

THE PUTNAM COUNTY LEGISLATURE

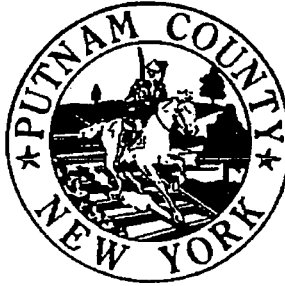
40 Gleneida Avenue

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

**AGENDA  
PERSONNEL COMMITTEE  
TO BE HELD IN ROOM #318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512**

**Members: Chairwoman Addonizio and Legislators Russo & Sayegh**

**Thursday**

**6:00pm**

**April 23, 2026**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance of Minutes – November 12, 2025, February 10, 2026 & March 11, 2026**
- 4. Approval – Fund Transfer 26T055 – Sheriff's Office – Reallocation – Senior Office Assistant to Principal Office Assistant**
- 5. Approval – Fund Transfer 26T070 – Real Property – Increase hours for Part Time Assessment Clerk Position**
- 6. Approval – Fund Transfer 26T071 – Dept. of Social Services – Mandated CPS Case Overtime**
- 7. Approval – Fund Transfer 26T094 – Dept. of Social Services – Compensate Temporary Employee**
- 8. Approval – Fund Transfer 26T084 – Finance – Increase District Attorney Salary pursuant to Judiciary Law 183-a**
- 9. Approval – Budgetary Amendment 26A024 – DPW – Reallocate & Eliminate 2026 County Soil & Water Budget**

**10. Approval – Fund Transfer 26T095 – Health Dept. – Reorganization Effective May 1, 2026 – Create New Positions of Deputy Public Health Director and Environmental Health Aide – Title Change from Grade 5 Office Assistant to Account Clerk II**

**11. FYI – Accident Report**

**12. FYI – Incident Report**

**13. Other Business**

**14. Adjournment**

PERSONNEL COMMITTEE  
HELD IN ROOM #318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512

#301

**Members: Chairman Jonke and Legislators Addonizio & Gouldman**

Wednesday

November 12, 2025

**(Immediately following the Protective Meeting beginning at 6:00pm)**

The meeting was called to order at 6:35pm by Chairman Jonke who requested Legislator Birmingham lead in the Pledge of Allegiance. Upon roll call Legislator Gouldman and Chairman Jonke were present. Legislator Addonizio was absent. Chairman Jonke requested that Legislator Birmingham sit on the Committee in Legislator Addonizio's absence.

**Item #3 – Approval – Fund Transfer 25T384 – Dept. of Social Services – Overtime through Year End due to Increased Case Loads**

Deputy Commissioner of the Department of Social Services, Mental Health, and Youth Bureau Nicholle McGuire stated there have been an increase in cases; just the other night there were five (5) employees working overtime. She stated she is looking to utilize funds from a vacant caseworker position to cover this overtime.

Legislator Montgomery questioned if the position has been advertised.

Deputy Commissioner McGuire stated yes, and they are in the process of interviewing.

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

**Item #4 – Overview – County Appointed Legal Defense of Indigents – Commissioner of Finance Carlin**

Commissioner of Finance William Carlin stated the County is mandated to assign and provide a counsel program regarding the defense of indigent legal persons. He stated the County Attorney's Office, the Department of Finance, and the County Executive's Office have been in contact with the State as they develop an assigned counsel plan for Putnam County to review. He stated once that plan is ready, it will come before the Legislature for approval. He stated there are \$374,000 State settlement funds for this purpose annually.

**Item #5 – Discussion – Public Information Officer Stipends – Personnel Officer Eldridge**

Personnel Officer Paul Eldridge stated he would recommend the approval for the stipends for the three (3) Public Information Officers. He stated these stipends were set aside into subcontingency in the 2025 budget.

Chairman Jonke clarified that the positions are in the Health Department, County Executive's Office, and in the Sheriff's Office.

Legislator Birmingham questioned if the responsibility of the Public Information Officer goes above and beyond the responsibilities of the position in the County Executive's Office.

Personnel Officer Eldridge stated they are always on call in case of emergency.

Chairman Jonke questioned if the positions in the other department have "communication" in their title.

Personnel Officer Eldridge stated no, they do not. He stated the information they provide is related to emergency situations with the information coming from the Bureau of Emergency Services.

Legislator Gouldman stated the public is constantly looking for information and this is a streamlined way to get information out.

Personnel Officer Eldridge stated this way accurate information is coming from an appropriate source.

Legislator Sayegh stated she is in favor of releasing these funds. She questioned if there would be an issue with the stipend for the employee in the Health Department because they are in a union.

Personnel Officer Eldridge stated that employee will track their time and ensure it stays within overtime provisions as specified in the contract.

County Auditor Michele Alfano-Sharkey stated in order for the funds to be released the Commissioner of Finance will need to prepare a transfer before the end of the year.

Chairman Jonke stated he will send an official request for a transfer to be prepared and considered at the Audit & Administration Committee Meeting.

Legislator Montgomery questioned if there is a job description for the Public Information Officer position. She stated in her experience as administrations change and as department heads change and as politics are involved, the level of information provided also changes. She stated at one point she would receive updates from the Sheriff's Office about things happening in her district, which does not happen anymore. She stated a job description would maintain consistency and open communication.

Personnel Officer Eldridge stated the three employees designated as Public Information Officers are going to create policy and procedures and that can certainly be included.

