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# State of the County & Annual Reports

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# 2024

**KEVIN BYRNE**  
COUNTY EXECUTIVE

ALL COUNTY DEPARTMENTS



# Putnam County

## 2024 Annual Report

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# State of the County Address:

## Executive Summary by Putnam County Executive Kevin M. Byrne

In 2023, in the first full year of this Administration, Putnam County achieved major milestones with a renewed focus on financial responsibility as we continued our work towards building a more affordable, accountable, and accessible county for all to enjoy.

The 2024 County Budget strengthened services, expanded mental health support, and invested in critical infrastructure while reducing the overall tax burden in the budget for the first time in 25 years. The County's property tax rate reached its lowest level in 15 years. Volunteer emergency service providers now receive a 10% property tax exemption. And, a new 2-year sales tax exemption on clothing and footwear under \$110 took effect on March 1, 2024, providing financial relief to residents by eliminating sales tax on these items to make it fairer and less regressive. This, all being accomplished with no new borrowing in the budget and while maintaining a AA1 bond rating from Moody's. Putnam County continues to practice fiscal discipline by prioritizing its spending, seizing opportunities for cost savings and greater efficiencies, while remaining mindful and prepared for any future financial challenges that may lay ahead.

This Administration recognizes the hardship many residents, and New Yorkers in general, bear every day from an overwhelming tax burden. This is amplified by many different national, state-wide, and regional factors that can either strengthen or hinder our opportunities to foster economic growth and provide tax relief.

New York State's policy of phasing out the appropriation of federal Medicaid dollars, also known as eFMAP, to county governments amounted to a \$1.5 million cut to social safety net programs, but thanks to the County Legislature, Putnam stepped up to ensure the programs were made whole in the 2024 County Budget. A looming concern that Albany could one day claw back the cap on the local share of Medicaid costs continues to be a concern as such a cost shift would be catastrophic to county budgets across the state. Governor Hochul's proposed \$60 million cut to Consolidated Local Street and Highway Improvement Program (CHIPS) funding in her Executive Budget, a program that is crucial for road maintenance, also poses a threat that would add significant stress for county, town, and village budgets. Advocacy efforts, including testimony on my behalf at state budget meetings in Albany, aim to secure full CHIPS funding. Other challenges include the Governor's more recent attempt to control local zoning for affordable housing through leveraging economic development dollars. I continue to urge all our state and federal representatives to resist this type of proposed overreach and stand up for the interests of Putnam County as they continue with State Budget negotiations.

Earlier this year, I sent follow up correspondence to the Putnam County Legislature with suggestions for Legislative discussion, including the Local Taxpayer Protection Act, the Taxpayer Transparency Act, and the Savings Incentive Partnership Program (SIPP). With this updated legislative package, includes some amendments which would create a new self-imposed mandate on the County Executive, requiring an additional public hearing separate from the yearly budget presentation.

This administration works diligently to keep accountability and accessibility at the center of everything it does, very much complimenting its commitment to "Think Differently" about everything we do. Extensive budgetary information is now being shared online, more than any county executive before, with more to be shared as we launch our new Budget Transparency Website later this year for the 2025 County Budget. We have increased engagement on numerous digital platforms for Putnam County Government @PutnamCountyGov. We've held 6 constituent forums, with one in every town. And, most recently, we've standardized our annual reports so both legislators and residents can better access and understand resource allocation and county operations.

These annual reports are incredible, showcasing all the detailed work that our dedicated county employees do every single day to make Putnam County the great place to live, work and raise a family. Whether you're one of our valued seniors, or part of a young family just starting your life here, our county employees touch the lives of every single resident in both small and big ways.

Our Health department once again held their Food Operators Seminar in person at the County Golf Course. The Department of Social Services, Mental Health & Youth Bureau is working to open a brand new Mental Health Stabilization Center in Putnam, on top of launching a new mental health emergency co-response team with the County Sheriff's Office. Our Veterans Service Agency helped hundreds of Veterans and their families secure \$820k in retroactive payments. Putnam County's Probation Department began a brand new, transformative program called "Ready Set Work" that provides hands-on experience designed to improve job prospects and long-term employability. The Office for Senior Resources resumed their annual Health Fair, collaborating with Assemblyman Matt Slater's office. The Office of Real Property has made leaps forward in technological innovations that will save significant money in printing costs. In Planning, real strides have been made for the first time since 2019 to get Putnam County designated as a Climate Smart Community. Our newly minted Department of Public Works (DPW) completed major projects including the Drewville Road Bridge and intersection, demolition of the old Cantina Building at Tilly Foster Farm, and major face lifts at the Koehler Senior Center and 6N DPW Garage. At the Bureau of Emergency Services, a new CAD system aids those in the 911 center, while plans for a new Fire Training Center are moving forward.

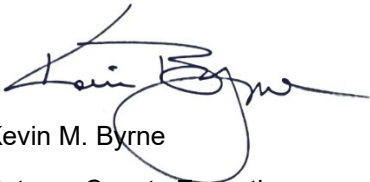
Thanks in large part to the efforts of the Putnam County Legislature and previous administrations, Tilly Foster farm has been transformed into a successful space, offering more than just a restaurant, concert venue, and home for animals. It serves as an educational hub, hosting culinary classes, especially the Food Service Transition to Work course for students with special needs. The Bureau of Emergency Services plays a crucial role in 911 dispatch operations but also serves as a community space, hosting events like our first ever County Career Expo. The Putnam County Golf Course, besides being a facility for recreation and entertainment, supports various county events and has now been identified as an alternate Emergency Operation Center as well as a polling location for Early Voting in Presidential Election Years. Despite not having larger facilities like neighboring counties, Putnam maximizes its existing resources. In doing so, we're also exploring the expansion of more cashless options at the Golf Course to propel us into the 21<sup>st</sup> century, assist with record keeping, and provide greater convenience to guests.

The list goes on and on. I encourage everyone to read through these annual reports.

Putnam County is a place where anyone, regardless of their background, can pursue and achieve success. Every single day of this administration, I work to empower individuals to succeed.

We are a county of entrepreneurs, innovators, and hardworking people who are dedicated to building a better future for ourselves and our families.

Respectfully submitted,



Kevin M. Byrne

Putnam County Executive

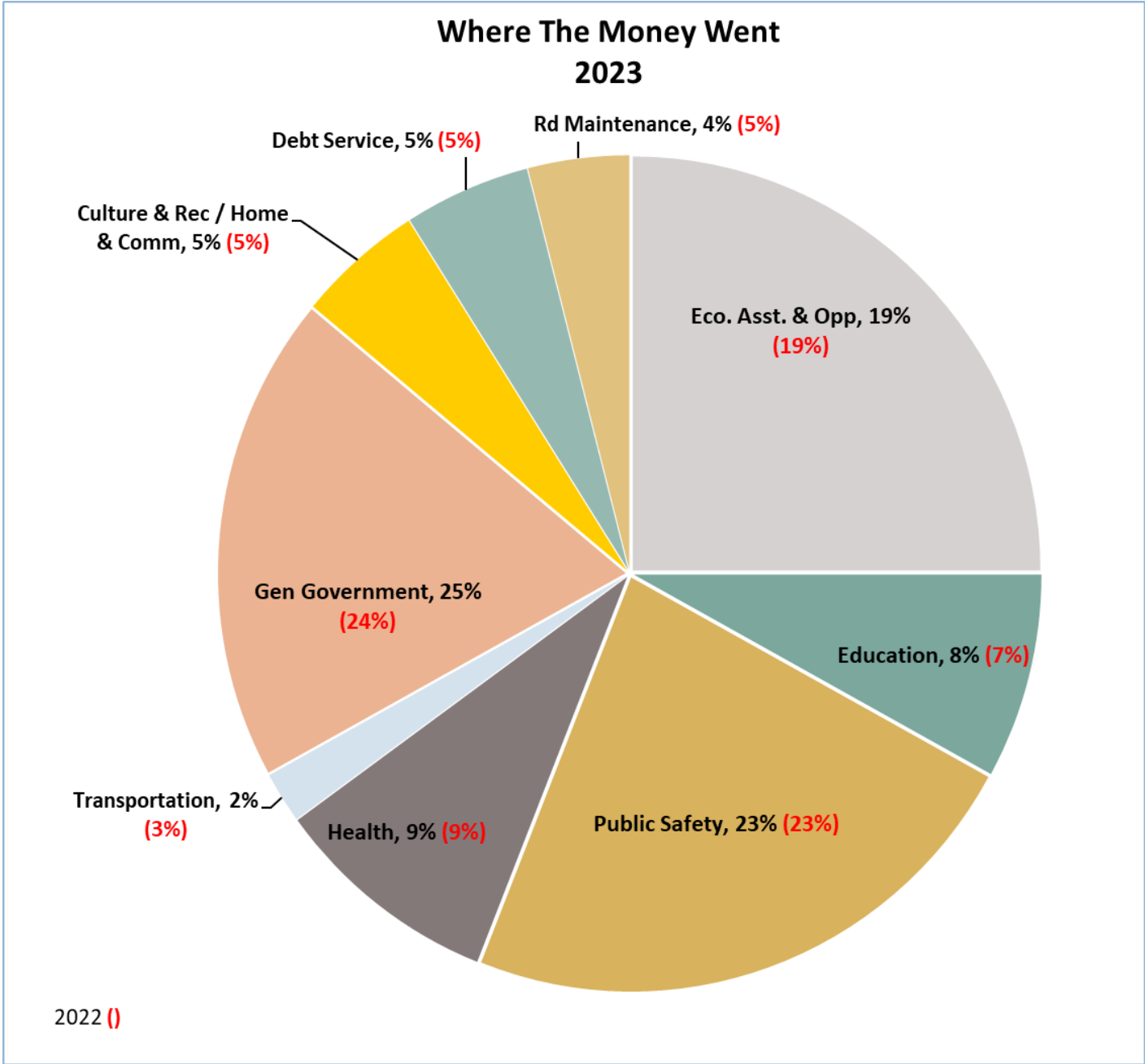
**Putnam County  
2024 State of the County Address  
Kevin M. Byrne  
County Executive**

## **FINANCIAL REPORT**

We are pleased to submit to the Legislature this report regarding the financial condition of Putnam County pursuant to Section 7.09 of the County's Charter. We will review the results of County operations for the fiscal year ended December 31, 2023, including highlights of expenditures, revenues, and fund balance position. We'll then brief the legislative board on highlights contained within the 2024-2025 New York State Budget, as proposed by Governor Hochul, which will affect County directly. An update regarding the Federal American Rescue Plan Act will be provided and how it impacts our Towns, Villages, and County Government. Lastly, we will conclude this report by looking forward to the 2025 County Budget, highlighting the budget risk factors that impede our ability to provide the services that the constituents of Putnam County have come to expect and deserve.

# Expenditures

In 2023, total operating expenditures equaled \$169,659,477 compared to \$158,998,588 in 2022, yielding an increase of \$10,660,889 or 6.71% over the prior year’s expenditures. Major functional categories consisted of General Government Support \$41,078,796 (24%); Public Safety \$39,318,403 (23%); and Economic Assistance & Opportunity \$32,553,064 (19%).

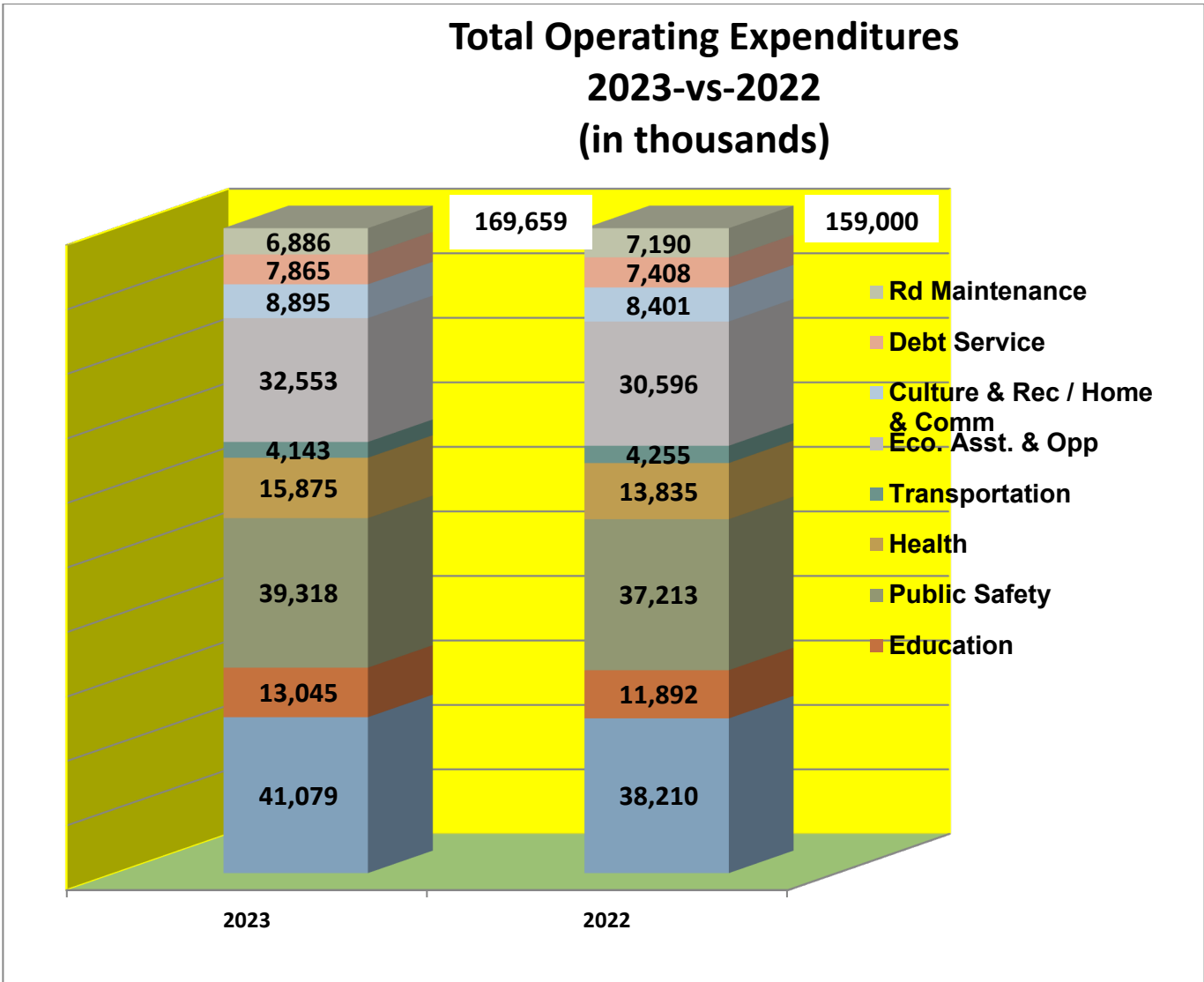


The net increase of \$10,660,889 is broken down by the following functions:

General Government Support	\$ 2,868,643
Public Safety	\$ 2,105,819
Health	\$ 2,040,223
Economic Assist & Opportunity	\$ 1,957,288
Education	\$ 1,153,652
Culture & Recreation / Home & Community Services	\$ 493,971
Debt Service	\$ 456,871

These costs were offset by the following decreases in expenditures:

Road Maintenance	\$ 303,558
Transportation	\$ 112,018





The largest expenditure increase to the 2023 budget was seen in the functional category of General Government Support (GGS). GGS are those services provided by the governmental entity for the benefit of the public or the governmental body as a whole. The increase of \$2,868,643 was primarily due to the State increasing the 18-b assigned counsel hourly rate from \$75.00 to \$158.00 effective April 1, 2023. This resulted in an increase of Indigent Legal Services \$1,403,138 which was offset by an increase in revenues of \$728,365. Retiree Health Insurance increased by \$788,303 as a direct result of the number of retirees (415 in 2022 to 429 in 2023) and health insurance rates that are mandated by New York State (NYSHIP).

IT/GIS had an increase of \$413,121 over 2022 due to committed (encumbered) obligations from 2022 (\$128k), increases in software licensing fees (\$114k), and the filling of two vacant positions (\$110k). The remaining \$61k was for various equipment and contractual lines.

Central Services increased by \$242,489 mainly due to centralizing gasoline (\$204k) by using the WEX Card. An additional \$31k was in postage due to an increase in rates and the timing of refilling the postage machine.

County Executive increased by \$241,553 due to a restructuring to streamline and centralize services within the administration.

Liability Insurance increased by \$160,649 due to a prepaid insurance bill between 2022 and 2023 as well as increased premiums.

The Law Department increased \$134,461. Of that amount, \$90,656 was for personnel and related fringe costs due to filling vacancies and \$38,316 was for outside Legal Counsel for various matters.

Records Management increased by \$118,174. This increase included \$49,998 for the 2022-2023 Local Government Records Management Improvement Fund grant and \$47,778 for the 2023-2024 grant. Both amounts were offset with State Aid at 100% reimbursement.

Personnel had an overall increase of \$115,595 mainly in personnel and related fringe costs (\$127,837). This was offset by a \$16,939 decrease in temporary funds.

Taxes and Assessments on County Owned Property increased by \$111,503. This will vary from year to year based on the number of properties that are deeded to the County through the in-rem process.

There's some notably decreases to mention as well. Transfers to other funds went down (\$704,390). This was the direct result of closing out of more Capital Projects in 2022 as opposed to 2023. The Board of Elections decreased by \$165,440. This was primarily due to the result of only having 2 elections in 2023 versus 3 in 2022. Judgements and Claims decreased by \$119,897. This will vary year to year based on the number of Certiorari Refunds settled against the County.

Public Safety had an overall increase of \$2,105,819. Of this total, the Sheriff had an increase of (\$883,248), Jail (\$603,263) and the Bureau of Emergency Services of (\$548,424). Probation decreased nominally by \$53,827.

In the Sheriff's Department, the major increase was in Road Patrol which totaled \$736,671. Of this variance, \$276,744 were for vehicles ordered in 2022, but not received until 2023 due to an

industrywide supply chain issue. An additional \$192,296 was due to an increase in health insurance rates and the filling of vacant positions. \$167,000 was for the leasing of body cameras.

The Sheriff Admin increased by \$391,260. This amount included \$140,000 for compensatory payouts in lieu of overtime and the remaining balance was a result of vacant positions in 2022 being filled in 2023 and related fringe costs.

SPO increased by \$118,281 mainly due to an increase in usage for the Special Patrol Offices by the schools. Civil increased by \$112,206 due to personnel costs and vehicles ordered in 2022 but received in 2023.

These were offset by a decrease in Communications (\$168,423) due to the continuation of the consolidation of the Sheriff's 911 center with the EMS's 911 call center. Narcotics had an overall decrease of \$109,450 in personnel costs and related fringes due to vacancies.

The Jail increased by \$603,268. Personnel and fringe costs were the major factors with personnel costs up \$399,325 and fringes \$172,513 due to the unfilled vacant positions in 2022 being filled for 2023.

Emergency Services increased by \$548,424 mainly due to an increase in the contract for Advanced Life Support (ALS).

Probation was down nominally \$53,827 due to personnel and the associated fringes because of vacancy savings during the year.

Health saw an overall increase of \$2,040,223 with increases to Mental Health programs of \$1,651,839 and Public Health programs of 426,425.

Mental Health programs were up cumulatively from 2022 in the amount of \$1,651,839. This included COLA increases and increased state funding provided by NYSOMH for Supported Housing, Local Assistance, Community Support Services, Adult Case Management and Children's Case Management. This funding is 100% state aid reimbursable.

The increases in Public Health were mainly in Environmental Health (\$191,843) which included new positions and associated fringes. In addition, \$161,082 was due to the spending down of the NYS Public Health Corp Graduate Fellowship Program which is expected to expire on June 30, 2024.

These increases were offset by decreases in the Early Intervention Program (\$39,561) and Mental Health Admin (\$34,968).

Economic Assistance and Opportunity increased by \$1,957,288 in 2023. The weekly Medicaid shares have gone up \$748,759 because of the Governor's proposal to end the enhanced Federal Medical Assistance Percentage (e-FMAP) federal pass-thru to counties. At the start of 2023, weekly shares started at \$142,389 which ended by June 30<sup>th</sup>. By the end of 2023, the weekly shares were at \$185,689. Effective January 1, 2024, the weekly shares went up to \$203,059 but are projected to back down to \$179,004 by April 1, 2024.

Programs within the Office for Senior Resources increased by \$578,694 primarily due to the Home Health Aid Unmet Needs Program.

In 2023, Education, which includes the 3-5 Special Needs Program and Community Colleges, increased by \$1,153,652. The 3-5 program increased by \$830,826. The number of children being referred to Preschool for an evaluation to determine eligibility had increased. This includes psychological, educational, speech, occupational and physical services. Rates as well as have increased considerably.

Community College Tuition costs went up in total by \$322,826 because of mandated increases in chargeback rates as set forth by New York State.

Culture & Recreation and Home and Community Services expenditures had an overall increase of \$493,97. The Parks Department increased by \$435,984. This amount included \$212,636 for increased activity at the golf course which was offset by an increase in revenues. In 2022 there were 32,141 rounds played and in 2023 there were 35,184. \$119,589 was for the filling of vacant positions and \$83,530 for fringes related to those filled positions.

Debt Service increased by \$456,871. These are fixed principal and interest payments pursuant to long term debt amortization schedules.

These increases were offset by \$415,576 in the expense categories of Road Maintenance and Transportation.

