$ 48,000.00	=	60 %	
	\$ 48,000.00	or more, but less than	\$ 49,000.00	=	55 %	
	\$ 49,000.00	or more, but less than	\$ 50,000.00	=	50 %	
ORIG	\$ 50,000.00	or more, but less than	\$ 51,000.00	=	45 %	
	\$ 51,000.00	or more, but less than	\$ 52,000.00	=	40 %	
	\$ 52,000.00	or more, but less than	\$ 53,000.00	=	35 %	
	\$ 53,000.00	or more, but less than	\$ 53,900.00	=	30 %	
	\$ 53,900.00	or more, but less than	\$ 54,800.00	=	25 %	
	\$ 54,800.00	or more, but less than	\$ 55,700.00	=	20 %	
	\$ 55,700.00	or more, but less than	\$ 56,600.00	=	15 %	
	\$ 56,600.00	or more, but less than	\$ 57,500.00	=	10 %	
	\$ 57,500.00	or more, but less than	\$ 58,400.00	=	5 %	

Represents new income limits in original RP-467 Senior scale

0 to 47,000						
Column1	Column2	Column3	Column4	Column5	Column6	Column7
Less than	\$ 47,000.00		=		65 %	
	\$ 47,000.00	or more, but less than	\$ 48,000.00	=	60 %	
	\$ 48,000.00	or more, but less than	\$ 49,000.00	=	55 %	
	\$ 49,000.00	or more, but less than	\$ 50,000.00	=	50 %	
ORIG	\$ 50,000.00	or more, but less than	\$ 51,000.00	=	45 %	
	\$ 51,000.00	or more, but less than	\$ 52,000.00	=	40 %	
	\$ 52,000.00	or more, but less than	\$ 53,000.00	=	35 %	
	\$ 53,000.00	or more, but less than	\$ 53,900.00	=	30 %	
	\$ 53,900.00	or more, but less than	\$ 54,800.00	=	25 %	
	\$ 54,800.00	or more, but less than	\$ 55,700.00	=	20 %	
	\$ 55,700.00	or more, but less than	\$ 56,600.00	=	15 %	
	\$ 56,600.00	or more, but less than	\$ 57,500.00	=	10 %	
	\$ 57,500.00	or more, but less than	\$ 58,400.00	=	5 %	

Represents new income limits in original RP-467 Senior scale



Full 4-7-26  
#6bb

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:** March 23, 2026

**TO:** Erin Crowley  
Chairwoman, Audit & Administration Committee

**FROM:** William Gouldman  
Deputy Chairman of Legislature *William Gouldman*

**CC:** Daniel G. Birmingham  
Chairman of Legislature

Heather Abissi  
Senior Deputy County Attorney

**RE:** Electric Buses

In accordance with the Legislative Manual Section C. *Standing Committees and their Functions* 2.(b.), I am writing to refer the following matter: "New York State mandate passed in 2022 requiring all new school bus purchases be zero emission by 2027 and that the school bus fleet transitioning to 100% electric by 2035" to the March 30, 2026 Audit & Administration Committee meeting.

Please note Chairman Birmingham will recuse himself from the discussion and consideration of this item, as the Law Firm of which he is a partner represents, on a limited basis (bond counsel), certain of Putnam Counties school districts. Out of an abundance of caution, he has requested that I, as the Deputy Chairman of the Legislature, refer this matter to committee, adhering the previously referred section of the Legislative Manual. I would like the Audit & Administration Committee to place said item on for discussion and consideration for approval. At my request, Senior Deputy County Attorney Abissi is drafting a resolution for consideration at the March 30<sup>th</sup> meeting.

Thank you.





Legislature outlining such reason(s), and provide an estimate as to when such production will occur; and be it further

**RESOLVED**, that if such period shall exceed another 10 days, the Commissioner of Finance shall notify the Clerk of the County Legislature, and the Commissioner of Finance shall appear before a meeting of the Budget and Finance Committee of the County Legislature to provide such reason(s); and be it further

**RESOLVED**, that the Clerk of the County Legislature shall supply the District and to the Special Auditor with all County Legislative resolutions adopted on and after January 1, 2018 pertaining to the Soil and Water Conservation District and the Soil and Water Department of the County; and be it further

**RESOLVED**, that the Putnam County Legislature directs the County Auditor, in cooperation with the Department of General Services, to issue an RFP (or such other competitive process as required by law) (the "Selection Process") to identify and hire by the County Legislature, an independent accounting firm (the "Special Auditor") to conduct a special audit on behalf of the County Legislature of the budgets, books, records, financial statements, legislative resolutions, District board resolutions and any other records or documents of the County created from January 1, 2018 to present; and be it further

**RESOLVED**, that such special audit shall determine, on a line by line basis, all soil and water funds received and disbursed, and to reconcile those against the resolutions authorizing such disbursements, and prepare a report as to the findings thereto, so that it can be determined that whether soil and water district funds were accounted for and were properly used for District purposes; and be it further

**RESOLVED**, that the parameters of such special audit shall include, but not be limited to, the following areas:

A. all funds received by the County from the State of New York (or any agency or department thereof) relating to soil and water conservation district Part A, Part B and Part C funds and any other District funds received by the County,

B. all funds received by the County from the United States government (or any agency or department thereof) relating to the District received by the County,

C. an identification of all County budget accounts into which the funds described in paragraphs A and B hereof were deposited and any interest earned thereon,

D. an inventory of all equipment furnishings, vehicles and other tangible and intangible assets purchased with funds described in paragraphs A and B hereof,

E. a list of all invoices and disbursements relating to funds described in paragraphs A and B hereof setting forth the amounts disbursed, the purposes for which such disbursements were made and the payees of such disbursements,

F. provide a listing of payroll records relating to positions paid for in whole or in part by funds described in paragraphs A and B hereof,

G. a list of all District resolutions and County Legislative resolutions relating to District funds, and

**H. identify whether any soil and water conservation district funds received by the County were required to be segregated into any special or trust accounts and provide information as to whether such segregation(s) were properly and timely made; and be it further**

**RESOLVED, the Special Auditor shall be authorized to consult and cooperate with members of the Putnam County Soil and Water Conservation District Board; and be it further**

**RESOLVED, that the County Attorney's Office is hereby authorized to take whatever legal action is necessary to assist in the Selection Process necessary to effectuate the directives of this Resolution, and the Special Audit; and be it further**

**RESOLVED, that in connection with the Selection Process and pursuant to Article 2, Section 2.04(i) of the Putnam County Charter, the County Legislature shall be and is hereby empowered to select the Special Auditor; and be it further**

**RESOLVED, that this Resolution shall take effect in accordance with Section 3.04(A) of the County Charter.**