**Item #6 – Approval – Employee Health Insurance Contribution Review Committee  
– MOA – Revised Employee Contributions – 4 Unions: CSEA, PCSEA,  
PuMA, & PBA (Tabled from September Personnel Mtg.)**

Personnel Officer Eldridge stated the County has been facing difficulty pertaining to recruitment and retention. He stated the employee health insurance contribution has been a big issue, particularly with new employees who are coming in at the lowest salaries and contributing the highest percentage, as high as 30%. He stated in his research he has not found any municipality with a higher rate. He stated the family plan costs over \$40,000, making the contribution about \$12,000 per year. He stated realizing this needed to be addressed, County Executive Byrne established a review committee which supported a reduction of the highest amount from 30% to 17%. He stated he believes this will be significant in terms of both recruitment and retention.

Chairman Jonke stated many candidates were lost even with competitive salaries because once they calculated what their actual pay would be, they would go elsewhere. He stated the review committee was formed in June 2024 and he believes this could have been a faster process. He stated he is happy it is finally before the Legislature.

Legislator Birmingham suggested amending the final paragraph to say the contribution “shall not exceed” 17% so employees currently paying less than that are not penalized.

Legislator Ellner stated he would like to discuss figures in the resolution that is marked confidential, therefore requested the Committee go into executive session.

At 6:56pm Chairman Jonke made a motion to go into executive session to discuss confidential information; Seconded by Legislator Birmingham. All in favor.

At 7:01pm Chairman Jonke made a motion to come out of executive session; Seconded by Legislator Gouldman. All in favor. No action was taken.

Legislator Gouldman stated this is the right thing to do for the employees.

Chairman Jonke stated this was a long time coming and he is happy to get this done before he leaves the Legislature.

Legislator Birmingham made a motion to pre-file the necessary resolution with an amendment to the second to last paragraph: “...shall not exceed 17% as it would apply to Management/Confidential employees”; Seconded by Chairman Jonke. By roll call vote: All ayes. Motion carries.

Legislator Birmingham questioned if this will change the employee handbook.

Personnel Officer Eldridge stated any necessary changes will be made in the handbook.

**Item #7 – Approval – Local Law Establishing the 2026 Salaries of Certain Appointed Officers Serving for Fixed Terms**

Chairman Jonke made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

**Item #8 – Approval – Local Law Establishing the 2026 Salaries of Certain Elected Officials Serving for Fixed Terms**

Chairman Jonke made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

**Item #9 – Approval – Financial Disclosure List for the Year 2026**

Chairman Jonke made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

Personnel Officer Eldridge stated this list is reviewed each year for any necessary updates. He stated for instance, the Commissioner of Health is no longer on this list and is replaced with Public Health Director. He stated Medical Consultant has been added as well. He stated anyone in an advisory position files a shortened disclosure.

**Item #10 – Approval – Budgetary Amendment 25A107 – Emergency Services – Dispatcher Overtime**

Acting Commissioner of the Bureau of Emergency Services Ralph Falloon stated they are currently short staffed with 4 vacancies. He stated they have created a trainee position to their dispatch center which allows them to hire employees who may not have all the qualifications of the position. He stated they have had some employees leave for other opportunities and three (3) employees came back, which is beneficial because they already have the necessary training. He stated there is also an employee completing training now.

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

**Item #11 – FYI – Incident Report – Duly Noted**

**Item #12 – FYI – Accident Report – Duly Noted**

**Item #13 – Other Business – None**

**Item #14 – Adjournment**

There being no further business at 7:13pm Chairman Jonke made a motion to adjourn, Seconded by Legislator Birmingham. All in favor.

Respectfully submitted by Deputy Clerk Beth Robinson.

THE PUTNAM COUNTY LEGISLATURE

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

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



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**AGENDA  
PERSONNEL COMMITTEE  
TO BE HELD IN ROOM #318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512**

**Members: Chairman Jonke and Legislators Addonizio & Birmingham**

**Wednesday November 12, 2025**  
**(Immediately following the Protective Meeting beginning at 6:00pm)**

1. Pledge of Allegiance
2. Roll Call
3. Approval – Fund Transfer 25T384 – Dept. of Social Services – Overtime through Year End due to Increased Case Loads
4. Overview – County Appointed Legal Defense of Indigents – Commissioner of Finance Carlin
5. Discussion – Public Information Officer Stipends – Personnel Officer Eldridge
6. Approval – Employee Health Insurance Contribution Review Committee – MOA – Revised Employee Contributions – 4 Unions: CSEA, PCSEA, PuMA, & PBA (Tabled from September Personnel Mtg.)
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9. Approval – Financial Disclosure List for the Year 2026

#3(c)

**PERSONNEL COMMITTEE  
HELD IN ROOM #318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512**

**Members: Chairwoman Addonizio and Legislators Russo & Sayegh**

**Tuesday**

**February 10, 2026**

**(Immediately following the Physical Services Committee Mtg at 6:00pm)**

The meeting was called to order at 6:53pm by Chairwoman Addonizio who requested Legislator Sayegh lead in the Pledge of Allegiance. Upon roll call, Legislators Russo and Sayegh and Chairwoman Addonizio were present.

**Item #3 – Acceptance of Minutes – December 9, 2025**

The minutes were accepted as submitted.

**Item #4 – Approval – Approval Workplace and Gender Based Violence Policy as a Replacement of Existing Workplace Violence Policy**

Principal Personnel Specialist Patricia Rau stated there was a new State finance law passed which requires recipients of State monies to have a gender-based violence policy in order to receive that money. She stated this requirement goes into effect next month and the County has some grants currently in the process of being renewed, therefore this policy needs to be adopted in order to received those grant funds. She stated she utilized the model policy provided by the State to create this policy for Putnam County to ensure compliance.

Legislator Sayegh questioned if this changes the workplace violence training taken by employees every year.

Principal Personnel Specialist Rau stated yes, the training will be modified to include gender-based violence.

Acting Personnel Officer Adriene Iasoni stated she has been in communication with the company that provides the training to ensure this is included.