Road Maintenance, which includes both the County Road Fund and the Road Machinery Fund decreased by \$303,558 or 4.22% over 2022. The County's snow & ice removal overtime and

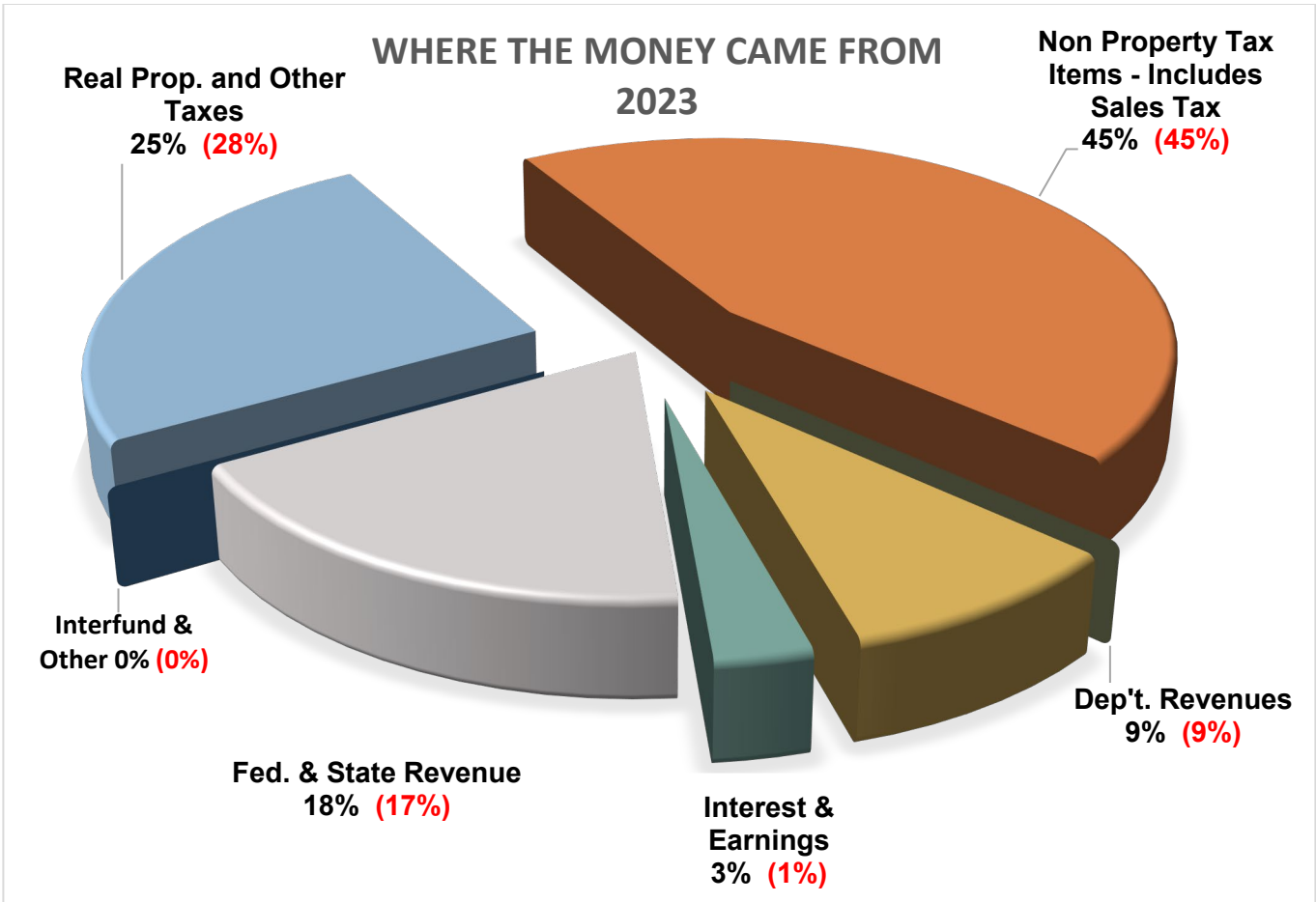


contractual went down as it was a mild winter season. Total overtime hours in 2023 were 1930 compared to 3,681 in 2022. During 2023, the County ordered 7,067 tons of calcium chloride compared to 11,974 in 2022.

Transportation decreased by \$112,018. Of this amount, \$94,263 was in the Transportation fund because of the decrease in gasoline costs and a slight decrease of \$17,755 which subsidizes the MTA railroad station maintenance costs pursuant to Section 1277 of the Public Authorities Law.

## **REVENUES**

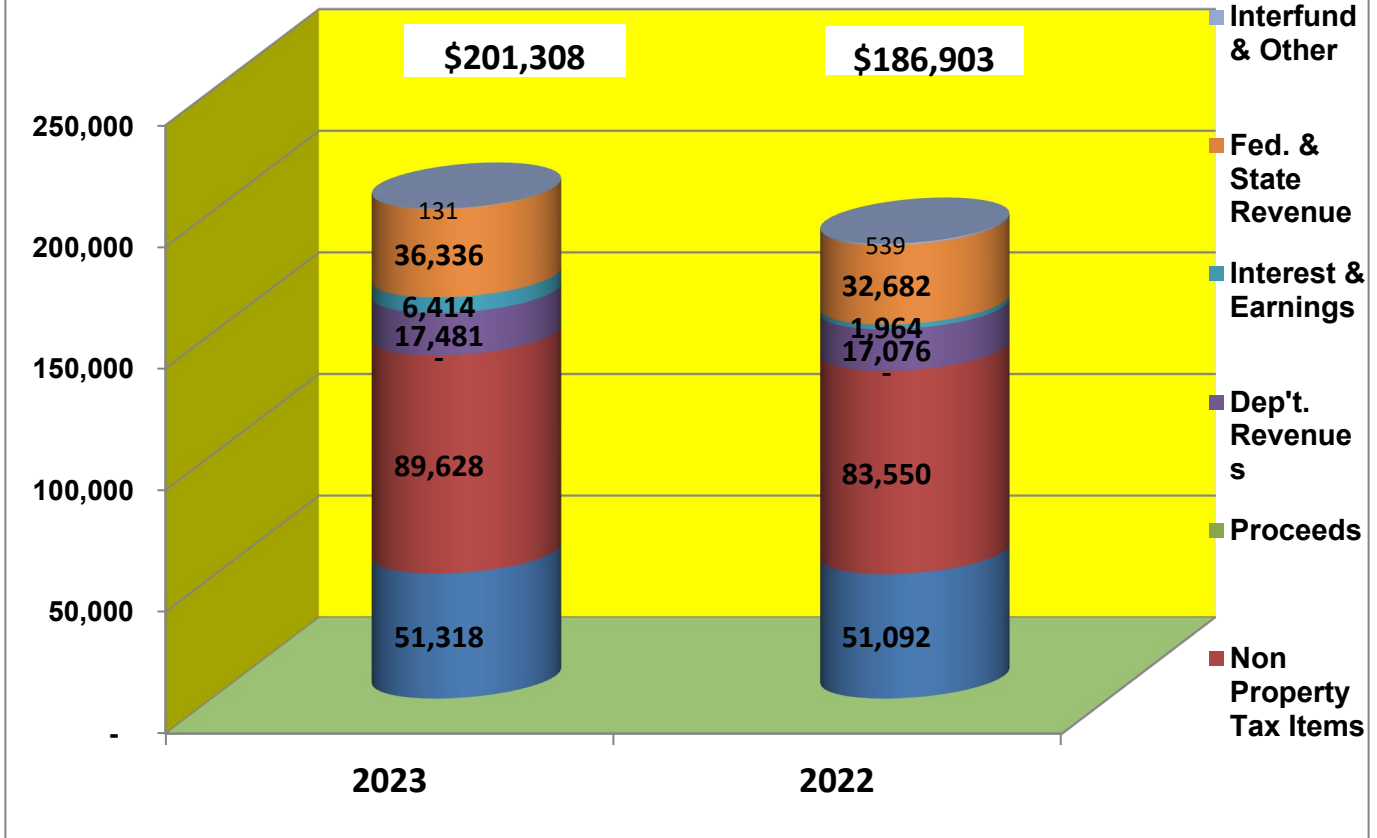
For fiscal year 2023, operating revenues totaled \$201,308,171 an increase of \$14,404,435 over 2022. The main County sources of revenues continue to be Non-Property Taxes including Sales and Use Tax \$88,398,039 (44%); Real Property Tax \$45,908,353 (23%); Federal and State Aid \$36,336,122 (18%); and Departmental Revenues \$17,481,093 (9%).



The increase of \$14,404,435 is broken down as follows:

Non Property Taxes	\$ 6,077,840
Interest & Earnings	4,449,837
State and Federal Aid	3,654,017
Departmental Revenues	405,021
Real Property and Other Taxes	226,418

## Total Operating Revenues 2023 vs 2022 (in thousands)



In 2023, total Non-Property Tax items which include Sales & Use Tax, Automobile Use Tax and the E911 surcharge increased for the third consecutive year in a row by \$6,077,840. The automobile use tax increased slightly by \$52,822 because of an incline in registration fees. The E911 surcharge increased by a nominal amount of \$4,308. For the third consecutive year in a row, Sales Tax hit record levels of \$88,398,039 or \$6,020,710 increase over 2022. Factors driving sales tax growth continue to include inflation as measured by the percentage change in the national consumer price index. An improving job market can also drive-up consumption. Financial sectors such as retail trade inclusive of both in-store and online sales were additional reasons for the significant increases.

Interest & Earnings increased significantly by \$4,449,837. For the second consecutive year in a row, Federal Reserve Rates were at their highest level within the last 15 years. At the beginning of the year, rates were between 4.50% and 4.75%. Rates at the close of 2023 were between 5.25% and 5.50% with the feds holding rates steady as inflation is leveling. The Federal Open Market Committee held a meeting this past December that indicated that the Reserve would start cutting rates in 2024 as much as three times, four times in fiscal year ending 2025 and another three times in fiscal year ending 2026 which would eventually bring interest rates back down to 2.00% to 2.25%. The County will continue to ladder their short- and long-term investments based on cash management strategies provided by the County's Cash Management advisor, Three plus One.

State and Federal revenues combined had an overall net increase of \$3,654,017 over 2022. This broke down to a nominal increase of \$65,786 in Federal revenues and an increase of \$3,588,231 in State revenues.

The major increase in State revenues was from several Mental Health Programs (\$1,717,812). This includes COLA increases for Supported Housing of approximately \$900,000 which assists individuals in locating and securing housing of their choice and in accessing the support necessary to live successfully in the community. Other COLA increases provided by NYSOMH included Local Assistance, Community Support Services, Adult Case Management and Children's Case Management. This funding is 100% state aid reimbursable.

Other notable increases include reimbursement from the State for Indigent Legal Services (\$728,365) and various Public Health programs (\$272,014).

Departmental Revenues saw an overall net increase of \$405,021. Major notable decreases included Clerk Fees (\$213,872) down based on the significant decline in Mortgage Tax Revenues in conjunction with the current real estate market. Jail Facilities down (\$440,675). Daily board in rates remained at \$150 per day for 2023 however the daily average board ins decreased from an average of 26 to an average of 17 in 2023 because of bail reform. These notable decreases were fortunately offset by significant increases (\$828,924) Culture and Recreation income which includes the revenues derived from the Putnam Golf Course for Food and Beverage and golf fees.

Total Taxes, which includes Real Property Taxes increased by \$206,552. Real property tax stayed flat from 2022 to 2023. The incremental increase is a result of the calculation of allowance and deferred taxes based on whether property taxes are “available” if collected within sixty days of the fiscal year end. This will fluctuate from year to year.

### **FUND BALANCE / FINANCIAL POSITION**

Putnam County will end Fiscal Year 2023 with an estimated \$86.9 million unaudited, unassigned, unappropriated general fund balance, an increase of \$15.5 million dollars or 22% from 2022. This fund balance was achieved as the County continued to implement and maintain sound fiscal and budgeting practices. The general fund balance is an indicator that Putnam County remains in good fiscal health, even as our economy continues to face uncertainties due to global and national economic instability. Issues such as inflation, the possibility of a recession, and supply chain slowdowns could all create economic downturns that can require our fund balance to stabilize our financial position. We’ll work with our independent auditors PKF O’Connor Davies to navigate other reserves for future commitments.



The County's bond rating has been affirmed at Aa1 by Moody's Investors Services. This high rating enables the County to borrow for capital projects at favorable rates thus saving money for the taxpayers. We'll work with Moody's to potentially get a more favorable Aaa bond rating. Management will need to demonstrate the County's strong financial standing, fiscal stewardship and economic growth.

The County's cash and investment position has increased significantly from 2022 to 2023 by approximately **\$30.5 million** mainly due to an increase in sales tax collections and significant investment earnings.

Due to a steady and robust cash position, the County pursuant to its investment policy has continue to pursue both short-term and long-term investments such as Certificate of Deposits and Treasury investments based on the increased interest rates set forth by the Federal Reserve as mentioned above.

### **2024-2025 NEW YORK STATE BUDGET**

On January 16th, Governor Hochul released her Executive Budget proposal for State Fiscal Year (SFY) 2025. The recent decline in state finances was largely due to falling income tax receipts, the end of COVID era federal aid, and higher spending in Medicaid than anticipated. The deficit picture improved slightly due to higher anticipated revenues over the next few years. The State will use this surplus will go into state reserves.

While Counties bare the increase expense of the end of enhanced Federal Medical Assistance (e-FMAP), significant increase in indigent legal services and increases in Pre-K special education provider rates, there's positive news in State budget proposal. Counties were encouraged by

proposals that address significant investments in Public Health and Mental Health and supporting veterans.

A detailed analysis prepared by the New York State Association of Counties (NYSAC) regarding the 2024-2025 New York State budget is available for review at [WWW.NYSAC.ORG](http://WWW.NYSAC.ORG).

**AMERICAN RESCUE PLAN ACT**

The County has received both tranches from the US Department of Treasury equaling \$19,097,507. Of the \$19,097,507, the County pursuant to Resolution #133-2022 committed \$5 million to the County’s towns and villages for the purpose of alleviating the fiscal stress caused by the COVID-19 pandemic. The \$5 million was limited to certain purposes under the US Treasury Department’s American Rescue Plan Act (ARPA) Final Rule, including water and sewer projects, public health and projects that had negative economic impacts. Below is a year-to-date chart of how much of ARPA funds have been disbursed.

<b><u>MUNICIPALITY</u></b>	<b><u>2020 Census</u></b>	<b><u>Allocation Percentage</u></b>	<b><u>ARPA Allocation</u></b>	<b><u>YTD Expended</u></b>	<b><u>Available</u></b>
TOWN OF CARMEL	33,576	34%	\$ 1,718,885	\$ -	\$ 1,718,885
TOWN OF KENT	12,900	13%	660,400	-	660,400
TOWN OF PUTNAM VALLEY	11,762	12%	602,142	52,778	549,365
TOWN OF PATTERSON	11,541	12%	590,828	-	590,828
TOWN OF PHILIPSTOWN	7,221	7%	369,671	-	369,671
TOWN OF SOUTHEAST	15,550	16%	796,064	50,000	746,064
VILLAGE OF BREWSTER	2,508	3%	128,394	-	128,394
VILLAGE OF COLD SPRING	1,986	2%	101,671	-	101,671
VILLAGE OF NELSONVILLE	624	1%	31,945	15,972	15,973
<b>TOTAL</b>	<b>97,668</b>	<b>100%</b>	<b>\$ 5,000,000</b>	<b>\$ 118,750</b>	<b>\$ 4,881,251</b>

The County has an internal ARPA Committee and has recently expanded services with the County’s ARPA Consultant. The ARPA Consultant’s main objective is to assist the County with grant compliance and subrecipient monitoring for ARPA Funds. Most recently, the County hosted a “Town Hall” meeting to all subrecipients.

The ARPA Consultant provided a reporting and accounting update for all those that attended. They went over what the eligible uses of funds could be used for, compliance with ARPA funds including documentation and procurement solicitations. It was also communicated to all subrecipients that all funds must be **obligated** by December 31, 2024, and **fully spent** by December 31, 2026. The ARPA Committee and the Consultant will continue to assist the Subrecipients to assure compliance with the federal guidelines set forth above.

## **2025 COUNTY BUDGET**

The County will still face challenges in crafting the 2025 County Budget. First and foremost, it is very likely that this budget will have to continue to address the lack of meaningful mandate relief from the Federal and State Governments. Mandated costs such as Medicaid, Preschool Education, pensions, and health Insurance programs have reached unsustainable levels. The County's tax cap for 2025 is projected to be 2% yielding approximately \$1.2 million. In turn, the amount will be absorbed by the state mandates proposed in the Governor's budget as mentioned above. We will continue to work with the Legislature to keep County Government as efficient, effective, and affordable as possible for our constituents.



MICHAEL C. BARTOLOTTI  
*County Clerk*

PUTNAM COUNTY CLERK'S OFFICE  
County Office Building  
40 Gleneida Avenue  
Carmel, New York 10512  
Tel. (845) 808-1142  
Fax (845) 225-3953

JAMES J. McCONNELL  
*First Deputy County Clerk*

January 29, 2024

**VIA HAND DELIVERY**

Putnam County Legislature  
40 Gleneida Avenue  
Carmel, New York 10512

Re: 2023 Annual Reports

Ladies and Gentlemen:

Pursuant to §406 of New York State County Law, I transmit herewith statements of monies received by Putnam County Clerk's Office, Putnam County Department of Motor Vehicles and Putnam County Records Center in the year ending December 31, 2023.

Sincerely,

Michael C. Bartolotti  
Putnam County Clerk

MCB/mb

Enc. (3)

Cc: Hon. Kevin M. Byrne, w/enc

**TO THE COUNTY LEGISLATURE, COUNTY OF PUTNAM  
 IN ACCORDANCE WITH SECTION 406 OF THE COUNTY LAW, I HEREWITH TRANSMIT STATEMENT OF  
 ALL MONIES BY THIS OFFICE DURING THE FISCAL YEAR ENDED DECEMBER 31, 2023**

**PUTNAM COUNTY CLERK  
 STATEMENT OF RECEIPTS AND DISBURSEMENTS**

<b>RECEIPTS</b>		
CHECK OVERAGES	347.87	
COPY AND FACSIMILE FEES	16,739.00	
FILING AND MISCELLANEOUS	162,202.00	
INDEX NUMBER AND SMALL CLAIMS	48,445.00	
INTEREST REGISTRAR	266.36	
ONLINE SEARCH CREDITS	71,585.00	
NATURALIZATION CEREMONIES	2,187.84	
MORTGAGE TAX EXPENSES	352,019.00	
PENALTY - RETURNED CHECKS	0.00	
PROCESSING FEE	5,685.00	
REAL PROPERTY TRANSFER	20,556.00	
RECORDING FEES	460,165.00	
RECORD MANAGEMENT & CULTURAL EDUCATION	9,493.00	
TRANSFER TAX	2,415.00	
UNCASHED CHECKS	0.00	
	<u>1,152,106.07</u>	1,152,106.07
MORTGAGE TAX	5,181,452.40	
CIVIL COURT FEES	571,959.18	
RECORD MANAGEMENT AND CULTURAL EDUCATION	180,367.00	
REAL PROPERTY TRANSFER	301,569.00	
TRANSFER TAX	3,282,629.51	
NOTARY PUBLIC	<u>11,520.00</u>	
	<u>9,529,497.09</u>	9,529,497.09
<b>FEES COLLECTED FOR STATE AS COUNTY CLERK</b>		<b>9,529,497.09</b>
DWI/FINE	11,423.61	
FINE	5,169.28	
PAYMENTS INTO COURT	63,900.00	
REFUNDS	<u>0.00</u>	
	80,492.89	
MISCELLANEOUS FEES		80,492.89
<b>TOTAL RECEIPTS/2023</b>		<b><u>10,762,096.05</u></b>



**PUTNAM COUNTY CLERK  
STATEMENT OF RECEIPTS AND DISBURSEMENTS**

**DISBURSEMENTS**

COUNTY CLERK'S RECEIPTS	799,472.84	
CHECK OVERAGES	347.87	
INTEREST - REGISTRAR	<u>143.20</u>	
	<u>799,963.91</u>	799,963.91
 MORTGAGE TAX BASIC (TOWN SHARE)		 2,515,158.98
MORTGAGE TAX APPORTIONMENT	0.00	
MORTGAGE TAX EXPENSES	352,019.00	
MORTGAGE TAX REFUNDS AND ADJUSTMENTS	3,553.02	
METROPOLITAN TRANSPORTATION AUTHORITY	2,522,248.29	
NYS REAL PROPERTY TAX SERVICES	301,572.55	
NYS MORTGAGE AGENCY	144,636.29	
NYS DIVISION OF LICENSING	11,520.00	
NYS DEPARTMENT OF EDUCATION - RECORD MANAGEMENT/CULTURAL EDUCATION	180,369.15	
NYS DEPARTMENT OF TAXATION & FINANCE ~ CIVIL COURT FEES	571,965.68	
NYS DEPARTMENT OF TAXATION & FINANCE - TRANSFER TAX	3,282,667.61	
PUTNAM COUNTY COMMISSIONER OF FINANCE ~ UNCASHED CHECKS	<u>0.00</u>	
	<u>7,370,551.59</u>	7,370,551.59
 COMMISSIONER OF FINANCE ~ PAYMENTS INTO COURT	 63,900.00	
COMMISSIONER OF FINANCE - DWI'S & FINES	16,592.89	
MISCELLANEOUS REFUNDS	<u>0.00</u>	
	<u>80,492.89</u>	80,492.89
 <b>TOTAL DISBURSEMENT/2023</b>		 <b><u>10,766,167.37</u></b>

**PUTNAM COUNTY CLERK  
STATEMENT OF RECEIPTS AND DISBURSEMENTS**

BALANCE 12/31/2022	4,118.00	
INTEREST	266.36	
MORTGAGE TAX	352,019.00	
UNCASHED CHECKS	0.00	
RECEIPTS	<u>10,409,810.69</u>	
	10,766,214.05	
DISBURSEMENT/2023	<u>10,766,167.37</u>	
		<u>46.68</u>
MORTGAGE TAX HELD FOR APPORTIONMENT	0.00	
INTEREST - HELD FOR APPORTIONMENT	<u>46.68</u>	
TOTAL HELD FOR APPORTIONMENT		<u>46.68</u>

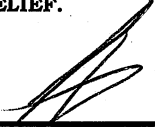
DATE:

STATE OF NEW YORK )

) ss:

COUNTY OF PUTNAM )

MICHAEL C. BARTOLOTTI, BEING DULY SWORN, SAYS HE IS THE PUTNAM COUNTY CLERK OF THE COUNTY OF PUTNAM: THAT THE FOREGOING STATEMENT IS IN ALL RESPECTS A FULL AND TRUE STATEMENT OF ALL MONIES RECEIVED BY HIM AS SUCH CLERK TO THE BEST OF HIS KNOWLEDGE AND BELIEF.

  
\_\_\_\_\_  
MICHAEL C. BARTOLOTTI  
COUNTY CLERK

SWORN TO BEFORE ME THIS  
29TH DAY OF JANUARY, 2024

  
\_\_\_\_\_  
NOTARY PUBLIC

Jamie Sprague  
Notary Public State of New York  
No. 04SP6419114  
Qualified in Putnam County  
My Commission Expires: 6/28/2025



OFFICE OF  
THE COUNTY CLERK OF PUTNAM COUNTY

**MOTOR VEHICLE BUREAU**  
2 GENEVA ROAD ~ BREWSTER, NEW YORK 10509  
(845) 278-2838

**MICHAEL C. BARTOLOTTI**  
*County Clerk*

**MIRIAM SICIGNANO**  
*Deputy*

TO THE COUNTY LEGISLATURE, COUNTY OF PUTNAM  
IN ACCORDANCE WITH SECTION 406 OF THE COUNTY LAW, I TRANSMIT HERewith STATEMENT  
OF ALL MONIES RECEIVED BY THIS OFFICE DURING THE FISCAL YEAR ENDING DECEMBER 31, 2023.

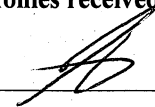
PUTNAM COUNTY CLERK  
DEPARTMENT OF MOTOR VEHICLES  
STATEMENT OF RECEIPTS AND DISBURSEMENTS

RECEIPTS


MOTOR VEHICLE AUTO USE TAX	751,115.45	
MOTOR VEHICLE FEES - COUNTY	1,226,887.25	
SALES TAX COLLECTED – COUNTY	19,865.36	
MOTOR VEHICLE INTEREST - COUNTY	646.48	
LICENSE PLATE SURRENDER FEE	16,416.00	
<b>TOTAL FEES FOR PUTNAM DMV</b>		<b>2,014,930.54</b>
GROSS MOTOR VEHICLE FEES	9,746,276.99	
GROSS SALES TAX COLLECTED	36,703,614.75	
GROSS FEES COLLECTED		46,449,891.74
NET RECEIPTS & INTEREST COLLECTED ON BEHALF OF NYS DMV		44,434,961.20

State of New York)  
County of Putnam)

**Michael C Bartolotti, being duly sworn, says he is the Putnam County Clerk of the County of Putnam: That the foregoing statement is in all respects a full and true statement of all monies received by him as such clerk to the best of his knowledge and belief.**

  
\_\_\_\_\_  
MICHAEL C Bartolotti  
Putnam County Clerk

SWORN TO BEFORE ME THIS  
29th DAY OF JANUARY, 2024

  
NOTARY PUBLIC

Jamie Sprague  
Notary Public State of New York  
No. 04SP6419114  
Qualified in Putnam County  
Putnam County 2024 State of the County & Annual Report  
My Commission Expires: 6/28/2025



MEMO TO: Michael Bartolotti  
MEMO FROM: Sue Crawford  
DATE: January 2024  
RE: **YEARLY REPORT FOR 2023**

**Storage Revenue for 2023:** \$30,698.75 Towns of Southeast, Putnam Valley, Kent, Patterson, Lewisboro, Carmel, Village of Brewster, Village of Cold Spring, Town of Philipstown, Brewster Fire Department

**Retrievals:** 756

**Faxed/Scanned Documents to Depts.:** 55

**Additional Records Inter-filed:** 610

**Total Cubic feet of records in Records Center:** 24,302

**Total cubic feet of records received in 2023:** 1,600

**Total cubic feet to be destroyed in 2024:** 618

**Total images scanned in 2023:** (roughly) 120,000

The Record Center staff is currently working on digitizing microfilm records for Board of Elections.

The Record Center staff is continually scanning files for our health department, keeping all their well/septic and commercial files up to date.

The number of cubic feet of records we took in this past year was more than usual (it is usually 1,100 cubic feet per year).

Our retrievals have decreased from last year which shows us that Environmental Health has been using Laserfiche to retrieve information as well as the Probation Department.

We are continually updating indexes for county departments.

**NUMBER OF CUBIC FEET PER DEPARTMENT**  
**As of 12/31/2023**

<b><u>Department or Town</u></b>	<b><u>Cubic Feet or Number of Boxes</u></b>
Auditing	351
Board of Elections	120
Bureau of Emergency Management	40
Commissioner of Jurors	18
Community Action (CAC)	37
Consumer Affairs / Weights	91
Coroner	55
County Clerk	4670
County Court	222
County Executive	256
Court Reporters	229
Department of Motor Vehicle	50
District Attorney	2683
Department of Social Services	2697
Early Intervention, Handicap	788
Economic Development	4
Environmental Health	1876
Family Court	21
Finance	727
Highway	777
Historian	1
IDA	53
Law	1471
Legislature	340
Legal Aid	399
Nursing	479
Office for Senior Resource	179
Personnel	874
Planning	464
Probation	601
Purchasing	83
Real Property Tax Service	137
Records Management	54
Recycling	20
Risk Management	109
Septic Repair	12
Sheriff	777
Stop D.W.I.	2
Surrogates Court	243

Tourism	13
Veteran's Affairs	118
Youth Bureau	135
<b>Sub Total</b>	<b>22,276</b>
Brewster Fire Department	7
Village of Brewster	205
Town of Southeast	373
Town of Putnam Valley	310
Town of Kent	24
Town of Patterson	883
Town of Lewisboro (West. Co.)	32
Town of Carmel	69
Town of Philipstown	120
Village of Cold Spring	3
<b>Grand Total</b>	<b>24,302</b>

**PUTNAM COUNTY RECORDS CENTER AND MICROGRAPHIC BUREAU**

**YEARLY STORAGE AND MICROGRAPHIC FEES 2023**

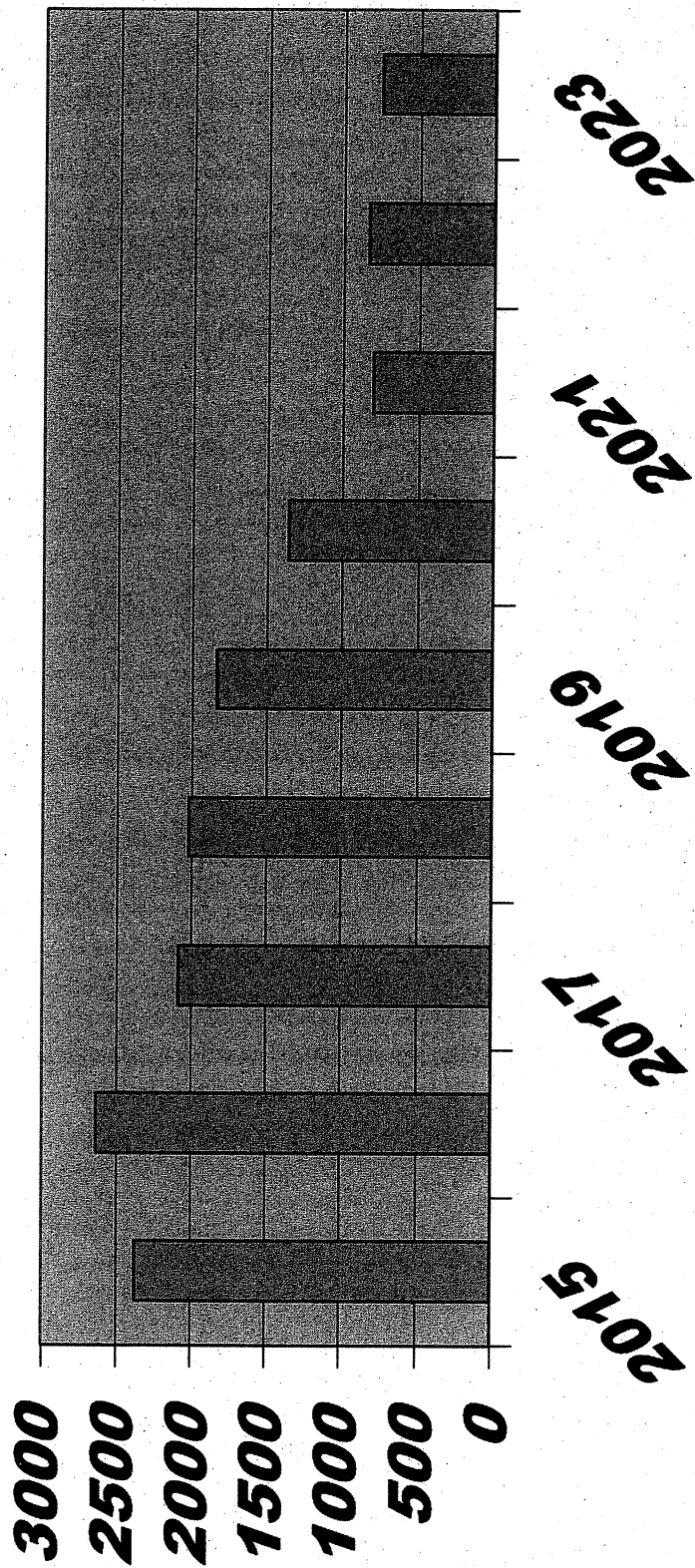
TOWN	TERM BEGINNING	NO. OF YEARS PARTNERING	NUMBER OF BOXES CURRENTLY STORED	COST PER MONTH	YEARLY INCOME (2023)
Carmel	12/31/06	17	69	1.25 per box	\$ 1,035.00
Kent	6/13/05	18.5	24	1.25 per box	\$ 360.00
Lewisboro	6/13/05	18.5	32	1.25 per box	\$ 480.00
Patterson	6/22/05	18.5	883	1.25 per box	\$ 13,178.75
Philipstown	10/18/19	4.2	120	1.25 per box	\$ 1,800.00
Putnam Valley	3/6/95	28	310	1.25 per box	\$ 4,520.00
Southeast	6/13/05	18.5	373	1.25 per box	\$ 5,595.00
Village of Brewster	1/27/06	18	205	1.25 per box	\$ 3,568.75
Village of Cold Spring	5/19/17	6.5	3	1.25 per box	\$ 45.00
Brewster Fire Department	2/5/20	4	7	1.25 per box	\$ 116.25
TOTAL # OF BOXES			2026	<b>TOTAL ANNUAL INCOME: \$30,698.75</b>	



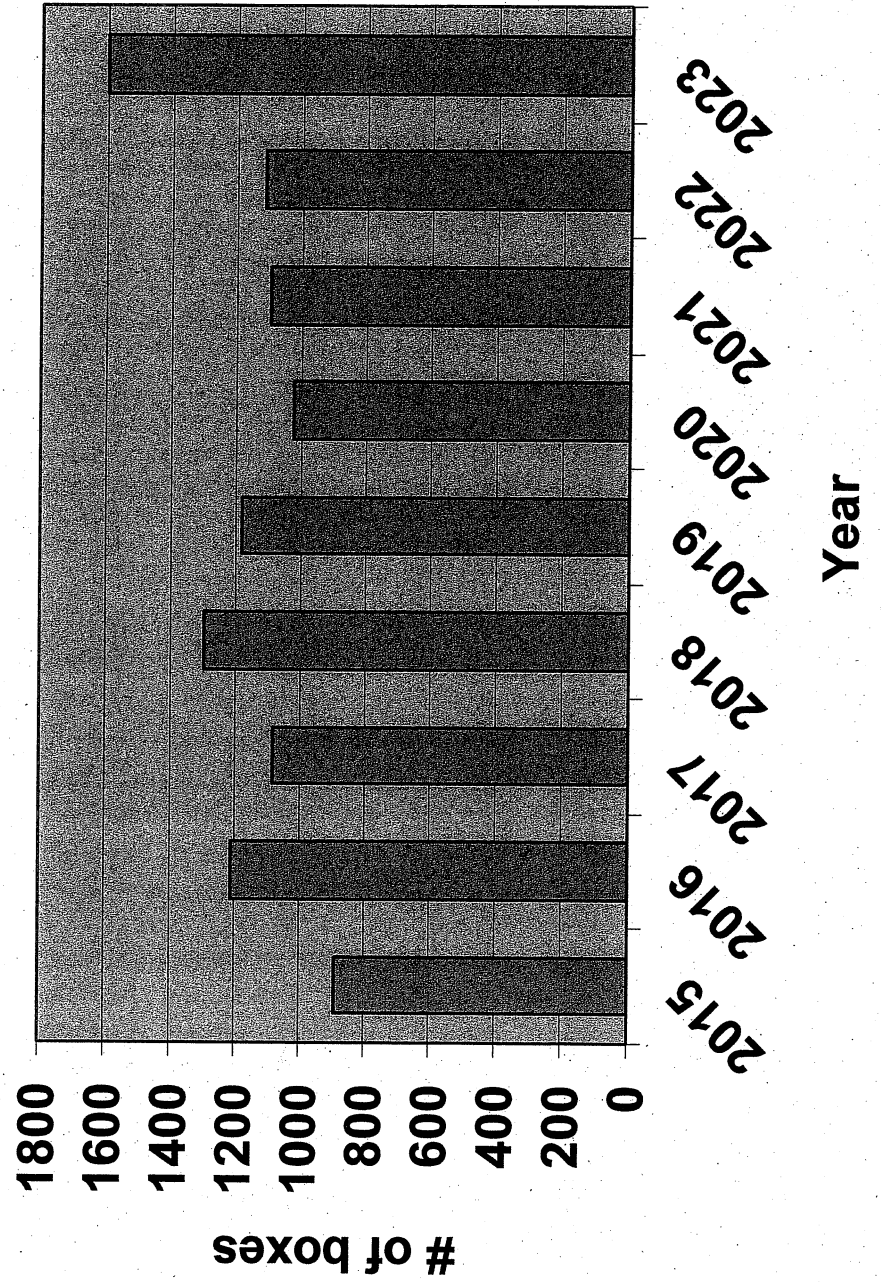
**PUTNAM COUNTY RECORDS CENTER AND MICROGRAPHIC BUREAU  
ESTIMATED YEARLY STORAGE AND MICROGRAPHIC FEES- 2024**

TOWN	TERM BEGINNING	NO. OF YEARS PARTNERING	NUMBER OF BOXES STORED IN 2023	COST PER MONTH	YEARLY INCOME (2023)
Carmel	12/31/06	17	62	1.25 per box	\$ 930.00
Kent	6/13/05	18.5	12	1.25 per box	\$ 180.00
Lewisboro	6/13/05	18.5	32	1.25 per box	\$ 480.00
Patterson	6/22/05	18.5	869	1.25 per box	\$13,035.00
Philipstown	10/18/19	4.2	120	1.25 per box	\$ 1,800.00
Putnam Valley	3/6/95	28	304	1.25 per box	\$ 4,560.00
Southeast	6/13/05	18.5	373	1.25 per box	\$ 5,595.00
Village of Brewster	1/27/06	18	183	1.25 per box	\$ 2745.00
Village of Cold Spring	5/19/17	6.5	3	1.25 per box	\$ 45.00
Brewster Fire Department	2/5/2020	4	5	1.25 per box	\$ 75.00
<b>TOTAL # OF BOXES</b>			<b>1963</b>	<b>TOTAL ANNUAL INCOME:</b>	<b>\$29,445.00</b>

# Retrievals



# New Boxes



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# Office of the Coroner

Michael J. Nesheiwat, M.D., Coordinator of Coroners  
112 Old Route 6  
Carmel, NY 10512  
michael.nesheiwat@putnamcountyny.gov

## **I. Description Of Department**

The coroner has jurisdiction and authority to investigate the death of every person in the County whose death appears to be due to criminal violence, suicide, casualty, caused by an unlawful act or criminal neglect; occurring in a suspicious, unusual, or unexplained manner; unattended death or any person confined to an institution.

## **II. Services Provided**

- Assist families with any help needed on funeral homes, contacting law enforcement, requesting autopsy/toxicology reports and death certificates.
- Maintain professional relationship with law enforcement agencies, funeral homes, and other community agencies to effectively complete our tasks.

## **III. Mission Statement**

The Putnam County Office of the Coroner investigates suspicious, unusual, or unexplained deaths as well as those caused by an unlawful act or criminal neglect. Our purpose is to determine the cause and manner of deaths through autopsy examination, investigations of circumstances of death in a timely and efficient manner; as well as to assist the families in the loss of a loved one. To maintain an ongoing professional relationship with law enforcement agencies, funeral homes, and other community agencies to effectively complete our tasks.

## **IV. Population Served:**

All residents/and individuals who pass away in Putnam County.

## **V. Significant Events & Accomplishments In 2023:**

The coroner's office is at the forefront of continued coroner education as well as cross-sector collaborations. All coroners are up to date on mandatory coroner 101 training and the office of the coroner remains current on known and emerging issues related to investigation and identification of cause and manner of death as well as accurate reporting of deaths. The Putnam County coroners are integral members of the community and participate in various committees and task forces to support county-wide partnerships.

Total for 2023 Coroner Case Investigations - 55

## **NON-AUTOPSIED CORONER CASES:**

Non-coroner case investigations - 148

Total combined cases attended - 203

- Attended New York State Association of County Coroner's and Medical Examiners (NYSACCME) 2023 Spring and Fall Conferences
- All Coroners are members of NYSACCME.
- Dr. Michael J. Nesheiwat, MD, Board certified as a coroner by NYSACCME for the state of New York.

**Collaborations:**

- Child Fatality Review
- Suicide Task Force
- Disaster Preparedness/Community Resilience Task Force; Mass Fatality workgroup
- NYSACCME
- LiveOnNY
- Eye Bank
- Cross-Sector partnerships with: Law Enforcement Departments, District Attorney's Office, Mental Health, and Youth Bureau.

**VI. Staffing**

Board Certified MD, Coordinator of Coroners  
Senior Coroner  
Coroner  
Confidential Secretary

**VII. Sources of Revenue**

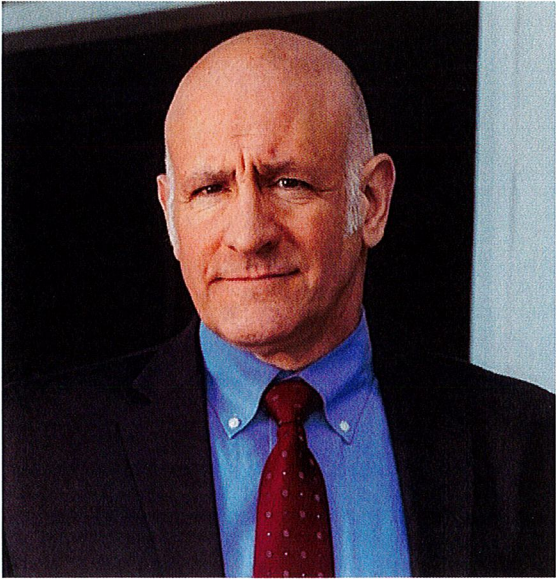
No revenues.

**VIII. Goals for 2024**

- Continue to work with NYS Department of Health sending them information on any violent deaths (homicide, suicide, unintentional firearm injury deaths, legal intervention deaths) for their New York State Violent Death Reporting System (NYVDRS)
- Work with the Putnam County District Attorney's Office giving them our overdose statistics for their High Intensity Drug Trafficking Area (HIDTA) Grant
- Send monthly statistics to County Executive, Sheriff's Department, Social Service, and CAC on all overdose and suicide cases so everyone is informed.
- Continue to implement efficient methodology to assess all coroner cases under the guidance of the Coordinator of Coroners (Board Certified).

***OFFICE OF THE  
PUTNAM COUNTY DISTRICT ATTORNEY***

**2023 Annual Report**



***ROBERT V. TENDY***  
**District Attorney**



## **Putnam County District Attorney**

The Putnam County District Attorney is the Chief Law Enforcement Officer for the County of Putnam. The Putnam County District Attorney's Office has as its primary responsibility the investigation and prosecution of crimes committed in Putnam County. Working together with all law enforcement agencies in the jurisdiction, we are also obligated to protect the citizens of Putnam through diligent, ethical, and conscientious efforts to prevent crime.

### **Mission Statement**

The Putnam County District Attorney and Assistant District Attorneys must be first and foremost ethical. From that follows an obligation to be indefatigable in seeking justice in every case investigated and prosecuted. We must protect the citizens, seek justice for crime victims, and be fair and impartial in assessing a case. We also have an obligation to work closely with the defense bar in order to ensure that our county criminal justice system works for all citizens.