Principal Personnel Specialist Rau provided a revised version of the policy that corrects a small typo having to do with headings.

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

Legislator Sayegh stated having taken the training multiple times over the years, some of the topics in this policy are covered.

Principal Personnel Specialist Rau stated there is some crossover in the existing policy; they wanted to make sure the State mandate was being met.

Legislator Gouldman questioned if newly hired employees or volunteers are required to familiarize themselves with this policy.

Principal Personnel Specialist Rau stated all new employees and volunteers must sign off that they read the employee handbook, which provides a listing of all County policies.

Legislator Montgomery thanked Principal Personnel Specialist Rau and Acting Personnel Officer Iasoni for their work on this. She stated this is a very important policy and questioned if supervisors or department heads take a different training.

Acting Personnel Officer Iasoni stated there is a supervisory component, but for the most part the training is the same. She stated this is the first step in this process, there will be more awareness and training for all employees.

Senior Deputy County Attorney Abissi stated she took training that was a more entertainment-based style and she found it to be more effective and memorable.

Acting Personnel Officer Iasoni stated the company the County has a contract with is definitely an improvement from what had been used in the past.

Legislator Sayegh stated the true benefit of the training is empowering employees to know their rights and speak up when something is not right.

Principal Personnel Specialist Rau stated her background is in prosecution of domestic violence cases, which gave her a firsthand understanding of how difficult it can be to speak about abuse or violence. She stated she created the policy with that in mind, even though it may be redundant at times.

Legislator Montgomery questioned if volunteer board members are required to take the training.

Principal Personnel Specialist Rau stated if grant funding is received by the department, any board and volunteer members would be required to take the training. She stated they would try to keep it consistent.

Legislator Crowley stated the importance of remaining in contact with employees who may have been impacted by workplace violence, even if they are no longer employed by the County.

Principal Personnel Specialist Rau stated that is a really great point and she believes this policy touches on that.

Legislator Russo stated she sits on an advisory board with the Town of Patterson as a volunteer member and she is required to take all the trainings.

**Item #5 – FYI – Accident Report – Duly Noted**

**Item #6 – FYI – Incident Report – Duly Noted**

**Item #7 – Other Business – None**

**Item #8 – Adjournment**

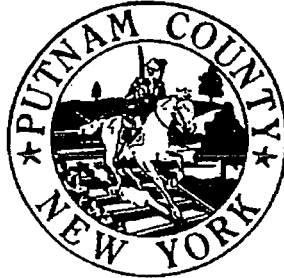
There being no further business at 7:10pm, Chairwoman Addonizio made a motion to adjourn; Seconded by Legislator Sayegh. All in favor.

Respectfully Submitted by Deputy Clerk Beth Robinson.

# THE PUTNAM COUNTY LEGISLATURE

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## AGENDA PERSONNEL COMMITTEE TO BE HELD IN ROOM #318 PUTNAM COUNTY OFFICE BUILDING CARMEL, NEW YORK 10512

**Members: Chairwoman Addonizio and Legislators Russo & Sayegh**

**Tuesday**

**February 10, 2026**

**(Immediately following the Physical Services Committee Mtg at 6:00pm)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance of Minutes – December 9, 2025**
- 4. Approval – Approval Workplace and Gender Based Violence Policy as a Replacement of Existing Workplace Violence Policy**
- 5. FYI – Accident Report**
- 6. FYI – Incident Report**
- 7. Other Business**
- 8. Adjournment**

#301

PERSONNEL COMMITTEE  
HELD IN ROOM #318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512

**Members: Chairwoman Addonizio and Legislators Russo & Sayegh**

**Wednesday** **March 11, 2026**  
**(Immediately Following the Health and Protective Mtgs Beginning at 6PM)**

The meeting was called to order at 7:00pm by Chairwoman Addonizio who requested Legislator Russo lead in the Pledge of Allegiance. Upon roll call, Legislator Russo and Chairwoman Addonizio were present. Legislator Sayegh was absent.

**Item #3 – Approval – Budgetary Amendment 26A012 – Dept. of Social Services – Adjust State Aid Levels per Contact Renewal with Child Advocacy Center**

Fiscal Manager for the Department of Social Services, Mental Health & Youth Bureau Kristen Wunner stated this is a grant award through the Office of Family and Children Services and is an annualized amount through 2030.

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

**Item #4 – Approval – Fund Transfer 26T023 – Dept. of Social Services, Mental Health & Youth Bureau – Provide for Pay Differential – Director of Eligibility Position**

Fiscal Manager Wunner stated an employee in their department retired and is still being paid out their accruals. She stated this transfer will allow the employee now fulfilling those duties to be properly compensated until that line is officially vacated.

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

**Item #5 – Approval – Budgetary Transfer 26T044 – Sheriff's Office – Allocate an Administrative Position from the BCI Division to the Civil Division**

Sheriff Brian Hess stated this position was listed in the budget under BCI but it is really in Civil. He stated this is correcting that listing.

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

**Item #6 – Approval – Fund Transfer 26T045 – Department of Public Works – Change Title and Reclass Position from Senior Account Clerk to Principal Account Clerk**

Parks Superintendent Chris Ruthven stated this employee is fantastic and this reclassification is well deserved.

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

**Item #7 – FYI – Accident Report – Duly Noted**

**Item #8 – FYI – Incident Report – Duly Noted**

**Item #9 – Other Business – None**

**Item #10 – Adjournment**

There being no further business at 7:06pm, Chairwoman Addonizio made a motion to adjourn; Seconded by Legislator Russo. All in favor.

Respectfully Submitted by Deputy Clerk Beth Robinson.