*The citizen's safety lies in the prosecutor who tempers zeal with human kindness, who seeks truth and not victims, who serves the law and not factional purposes, and who approaches his task with humility.*

- Robert H. Jackson



## ***MEET THE 2023 STAFF***

Robert V. Tendy	-	District Attorney
Christina Rizzo	-	Chief of Staff
Chana Krauss	-	Chief Assistant District Attorney
Breanne Smith	-	First Assistant District Attorney
Mackenzie Ferguson	-	Assistant District Attorney
Melissa Lynch	-	Assistant District Attorney
Jason Marquard	-	Assistant District Attorney
Luciana Savone	-	Assistant District Attorney
Nicole Camillone	-	Assistant District Attorney
Joseph Charbonneau	-	Assistant District Attorney
Todd Carpenter	-	Assistant District Attorney
Ralph Cilento	-	Criminal Investigator
Jaemie Caban	-	Special Victims Investigator
Kristen Jones	-	Victim/Witness Assistant
Maria Amendoeira	-	Senior Legal Assistant
Jessica McMath	-	Principal Office Assistant (Legal)
Michele Galligan	-	Senior Office Assistant (Legal)
Carmela Surace	-	Senior Office Assistant (Legal)
Caroline Thomson	-	Senior Office Assistant (Legal)
Tracy Locascio	-	Asset Forfeiture Administrator
Jessica Cundari	-	Crime Analyst

## OVERVIEW

The District Attorney is a constitutional officer and the chief law enforcement officer of Putnam County. The Office is responsible for the prosecution of matters in Putnam County Court where the more serious (felony) cases are processed, as well as in the Local Criminal Courts where traditionally misdemeanor level prosecution of Penal Law and Vehicle and Traffic Law cases are processed.

The Office of the District Attorney also renders legal assistance to Village and Town Police Departments, the Putnam County Sheriff's Office, the New York State Police, The Child Advocacy Center, Women's Resource Center, as well as state, federal and other appropriate outside law enforcement related agencies.

Putnam County continues to be among the safest places in the nation to live. This has been the case for many decades of our county's history. This is the direct result of many agencies working together for the safety of county residents. In conjunction with the Putnam County Sheriff's office, the various local law enforcement agencies, the New York State Police, and other state and federal agencies, The Putnam County District Attorney's office works in a collaborative spirit of cooperation and mutual assistance. Working together, we will continue to be an integral part of what makes our county a safe and great place to live and raise a family.

However, The Office of the District Attorney is not solely a "prosecution" office. The District Attorney and his staff are acutely aware of the problems facing all communities, particularly Putnam County.

With that in mind, we are involved with community action involving domestic violence; we work to obtain treatment and establish treatment procedures for those addicted to heroin, prescription pain medication, other drugs, and alcohol. Our office recognizes that incarceration is not always the answer to these problems. We also interact with many community organizations and agencies. (See Community Outreach page for more information.)

The District Attorney's Office is a member of the Putnam County Community, and our role is to protect our community via sound law enforcement as well as creative assistance to those in need.

## HOW MANY CASES DID WE HANDLE?



In 2023, the office received & handled a total of 1,356 new cases (and we closed a total of 1,116 cases).

Of those new cases:

- 134 were prosecuted as narcotics possession or sale cases, 18 of which were felonies
- 204 were prosecuted as domestic violence cases, 50 of which were felonies
- 432 were DWI (felony or misdemeanor), 14 were for DWI under the age of 21
- 20 were felony burglary cases
- 103 Assault cases (29 felony assault)
- All other cases involved charges of larceny, property damage, fraud, white collar crime, and various other charges under the New York State Penal Law, Vehicle & Traffic Law, etc.
- In addition, we handled 13 new felony violation of probation cases, 24 misdemeanor violation of probation cases, and 29 felony fugitive cases.
- There were several appellate issues that we responded to in 2022, all were successfully defended by the office.

In keeping with our goal of helping those in need of treatment for addictions, many cases were referred to the Putnam County Treatment Court or rehabilitation facilities.

Whenever it is appropriate, our office always looks to resolve a case through alternatives to incarceration. Yes, some criminals need to be put in prison—and some need to go there for a very long time. But many others can be rehabilitated without the need for a prison sentence. We do everything we can to identify those individuals, and then we work with their attorneys, families, and the law enforcement community at large to give these defendants the help they need.

## WHAT IS A “CASE”?

A “case” is when an arrest is actually made. However, in addition, the office also collaborates with local, state, and federal law enforcement agencies involving those agency’s investigations of criminal activity from child and sex abuse investigations, narcotics and weapons trafficking, abuse of immigrants, internet fraud and theft, tax fraud, and other crimes. We also work on numerous appellate matters, FOIL requests, parole violations and parole release hearings.



The District Attorney and his staff are also actively involved in The District Attorneys Association of New York (DAASNY). Through this organization we help to identify legal issues that have state-wide ramifications; we work within various DAASNY committees which deal with legislative and best practices matters. District Attorney Tandy regularly talks with members of the state senate and assembly regarding important legislative matters and initiatives.

## **WHAT ELSE DO WE ROUTINELY DO?**

The District Attorney, Chief Assistant, and First Assistant are on call at all times. Along with the assistant district attorneys, we must be always available every day to field phone calls concerning search and seizure issues, crime scene evidence gathering, writing/co-writing, and approving search warrants for buildings, automobiles, computer equipment, cell phones, cell phone tower data, etc. We advise numerous law enforcement agencies on many legal matters involving an investigation or an arrest.

Assistant District Attorneys are on 24x7 call on a rotating monthly basis. During this time ADAs are required to be available for any matter that arises at any time. It is routine for an ADA to work nights, weekends, and holidays when on call.

When a case is scheduled for hearings and/or trial, it involves non-stop preparation for jury selection, evidence presentation, witness travel and housing, opening statements, direct and cross examination, closing statements and jury charge conferences. During these times, an ADA or the DA will routinely work late into the night, seven days a week, often for a month or more.

Assistant District Attorneys speak at every DWI Victim Impact Panel. It is a very important part of what we do.

## **SUPPORT STAFF**

Our support staff handles all incoming police paperwork and discovery. They upload all the information into our computerized system. This involves videos, audio calls, bodycam and dashcam footage; they prepare numerous orders for judges, correctional facilities and law enforcement agencies. They also prepare each and every file for court—and a lot more. Without them, the office could not function. They continue to make our office run smoothly each day. Thank you, Maria, Jessica, Michele, Carmela, and Caroline.

# TRAINING



It is important for our staff to have the best training possible so that we constantly improve our skills and awareness of law enforcement tools, techniques, and initiatives. The world of law enforcement is constantly changing and evolving, and our staff recognizes the need to receive the best training possible. Our community deserves an educated, informed, and well-trained District Attorney’s staff.

With that in mind, District Attorney Tandy encourages his staff to take advantage of the numerous training opportunities available for Assistant District Attorneys, Investigators, and Victim/Witness Assistants.

In 2023, members of the District Attorney’s Office staff received training and education in the following areas:

- Animal Abuse/Cruelty Prosecutions
- DWI Prosecutions and new techniques
- Prosecuting Sexual Assault Cases
- Trauma Responsive Investigations and Prosecutions
- Trauma Awareness: Survival Interviewing Techniques
- Trial Advocacy
- Case Development and Ethical Guidelines
- Prosecuting Vehicular Crimes
- Ethics and Professionalism
- Avoiding Conflicts of Interest
- Developing Financial Crime Cases
- Human Trafficking Investigations and Prosecutions
- Child Forensic Interviewing
- Confrontation Clause Issues
- Bail “Reform” and Discovery “Reform”





## COMMUNITY OUTREACH

The Putnam County District Attorney's office recognizes the need for participation in our community. Our office has been traditionally involved with our schools, our community organizations, and our neighborhoods.

In 2023, District Attorney Tendency, the Assistant District Attorneys, and staff participated in our community in various ways:

### **Schools, Communities, Town Government**



District Attorney Tendency and the Assistant District Attorneys and Investigators speak at Career Days in Middle and High Schools; we attend Sheriff's Office Cadet graduations; we speak at every DWI Victim Impact Panel at Putnam Hospital.

District Attorney Tendency speaks at numerous senior centers and senior organizations in the county regarding personal safety, online, mail, and phone money scams, and has personally offered to help any senior with any question or concerns about these issues.

Criminal Investigator Ralph Cilento, in addition to his criminal investigations and assisting with case preparation, routinely interacts with Putnam residents on a whole host of issues potentially involving their families, friends, problems they may be encountering, or questions they have about our justice system. If it involves a potentially criminal matter, Investigator Cilento is available to help in our community. He also gives training seminars to law enforcement regarding search and seizure and proper interrogation parameters/techniques. He is also an adjunct professor of Criminal Science at John Jay College of Criminal Justice.

Special Victims Investigator Jaemie Caban attended classes at various school districts to discuss her role as special victims' investigator and her career in law enforcement. She is also fluent in reading, writing, and speaking Spanish. This is vital in her role involving Spanish speaking child abuse victim, sex crimes victims, and victims of domestic violence.

## Spanish Speaking Community/Immigration Issues



District Attorney Tendy has continued to speak with leaders in the immigrant community and has explained his office policies regarding immigrant crime victims and immigrant criminals. If a person is a victim of a crime, our office does not investigate the immigration status of the victim. Our top priority is to arrest and convict the criminal. And if a person is convicted of a serious crime and is illegally in the United States, that person will be deported.

For 2023, our office looks to expand its community outreach even more. It is important for all the county's residents to know that law enforcement agencies are there for them.

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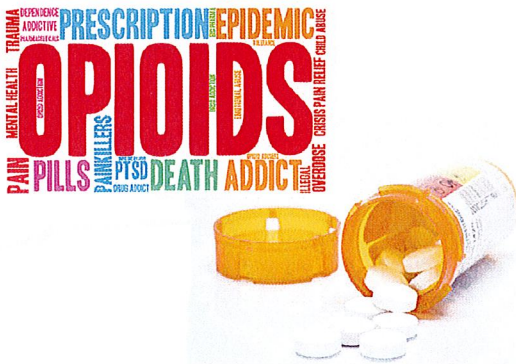
For 2023, our office looks to expand its community outreach even more. It is important for all the county's residents to know that law enforcement agencies are there for them.

“IT ONLY TOOK A FEW HOURS,  
BUT I WILL REMEMBER  
THE MESSAGES **FOREVER.**”

*Attendee Testimonial*

## DWI Victim Impact Panel

Beginning in 2018 and continuing forward all Assistant District Attorneys as well as DA Tandy are scheduled to attend bi-monthly DWI Victim Impact Panel discussions where they meet with people who have been convicted of Driving While Intoxicated. They discuss legal and financial implications, attorney fees, asset/vehicle forfeiture, look back laws involving permanent license revocation, the use of automobile interlock devices, and other aspects of current and future involvement with the law as a result of a DWI conviction. This fosters among our prosecutors an even greater awareness of the tragic consequences of drinking and driving.



## DISTRICT ATTORNEY’S NARCOTICS UNIT

2019 saw the creation of the first narcotics unit in the history of the Putnam County District Attorney’s office. Continuing into 2023, two full time Assistant District Attorneys handle our narcotics cases and investigations. They have extensive experience in the field and work with many law enforcement agencies operating in our county. As a result, along with their collaboration with numerous law enforcement agencies, there have been many successful investigations, arrests, and prosecutions.

Our Narcotics Unit continued to interface with federal, state, and local law enforcement agencies to move forward with our excellent work in reducing narcotics possession,



sale, and trafficking. Our dedicated narcotics unit greatly enhances our ability to focus on the most serious drug problems in our county and to be more involved in long-term investigations. We are proud of the excellent results the narcotics bureau has achieved, and we know it will continue to be an effective narcotics trafficking interdiction tool.

Finally, the narcotics unit is not just about prosecutions. Interaction with and support for alternatives to incarceration and Drug Treatment Court are a major component in the fight against drug abuse and opioid addiction. On a daily basis, our narcotics unit works toward rehabilitation goals for many defendants.

## **ASSET FORFEITURE**



The Asset Forfeiture program continues to be a powerful tool in crime fighting. The District Attorney's Office has used asset forfeiture to enhance law enforcement initiatives, provide training, and help keep our residents safe. The money forfeited as a result of criminal convictions is then used to fight crime.

Tracy Locascio is the office Asset Forfeiture Administrator.

In 2023 there were 96 new asset forfeiture cases opened, and 108 cases closed.

Fees & Distributions:

- Forfeiture Cases Opened (vehicles and/or currency): 96
- Total Forfeiture Cases Closed: 193
- 60 Cases Closed without seeking forfeiture for reasons such as innocent owner, hardship consideration, Interest of Justice, repossession by lien holder, or no consideration, (i.e.: reduction of charge/plea without Forfeiture/Abated by Death).
- 33 Cases Closed due to Stipulation of either relinquishment of vehicle or currency, settlement value, or by order of the court, alternatively.
  
- Total Forfeited Assets reported pursuant to CPLR Article 13A in 2023: \$58,195.00

- Total Assets distributed to Police Agencies pursuant to CPLR Article 13A: \$23,859.95
- Total Assets distributed to NYS (O.A.S.A.S.) pursuant to CPLR Article 13A: \$18,622.40
- Total Assets distributed to DA’s Office pursuant to CPLR Article 13A: \$15,712.65

**HELPING LAW ENFORCEMENT  
THROUGH  
ASSET FORFEITURE**



- The District Attorney’s Office uses the forfeited proceeds of criminal activity to fund many law enforcement agencies and victim services groups.
- Through asset forfeiture, in 2023 our office was able to provide over \$87,243.78 dollars for law enforcement equipment and training, computer equipment and software, office supplies and furniture, and copier rentals. This will help in various investigative and safety protocols—and saves money for county taxpayers.

\$52,723.29 partnership initiatives (Purchases for Law Enforcement Agencies using asset forfeiture monies):

- \$32,812.86 of License Plate Readers (LPRs) and equipment for the Putnam County Sheriff’s Office
- \$19,464.86 Interview room equipment for Kent Police Department
- \$ 439.99 Photo copier

Asset forfeiture expenditures for 2022

\$30,611.55 - furniture

\$104.52 - office supplies

\$1281.83 - copier rental

## INITIATIVES

Since taking office in 2016, District Attorney Robert V. Tandy has, with the help of his entire staff, instituted a number of reforms and initiatives.

**Ethical Guidelines** – The office created its first ethical guidelines protocols for Assistant District Attorneys.

**Conviction Integrity Review** – The office created its first Conviction Integrity Review process to ensure that no person is held for a crime he or she did not commit.

**Narcotics Bureau** – The office now has two ADAs specifically dedicated to the investigation and prosecution of narcotics cases.

**Major Financial Crimes Unit and its first Special Victims Unit.** The Major Financial Crimes Unit has two ADAs investigating and prosecuting cases which involve crimes of significant amounts of monetary theft, tax evasion, corporate/business theft, fraud, insurance fraud and other serious financial crimes. We have had a number of these prosecutions, and they have all been successful—the most recent being the prosecution of a criminal who stole over \$200,000 dollars from the corporation where he worked.

The Special Victims Unit will have two Assistant District Attorneys and one investigator dedicated to the prosecution of cases involving children, seniors, and sex abuse victims. The Special Victims Unit has two ADAs and an investigator who have extensive training in these types of cases which often involve very sensitive information and particularly vulnerable citizens. Having personnel dedicated to these types of crimes will be a great help to those most vulnerable persons in our county. All the personnel in these units either have received or will receive extensive training in their individual areas of expertise.

District Attorney Tandy also reminds the public that law enforcement’s best tool is often civilian tips. “We have received phone calls, letters—often anonymous—which have led to successful large-scale investigations and very serious allegations of abuse. Some have been quite significant, and I urge members of the public to contact my office if you are aware of anything that may be criminal activity.”



## CASES OF NOTE



### **Robert V. Tendy** **Putnam County District Attorney**

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40 Gleneida Avenue  
Carmel, New York 10512

Telephone: (845) 808-1050  
Facsimile: (845) 808-1966

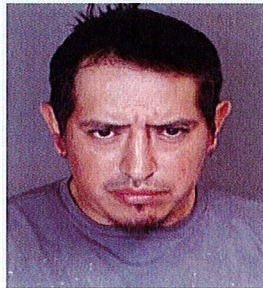
# 2023 PRESS RELEASE HEADLINERS

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FOR IMMEDIATE RELEASE

FOR FURTHER INFORMATION  
CONTACT: CHRISTINA RIZZO  
(845) 808-1055

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## **Westchester Man Sentenced to 5 Years State Prison for Attempted Burglary of a Home in Carmel**

**CARMEL, NEW YORK – February 16, 2023** - Putnam County District Attorney Robert Tendy announced today conviction and sentence of Jorge L. Sari-Tenesaca, a Westchester County resident, who broke into a home in the Town of Carmel, where the mother of his

children and her current partner were residing with the children. The defendant entered the home through a kitchen window at approximately 1:00 a.m. after disabling the exterior security cameras and proceeded to physically attack the male resident in his bed. Carmel police quickly responded to the 911 call of the female victim and were able to apprehend the defendant at the scene. However, after release at arraignment the defendant absconded for approximately eleven months until he was located and arrested on a warrant issued by the Putnam County Court after indictment.

On November 29, 2022, Sari-Tenesaca pleaded guilty before the Hon. Joseph Spofford as a second felony offender to one count of Attempted Burglary in the First Degree, and was sentenced on January 24, 2023, to five years in state prison with five years of post-release supervision and an eight-year full order of protection.

The case was prosecuted by Assistant District Attorney Todd W. Carpenter. District Attorney Tandy thanked Criminal Investigator Jaemie Caban, also of the District Attorney’s Office, Detective Sgt. Brian Forde of the Carmel Police Department, as well as the City of Peekskill Police Department and U.S. Immigration and Customs Enforcement for their assistance in locating and securing Sari-Tenesaca. “When it comes to the safety of our Putnam County homeowners, we will engage all law enforcement agencies to ensure that the defendant is apprehended and brought to justice.”

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## **Veterinary Technician Convicted of Grand Larceny and Possessing Stolen Property**

**CARMEL, NEW YORK – December 4, 2023** – Putnam County District Attorney Robert V. Tandy announced today that on December 1, 2023, Elisa Sanchez, a

Dutchess County resident, was convicted after a jury trial of Grand Larceny in the Third Degree and Criminal Possession of Stolen Property in the Third Degree.

Sanchez, a veterinary technician formerly employed by *Guardian Veterinary Specialists*, located in the Town of Southeast, was convicted of stealing life-saving oncology medications used to treat animals with cancer from the facility. Members of the Putnam County Sheriff's Office responded to *Guardian* on July 28, 2022, after fellow employees saw Sanchez placing these medications in her personal bag. *Guardian* employees observed Sanchez do this on prior occasions before reporting her to management, which ultimately led to her arrest and termination from *Guardian*.

District Attorney Tendy said "it's very sad that essential cancer medications for dogs, cats--people's beloved pets--would be stolen by a vet tech. It's just a really low thing to do. Fortunately, the *Guardian* employees and management were vigilant and reached out to law enforcement.

The case was investigated by the Putnam County Sheriff's Office and prosecuted by Assistant District Attorneys Mackenzie Ferguson and Melissa Lynch.

Sanchez is scheduled to be sentenced by County Court Judge Anthony Molé on January 31, 2024. She faces a maximum sentence of 2 1/3 to 7 years incarceration in state prison.

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## **Dutchess County Resident Convicted of Stealing \$188,000 Dollars from Putnam Business**

Walter Munoz was arrested on June 12, 2023, after a lengthy investigation into his business activities when he worked for BIDKHome, located in Cold Spring. The investigation revealed that he had, through fraudulent business and credit card records, siphoned off at least \$188,000 dollars before he was caught.

Bank records and numerous questionable transactions led to his being investigated and arrested. He pled guilty in January 2024 and is awaiting sentence. The case was handled by Assistant District Attorney Melissa Lynch.



## **Peekskill Resident Convicted of Weapons and Narcotics Possession. Sentenced to Five Years' State Prison**

Masi Jamal Smith pled guilty on August 15, 2023, to Criminal Possession of a Controlled Substance in the 3<sup>rd</sup> Degree (a class B Felony) and Criminal Possession of a Weapon in the 3<sup>rd</sup> Degree (a class D Felony).

Masi had over 8 ounces of cocaine, a loaded Smith and Wesson .38 revolver, which had been reported stolen out of Dutchess County, a 9mm pistol with no serial number, and 9mm and .38 special ammunition.

He was sentenced on September 7, 2023, to 5 years state prison plus 3 years post release supervision. The case was prosecuted by First Assistant District Attorney Breanne Smith.

## **Queens County Resident Convicted of Sexual Abuse in the First Degree**

Carlos Fajardo Guartatanga was convicted of Penal Law 130.65 (3), Sexual Abuse in the First Degree as a Class D felony offense. Guartatanga was sentenced to 3 years in state prison 3 with years post release supervision. He will also be placed on the sex offender registry. The victim was a 7-year-old female.

Guartatanga was arrested after a lengthy investigation by the Carmel Police Department and the District Attorney's Office. The case was prosecuted by Chief Assistant District Attorney Chana Kraus.

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## COOPERATION WITH LAW ENFORCEMENT AGENCIES



It is imperative that law enforcement agencies cooperate fully with one another and respect each other's skills and areas of expertise. For law enforcement to be successful, there must be a spirit of cooperation among all those involved.

District Attorney Tandy and his staff are doing everything they can to let all law enforcement agencies know that they are appreciated, respected, and are an integral part of the work of the District Attorney's office.

For our office to successfully prosecute cases, it is essential that we work together with all those in law enforcement. Putting the safety of Putnam's residents first requires nothing less.

In 2023 our office worked closely with every county, state, and federal law enforcement agency working within Putnam. It is a collaboration we are proud of.





**ETHICS: A prosecutor's ethics and professional conduct are paramount to his or her position. A prosecutor's first duty is to justice and the truth.** - from the *Office of the Putnam County District Attorney Ethics Policy*

Ethical conduct is paramount in law enforcement. The Putnam County District Attorney's Office is committed to the highest ethical conduct.