THE PUTNAM COUNTY LEGISLATURE

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**Members: Chairwoman Addonizio and Legislators Russo & Sayegh**

**Wednesday**

**March 11, 2026**

**(Immediately Following the Health and Protective Mtgs Beginning at 6PM)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Approval – Budgetary Amendment 26A012 – Dept. of Social Services – Adjust State Aid Levels per Contact Renewal with Child Advocacy Center**
- 4. Approval – Fund Transfer 26T023 – Dept. of Social Services, Mental Health & Youth Bureau – Provide for Pay Differential – Director of Eligibility Position**
- 5. Approval – Budgetary Transfer 26T044 – Sheriff's Office – Allocate an Administrative Position from the BCI Division to the Civil Division**
- 6. Approval – Fund Transfer 26T045 – Department of Public Works – Change Title and Reclass Position from Senior Account Clerk to Principal Account Clerk**
- 7. FYI – Accident Report**
- 8. FYI – Incident Report**
- 9. Other Business**
- 10. Adjournment**

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



APRIL - PERS.  
APRIL - Audit  
MAY - Full  
KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

Reso

#4

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance *wjc*  
Re: Budgetary Transfer - 26T055  
Date: March 12, 2026

LEGISLATURE  
PUTNAM COUNTY  
CARROLL, NY

2026 MAR 18 PM 2:59

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

**Increase Estimated Appropriations:**

17311000 51000 (158)	Personnel Services	8,630
17311000 58002	FICA	660
		<u>9,290</u>

**Decrease Estimated Appropriations:**

10199000 54980	Contingency	9,290
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Fiscal Impact - 2026 - \$ 0 *9,290 mas*  
Fiscal Impact - 2027 - \$ 0

This Resolution is required to fund a job reallocation from Senior Office Assistant to Principal Office Assistant as approved by the Personnel Department. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive



BRIAN M. HESS  
SHERIFF

# PUTNAM COUNTY SHERIFF'S OFFICE


Three County Center  
Carmel, New York 10512  
(845) 225-4300



JAMES T. MENTON  
UNDERSHERIFF

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## MEMORANDUM

TO: William Carlin, Commissioner of Finance  
Cc: Brian M. Hess, Sheriff  
FROM: James T. Menton, Undersheriff   
RE: Fund Transfer Request  
DATE: March 11, 2026

The Personnel Department has approved a title change for Danielle Mahoney of Road Patrol from Senior Office Assistant to Principal Office Assistant. Attached is the supporting personnel documentation.

I am requesting a fund transfer to accommodate this updated title.

Thank you for your attention and assistance.

**ADRIENE IASONI**  
ACTING PERSONNEL OFFICER



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

March 9, 2026

Classification/Reclassification Notice

Brian Hess  
Putnam County Sheriff

Via email

Sheriff Hess,

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 1/9/2026
- New Position Duties Statement (Form 222) Dated \_\_\_\_\_
- Request for Additional Position(s) in an Already Established Classification (Form 222A)

Please be advised that, pursuant to Civil Service Law, Section 22, we have classified this position as Principal Office Assistant 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. 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 dark ink, appearing to read "Patricia Rau".

Patricia Rau  
Principal Personnel Specialist

**PUTNAM COUNTY PERSONNEL DEPARTMENT**  
110 Old Route Six, Building Three  
Carmel, NY 10512  
Tel: 845-808-1650 Fax: 845-808-1921  
[www.putnamcountyny.gov/personneldept](http://www.putnamcountyny.gov/personneldept)

ADRIENE IASONI  
ACTING PERSONNEL OFFICER



KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

Classification/Reclassification Checklist

Name: [Handwritten Name] Title: Senior Office Assistant  
Municipality: PCSO Department: \_\_\_\_\_  
Preferred contact information: Undersheriff James Merton

**For employee title re-classification:**

- We plan on requesting and funding approval for this classification
- 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 how/if this will affect the subject employee
- We do not agree with this re-classification 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 : \_\_\_\_\_.

**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* concurrent time spent as a provisional in the title an employee becomes permanent in, directly before their permanent appointment, 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 will have completed their probationary period.

**WILLIAM J. CARLIN, Jr. CPA**  
Commissioner Of Finance



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

*Reso*

DEPARTMENT OF FINANCE

*Pers: 4-23-26*  
*Audit 4-25-26*  
*Fuel - 5-5-26*

**#5**

**MEMORANDUM**

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance *WJC*  
Re: Budgetary Transfer - 26T070  
Date: April 1, 2026

2026 APR - 2 PM 4: 25  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Director of Real Property Tax Services, the following budgetary transfer is recommended.

**Increase Estimated Appropriations:**

10135500 51000 (109)	Personnel Services	4,316
10135500 58002	FICA	330
		<u>4,646</u>

**Decrease Estimated Appropriations:**

10199000 54980	Contingency	4,646
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Fiscal Impact - 2026 - \$ 4,646  
Fiscal Impact - 2027 - TBD

This Resolution is required to increase the part time assessment clerk position from 25 to 30 hours per week as per the enclosed correspondence. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive

**TRISH McLOUGHLIN**  
DIRECTOR OF REAL PROPERTY



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

TO: Kevin Byrne, Putnam County Executive  
FROM: Trish McLoughlin, County Director, Real Property  
RE: Increased Clerk Hours – Real Property  
DATE: 03/24/2026

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I would like to put in a formal request for an increase in hours for our Real Property Clerk here in Real Property. Our Clerk currently works 25 hours per week, typically Mon – Thursday, for 6-hour days (adding an hour on any given day for the 25 total). I would like to increase the hours to 30 hours per week. As requested, I have met with Bill Carlin to discuss the details of this increase in hours, and why I believe that it is necessary for our office.

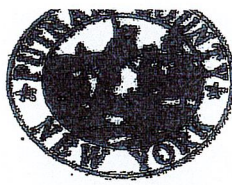
Due to the additional tasks that our office is now doing to help the various municipalities, as well as all of the town assessors, other County departments, and the public at large, we are finding that we could really utilize the Clerk for 6 hours, 5 days a week. Her tasks typically turn into tax map projects that are days, sometimes weeks long.

It would be very helpful to have our Clerk work Monday through Friday, 9-3. She also plays a large roll in continuing to train our front Sr. Office Asst, utilizing all of her search skills, which were not used by the prior employee who held this position. In addition, my Real Property Tax Office Asst is now training our Sr. Office Asst to seamlessly move into the Real Property Tax Office Asst position, as this employee may wish to go down to part-time hours at some point in the near future. I need to keep in mind the continuity of this office.

Thank you so much for your consideration.

*Reg. Ft. 26T070*

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

Reso

DEPARTMENT OF FINANCE

#0

Para. 4-23-26  
Audit 4-27-26  
Full 5-5-26

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance  
Re: Budgetary Transfer - 26T071  
Date: April 1, 2026

*WJC*

2026 APR - 2 PM 4:33  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of Mental Health, Social Services, and Youth Bureau, the following budgetary transfer is required.

Increase Estimated Appropriations:

10102000 51093 Overtime 7,315

Decrease Estimated Appropriations:

10102000 51000 (123) Personnel Services 7,315

*caseworker Spanish speaking*

Fiscal Impact - 2026 - \$ 0

Fiscal Impact - 2027 - \$ 0

This Resolution is required to cover mandated CPS case overtime as per the enclosed correspondence. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive

Attached Backup  
is  
CONFIDENTIAL

COMMISSIONER OF FINANCE  
WILLIAM J. CARLIN



CC: All  
PORS. 4-23-26  
Audit 4-27-26  
Full. 5-5-26

COUNTY EXECUTIVE  
KEVIN M. BYRNE

Reso  
#7

**MEMORANDUM**

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance *wjc*  
Re: Budgetary Transfer - **26T094**  
Date: April 16, 2026

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

**Increase estimated appropriations:**

10101000 51094	Temporary	2,180
10107000 51094	Temporary	1,454
		<u>3,634</u> ✓

**Decrease:**

10101000 51000 (901)	Personnel Services	3,634
----------------------	--------------------	-------

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

This budgetary transfer will provide funding for a temporary employee covering for a Principal Office Assistant during a leave of absence. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive

2026 APR 17 AM 9:53  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

KEVIN BYRNE  
County Executive

SARA SERVADIO  
Commissioner

NICOLLE MCGUIRE  
Deputy Commissioner



CC: All  
Per- 4-23-26  
Audit - 4-27-26  
Tull - 5-5-26  
Re50

DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

April 16, 2026

TO: William Carlin, Commissioner of Finance  
FROM: Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau *KW*  
SUBJECT: DSS 2026 Budgetary <sup>Transfer</sup> Amendment

The Department of Social Services is seeking approval of reappropriating funds to compensate a temporary employee fulfilling the duties of a **Principal Office Assistant** during a leave of absence. Funds transfer 26T077 covers \$4,900 of the estimated compensation for the temporary employee and to support the additional \$3,633 increase requested, funds are being utilized from a vacant Caseworker position within the TA unit.

**Increase Appropriations:**

10101000	SS PROG ADMN INC MAINT	
51094	TEMPORARY	\$2,179.80
10107000	SS PROG ADMN FDSTMPS	
51094	TEMPORARY	\$1,453.20

**Decrease Appropriations:**

10101000	SS PROG ADMN INC MAINT	
51000 (901)	PERSONNEL SERVICES	\$3,633.00

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

2026 APR 16 PM 4:51  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Thank you for your time and consideration of this request.

cc: Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau  
*nm* Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau  
Adriene Iasoni, Acting Personnel Officer

26T097

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

CC: All  
Pers. 4.23.26  
Audit - 4.27.26  
Full - 5-5-26

Reso

#8

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance  
Re: Budgetary Transfer - 26T084  
Date: April 9, 2026

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2026 APR 13 AM 11:37

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

Increase estimated appropriations:

10116500 51000 (101)	Personnel Services	3,375
10116500 58002(101)	FICA	259
		<u>3,634</u>

Decrease estimated appropriations:

10199000 54980	Contingency	3,634
----------------	-------------	-------

Fiscal Impact - 2026 - \$ 3,634  
Fiscal Impact - 2027 - \$ 0

This budgetary transfer is required to increase The District Attorney Salary to \$ 228,200 as of April 1, 2026, pursuant to Judiciary Law 183-a regarding the Statewide compensation of all District Attorneys in New York State. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive

26T084



Home / State Agencies / Payroll Bulletins / Unified Court System / Unified Court System Bulletin No. UCS-360

# Unified Court System Bulletin No. UCS-360

## Subject

April 2026 Salary Increase for Judges, Justices and New York City Court Clerks of the Unified Court System (UCS)

## Date Issued

March 10, 2026

## Purpose:

The purpose of this bulletin is to inform agencies of OSC's automatic processing of the April 2026 Salary Increases for Judges, Justices and New York City Court Clerks of the UCS.