Within a year of taking office, District Attorney Tandy announced that for the first time in the history of the Putnam County District Attorney's Office, a written Ethics Policy was created. It is a policy which all Assistants must be aware of and use to guide them in all investigations and prosecutions.

Our office continues to conduct every investigation and prosecution with the highest ethical considerations in mind. Every Assistant District Attorney must immediately bring to the attention of District Attorney Tandy any possible conflict of interest, potential ethical issue, and any evidence that may tend to exculpate a person charged with a crime.

Trust in our law enforcement agencies is essential for trust in government. If our citizens do not have unqualified trust in law enforcement, then they will not have trust in any aspect of government. The Putnam County District Attorney's office will be the leader in ethical behavior.



## CONVICTION INTEGRITY REVIEW



It is an unfortunate fact that throughout our country people have been convicted of crimes they did not commit. District Attorneys' offices in our nation are recognizing this and are taking steps to make sure this does not happen going forward—and to make sure past unjust convictions are dismissed. It is the job of a District Attorney to seek justice.

The Putnam County District Attorney is committed to ensuring that no one will ever be wrongfully convicted; and anyone that might have been wrongfully convicted will have a chance at having the case reviewed by an independent panel of prosecutors, defense attorneys, and other law enforcement agents.

Anyone with information regarding a possible wrongful conviction should contact the District Attorney's Office.

### MOVING FORWARD

The Putnam County District Attorney's Office is always looking to improve. We constantly strive to update our knowledge of ethical considerations, investigative techniques, and trial and appellate advocacy—and we will continue to do so.

All the attorneys, including the District Attorney, handle a caseload and continue to learn new and innovative ideas in law enforcement.

We place a high priority on working cordially and professionally with other law enforcement agencies and consider our office to be part of the total "family of law enforcement." We have the highest regard for our Sheriff's deputies, local police officers, and the New York State Police.

Our office also works very hard to create an atmosphere of trust and mutual respect for members of the defense bar. We recognize that they, too, are part of our law enforcement community, and they perform a vital role in the protection of our rights as citizens and in ensuring that our criminal justice system remains fair, humane, and just.

## EXPENDITURES, BUDGETING, SAVINGS

Since 2016—when DA Tendy took office, the office has come in under budget every year. In addition, we have given over \$375,000 dollars for law enforcement initiatives—money that would have otherwise come from the county taxpayer.

Through the office’s grant writing, the Putnam County District Attorney’s Office has secured over \$750,000 in funding. Through our efforts, and working with county and local law enforcement agencies, this grant money has been obtained for law enforcement initiatives throughout the county.

The office uses its budget for, of course, employee compensation. But so much more than that is involved. Training, equipment, investigative expenses, witness fees and travel expenses, expert witness fees, extradition costs, court reporter fees, technological upgrades, and many more expenditures are annually necessary to keep the office operating as a modern district attorney’s office.

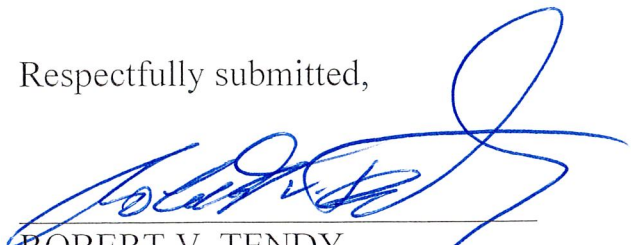
Our office understands the need to responsibly use taxpayer funds, and we take this responsibility very seriously.

## CONCLUSION

Despite the numerous issues brought about by the coronavirus pandemic, 2020 saw the Putnam District Attorney’s Office reach many goals and have some very proud moments. We expect 2024 to be another very successful year for our office and for all law enforcement in Putnam County

Dated: Carmel, NY  
February 23, 2024

Respectfully submitted,



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ROBERT V. TENDY  
Putnam County District Attorney

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# Putnam County Sheriff's Office

Sheriff Kevin J. McConville



## 2023 Annual Report

# Putnam County Sheriff's Office

**Kevin J. McConville, Sheriff**  
**3 County Center, Carmel NY 10512**  
**(845) 808-4300**  
**Sheriff@putnamcountyny.gov**

## **I. Description of Department**

The Putnam County Sheriff's Office (PCSO) is a full-service law enforcement agency providing services to all residents within the six towns and three villages that comprise Putnam County, NY. The Sheriff's Office is comprised of five divisions led by a Commanding Officer, each tasked with separate functions that work collectively to further the mission of the Putnam County Sheriff's Office.

### **Civil Division**

***Commanding Officer: Captain Michael Grossi***

- The Civil Division of the Putnam County Sheriff's Office performs the constitutionally mandated and statutorily authorized civil enforcement functions of the Sheriff. The Civil Division, under the Sheriff's ultimate direction, enforces a myriad of provisions of the New York State Civil Practice Law and Rules and constitutes the exclusive enforcement arm within the County for local, county, state, and federal courts. The Civil Division members carry out a wide spectrum of judicial mandates, judgments, and orders. Legal process is received and served on behalf of courts, members of the bar, and private citizens.

### **Corrections Division**

***Commanding Officer: Captain James Greenough***

- The Putnam County Sheriff's Office Corrections Division is a 24-hour, 365-day operation which provides supervision of incarcerated individuals in a professional, secure, and safe manner. The Corrections Division ensures the incarcerated population receives "Constitutional Care" while remaining fiscally responsible to the taxpayer of Putnam County.

## **Criminal Investigation Division**

***Commanding Officer: Captain John Alfano***

- *Bureau of Criminal Investigation (BCI)*: This Unit is responsible for conducting investigations into a wide range of criminal activities, such as homicides, sexual offenses, financial crimes, and more. Investigators within the BCI focus on gathering evidence, interviewing witnesses/victims, and building cases for prosecution.
- *Crime Scene Unit (CSU)*: The CSU is tasked with processing and analyzing crime scenes. This includes collecting physical evidence, documenting the scene through photographs and sketches, and ensuring the proper preservation of evidence for forensic analysis.
- *Narcotics Enforcement Unit (NEU)*: The NEU is dedicated to addressing narcotics-related offenses. This Unit investigates and combats illegal drug activities, including trafficking, distribution, and possession. The NEU works to disrupt drug networks and enforce drug laws.

## **Operations, Standards, and Intelligence**

***Commanding Officer: Captain Michael Knox***

- The Operations, Standards, and Intelligence (OSI) Division of the Putnam County Sheriff's Office is responsible for overseeing radio communications, law enforcement technology programs, intelligence gathering and dissemination, in addition to policy development & compliance. OSI has further been tasked with ensuring compliance with New York State mandates, specifically the NYS Governor's Order on Threat Assessments, while also partnering with the Putnam County Division of Mental Health to develop and oversee a full-time Co-Response Crisis Intervention Team. OSI Division staff compile the statistical data necessary for information sharing and crime-trend mapping to assist in criminal investigations and intelligence-led policing.

## **Uniformed Division**

***Commanding Officer: Captain James Schepperly***

- *Patrol Bureau*: This bureau provides our Road Patrol and related law enforcement services to include emergency response to 911 calls and non-emergency calls for service throughout the County of Putnam. Additionally, the

Road Patrol advances highway safety and a community support agenda that also features specialty units and functions such as Bike Patrols, Marine Patrols, Canine Unit, Commercial Vehicle Enforcement Unit, and an Emergency Response Team.

- Youth and Community Services Bureau: This bureau provides law enforcement and security services to our Putnam County Schools through the dedicated assignment of Deputy Sheriffs as School Resource Officers (SROs) and retired Law Enforcement Officers as part-time Special Patrol Officers (SPOs). This bureau also assigns SPOs to designated governmental buildings and agencies throughout the County and Towns which require additional security services.

## **II. Services Provided**

### **Civil Division**

- The Civil Division Captain performs the duties of designated Records Access Officer for the Sheriff's Office, Public Information Officer, and Office liaison to the County Attorney and District Attorney. The captain also ensures the legality of civil process and compliance with applicable laws.
- Civil Deputies are responsible for the service of process and enforcement of court orders and mandates as required. The Deputies also assist and augment the Patrol Division in its operations as necessary, responding to emergencies, making arrests, enforcing the criminal laws, and providing service and protection to the public.

### **Corrections**

- Incarcerated individuals are provided various programs that are required by NYSCOC regulations, such as religious services, educational classes, etc. The facility operates direct supervision units whose program goals are to help the residents occupy their time, result in self-improvement, reduce recidivism, and become productive members within their community. Typically, some of the programs offered in-person at the facility or available through the tablet program are as follows:
  - Catholic services.
  - Baptist and Protestant service
  - Muslim Prayer Groups
  - Test Assessment Secondary Completion
  - Educational Services



- Career readiness
  - Narcotics Anonymous
  - Alcoholics Anonymous
  - Mental Health Association Hope and Recovery Program
- Food Service: The Division is not only mandated to supply nutritionally approved meals to prisoners, but also must accommodate for religious and medically prescribed prisoners. The full-time cooks manage the kitchen operations by ordering food and supplies, preparing menus and meals, and ensuring the food services and areas are kept in conditions as required by the Health Department. The food service area is inspected annually by the Health Department and consistently receives numerous accolades. The food services operation served a reported 58,737 meals in 2023.
  - Community Work Program: The Correctional Facility has an inmate community work program for those whose classification status allows clearance for off-site work details. A Correction Officer is assigned full-time to coordinate and perform various work projects for County facilities, municipalities, non-profit organizations, and religious institutions. This program saves Putnam County organizations costs by completing many of their projects.

## **Criminal Investigation Division**

### ***Bureau of Criminal Investigation***

- The Bureau of Investigation is charged with the investigation of a wide range of matters, including but not limited to:
  - All reported sex crimes.
  - All domestic violence follow-up investigations resulting from Domestic Incident Reports.
  - All matters referred by Child Protective Services.
  - All matters referred by Adult Protective Services.
  - All missing persons investigations.
  - All background employment investigations pertaining to the Putnam County Sheriff's Office.
  - All investigations related to the issuance of bad checks due to closed accounts or insufficient funds. These investigations are crucial for maintaining the integrity of financial transactions and holding individuals accountable for fraudulent activities.

- All injuries caused by a discharged firearm, certain injuries caused by a knife or sharp pointed instrument, as well as certain 2<sup>nd</sup> or 3<sup>rd</sup> degree burns.
  - All deaths occurring without a physician present, suspicious or not.
  - All Homicides and Suicides
  - Any departmental matters relating to provisions of the New York State Social Service Law.
  - All departmental matters involving parole, conditional release, probation, or conditional discharge.
  - All fatal or serious personal injury auto accidents except where the accident consists of only one car or occupant.
  - All Felonies within the State of NY except for the DWI Section of the NYS Vehicle and Traffic Law.
  - All aircraft and train investigations.
  - All child pornography investigations.
  - All investigations involving the abuse of children that are fielded by the School Resource Officers.
  - All investigations that are requested by the Women's Resource Center.
  - All investigations regarding felony property crimes.
  - All aggravated harassment complaints.
  - All forensic interviews of children.
  - All cases or complaints involving or from the inmates of the Correctional Facility. However, if narcotics are involved in the case, it will be transferred to and handled by the Narcotics Enforcement Unit, a specialized Unit focused on addressing drug-related offenses. This division of responsibilities ensures that cases are directed to the appropriate specialized Unit based on the nature of the allegations, optimizing the expertise of each Unit for effective investigation and resolution.
  - All overflow lobby complaints that the Road Patrol is unable to field due to unavailability.
  - Cold Cases: Re-examining unresolved cases to seek new leads or evidence.
  - Cybercrimes: Investigating crimes committed over the internet, such as identity theft, hacking, or online fraud.
  - White-Collar Crimes: Addressing financial crimes, embezzlement, and other non-violent offenses.
  - Fraud: Investigating cases involving financial deception or manipulation.
- The Bureau of Criminal Investigation is also responsible for investigating, entering, and executing the following types of Arrest/Bench Warrants:
    - All felony arrest warrants.

- All family court warrants of arrest.
  - All probation warrants of arrest.
  - All arrest and bench warrants involving extradition from other jurisdictions.
  - All arrest and bench warrants lodged against a subject incarcerated in the Putnam County Correctional Facility.
  - All misdemeanor arrests and bench warrants as requested by a member of the BCI.
  - Sex Offender Warrants
- Employment Background Investigations
    - In the year 2023, Members of the BCI conducted a total of 34 background investigations. This signifies a focused and thorough approach in vetting potential candidates, ensuring that individuals joining the Sheriff's Office meet the high standards required for employment.
    - Background investigations at the Sheriff's Office are comprehensive, detailed, and extended in duration. They are systematically conducted for all potential new hires and applicants seeking employment, covering Deputy Sheriff applicants, Correction Officer applicants, Special Police Officer (SPO) applicants, as well as all civilian staff. This thorough vetting process ensures a meticulous examination of candidates' backgrounds, contributing to the selection of individuals with the highest standards of integrity and suitability for positions within the Sheriff's Office.
- Domestic Incidents
    - In 2023, Road Patrol addressed 350 Domestic Incidents Reports (DIR), marking an increase from the 243 handled in 2022. These reports are subsequently forwarded to the Bureau of Criminal Investigation for follow-up. Each DIR forwarded to the BCI is assigned to Investigators to ensure comprehensive examination and confirm that no additional assistance is required from our office or other agencies. Our office maintains close collaboration with the Child Advocacy Center, Child Protective Services, the Women's Resource Center, and other entities to guarantee the provision of all available services.
- Child Advocacy Center
    - Every investigator in the Bureau of Criminal Investigation undergoes training to achieve certification as a Forensic Interviewer. This training equips them with the necessary skills and communication techniques crucial for addressing the specific needs of children. Making and maintaining this certification remains a top priority for the BCI Unit, emphasizing their

commitment to ensuring the well-being and effective communication with children in their care.

- The partnership and coordination with the Child Advocacy Center (CAC) remained consistently productive throughout 2023, with the PCSO handling a total of 39 cases. It's important to note that the number of children interviewed during each case is higher than reflected, as multiple children are occasionally interviewed for a single case. BCI Investigators actively participate as members of the CAC Multi-Disciplinary Team, alongside representatives from the Putnam County District Attorney's Office, Putnam County Child Protective Services, and the Putnam County Probation Department. This collaborative approach ensures that Putnam families receive the comprehensive services and support they need and deserve.
- Putnam County Sheriff's Office Special Victim's Unit
  - In 2022, the Special Victim's Unit was established, thanks to a grant secured by Ann Ellsworth, the Executive Director of The Putnam/Northern Westchester Women's Resource Center. Ann Ellsworth and Sheriff Kevin McConville collaborated on this joint initiative to provide a comfortable and supportive location for investigating sexual, domestic, and other sensitive crimes. The Unit effectively handles investigations involving victims aged 18 and older, prioritizing a supportive and comfortable environment for the victims. The Special Victim's Unit has handled complaints including rape, predatory sexual assault, assault, strangulation, violations of orders of protection, and other crimes.
  - This shared service is available to all law enforcement agencies within the county, facilitating sensitive and trauma-informed investigations. In 2023, the Special Victim's Unit saw a total of 28 victim complaints, marking an increase from the 13 victims documented in 2022. The continued growth in utilization underscores the importance and success of this vital resource for the community.
- Safe Streets 2023 FBI Task Force
  - In 2023 we continued our relationship with the Federal Bureau of Investigation's Safe Streets Task Force. The mission of the Task Force is to combat violent crime occurring in the Southern District of New York, which includes Putnam County. An investigator with the Sheriff's Office is assigned to Safe Streets Task Force based in the Westchester Resident Agency (RA) of the New York Office.
  - The Task Force is responsible for investigations occurring in Putnam County and the surrounding counties. The Task Force provides federal resources to all

member agencies including manpower, translation services, community outreach, training, and technical assistance to include pen registers, wiretaps and advanced cellular phone tracking and digital forensics. The Task Force is made up of agencies throughout Westchester, Putnam, and Rockland counties as well as investigators from New York State Department of Corrections and Community Supervision and United States Probation and Pre-Trial services.

- This partnership increases the PCSO relationship with these departments for all types of investigations, not just violent crime. The Task Force also works with the District Attorney's Office in Westchester, Putnam and Rockland Counties as well as the United States Attorney's Office in the Southern District of New York. Cases are discussed among the various prosecutorial agencies and decisions are made regarding which venue would be the most appropriate for prosecution.
- Sex Offender Registry
  - Along with maintaining BCI Warrants, Investigator Jeffrey Devolve also currently manages the 37 New York State Registered Sex Offenders that reside within Putnam County, with 2 pending classification. These Sex Offenders range from 16 Level One Offenders, 16 Level 2 Offenders, to 5 Level 3 Offenders. Level 3 being the highest level of Sex Offender. These levels are determined by the severity of the crime committed, age of the victims involved, as well as their propensity to reoffend. These levels also determine the supervision required. Investigator Devolve then supervises these Sex Offender's according to these levels, dictated by New York State. This includes potential home visits, scheduled photographs, 90 Day scheduled visits to the Sheriff's Office and other measures to ensure that the Sex Offenders are in compliance. Those not in compliance are subject to arrests by Investigator Devolve, who made the arrest of two Sex Offenders during the 2023 calendar year.
- Comprehensive School Threat Assessment Guidelines Investigations
  - Comprehensive School Threat Assessment Guidelines (CSTAG) is an evidence-based model used for conducting threat assessments of students. It is a critical component to violence prevention and school safety. In 2023, Investigators of the BCI underwent additional training through a comprehensive program facilitated by Frank Guglieri, Regional Coordinator at Putnam/Northern Westchester BOCES. This training provided significant added value to the tools already at their disposal.
  - These investigations are typically initiated by school staff with the backing of the designated School Resource Officer (SRO). Once contacted, the Bureau

of Criminal Investigations initiates a thorough investigation. In the year 2023, a total of 20 CSTAG investigations were undertaken. Managing these investigations necessitates the full deployment of the available resources of the BCI to accurately assess the risk of violence and ensure the safety of the students. While the growing number of these investigations demands substantial resources, the imperative to provide otherwise is not an option. Our Office collaborates closely with school staff, the Putnam County Office of Mental Health, and various other agencies to ensure a coordinated effort for a successful outcome.

- Threat Assessment and Management Team (TAM)
  - The TAM Team serves the crucial purpose of identifying, evaluating, and effectively managing potential threats to individuals or organizations. The investigation of these threats is led by the Bureau of Criminal Investigation. The TAM Team consists of members of the Bureau of Criminal Investigation, the Putnam County District Attorney's Office, Putnam County Office of Mental Health, Putnam County Probation, Putnam County Bureau of Emergency Services, and Putnam/Northern Westchester BOCES. Since the implementation of the team in late 2023, the TAM Team has received 4 assessments, with an expectation of a significant increase in 2024. This increase is expected due to an increased awareness of the TAM Team's existence, enhanced reporting mechanisms, and a greater understanding of the importance of proactive threat assessment in the community.  
<https://pctam.net/>

### ***Crime Scene Unit***

- The Putnam County Sheriff's Office Crime Scene Unit (CSU) consists of four sworn members of the Putnam County Sheriff's Office, including one Senior Investigator and three Criminal Investigators specially trained in the identification and processing of crime scenes. The Pistol Permit Division is also administered by the Crime Scene Unit.
- Members of CSU are always available to provide crime scene investigation services within the geographical boundaries of Putnam County. Services are offered to all requesting agencies in accordance with their needs:
  - Full Service- The complete handling and processing of primary and secondary crime scenes. Services include crime scene documentation with still photography, videography and diagramming, latent fingerprint examination and comparison, recognition, documentation, collection, packaging, handling,

preservation, transfer, and submission of evidence according to the rules of evidence. The Unit members will also provide expert testimony in court.

- Partial Service- The PCSO Crime Scene Investigator can provide whatever services are necessary to meet the needs of the requesting agency by working with the Crime Scene Investigator of that agency.
- Consultant Services- The PCSO Crime Scene Investigator can serve as a consultant to any member of the Putnam County Sheriff's Office, or to the Crime Scene Investigators of a requesting agency either on the scene or by telephone. They will advise on all matters dealing with processing of the crime scene and the subsequent submission of evidence to the laboratory.
- In connection with the services listed above, the PCSO Crime Scene Investigator can arrange for other specialists (i.e., blood spatter experts, ballistics examiners, forensic canines, etc.) to respond to the scene if needed.

### ***Narcotics Enforcement Unit***

- Throughout 2023, the Narcotic Enforcement Unit (NEU) conducted multiple comprehensive long and short-term drug investigations, yielding substantial seizures of illegal narcotics, firearms, and currency. The NEU capitalized on robust partnerships with federal, state, and local law enforcement agencies, synergizing efforts to combat crime effectively. Leveraging their technical capabilities, as well as adept electronic and physical surveillance techniques, the Unit played a pivotal role in multifaceted investigations spanning burglaries, robberies, pursuit of wanted individuals, cases involving sex crimes, and even homicides. The NEU's dedication to leveraging these advanced tools and fostering strong relationships remains integral to its success in combating various criminal activities.
- The Narcotic Enforcement Unit (NEU) operates with unwavering urgency when it comes to responding to overdoses, swiftly initiating investigations to promptly address these critical incidents. Recognizing the gravity of such situations, the Unit promptly launches inquiries to determine the origin, distribution, and potential criminal elements surrounding these overdoses. By immediately springing into action, the NEU not only seeks justice but also aims to prevent further harm by identifying and intervening in the illicit drug supply chain.
- The Narcotics Enforcement Unit also maintaining a long-standing relationship with the Drug Enforcement Agency, with two of its members serving as Task Force Officer. This relationship provides assistance and much needed resources, when called upon to do so.