26T084

Title	Current 04/01/2024	New 04/01/2026
DCAJ (NYC)	\$245,100	\$250,100
DCAJ (outside NYC)	\$245,100	\$250,100
AJ (in NYC; Judicial District; County)	\$241,000	\$245,900
<b>Supreme Court</b>		
Justice	\$232,600	\$237,300
<b>Court of Claims</b>		
Presiding Judge	\$245,100	\$250,100
Judge	\$232,600	\$237,300
<b>County Court</b>		
	\$232,600	\$237,300
	\$223,700	\$228,200



Reso

April 23 - Pub  
April 27 - Audit  
May 5 - Full

#9

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance *wjc*  
Re: Budgetary Amendment - 26A024  
Date: April 3, 2026

2026 APR - 6 PM 1:57  
LEGISLATURE  
PUTNAM COUNTY  
CARROLL NY

At the request of the Commissioner of the Department of Public Works (DPW), the following budgetary amendment is required.

**Increase estimated appropriations:**

10144000 51000 (113)	Personnel Services <i>Program Manager</i>	108,150
10144000 51094	Temporary	10,000
10144000 54310	Office Supplies	100
10144000 54311	Printing & Forms	100
10144000 54640	Education & Training	1,200
10144000 54664	Advertising	700
10144000 54675	Travel	800
10144000 55314	Chargeback Postage	50
10144000 55370	Chargeback Automotive	400
10144000 55371	Chargeback Gasoline	500
10144000 55634	Chargeback telephone	200
10144000 58001	State Retirement	12,026
10144000 58002	Social Security	9,038
10144000 58003	Disability Insurance	163
10144000 58004	Workers Compensation	202
10144000 58006	Dental Benefits	1,302
10144000 58007	Life Insurance	796
10144000 58008	Health Insurance	16,050
10144000 58009	Vision	185
10144000 58011	Flex Plan	2,156
		<hr/>
		164,118

**Decrease estimated appropriations:**

10874500 51000 (107)	Personnel Services S&W Conservation District	108,150
10874500 51094	Temporary	10,000
10874500 54310	Office Supplies	100
10874500 54311	Printing & Forms	100
10874500 54313	Books & Supplements	2,000
10874500 54640	Education & Training	1,200
10874500 54664	Advertising	700
10874500 54675	Travel	1,800
10874500 54783	Licensing & Accessories	3,000
10874500 55314	Chargeback Postage	50
10874500 55370	Chargeback Automotive	400
10874500 55371	Chargeback Gasoline	500
10874500 55634	Chargeback telephone	200
10874500 58001	State Retirement	12,026
10874500 58002	Social Security	9,038
10874500 58003	Disability Insurance	163
10874500 58004	Workers Compensation	202
10874500 58006	Dental Benefits	1,302
10874500 58007	Life Insurance	796
10874500 58008	Health Insurance	16,050
10874500 58009	Vision	185
10874500 58011	Flex Plan	2,156
		<hr/>
		170,118

**Decrease estimated revenues:**

10874500 439105	State aid - Performance Measures	6,000
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Fiscal Impact - 2026 - \$0

Fiscal Impact - 2027 - \$0

This Resolution is necessary to reallocate to eliminate the 2026 County Soil and Water Budget as a result of the recently executed Memorandum of Agreement with the Putnam County Soil and Water Conservation District. The current employee and associated costs are being transferred to the DPW engineering department.

Approved:

Kevin M. Byrne  
County Executive

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

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

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



**HEATHER M. ABISSI**  
*Senior Deputy County Attorney*

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

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

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

## DEPARTMENT OF LAW

### MEMORANDUM

**To:** Kevin Byrne, County Executive  
The Putnam County Legislature  
Cassandra Roth, Chair, Putnam County SWCD

**Cc:** William Carlin, Commissioner of Finance  
Mat Bruno, Risk Manager

**From:** Putnam County, County Attorney's Office

---

Pursuant to Resolution #384 of 2025 the Commissioner of Finance and Risk Manager in coordination and cooperation with this Office was charged with ensuring that all paperwork necessary to comply with Risk Management, County Audit, NYS Comptroller, NYS Taxation and Finance, and the IRS to ensure the County's ability to satisfy all final reporting and record keeping requirements and documentation needed to end Putnam County's fiduciary responsibilities were in place.

In consultation with Danielle Cordier, Counsel for NYS Agriculture and Markets, NYSAC, County Audit, the Commissioner of Finance, and Risk Manager, this memorandum confirms that indeed the Commissioner of Finance and Risk Manager have both confirmed that upon the signing of the Intermunicipal Agreement (IMA) with the Putnam County Soil and Water Conservation District, that they each will then have in their possession all paperwork necessary for them to meet any final reporting requirements, if any, imposed by the NYS Comptroller, NYS Taxation and Finance, and/or the IRS, needed to end Putnam County's fiduciary responsibilities.

As such, upon the full execution of the IMA, it shall be appended to Resolution #384 of 2025 as Schedule A, and shall satisfy the condition precedent to enactment; thus, on that day, Resolution #384 shall be deemed enacted.

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

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

COMMISSIONER OF FINANCE  
WILLIAM J. CARLIN



CC: A1/  
PERS - 4.23.26  
Audit - 4.27.26  
Full - 5.5.26

Reso

COUNTY EXECUTIVE  
KEVIN M. BYRNE

#10

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance *WJC*  
Re: *Budgetary Transfer* - 26 T095  
Date: April 16, 2026

2026 APR 16 PM 4:27  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Increase Estimated Appropriations:**

10401000 51000 (402) <i>C102</i>	Personnel Services (Deputy Director) <i>management</i>	91,188
10401000 51000 (123)	Personnel Services (Acct Clerk II) <i>CSEA</i>	33,584
12401000 51000 (138)	Personnel Services (Env Health Aide) <i>CSEA</i>	34,667 ✓
		<u>159,439</u>

**Decrease Estimated Appropriations:**

10401000 51000 (112)	Personnel Services (Office Assistant)	33,584
12401000 51000 (102)	Personnel Services (Env Health Director)	91,188
12401000 51000 (102)	Personnel Services (Env Health Director)	34,667 ✓
		<u>159,439</u>

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

This Resolution will account for the Health Department Reorganization as per the attached correspondence. Please forward to the appropriate committee.

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

Attached Backup  
is  
CONFIDENTIAL

## **Michele Alfano-Sharkey**

---

**From:** William Carlin  
**Sent:** Thursday, April 16, 2026 3:36 PM  
**To:** Michele Alfano-Sharkey  
**Subject:** FW: Health Department 2026 Personnel Reorg  
**Attachments:** Dir EHS to Deputy.doc; Eliminate EHS Dir Position.pdf; Request to Present to Committee in April.pdf; 3. New EHS Aide Memo Rev\_RR.docx; 2. Rodriguez- Deputy Public Health Director.pdf; 3. EHS Aide Form 222A.pdf; 3. New EHS Aide Memo Rev\_RR.docx; 3. New EHS Aide Reclass Notice.pdf; 4. Fiscal Vacancy 220.docx

FYI

**From:** William Orr <William.Orr@putnamcountyny.gov>  
**Sent:** Thursday, April 16, 2026 11:36 AM  
**To:** William Carlin <William.Carlin@putnamcountyny.gov>; Sheila Barrett <sheila.barrett2@putnamcountyny.gov>  
**Cc:** Rian Rodriguez <Rian.Rodriguez@putnamcountyny.gov>; Nancy Collier <Nancy.Collier@putnamcountyny.gov>; Milena Berardi <Milena.McGovern@putnamcountyny.gov>; Adriene Iasoni <adriene.iasoni@putnamcountyny.gov>; Patricia Rau <Patricia.Rau@putnamcountyny.gov>  
**Subject:** Health Department 2026 Personnel Reorg

Hi Bill,

Please review and approve the attached Personnel transfer and forward to the Personnel committee.

Attached is our requested transfer and corresponding justification for our Personnel reorganization.

We are requesting to eliminate the Environmental Health Director position and utilizing those funds to create two new positions.

The first new position is Deputy Public Health Director. (See memo from Rian Rodriguez to Kevin Byrne dated April 15, 2026 justifying this requested position).

The second new position we are requesting is an Environmental Health Aide position. ( see memo from Brian Stevens to William Orr dated April 14, 2026.

In addition, we are requesting your approval for a title change from Grade 5 office assistant to Account Clerk II. (This position was vetted and approved by Personnel).

All requested budget changes per attached transfer are to be effective May 1, 2026.  
These salaries have been prorated as such.

The actual salaries for the Deputy Public Health Director is \$136,000 in 2026.  
This will become a Management / Confidential position.

The Environmental Health Aide position is \$51,705 in 2026.  
This is a CSEA position.

William A. Orr, Jr.

Fiscal Manager  
Putnam County Department of Health  
1 Geneva Road  
Brewster, New York 10509  
Phone: 845-808-1390 ext. 43146  
Fax: 845-808-1916  
Email: [william.orr@putnamcountyny.gov](mailto:william.orr@putnamcountyny.gov)



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[www.facebook.com/putnamparents](http://www.facebook.com/putnamparents)



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**RIAN RODRIGUEZ, MPH**  
PUBLIC HEALTH DIRECTOR




**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

MEMORANDUM

Date: 04/15/2026

To: Daniel Birmingham, Chair of the Legislature  
Toni Addonizio, Chair of the Personnel Committee

Cc: Putnam County Legislature  
County Executive Kevin Byrne  
Personnel Director Adriene Iasoni

From: Rian Rodriguez, Public Health Director   
William Orr, Senior Fiscal Manager

Subject: Request to Present to Committee in April

With your support we'd like to request a change in our organizational structure as part of our 2026 budget. The change being requested for our department would serve as a strategic investment in organizational effectiveness and create continuity in leadership. As public health responsibilities expand in complexity-ranging from infectious disease response to chronic disease prevention, environmental stewardship and emergency preparedness-there is an increasing need for strong, distributed leadership. Therefore, we are requesting the Environmental Health Director position be transitioned into a Deputy Director position. The proposed change reflects the focus we've had over the past year to ensure succession planning for all divisions. Establishing this role supports organizational stability and will allow for the addition of a front-line environmental health aide that can assist with expanding water concerns. Lastly, the proposed restructuring will assist in creating several upgrades to certain positions. The environmental health director line has been vacant for months and has sufficient funds for the requested change to occur, while keeping our budget cost neutral. Attached, please find a letter to County Executive Kevin Byrne explaining the rationale for the requested personnel change, as well as approval from Personnel approving classification/reclassification of these positions.

We thank you in advance for your consideration and invite you to reach out to us directly if you would like any additional information.

**RIAN RODRIGUEZ, MPH**  
PUBLIC HEALTH DIRECTOR



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

MEMORANDUM

Date: April 15, 2026

To: Kevin Byrne  
Putnam County Executive

Michael J. Nesheiwat, MD  
County Coroner and Health Consultant

From: Rian Rodriguez, MPH  
Director of Public Health, Department of Health

A handwritten signature in black ink, appearing to read "RRR", is written over the printed name of Rian Rodriguez.

---

I am respectfully requesting elimination of the environmental health director position to fund the creation of a Deputy Director position for the health department. This is a "cost neutral" strategic investment in organizational effectiveness, continuity of leadership, and improved public health outcomes. As public health responsibilities expand in complexity—ranging from infectious disease response to chronic disease prevention, health equity initiatives, and emergency preparedness—there is an increasing need for strong, distributed leadership.

A Deputy Director would enhance operational efficiency and oversight. The department requires management of multiple divisions such as epidemiology, environmental health, health education, and nursing. A Deputy Director can oversee day-to-day operations, coordinate across programs, and ensure alignment with strategic priorities. This allows the Director to focus on high-level functions such as external partnerships, policy advocacy, and long-term planning.