## **Operations, Standards, and Intelligence Division**

- The OSI Division is partnered with the Department of Health, Prevention Council and HIDTA to track and strategize and prevent overdose incidents. PCSO meets monthly with the 'Bridge Alliance' which is a collective of agencies within Putnam County, to collaborate prevention efforts by uncovering trends, develop messaging, and create strategies to decrease incidents.
- The Operations Division began directly assisting the Dept of Mental Health. Meetings with MH Staff and PCSO were held weekly to discuss every Person in Crisis incident investigated by PCSO. This led to strategic responses in terms of follow up with the individuals, a proactive out-reach (police /MH engagements, nighttime homeless out-reach etc.), an on-going strategy to incorporate other law enforcement agencies to coordinate with our cooperative effort and lastly, a follow up with PHC on identified deficiencies observed.

## **Uniformed Division**

### ***Patrol Bureau***

- Uniformed Sergeants and Deputy Sheriffs provide a myriad of public safety duties and law enforcement services across, and throughout Putnam County 24 hours a day, 365 days per year. They respond to all calls for service, both as the primary agency as well as backup supplemental support to our many law enforcement partner agencies. Collectively we join services to work every day to ensure Putnam County remains one of the safest counties in which to live and work in throughout New York State. The Putnam County Sheriff's Uniform Division is charged with providing superior public safety services across Putnam County, from responding to calls for service, to supporting our communities and citizenry whenever and however we can, to providing the same exceptional and dedicated support for our school communities.
- Bicycle Patrol Unit and Utility ATV's: Deputies utilize this equipment to patrol the Putnam County Trailway, to provide traffic management and crowd control at/for community functions, including our 4H Fair, parades, concerts, community day celebrations, and marathons and occasional road races. During 2023, the PCSO regularly patrolled the Trailway, and fortuitously were out an evening that a report of a rape had just occurred on the trail went out to Carmel PD; the Deputies



responded from the opposite direction of Carmel, which helped to ensure that the offender was promptly apprehended and is being held accountable for his criminal actions.

- Commercial Vehicle Enforcement Unit (CVEU): Deputies are charged with interdicting overloaded commercial vehicles that damage the roadway infrastructure, to ensure hazardous materials are safely transported and do not expose motorists or residents to danger. They also enforce the laws and regulations to ensure drivers do not exceed maximum permissible work and driving hours.
- Marine Unit: The Marine Unit primarily patrols Lake Oscawana in the Town of Putnam Valley. However, the unit can assist enforcement patrol operations on the Hudson River when necessary and called upon to supplement the Hudson River Marine Task Force. Deputies enforce Navigation Laws by checking boat registrations and conducting safety inspections to ensure proper equipment is on hand and readily available on vessels. The marine members assisted boaters in distress and investigated 3 boating accidents during the 2023 summer in addition to teaching NY Safe Boater classes. The Marine Unit is able and prepared to conduct maritime search and rescue missions as required.
- Canine Unit: Currently there are four (4) canine's providing services to the Sheriff's Office; Bloodhound Flash, Electronics Storage Detection Labrador Retriever Hanna, Explosives Detection Belgian Malinois Mikey, and Narcotics & Patrol trained (tracking, apprehension, and property recovery) Hunter. The handlers are issued FLIR thermal imaging devices for supporting use during searches for missing or pursued person(s). During 2023 these canines were deployed 123 times for tasks from tracking to searches in schools and the county correctional facility, to detection searches for evidence and contraband. They are frequently requested and provided for demonstrations at schools and community events to showcase their capabilities.
- County Security: The Putnam County Sheriff's Office continues to assign Deputies and/or Special Police Officers to provide security for the County Office Building, the Department of Motor Vehicles, and the Department of Social Services. Duties include conducting routine security, staffing public reception areas, and handling requests for service or criminal matters originating at County offices. As 2023 commenced the Deputy handlers of canine's Mikey (explosive detection) and Hunter (narcotics and article recovery) have been directed to regularly conduct sweeps of public access areas at county buildings.

- A final, but important aspect of patrol operations, is the support and assistance provided to Putnam County communities as they sponsor special events and functions, from little league parades and events to community days and holiday celebrations. Deputies provide traffic management services and security functions for such events, but also regularly feature demonstrations, exhibits, and make presentations. Examples include Canine tracking capabilities and demonstrations of their ability to locate items of evidence or contraband, Project Child Safe fingerprinting and photograph identification materials, and other suitable presentation material.

### ***Youth Aid Bureau***

- The most prominent feature of this bureau is the direct support provided to our school communities by our School Resource Officer Deputies and Special Police Officers. Services provided to participating schools include physical security and security site assessments, traffic safety measures, and immediate response of law enforcement to incidents. SROs conduct preliminary inquiries, usually in conjunction with School Administrators, and while many matters are ultimately properly handled by school administrators, there are occasions where arrests by the SROs are appropriate and required. Additionally, SROs conduct initial investigations into sensitive cases involving juvenile victims in conjunction with Investigators in the Bureau of Criminal Investigation.
- The Youth Aid Bureau officers also conduct classroom presentations, and involve instruction regarding Vehicle & Traffic Laws, Penal Laws, Search and Seizure issues, substance abuse and DWI awareness, Stranger Danger lectures, Internet Safety, and many other topics. SROs assist teachers with the development of social-emotional learning topics in formal and non-formal classroom settings. In addition to their duties within each school, SRO's assist the Putnam County Family Court and the Probation Department with PINS (Person in Need of Supervision) cases and juvenile delinquent cases and warrants. Members are integrated into relevant County boards and committees, from appointed members on the Putnam County Youth Board, to the Runaway and Homeless Youth Committee, and other juvenile service organizations, and professional organizations aimed at information sharing and collaboration efforts to serve our youth population.
- TAM – Threat Assessment Management Initiative: As the 2023-2024 School year began in September, the PCSO commenced a vetted and structured Threat

Assessment Management protocol to quickly and effectively evaluate potential and apparent threat concerns occurring within the school communities, or incidents which stem elsewhere but may spill over and into our schools. Our SROs and SPOs, were trained how to make situational assessments as individual law enforcement and public safety officers, as well as part of a school response/inquiry team, to ensure that situationally appropriate effective intervention occurs.

- The SROs and SPOs working in the schools know when and how to assist and support School staff so that many matters are properly handled by School Administrative staff without involvement of further police resources or “outside” legal measures. At the same time, the SROs and SPOs know when and how to halt the inquiry process and summon immediate expertise; namely calling specific designated Investigators in BCI who comprise a special cadre, chosen for experience and abilities handling sensitive investigations such as child abuse and sexual crimes. All further inquiry measures are conducted by these specific Investigators, and many times are resolved in conjunction with the integrated specialists who are supporting members and advocates at the Putnam County Child Advocacy Center which includes child protective services, counselors, social services, prosecutors, mental health and social services, and law enforcement.
- Cadet Program: Putnam County Sheriff’s Office Cadet Program remains a vibrant program for interested county teenagers. The members attend a weekly class for 26 weeks during which time they learn about patrol procedures, emergency dispatching and communications protocols, emergency first aid and CPR, and various laws from the Penal Law, Vehicle Traffic Law, Corrections, and other subjects related to law enforcement and emergency services. Cadets volunteer during the year to assist PCSO members at special events and earn community service hours necessary for high school graduation, but also important factors on college applications. Once Cadets graduate from the basic program, they are permitted to “ride-a-long” with members of the Road Patrol. They also can and do attend the Northeast Regional Law Enforcement Educational Association’s Police Cadet Academy each summer, where they compete for recognition and awards in various venues. Former cadets are well represented as serving members of the Putnam County Sheriff’s Office and can be found serving with numerous other law enforcement agencies as well.
- Child Passenger Safety Program: Specially trained and certified Deputy Sheriffs install and inspect child safety seats. They provide instruction on the proper use of the seats and provide parents and caregivers with important and relevant safety

information. For parents who do not possess child car seats, Deputies provide them at no cost from a supply provided to the PCSO through a grant funding provided by the New York State Governor's Traffic Safety Committee.

- Project Lifesaver: A rapid-response program that aims to aid victims and their families when cognitive impairment or other afflictions cause a person to wander away from their home. This program combines technology using a "watch-type" wristband transmitter that emits a tracking signal, which is used by specially trained Sheriff's Deputies to locate missing persons. Upon receipt of a report that a client has wandered, Deputies deploy a search team utilizing a mobile locator tracking system to find the missing person.

### **III. Mission Statement**

- To safeguard the lives and property of the people we serve while maintaining the highest standards of professionalism and integrity.

### **IV. Population Served**

- The Putnam County Sheriff's Office serves the 100,000 residents of Putnam County, NY in addition to temporary and transient visitors to retail, commercial, and transportation services.

### **V. Significant Events & Accomplishments in 2023**

#### **Civil Division**

- In 2023, the Civil Division received and processed a total of 754 pieces of civil process, which included 66 evictions. Process included summonses, subpoenas, Family Court papers, court orders, petitions, warrants to remove, notices to tenants, commitment orders, replevin orders, real property executions, personal property executions, income executions.
- The Civil Division processed \$397,869 in cash and credit card bail posted for persons incarcerated in the jail, which represented a 171% increase from the previous year. In addition, 440 Freedom of Information Law (FOIL) requests were received and responded to by the Civil Division staff.

- In 2023, the Civil Division received and served 156 orders of protection, which represented a 9% increase from the previous year. The great majority of these orders were issued by the Family Court.
- The sworn law enforcement members of the Civil Division responded to 87 dispatched complaints including assisting Road Patrol and other agencies on various calls for service. In addition, the sworn members also handled 33 special details, 240 money escorts, and 30 property escorts where defendants, who had been issued orders of protection against them, were escorted back to their residence to retrieve personal belongings as per the order of the court.
- The Records Unit, which also falls under the Civil Division Captain, handled the following types and number of records in 2023:
  - 42 Good Conduct Letters
  - 74 Arson backgrounds
  - 584 Record checks
  - 2 Bingo Licenses
  - 821 Arrest reports
  - 588 Accident reports provided to the public and insurance companies

### **Corrections Division**

- The Correctional Facility had a total of 320 inmates committed, 281 males and 39 females. Some demographics are as follows: the majority of those committed were white male non-Hispanics. Most males committed were 27-28 years of age. The female population tracks similarly with white female non-Hispanics ages 28-29 being the majority. The most common sentence imposed by the courts was 365+days, with 1 to 3 days being the most common length of stay for pre-trial prisoners. The average daily population for 2022 was 53.5 (48 males and 5 females). This was an average decrease of 3.6 from 2021. The rated Maximum Facility Capacity or MFC is 128 beds.
- The total numbers of constant watches in 2023 were 79 male commitments and 32 male arrests. There were 15 female commitments and 7 female arrests placed on constant watch. The Division compensated 7,082 Correction Officer hours to commitments placed on constant watch and 281 hours to arrestees placed on constant watch. The total cost in 2023 for constant watches was approximately \$449,097.25, an increase of 18.68% over last year. Of note, 60.9 percent of the constant watches were due to reported mental health issues.

- There were 269 total arrestees held in 2023 for the following agencies: Putnam County Sheriff's Office (260), NYSP (5), Kent PD (1), and Brewster PD (3).
- The PCSO Correction Division is mandated to transport prisoners to County and local courts, other local jails, off-site emergency room and other medical appointments, and the NYS Department of Correction. There were 585 prisoners transported in 2023 to various locations, an increase of 134 prisoners over the 2022 total:
  - Courts (353 prisoners)
  - Housing/Writs/Orders to produce (120 prisoners)
  - NYS Facilities (17 prisoners)
  - Doctors' Visits (54 prisoners)
  - Emergency Room Trips (12 prisoners)
  - NYS Psychiatric Centers (6 prisoners)
  - Inmate work details (22 prisoners)
- In 2023, the Community Work Program inmates performed 264 work hours for six towns, three villages, Putnam County, and other organizations. Some projects to be noted include a cleaning detail at the Kent Fire Department, grounds keeping and maintenance at the Patterson Baseball Field, roadside litter clean-up program, and working with the Community Action Partnership (CAP/Food Bank) to deliver 39,115 pounds of product. The Community Work Program continued to work with the County Historian's Office to restore historical marker signs throughout the County. Additionally, 424 labor hours were performed on the grounds of the Correctional Facility and Sheriff's Office.

## **Criminal Investigation Division**

### ***Bureau of Criminal Investigation***

- See appendix in the back of the annual report book for notable 2023 Bureau of Criminal Investigation case summaries and activity.
  - Appendix A: 2023 BCI Notable Cases
  - Appendix B: 2023 BCI Statistics
- 2023 Notable Cases involving FBI Safe Streets
  - *Untouchable Gorilla Stones*  
In November 2023, two of the highest-ranking leaders of the Gorilla Stone Bloods gang were convicted at trial of racketeering and narcotics offenses in

federal court in the Southern District of New York. The investigation involved over 24 defendants and the seizure and examination of over 30 electronic devices that were all processed by Investigator's Hyla and Tunney. Investigator Tunney provided expert testimony at trial relating to evidence discovered during the examination of the electronic devices.

- ***Amber Alert: Charlotte Sena***

In October 2023, an Amber Alert went out for a missing 9-year-old who was abducted from a state park in Saratoga County New York. Investigator Tunney, along with members of the FBI's Safe Streets Task Force, New York State Police and numerous other law enforcement agencies responded to the area. With specialized training in the area of cellular analysis, Investigator Tunney participated in the review of cellular records alongside members of the FBI's Cellular Analysis Team (CAST). The CAST team worked with the New York State Police on investigating leads that came into the command post.

Charlotte Sena was located and returned to her family. The offender, Craig Nelson Ross Jr. was arrested and charged with kidnapping.

### ***Crime Scene Unit***

- An Investigator obtained a viable sample of blood from a residential burglary that resulted in a successful DNA CODIS hit and arrest of a male that was incarcerated in New Jersey.
- An Investigator obtained a viable sample of blood from a residential burglary that resulted in a successful DNA CODIS hit and arrest of the victim's ex-boyfriend who was stalking her and likely escalating in violence.
- A Senior Investigator obtained viable latent fingerprints from a string of vehicle break-ins. Those prints were confirmed with assistance of the Westchester County Police. Those prints led to the arrest warrant and arrest of a male from the City of Peekskill.
- Throughout the year, the CSU has efficiently processed crime scenes, ensuring the collection of accurate and comprehensive evidence. The team has consistently adhered to established protocols, maintaining the integrity of crime scenes, and contributing to the successful resolution of investigations. See appendix in the back of the annual report book for more info.

- Appendix C: 2023 Crime Scene Unit Statistics



### ***Narcotics Enforcement Unit***

- Investigation into area smoke shops being used as a front to sell illegal drugs after a stabbing occurred in one. Search warrants executed in multiple locations in Carmel as well as outside of the county resulted in significant seizure of US Currency, drugs, and multiple arrests.
- Investigation into a male selling heroin after members of the PCSO responded to an overdose incident. The investigation revealed that a male from Connecticut had possibly supplied the OD victim with drugs. The male was contacted by an undercover investigator and agreed to meet to sell heroin. He was arrested and found in possession of a quantity of fentanyl.
- Investigation into a male selling cocaine in the Town of Southeast. The male fled from law enforcement and was taken into custody after a short chase and after throwing drugs from his vehicle.
- Investigation into a subject making “Ghost Guns” in the Town of Southeast, which resulted in an arrest and the recovery of multiple unlawfully possessed firearms.
- Multiple investigations into burglary crews targeting Asian-American business owners in the area. One such investigation, conducted jointly with the Town of Carmel PD and Westchester County Police involved the theft of 13 firearms from a home in the Town of Carmel. The NEU successfully installed a court authorized GPS tracker onto the suspects’ vehicle and followed them from NJ to NH. The suspects committed another burglary and stole approximately \$80,000 from that victim. The NEU and other members of the investigative team took 5 suspects into custody and recovered the stolen currency. All the stolen firearms were recovered later.
- A joint investigation into subjects who were burglarizing gas stations throughout the state. A court ordered GPS was installed on the suspect vehicle and extensive physical surveillance was conducted. Two suspects were arrested for multiple burglaries, including one who was on parole for murder. Stolen merchandise was recovered.
- Seizures:

- More than 200 drug exhibits; including Fentanyl, heroin, cocaine, methamphetamine oxycodone, and counterfeit oxycodone tablets which contained fentanyl/heroin.
- Seizure of 7 vehicles
- The seizure of more than \$500,000 in illicit currency
- The seizure of more than 20 unlawfully possessed firearms; including multiple personally made firearms aka “Ghost Guns”

### **Operations, Standards, and Intelligence Division**

- As the designated Program Managing Division, Operations worked throughout 2023 on building and configuring the Tyler Records Management System. Tyler staff were onsite several times throughout the year to build the program and as the overall manager, OSI scheduled, coordinated, and determined what each participating agency required to accomplish the build. As scheduled, the new system went live on December 19<sup>th</sup>, 2023, at 9am with minimal issues.

### **Uniformed Division**

- The uniform force assigned to patrol duties and functions responded to just over 70,000 calls for service (CFS) in 2023. To demonstrate a general sense of the type of calls and situations the patrol bureau responds to frequently and often, the following examples with their frequency statistic for the year 2023 is provided:
  - Motor Vehicle Accidents: Property Damage 704, Personal Injury 202, Fatal 1
  - Alarms (commercial/residential/Panic/Hold-Up) – 1169
  - Gunshot calls 31 – Shots Fired 2
  - Disputes/Disorderly/Harassment – 712
  - Emotionally Disturbed Person (orig call dispatched) – 213
  - Welfare Checks – 664
  - Assist Other PD – 383 EMS – 491 Fire – 737 Person - 136
  - Robberies – 3
  - Assaults – 32
  - Firearm Surrender - 42
  - Sexual Offenses – 43
  - Larcenies and financial Crimes – 334
  - Animal Complaints – 185
  - Stolen Vehicles – 25
  - Serve Orders of Protection – 173

- Order of Protection CFS – 87    Violations of OP’s - 43
  - Sex Offender Registry Issues – 37
  - Trespass – 82
  - Runaways – 3
  - Marine (Boat) Accidents - 3
  - BOLO (Be On Look Out) - 201
  - Child Endangerment - 12
  - Suspicious Person – 175    Activity – 142    Vehicle – 345    Package – 5
  - Road Hazards – 269
  - Business Checks Overnight – 5688
  - Area Checks – 14,689
  - Miscellaneous – 1894
  - Traffic Stops – 4697
  - PCSO Canine Tracks (Primarily bloodhound) - 42
- Body Worn Cameras (BWC): State of the art Axon Body Worn Cameras, sufficient to assign one to every Deputy and Special Police Officer, and to make others readily and immediately available to ensure every member of the BCI and NEU can use while working were obtained and rolled out prior to 2022 ending. These BWC were deployed to document our law enforcement specific interactions with the public; our expectation was that such recordings would provide enhanced clarity to our interactions.
- January 10, 2023, demonstrated overwhelmingly just how important this tool can be to Law Enforcement and the PCSO in particular, to capture and document what happened and why, when two of our members faced the most difficult decision a police officer can face; whether to use deadly physical force. The BWC, in conjunction with the car video in a marked patrol unit, demonstrated beyond any possible dispute exactly what occurred and the justification for such action; the result met out lofty expectations that important events would be captured and provide clarity to confrontational events and how our members handled them. While this incident is under review by the NYS Attorney General’s Office pursuant to the law, and specific information may not be released at this time, suffice it say that video footage provided to the AG and NYSP demonstrate very clearly the developments and actions taken by the deputies in such a manner as to enable viewers to know with certainty the use of deadly physical force was required in order to save the life of a victim who was being stabbed repeatedly.

## **VI. Staffing**

### **Civil Division**

- (3) sworn members
  - 1 Captain
  - 2 Deputy Sheriffs
  
- (2) non-sworn members
  - Senior Office Assistant
  - Office Assistant

### **Corrections Division**

- (62) sworn members
  - 1 Captain
  - 2 Lieutenants
  - 6 Sergeants
  - 49 full-time Correction Officers and 4 part-time Correction Officers
  
- (6) non-sworn members
  - 2 Senior Office Assistants
  - 3 full-time Cooks and 1 part-time Cook.

### **Criminal Investigation Division**

- (20) sworn members
  - 1 Captain
  - 3 Senior Investigators (BCI, CSU, NEU)
  - 8 Investigators assigned to Bureau of Criminal Investigation
  - 3 Investigators assigned to Crime Scene Unit
  - 3 Investigators and 2 Deputy Sheriffs assigned to Narcotics Enforcement Unit
  
- (4) non-sworn members
  - 3 Senior Office Assistants
  - 1 Part-time Pistol Permit Clerk

### **Operations, Standards, and Intelligence Division**

- (3) sworn members
  - 1 Captain
  - 1 Sergeant
  - 1 Deputy Sheriff
  
- The Operations Division temporarily assigned a Police Lieutenant and Sergeant to continue with training and improvements at the 911 Center. This was a six-month deployment. PCSO Staff assisted in policy development and training on procedures, protocols, and technology awareness.

**Uniformed Division**

- (56) sworn members
  - 1 Captain
  - 1 Lieutenant
  - 8 Sergeants
  - 43 Deputy Sheriffs
  
- (27) Special Patrol Officers

**VII. Sources of Revenue**

**Civil Division**

- Total monies received and disbursed by the Civil Division were over \$926,787, of which \$98,167 were revenues, an increase of 3% from the previous year. These revenues were generated in the form of service fees, mileage charges and poundage on monies collected on executions issued to enforce judgments and were forwarded to the Commissioner of Finance as per state law.

**Corrections Division**

- The Correction Division continues to generate revenue by boarding in prisoners from other jurisdictions. The revenue generated in 2023 was \$1,401,750.00 for housing and an additional \$8,625.00 from the U.S. Marshals Service for transporting these individuals.

**Operations, Standards, and Intelligence Division**

- In 2023 the OSI Division, in conjunction with the Putnam County Dept. of Mental Health, worked diligently to secure a \$400,000.00 United States Department of Justice COPS Grant for Implementing Crisis Intervention Teams. This funding will allow the Sheriff's Office and Dept. of Mental Health to pilot a full-time Deputy Sheriff/Mental Health Clinician Co-Response Team for a period of 24 months which will be tasked with responding throughout the County to assist with Persons-In-Crisis (PIC).

### **Uniformed Division**

- The New York State Governor's Traffic Safety Program, awarded funds totaling \$14,964. The awards include \$3,480 for Seat Belt Mobilization Enforcement, \$11,484 for Regular Traffic Enforcement, and \$1,200 for Child Passenger Safety Enforcement. NYS Traffic Safety Grants provided to the Sheriff's Office are utilized to provide targeted enforcement of seat belt and child safety seat laws, deploy aggressive driver enforcement patrols, focus on following School Buses to prosecute and stop vehicles passing stopped buses, enforce unsafe passing in no passing zones, and respond to the frequent accident contributing violations of following too closely and speeding.

## **VIII. Goals for 2024**

### **Civil Division**

- In 2024, the Civil Division will prepare to administer the Bus Patrol initiative working collaboratively with Putnam County School District Administrators and Transportation Officials. This initiative will be aimed at reducing the number of stop-arm violations of motorists passing stopped school buses through video camera technology to issue tickets to violators.

### **Criminal Investigation Division**

#### ***Bureau of Criminal Investigation***

- For the upcoming year the Bureau of Criminal Investigations will work to establish a debriefing program, for the purpose of obtaining as much pertinent information from arrestees to assist, create, and strengthen current and future investigations.

- Increase the number of Task Force Officers with Homeland Security to two additional BCI members. This continued partnership will increase our resources and aid our Office going forward.
- Maintain the current level of training to keep up the high standards already established.
- Facilitating a potential wellness program for members of the BCI.
- To support Unit members in obtaining their defined career goals.

### **Crime Scene Unit**

- Expanding training programs for all Unit members, to stay updated on the latest forensic techniques. The PCSO will be hosting a SIRCHIE crime scene class in early March 2024. This class is open to the entire tri-state area and serve as in service training for the members of CSU on all areas of crime scene processing including blood pattern analysis and shooting reconstructions.
- Acquiring of advanced drone models with improved camera capabilities.
- Seek accreditation through the ANSI National Accreditation Board, which would nationally certify the C.S.U. in the practice of crime scene investigation.
- Seek Certification through the International Association of Identification in the areas of Crime Scene Investigation, Footwear Impression Analysis, Forensic Video Analysis, and Blood Pattern Analysis.

### **Narcotics Enforcement Unit**

- In 2024, NEU is committed to training new members in advanced investigative techniques, standardizing our workflow across cases, and fostering continuous learning among existing members to acquire new technical skillsets. Additionally, we aim to integrate small unmanned aerial systems into our investigative toolkit. This integration will bolster our capabilities, enabling us to gather critical data and enhance our investigative processes, ultimately contributing to more efficient and comprehensive outcomes for our community.



## **Operations, Standards, and Intelligence Division**

- The Operations Division worked on policy development in 2023 continuing with the goal of achieving NYS Accreditation. The PCSO is on track to become accredited in the 2<sup>nd</sup> quarter of 2024.

## **Uniformed Division**

- In 2024, the Patrol Bureau will utilize the newly acquired and deployed Tyler Technologies Records Management System to synthesize traffic safety data and map areas where targeted vehicle and traffic enforcement can more effectively be deployed. This methodology will increase patrol activity in these areas with the intent to reduce the number of motor vehicle accidents.
- In 2024, emphasis will be placed on elevating the standard of training and capabilities of the newly formed Sheriff's Response Team (SRT) to attain NYS Department of Criminal Justice Services Certification. The SRT will be deployed in diverse formats consistent with newly established protocols and procedures to utilize their capabilities more frequently and effectively.

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# **Board of Elections**

**Catherine P. Croft, Democratic Commissioner**

**Kelly K. Primavera, Republican Commissioner**

**25 Old Route 6, Carmel, NY 10512  
845.808.1300  
boe@putnamcountyny.gov**

## **I. Description of Department**

The Board of Elections is responsible for maintaining voter registration rolls; conducting elections; processing the filing of candidate petitions; certifying elections; maintaining, programming, and deploying voting machines; Programming and downloading information on electronic poll pads which are deployed for early voting and election day; appointing and training poll workers; canvassing and certifying election results; implementing new Elections Laws.

## **II. Services Provided**

The Putnam BOE provides nine days of Early Voting at two locations within the County, prior to all elections. We supply voter registration lists and election support to all Fire Departments, Libraries and Schools for their elections and assistance to candidates running for office. We register and pre-register students at local schools. Voter Outreach at libraries; Senior Centers; Naturalization Ceremonies; Post Offices; and Government Buildings. Educate and assist the public with registering to vote and how to vote. Educating Voters about changes in election laws including the recent rolling absentee ballot semiweekly canvass. Scheduling and coordinating delivery of election day equipment to all our 23 poll sites and the pickup of the equipment post-election. Notify candidates and political parties of pre- and post-election events including test deck, sealing of voting machines and the recanvass of the election.

## **III. Mission Statement**

The Putnam County Board of Elections is a bipartisan office responsible for the execution of the electoral process and enforcement of all rules relating to the elective franchise. Through faithful implantation of New York State Election Law, the Board works to maintain confidence in the political process of the County.

**IV. Population Served**

Active Voters: 69,997  
Inactive Voters: 6,905  
Total 76,902

**V. Significant Events & Accomplishments in 2023**

- Began Same Day Voter Registration on the first day of Early Voting
- Oversaw a Town Election which had 7,207 votes cast including 3,594 write-in votes. The BOE provided technical support to the candidates making sure that voters and candidates were educated in the proper utilization of marking devices for the ballot and guidance in casting a write-in vote.
- Election Results: <https://putnamboe.com/election-results/>

**VI. Staffing**

The BOE had one new full-time staff member begin in January 2023. We also trained 355 Election Inspectors and had 330 Election Inspectors work on Election Day.

**VII. Sources of Revenue**

- Tier Grant-117,570.17
- Postage Grants-29,289.41

**VIII. Goals for 2024**

- Utilize three Early Voting sites for the General Election.
- Remodel/Update our building using the existing space more efficiently.
- Reduce money spent on paper products, labor, and postage by communicating electronically with election workers, candidates, and voters, when allowed by New York State Election Law.

# **Bureau of Emergency Services**

**Commissioner Robert Lipton**  
**TOPS Building 112 Old Route 6, Carmel NY 10512**  
**845-808-4000**  
[www.putnamcountyny.gov](http://www.putnamcountyny.gov)

## **I. DESCRIPTION OF DEPARTMENT**

The Putnam County Bureau of Emergency Services handles emergencies throughout Putnam County, its surrounding Counties, the State of Connecticut, and anything that may pass through our borders. The Bureau specializes in fire and medical emergencies, large scale incidents and county wide emergency communications.

Within the Bureau, you will find:

- Office of Emergency Management
- Emergency Medical Services
- EMS Training Department
- The Robert McMahon 911 Communications Center
- County Specialty Teams

### **OFFICE OF EMERGENCY MANAGEMENT**

The office of Emergency Management is responsible for developing, maintaining, and executing the county's emergency management plans.

### **EMERGENCY MEDICAL SERVICES**

The Emergency Medical Services department is responsible for overseeing basic and advanced life support systems, training and educating emergency medical responders, creating programs that highlight important topics in the community and connecting our residents to resources.

### **EMS TRAINING DEPARTMENT**

The EMS Training department offers a wide range of courses and trainings from Emergency Medical Technician to Stop the Bleed.

### **THE ROBERT MCMAHON 911 COMMUNICATIONS CENTER**

The 911 Communications Center is the sole Public Safety Answering Point (PSAP) for Putnam County. The center manages and coordinates communication with 8 police agencies, 7 EMS agencies, and 13 fire departments.

### **PUTNAM COUNTY SPECIALTY TEAMS**

The Bureau of Emergency Services houses the Technical Rescue Team, Fire Investigation Team, Hazardous Materials Team, and the Fire Police Team. Each

team responds to calls for service throughout the year in each one of their disciplines.

## **II. SERVICES PROVIDED**

### **OFFICE OF EMERGENCY MANAGEMENT**

The Office of Emergency Management (OEM) office is responsible for all potential and actual threats that compromise the safety of our residents. OEM is prepared to handle large scale incidents as well as dangerous weather events and has plans for:

- Emergency Operating Center Activation
- Alternate Emergency Operating Center Activation
- Mass Casualty Incidents
- Indian Point Radiological Emergency Preparedness

Every year the Emergency Operating Center (EOC) opens whether it is to run a practice drill or manage an actual emergency. When things are calm, Blue-Sky Drills are scheduled to ensure the Bureau is prepared for any event. Should an actual threat occur be it inclement weather or mass causality incident, the EOC is opened to manage the occurrence, dispatch resources, and ensure the safety of our residents.

Both drills and actual events are labor intensive, requiring many hours of preparation and training. Staff from almost every county department play a role, as do representatives from numerous external agencies and organizations.

### **EMERGENCY MEDICAL SERVICES**

The Emergency Medical Services department oversees the ALS contract, works with all the local ambulance corps and fire departments, develops educational programs and connects the community with resources.

The paid and volunteer EMS communities continue to work hard to respond to the increasing number of calls. They were joined in 2023 by the new ALS provider, Empress.

Empress, Putnam County's ALS provider, has four fly cars, one BLS transport unit and two supervisors. The new configuration has come with some growing pains, but it has encouraged the local volunteer agencies to develop in each community and increase their responses.

In 2023, the EMS department began training a campaign to inform our communities our schools and our county partners what happens when you call 911. Additionally, EMT rotations were launched with Putnam Hospital and a robust continuing education hybrid program was developed.

## EMS & FIRE TRAINING DEPARTMENT



The EMS Training Department offers EMT original and refresher courses throughout the year as well as monthly AHA approved BLS, CPR and Stop the Bleed. Our educational coordinator, Ann Daros set up training within the county agencies as well as by request by the public.

The Putnam County Fire Training Center is located off Gipsy Trail Road in Carmel. The center provides Fire training for all of Putnam County's fire departments and those in the surrounding areas. Our instructors are certified at the State and County level and teach a wide array of courses to our first responders. This year we welcome the construction of a new burn building. This addition will allow our firefighters to experience the latest technology as they learn the basics.

## THE ROBERT MCMAHON 911 COMMUNICATIONS CENTER SERVICES



In 2023, the 911 Communications Center answered:

- 25,802 emergency cell phone calls
- 6,689 landline emergency calls.
- 54,249 admin calls
- 29,297 outgoing calls
- For a total of 116,037 phone calls

Our dispatchers are highly trained Public Safety Telecommunicators and can handle any 911 calls from an accidental misdial to childbirth or a cardiac arrest.

Over the past 7 years, the calls received by the 911 center have grown by 26 percent. The dispatch team can answer upward of 200 calls in a 24-hour period. Incoming calls can be directed to EMS, fire, Police, any of the rescue teams, or a combination of the four.



In 2023, the Putnam County Bureau of Emergency Services officially instituted the text-to-911 service. This new service is available for all wireless customers and is designed to provide an alternative way for residents to connect with emergency services when in need.

While voice calls to 911 are still the best and fastest way to contact 911, texting services will be available for those who cannot make a call. This includes individuals of different abilities who may be deaf, hard-of-hearing, or speech-impaired. Additionally, texting may be necessary in situations where speaking out loud could put the caller in danger. Overall, the introduction of Text-to-911 services in Putnam County is a significant step forward in ensuring the safety of the community.

## **PUTNAM COUNTY SPECIALTY TEAMS SERVICES**

### **FIRE INVESTIGATION TEAM (FIT)**

The Fire Investigation Team (FIT) responds to scenes where the cause is unknown, or the specific origin is not apparent. Once on scene, the highly trained and experienced team members begin a disciplined and detailed analysis to attempt to determine the cause and origin.

### **HAZARDOUS MATERIALS RESPONSE (HAZMAT)**

The HAZMAT Team is a county sponsored team comprised of members from local volunteer Fire Departments across Putnam. The team responds to chemical spills, public transportation collisions, and the accidental releases of substances. Putnam's Hazmat team works in tandem with surrounding counties so that each response has the correct manpower and tools needed to be successful.

### **FIRE POLICE TEAM**

The Fire Police Team is requested when a major incident or emergency occurs. Their responsibility once on scene is to direct traffic and assist with crowd control. They can be requested to supplement local law enforcement at public events where there are large groups of attendees.



### **TECHNICAL RESCUE TEAM (TRT)**

The Technical Rescue Team is comprised of 22 of Putnam's finest Volunteer Fire-fighters and EMTs. They are trained in Wilderness Rescue, Rope Rescue and UTV Operations.

### **III. MISSION STATEMENT**

The Mission of the Bureau of Emergency Services is to mitigate, prepare, respond, and aid in recovery from all potential and actual emergencies that threaten the health and safety of the people of Putnam County and surrounding communities.

### **IV. POPULATION SERVED**

Putnam county is 230 square miles comprised of rural and suburban communities. In the midst of six towns and three villages there are reservoirs, parks and acres of farmland. There is a population of 97,936 with more than a third of the residents dwelling in Carmel.

There is a diversity in the age range that comprises the county with 18 years and younger making up 19.2 percent of the population and 20.7 percent in the over 65 bracket.

### **V. SIGNIFICANT ACCOMPLISHMENTS & ACHIEVEMENTS IN 2023**

2023 was a very busy year for the Bureau. The year started off with the promotion of Interim commissioner Robert Lipton to Commissioner and the hiring of a new deputy Commissioner Ralph Falloon.

Additionally:

- ★ The TOPS building got a new makeover with a façade repair, new concrete steps and entryway, new benches, and a new roof.
- ★ Two new emergency response vehicles were added to the fleet as two were decommissioned.
- ★ Fire Training Center received multiple upgrades and enhancements.
- ★ Contracted with Draeger to construct a new burn building.
- ★ Created an asset management program to keep track of OEM vehicles and equipment.
- ★ Procured two variable message boards to be shared with DPW.
- ★ A new personnel accountability system was adopted to be used at large emergency events.
- ★ Hired a new Battalion Chief Tom Merrigan for Philipstown Battalion 19.

The Emergency Management department continued to operate in the absence of a manager and some milestones were reached:

- ★ Partial EOC Activation for July storm; FEMA declared disaster.
- ★ Alternate EOC finalized and first drill completed.

- ★ All department heads were trained in the DLAN software.
- ★ Completed video conferencing installation in classroom three.
- ★ Began the process of hiring a new Emergency Manager
- ★ Installed video conferencing in Command and Control
- ★ Putnam County received grant funding by the state to create a Threat Assessment and Management Team (TAM)

The Emergency Services and EMS Training Departments were busy with ongoing classes, planning events and overseeing the installation of a new ALS vendor as well as:

- ★ Successful presence at Putnam’s Country Fest/4-H Fair
- ★ Mentored two interns from the Putnam County Pilot Program
- ★ The county’s relationship with Putnam Hospital gave way to Hospital Rotations for our EMT Students and a robust continuing education platform.

The 911 Communications center underwent changes as well from a new layout in dispatch to the hiring of multiple new dispatchers. Additionally:

- ★ Dispatch was reconfigured and four new screens were installed.
- ★ Text to 911 was implemented.
- ★ A new CAD system was installed and went live.
- ★ 911 recorders were reconfigured.
- ★ Dispatcher cross training of Fire/EMS and PD.
- ★ Hired four new Dispatchers.

The Bureau’s many specialty teams are routinely called to assist in their area’s expertise. This year, Putnam’s New Technical Rescue Team was dispatched to three rescue missions, and all were successful.

As 2023 comes to an end so does the decommissioning of Indian Point. After many years of supplying energy to the Huson Valley, Indian Point entered its final phase and with it so does Tony Iraola who spent many years working with Holtec and Putnam County to keep our residents safe and informed.

## **VI. STAFFING**

- ◆ Robert Lipton – Commissioner
- ◆ Ralph J. Falloon – Deputy Commissioner
- ◆ Heidi Zatkovich – Confidential Secretary to the Commissioner
- ◆ Alex Roehner – Director of EMS
- ◆ Ann Daros – Educational Coordinator
- ◆ Essential Team Support Linda McGuinness & Janet Neuner

In May of 2023, Robert Lipton was promoted from the role of Interim Commissioner to the Commissioner of Emergency Services.

Also in 2023, Ralph Falloon joined the Bureau of Emergency Services in the capacity of Deputy Commissioner. Ralph has a long-standing history in Putnam County once serving as the Mayor of Coldspring and as Battalion 19. Ralph brings extensive experience in all areas of emergency services as he has spent over 20 years serving with the Stanford Connecticut Fire Department. Ralph oversees the 911 Dispatch center, works integrally with partnering agencies and supports all department initiatives.

## **VII. SOURCES OF REVENUE**

The Bureau of Emergency Services continues to manage a multitude of grant programs. The grants spend down range from 1 to 3 years and at any given time, the Bureau is handling at least 5 grants each year with 5 years of open books. Throughout the past few years, the amount of each grant has gradually diminished, and some programs the state mandates the use of the funds into categories that are making it very difficult to fulfill.

The following is a list of the grants that are being worked on:

- State Homeland Security Program (SHSP)
- Public Service Answering Points (PSAP)
- Emergency Management Performance Grant (EMPG)
- Statewide Interoperable Communications Grant (SICG)
- Statewide Interoperable Communications Grant – targeted (SICG –target)

## **VIII. BUREAU OF EMERGENCY SERVICE GOALS FOR 2024**

- ★ Construction of new Burn Building at Fire Training Center
- ★ Additional renovations and improvements to the Fire Training Center
- ★ Addition to the Video Wall in 911 Center
- ★ Completion and implementation of new CAD system for the 911 system
- ★ Extensive DLAN training
- ★ Redesign of Emergency Operations Center
- ★ Develop and design PIO room.
- ★ Improve Emergency operations garages.
- ★ Expansion of Educational offerings to include increased QA/QI, medical direction lectures and mental health workshops.
- ★ Set up Google classroom for hybrid learning.
- ★ Formation of Community Outreach programs that target high utilizers of EMS system.

- ★ Increased awareness of Emergency Services initiatives through enhanced website and social media presence

# **Consumer Affairs**

**Michael Budzinski, PE, Director**  
**110 Old Route 6, Building #3**  
**(845) 808-1617**

## **I. Description of Department**

The Office of Consumer Affairs is divided into five distinct sections:

- Home Improvement Registration
- Electrical Licensing
- Plumbing/Mechanical Trades Licensing
- Weights & Measures
- Code Enforcement

Although each of these areas operates with distinct staff members, they collaborate to provide these programs and services to the residents of Putnam County in an efficient and fiscally sound manner.

## **II. Services Provided**

The Office of Consumer Affairs provides the following services to the residents of Putnam County:

- Issues licenses/registrations to qualified individuals/businesses in the trades of Home Improvement, Electrical, Plumbing and Mechanical Trades.
- Conducts mechanical testing, inspections and sealing of all weighing and measuring devices used commercially or in public agencies.
- Issues licenses to Secondhand Dealers of Precious Metals and Gems.
- Issues Item Pricing Waivers to retail merchants.
- Receives and investigates consumer complaints regarding fraud or unfair dealings.
- Educates consumers on Putnam County programs.
- Assists in development of laws to protect and promote the interests of the Putnam County consumer public.
- Keeps abreast of consumer frauds, scams and problems and takes any and all appropriate measures to correct them.
- Ensures State and Federal code compliance of all County-owned buildings and facilities.

## **III. Mission Statement**

In collaboration with other county and state agencies, trades boards and local businesses, our mission is to protect consumers and businesses from fraudulent enterprises and business practices; enhance consumer safety; strictly enforce consumer legislation; support competitive business practices;

provide consumer education and information; and strengthen the consumer and business voices.

#### **IV. Population Served**

The Office of Consumer Affairs serves the entire population of Putnam County, in addition to, all tradesmen working in Putnam County with licenses or registrations, and out-of-county businesses requiring Weights & Measures certifications.

#### **V. Significant Events & Accomplishments in 2023**

- A total of 1,019 registrations were issued for Home Improvement Board contractors in 2023. The registering of home improvement contractors generated \$309,750 in revenue received. A total of 18 home improvement law violations were issued in 2023 and \$8,400.00 in fine revenue was collected.
- A total of 815 Electrical licenses/registrations were issued in 2023 and 27 were shelved which resulted in revenue collection of \$283,061. A total of two violations were issued which resulted in fine revenue of \$1,625.00.
- The electrical inspection contracts included an annual contract fee of 7.5 percent of the inspection fees collected by the inspection agencies each calendar year to be paid to Putnam County. The contracts subsequently resulted in revenue in the amount of \$5,164 for 2023.
- A total of 546 master Plumbing licenses and 59 journeyman registrations were issued and 98 were shelved in 2023, resulting in collected revenue of \$336,173. A total of 6 plumbing law violations were issued in 2023 and \$5,775.00 in fine revenue was collected.
- A total of 26 summons/appearance tickets were issued in 2023 by the Compliance Enforcement Officers which resulted in a collection of \$15,800.00 in fines paid to the County.
- 107 gas and diesel samples were tested with 0 failures.
- Inspections of 44 gas stations and 2 marinas resulted in 805 meter tests performed.
- 65 oil truck meters were inspected and passed
- Inspections were performed on 362 scales and linear measuring devices.
- 7 dealers of second-hand precious metals were licensed.
- 19 establishments voluntarily applied for an Item Pricing Waiver.
- Through device inspection fees, secondhand precious metals dealers licensing, item pricing waiver fees, violations, and reimbursement through the Petroleum Quality Program, the total 2023 revenue generated by the Weights & Measures program was \$104,649.