The position would also strengthen emergency preparedness and response capacity. Public health emergencies—such as pandemics, natural disasters, or environmental crises—require rapid decision-making and coordinated action. A Deputy Director provides additional leadership bandwidth, ensuring continuity of command and reducing bottlenecks during high-pressure situations.

Establishing this role supports succession planning and organizational stability. Leadership transitions can disrupt operations if there is no clear second-in-command. A Deputy Director develops institutional knowledge, maintains continuity, and can step in seamlessly when needed, reducing risk to critical public health services.

In conclusion, creating a Deputy Director position improves leadership capacity, operational coordination, and resilience—ultimately strengthening the health department's ability to improve and protect the health of the population it serves.

**RIAN RODRIGUEZ, MPH**  
PUBLIC HEALTH DIRECTOR



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

# MEMORANDUM

**TO:** William Orr, Senior Fiscal Manager

**FROM:** Brian Stevens, Associate Public Health Sanitarian and Joseph Paravati Jr, P.E., Senior Public Health Engineer

**DATE:** April 14, 2026

**RE:** 2026 Budget - New Environmental Health Aide

---

I am writing to formally request a new Environmental Health Aide for the 2026 budget. The primary role of this position would be to work within the water program. As the State and EPA continue to expand water regulations and the demands they place on our department, it has become critical to increase staffing to maintain our Drinking Water Enhancement Grant (DWEG) and PFAS mitigation rebate program with the State which has requirements that need to be met to retain the funding.

We are requesting the addition of an Environmental Health Aide to support ongoing and emerging water related public health requirements by assisting current staff with tasks that include water sampling, performing inspections of water systems, reviewing and processing sample results and completing EPA database entries. This position will help by freeing up higher level staff to focus on their job tasks and it will increase overall efficiency and program effectiveness.

This entry level position also provides a solid foundation for training and development that has historically led to advancement within the engineering or sanitarian sections of our department.

**ADRIENE IASONI**  
ACTING PERSONNEL OFFICER



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

March 25, 2026

Classification/Reclassification Notice

Rian Rodriguez  
Public Health Director

Via email

Mr. Rodriguez,

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 \_\_\_\_\_

\_\_\_\_\_ New Position Duties Statement (Form 222) Dated \_\_\_\_\_

X Request for Additional Position(s) in an Already Established Classification (Form 222A)

Please be advised that, pursuant to Civil Service Law, Section 22, we have classified this position as Environmental Health Aide in the Non-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.

X 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. 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 blue ink, appearing to read "Patricia Rau".

Patricia Rau  
Principal Personnel Specialist

**PUTNAM COUNTY PERSONNEL DEPARTMENT**  
110 Old Route Six, Building Three  
Carmel, NY 10512  
Tel: 845-808-1650 Fax: 845-808-1921  
[www.putnamcountyny.gov/personneldept](http://www.putnamcountyny.gov/personneldept)

**ADRIENE IASONI**  
ACTING PERSONNEL OFFICER



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

April 8, 2026

Classification/Reclassification Notice

Rian Rodriguez  
Public Health Director

Via email

Mr. Rodriguez,

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)  
 New Position Duties Statement (Form 222)  
 Request for Additional Position(s) in an Already Established Classification (Form 222A)

Please be advised that, pursuant to Civil Service Law, Section 22, we have classified this position as Deputy Public Health Director 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. 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,

  
Patricia Rau  
Principal Personnel Specialist

**PUTNAM COUNTY PERSONNEL DEPARTMENT**

110 Old Route Six, Building Three

Carmel, NY 10512

Tel: 845-808-1650 Fax: 845-808-1921

[www.putnamcountyny.gov/personneldept](http://www.putnamcountyny.gov/personneldept)

PAUL ELDRIDGE  
PERSONNEL OFFICER



KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

**Classification/Reclassification Checklist**

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

Municipality: \_\_\_\_\_ Department: \_\_\_\_\_

Preferred contact information: \_\_\_\_\_

**For employee title re-classification:**

- We plan on requesting and funding approval for this classification
- 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 how/if this will affect the subject employee
- We do not agree with this re-classification 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 : \_\_\_\_\_.

**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* concurrent time spent as a provisional in the title an employee becomes permanent in, directly before their permanent appointment, 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 will have completed their probationary period.

**RIAN RODRIGUEZ, MPH**  
PUBLIC HEALTH DIRECTOR



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

# MEMORANDUM

**TO:** William Orr, Senior Fiscal Manager

**FROM:** Brian Stevens, Associate Public Health Sanitarian and Joseph Paravati Jr, P.E., Senior Public Health Engineer

**DATE:** April 14, 2026

**RE:** 2026 Budget - New Environmental Health Aide

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I am writing to formally request a new Environmental Health Aide for the 2026 budget. The primary role of this position would be to work within the water program. As the State and EPA continue to expand water regulations and the demands they place on our department, it has become critical to increase staffing to maintain our Drinking Water Enhancement Grant (DWEG) and PFAS mitigation rebate program with the State which has requirements that need to be met to retain the funding.

We are requesting the addition of an Environmental Health Aide to support ongoing and emerging water related public health requirements by assisting current staff with tasks that include water sampling, performing inspections of water systems, reviewing and processing sample results and completing EPA database entries. This position will help by freeing up higher level staff to focus on their job tasks and it will increase overall efficiency and program effectiveness.

This entry level position also provides a solid foundation for training and development that has historically led to advancement within the engineering or sanitarian sections of our department.

**April 23, 2026  
Personnel Meeting**

**11. FYI – Accident Report**

**12. FYI – Incident Report**