- Two (2) Demolition Permits were issued in 2023 for the Dept. of Public Works pole barn building on Fair St and for Building #6 at Tilly Foster Farm (Future Cornell Cooperative Extension).
- Inspections of all smoke and carbon monoxide detectors, fire extinguishers and fire sprinkler systems for all County facilities were completed.
- Plan reviews were conducted by the Code Enforcement Officer for the secondary EOC facility, new Cornell Cooperative Extension building, DPW truck storage facility and building renovations at the County Office building.
- A total of 32 formal consumer complaints were received in 2023 and \$31,813.00 in refunds or credits were returned to consumers and/or contractors.

**SUMMARY:**

- The Office of Consumer Affairs issued a total of 2,420 trades licenses and registrations in 2023 which resulted in revenue of \$928,984.
- A total of 26 summons/appearance tickets were issued resulting in fine collection of \$15,800.
- A total of 896 electrical permit applications were filed resulting in revenue of \$44,800. The Electrical Services Inspection contract resulted in revenue received of \$8,332.
- The Weights & Measures program generated a total of \$104,649 in revenue through inspection fees, secondhand precious metals dealer licenses, item pricing waivers and reimbursement through the Petroleum Quality Program.
- A year-end fiscal total of \$1,102,565 was generated by the Office of Consumer Affairs.

**VI. Staffing**

The Office of Consumer Affairs is staffed as follows:

Director- Michael Budzinski, PE

Confidential/Electrical Board Secretary- Athena Arvan

Plumbing Board Secretary- Ellen Sorrento

Home Improvement Board Secretary- Linda DiBella

Weights & Measures Inspector- John Lee

Director of Code Enforcement- Louis Albano

Compliance Enforcement Officer- Joseph Baldanza

Compliance Enforcement Officer- Richard Ruyack

## **VII. Sources of Revenue**

The Office of Consumer Affairs collected a total of \$1,102,565 in revenue from license/registration fees, permits, inspection fees and violations. The operational budget for Consumer Affairs in 2023 was budgeted at \$564,546 and a total of \$538,019 was transferred to Putnam County's General Fund.

## **VIII. Goals for 2024**

- Investigate methods for collection of unpaid violations.
- Pursue corrections to Tyler Munis licensing database.
- Continue discussions with Director of New York State Bureau of Weights and Measures to increase the device inspection fees for weights and measures inspections. They have not been increased since the mid-1980s.
- Push for state funding for alternative generated power sources (i.e. generators) at Putnam gas stations that now fall under NYS Agriculture and Markets Law Section 192-h. New York State Energy Research and Development Authority (NYSERDA) pulled their funding for the Fuel-NY program years before Putnam County was finally added.

# **Public Works**

**Thomas Feighery, Commissioner**  
**842 Fair St.**  
**Carmel, NY 10512**  
**(845) 878-6331**  
**Thomas.Feighery@putnamcountyny.gov**

## **I. Description of Department**

The Department of Public Works is a multi-dimensional department with a vast amount of flexibility, expertise, and capability, all of which are necessary factors in the delivery of a multitude of services to the citizens of Putnam County. In all areas of concern, the Department of Public Works is fully competent and capable of fulfilling all functions required of it. The Department administration and staff continuously and steadfastly strive to improve its level of service to the residents and visitors of Putnam County. 2023 marked the inaugural year for the reorganization from the Department of Highways and Facilities to the Department of Public Works.

## **II. Services Provided**

The Department is responsible for planning, design, operations, maintenance, construction, and general administration of the County's 117 miles of highways, 31 bridges, 83 large diameter culverts, 13 dams and related infrastructure; thirty-nine (39) County buildings and various properties including Tilly Foster Farm and Putnam County Golf Course; 23.5 miles of bikeway, 3000 acres of parks and recreational sites; extensive heavy equipment fleets operating out of strategic locations throughout the County; a variety of watershed protection services including the Putnam County Golf Course Wastewater Treatment Plant and specialized districts such as the Soil & Water Conservation District.

In response to emergency situations, the full staff and resources of the Putnam County Department of Public Works can be directed to respond to locations anywhere within the County, including the various Towns and Villages. The Department administration and staff has established intermunicipal relationships with respective leadership personnel to create a streamlined and effective emergency response system for the residents throughout Putnam County.

## **III. Mission Statement**

The Department of Public Works is responsible for providing various physical services to the public in a safe, efficient, and cost-effective manner. These physical services have much to do with the safety and quality of life enjoyed by the citizens of Putnam County.

## **IV. Population Served**

The Department serves all the citizens of Putnam County, particularly in the areas of County buildings, roads, bridges, parks and recreation.

## **V. Significant Events and Accomplishments in 2023**

### **Automotive Division**

The DPW Automotive Division provides repair and maintenance services for a fleet of 400 County owned/leased vehicles. This includes all County DPW trucks, facilities equipment, Sheriff and BOES Emergency Specialized Response Team vehicles.

Notable achievements in 2023 include the following:

- Certified as an ELDT/CDL training facility.
- Generated \$86,943.63 in auction surplus revenue.
- Completed 1,431 in house repair orders.
- Generated \$299,993.68 in automotive chargebacks.
- Saved \$9,490 in outsourced repair reductions.
- Zero shop accidents for 2023.
- ASE certified electric vehicle technician.
- Filled Auto Mechanic and Mechanic Helper positions.
- New additions to the fleet in 2023 included a Mack 10-wheel plow/snow truck, Bomag blacktop roller, Felling equipment trailer, Freightliner dump, Ram 3500 dump with sander/plow, Chevy 3500 work van, and (2) Ford F550s with plows/sanders.

### **Engineering Division**

The Engineering Division provides engineering, project management and technical support services for the Department. These services include engineering and architectural design; generation of contract and bid documents (including drafting of plans); cost estimates; construction support, inspection and administration; and contract administration. Additional major duties of the Division include administering the County's highway work permit program; pavement and bridge management systems; administering the department's Capital projects program; design support for highway rehabilitation projects, establishing the Highway Dept's GIS database; maintenance of the Division's maps, drawings, records, and aerial photographs for use by the public; and administration of design consultants.

Notable achievements for 2023 include the following:

- Restart of Peekskill Hollow Road Project

- Completion of Phase I of the Oregon Corners Bridge which included the removal of steel plates. Additionally, the 2.4 mile stretch of stormwater conveyance & drainage work is 90% complete.
- Fair Street Reconstruction
  - Design Approval from NYSDOT.
  - Authorization to Bid the Project from NYSDOT.
- FEMA
  - Recovery funding awarded from Hurricane Ida.
  - Damage evaluation from July '23 storm.
  - Recovery funding approvals from July '23 storm have begun.
- Drewville Road Bridge over West Branch Croton River
  - Successful completion ahead of schedule and under budget.
- Stoneleigh Ave @ Drewville Rd intersection improvements
  - Completion of Design with reviews underway with NYSDOT and NYCDEP.
- Sprout Brook Road bridge over Canopus Creek
  - Plans completed with the bid process ongoing.
- BridgeNY Program
  - Award of \$2 million dollars for 2 culvert replacements in Putnam Valley and Philipstown with designs underway.
- Access to Empire State Trail
  - Construction underway for Route 311 trail access.
- Tilly Foster Farm
  - Entrance repairs to improve safety.
  - Completion of the front patio / driveway.
  - Demolition of Building #6 to begin Cornell Cooperative Project.
- Maybrook Bikeway II, Bridge 5
  - Bid advertisement in early 2024.
- LIDAR Programs
  - Ground Penetrating Radar (GPR) of all County Road.
  - Pavement analysis.

### **Facilities Division**

The facilities division consists of 15 employees responsible for the planning, design, operations, maintenance, construction, and general administration of the County's 39 buildings and various properties. The division consistently addresses verbal, written, or scheduled work orders for a variety of maintenance and repair tasks. The division is responsible for 5 park and rides, 9 radio towers, 27 standby generators with remote monitoring along with building management systems.

Notable achievements for 2023 include the following:

- Completion of 2,045 work orders in total.
- William Koehler Senior Center exterior improvements which included vinyl siding and painting.
- 6N garage rehabilitation project which included new windows, painting, led lighting upgrades, 2 hot air furnaces, heat pump, flooring, bathroom and shower.
- Sheriff's Department flooring, painting, and the creation of new office space in the road patrol division.
- Personnel Department testing room, flooring, lighting, painting, computer testing stations.
- Purchasing Department new office construction.
- DSS Legal office renovations, carpet, painting, new AC heat pump, doors and led lighting.
- DA's office general improvements.
- Law Dept windows, exterior stucco, paint, carpet, window treatments and new kitchen.
- Veterans Museum renovations including led lighting, painting, signage and exterior siding staining.
- Parks Department ADA compliant bathrooms with new led lighting.
- Golf Course EOC alternate emergency command center setup.
- County Office Building and Donald B. Smith campus solar panel installations.
- DBS campus exterior improvements including window panels, siding, painting and roofing.
- New Courthouse BMS upgrades and painting of 4 floors of interior employee hallways.
- Putnam Valley OSR replacement of countertops, mirrors, hand sinks in ADA bathrooms.
- Replacement of 2 new septic pumps at the Records Center.
- Nelsonville substation removal of exterior fire escape and completion of new escape stairs.
- Interior painting projects at various departments including Finance, County Executive Office, Golf course, BOCES hallways, IT Dept, Youth Bureau, DMV and Health Departments.
- Relocation of new 911 consoles at EOC.
- Provided support for new Countywide radio project.
- Renovation of EOC entrance stairs and ADA ramp.
- Brine operation setup.

### **Fiscal Division**

The Fiscal Division oversees all aspects of The Department of Public Works that pertain to funding. With a budget of approximately \$18 million in operating expenditures prepared annually, this division is responsible for a considerable portion of the County's finances. The division is responsible for all expenditures and revenue relating to operating and all capital construction projects. The DPW has approximately 106 full-time and temporary employees, for which bi-weekly time banks are prepared along with reports of payroll changes, accident reports and workers compensation claims. If outside reimbursement is available, detailed time and equipment use records are maintained. Accounts Payable, Accounts Receivable, Procurement and Personnel/Payroll are the major areas of responsibility that the Fiscal Division satisfies for the DPW. Claims are also prepared for all Federal Highway Administration projects administered by the State, FEMA declared disasters, CHIPS, and Congestion Mitigation Air Quality grants.

### **Highway Maintenance & Construction**

The Highway Division is responsible for the planning, operations, maintenance, and construction of the County's highways, bridges, culverts and related infrastructure. The primary objective of the Division is the upkeep of the Putnam County road system and ensuring the safety of the traveling public.

Notable achievements in 2023 include the following:

- Successful and efficient 2023 snow program maintaining the County's 117 total miles along with 60 miles of NY State roads.
- Completed 2.5 lane miles of paving on Stoneleigh Ave. and Doansburg Rd.
- Boxout repairs on Ludingtonville Rd., Drewville Rd., Farm to Market Rd. and Peaceable Hill Rd.
- Installation of 3,600' of drainage pipe.
- Doansburg Rd. bridge repairs.
- Demolition of Tilly Foster Farm Building #6 to construct the new Cornell Cooperative Building.
- Headwall repairs on Snake Hill Rd. (Philipstown), Doansburg Rd. (Southeast), Peekskill Hollow Rd. (Kent & Putnam Valley) and Baldwin Place Rd. (Mahopac).
- Demolition and prep work for the EOC sidewalk and ADA ramp.
- Veterans Home driveway and parking lot paving (Southeast Shared Services).
- Tilly Foster Farm parking lot paving (Southeast Shared Services).
- Fair St. DPW fuel station construction (Southeast Shared Services).
- 6N DPW Garage parking lot paving (Kent Shared Services).
- Putnam County Golf Course entrance paving (Kent Shared Services).
- Guiderail repairs throughout the County.
- Catch basin and pipe cleanouts throughout County.

- Tree trimming and felling on Drewville Rd., Peekskill Hollow Rd., East Branch Rd., and Oscawana Lake Rd.
- 7/9/23 storm damage repairs on Peekskill Hollow Rd., Old Rt. 301, Fair St., Secor Rd., Wood St., Upper Station Rd., Lower Station Rd., North Lake Blvd., Harmony Rd., and Farmers Mills Rd.

### **Parks Division**

The Parks Division of the Putnam County DPW Department is responsible for the following operations: Park and Conservation Area planning, maintenance, and daily operation, Farm maintenance and operations, conservation initiatives, county facility grounds maintenance, special events, Putnam trailway maintenance and golf course grounds improvements. The Parks Division manages and maintains roughly 3,000 acres of park, conservation, municipal and non-County owned lands throughout the County with annual visitation figures estimated at 300,000 in 2023.

Notable achievements in 2023 include the following:

- Veterans Memorial Park 4-H barn renovations.
- Installation of a new restroom facility and ADA access.
- Renovation of Equestrian amenities at park, rings, stables, booths.
- Renovation of EOC entrance and ADA ramp.
- Repair of COB and Historic Courthouse entrance stairs.
- Completed retaining wall, patio and driveway entrance at the Tilly Foster Barn.

### **Soil & Water Conservation District**

#### ***Technical Support and Educational Outreach***

The Putnam County Soil and Water District program provides staff support to the Soil and Water Conservation District and the Agriculture and Farmland Protection Board by assisting municipalities and landowners with:

- Site-specific reviews and recommendations.
- Field inspections and information on soil and site suitability.
- Erosion and sediment control, stormwater management.
- (MS4) Annual reporting.
- Wetland mapping.
- Drone surveys and GIS mapping.
- Verification of agricultural acreage for agricultural tax exemption and agricultural protections.
- We co-hosted and presented a ‘Dam Situational Awareness’ seminar in Kent last June and tabled an informational booth at the Putnam County Fair.
- We continue to work on the County Climate Smart Program including a county fleet fuel consumption database and a GIS based culvert inventory.

### ***Information Resources***

The Soil and Water Conservation District maintains:



- Educational brochures, USGS topography maps, State and Federal wetlands maps, flood plain maps, drone surveys, resource documents and develops GIS maps as requested.

### ***Tree and Shrub Seedling Sale***

The District’s Annual Tree and Shrub Seedling Sale was held in the Spring of 2023 at Tilly Foster Farm as a joint project with Cornell Cooperative Extension.

- This program is designed to assist County residents with a cost-effective way to plant conservation trees and groundcover to promote affordable re-forestation and soil control.
- The Soil and Water Conservation District also provides 500 plants to the County Parks.

### ***Intermunicipal Outreach***

The Putnam County Soil and Water Conservation District is part of the following projects and community efforts:

- The Philipstown Stormwater Action Group. (SWAG)
- The South Lake (Kent) restoration project.
- Lake Peekskill (Putnam Valley) restoration project.
- The Kirk Lake (Carmel) restoration project.
- Lake MacGregor restoration project.
- Three Arrows inundation mapping. (Putnam Valley)

### ***Dam Inspections, Maintenance and Reclassifications***

The Soil and Water Conservation District continues to monitor the condition and inspection of the 13 Dams owned by Putnam County. This includes:

- The orchestration of the Engineer Assessments required by the DEC every 10 years.
- Negotiating preliminary agreements with the DEP and the DEC to have two dams decommissioned by way of a ‘controlled breach’. This will save Putnam County roughly \$100,000 dollars every ten years and greatly reduce our flood related liabilities.
- Initiating dam related discussions with the Town of Carmel and the Town of Kent.
- Opening discussions about flood hazard mitigation and Dam safety throughout the County.
- Researching grant opportunities for dam restoration and decommissioning.

### ***Liaison to the Agricultural Farmland Protection Board***

The PCSWCD continues its efforts in the New York State program of Agricultural Environmental Management by:

- Identifying agricultural enterprises, conducting environmental assessments, and responding to agricultural complaints.
- Continuing to work with the Watershed Agricultural Council’s East of Hudson Program which helps to maintain and/or enhance both water quality and economic viability of agriculture in the NYC Watershed.

- Continuing to work with the U.S. Department of Agriculture Natural Resource Conservation Service (NRCS) in providing Federal programs to agricultural landowners throughout the County.
- Providing an environmental review of applications for inclusion in the County Agricultural District and continues to work with the Agricultural and Farmland Protection Board on nuisance-based tort claims.

### ***Agriculture Value Assessment***

The Putnam County Soil and Water Conservation District:

- Provides Soil Group Worksheets to landowners and town assessors for petitions seeking a tax rate reduction for the continued operation of an agricultural business.
- In 2023, we processed 6 such reports and provided dozens of landowners with procedural guidance as well as practical advice on zoning, planning and farm infrastructure.

### ***Highway Permits and DMR***

The PC Soil & Water district and the PC DPW:

- Processes and tracks the highway Right of Way permits.
- In 2023, 25 new permits were processed, and several old permits were closed out.
- Issues compliance reports to the EPA and the NYDEP concerning county owned septic systems and oil/water separators.

### ***Local/Regional Liaison Role***

The Soil and Water Conservation District serves on a wide variety of local, regional, and state committees including:

- East of Hudson Watershed Agricultural Council.
- East of Hudson Watershed Council.
- NYS Conservation District Employees Association.
- New York Association of Conservation Districts.
- Lower Hudson Coalition of Conservation Districts.
- Putnam County Agriculture and Farmland Protection Board.
- Mid-Hudson Regional Economic Development Council (MHREDC).
- Hudson Valley Flood Mitigation Network.
- NYS Soil and Water Conservation Committee.
- NYS Agriculture and Markets.
- Cornell Cooperative Extension Putnam County.
- NYS DEC.
- NYC DEP.
- NYS Dams.

### ***Funding Received in 2023***

State Reimbursement	\$60,000.00
Performance Measures	\$113,879.02
Soil Group Worksheets	\$150.00
<b>Total</b>	<b>\$196,019.02</b>

### **VI. Staffing**

As of 12/31/2023, the Department has a total of 106 full and part-time employees and is organized into several divisions. Each of those divisions is responsible for varying types of County infrastructure.

<b>Division</b>	<b>Number of Employees</b>
Administration	4
Automotive	10
Engineering	8
Facilities	15
Fiscal	4
Highway Maintenance & Construction	28
Parks & Recreation	36
Soil & Water Conservation District	1
<b>TOTAL</b>	<b>106</b>

### **VII. Sources of Revenue**

The total Department of Public Works revenue for 2023 was approximately \$4.5M which was received from County taxation, recoveries, rental fees, park permits, event proceeds and special districts. Additional revenue is generated from Federal, State and Town sources as well as other County Departments and Divisions. Revenue is also generated from the sale of scrap metal, guiderail insurance recoveries and permits issued by the Highway Engineering Division. Other sources of revenue include interest earned and miscellaneous revenue.

### **VIII. Goals for 2024**

#### **Administrative**

- Pursue continuous improvement of processes and productivity.
- Encourage the “pride in ownership” concept as it relates to all Divisions.
- Improve safety awareness and implement measures as such.
- Focus on employee retention and attraction.
- Continue to develop employee leadership and communication skills.
- Continue to support employee education and training.

### **Automotive Division**

- To repair each piece of County equipment as safely and efficiently as possible, having all employees meet OSHA safety and NYMIR standards and to continuously seek ways to be fiscally responsible.

The Automotive Division would like to replace and/or add the following equipment in 2024:

- Western Star hook lift with leaf vacuum, jetter vac truck, sweeper, dump bodies for E 753, 755, Bobcat wheel loader, Kubota boom mower, Ford f 550 crew cab dump, Ford f 350 crew cab utility body, Ford cargo van, Ford f 450 dump with sander/plow, and an Ax mower head.

### **Engineering Division**

- Assess roadways to promote and maintain resiliency.
- Completion of the Peekskill Hollow Rd project.
- Begin Fair St. Construction.
- Completion of Sprout Brook Road Bridge Project.
- Award of Stoneleigh Drewville Project.
- Recovery of FEMA funding for the July 9<sup>th</sup> (2023) storms.
- Completion of the Route 311 Empire State Trail Access Project.
- Implementation of BeExact for Pavement Management.
- Begin design of the Ludingtonville Rd. Reconstruction Project.

### **Facilities Division**

- COB ADA ramp construction and bathroom renovations.
- Purchasing Dept. expansion.
- Complete BOE interior and exterior renovations.
- Golf Course Ballroom painting.
- Sheriff’s and Correctional Facility boiler replacements.
- New Courthouse RTU replacements.
- Tilly Foster event space energy code completion.
- Complete EOC roof replacement project
- Complete water system improvements.
- Construct new Fire Training Center building.

- Begin construction on the Fair St. DPW Operations Hub.

### **Fiscal Division**

- Continue to effectively manage the finances of our annual operating budget as well as a sizable Capital Projects program funded by Grants, Federal State and Local Funds.
- Continue to facilitate, coordinate and support financial tasks for the other divisions within the DPW.

### **Highway Maintenance & Construction**

- To execute paving projects on Drewville Rd., Oscawana Lake Rd. and various facilities parking lots.
- Shoulder, pipe, tree work along with general road maintenance as required.
- Continue to run an effective and professional snow operations program.

### **Parks Division**

- Complete Dog Park.
- Replace sections of bike path blacktop.
- Continue Park 4-H barn renovations.
- Smart Outdoors Bikeway Signage.
- Embrace new electronic reporting accounting tools to eliminate the antiquated cashless system.

### **Soil & Water District**

- Update GIS and 3d modeling capacity including a new workstation and software.
- Incorporating a summer intern program to help with infrastructure inventory.
- Purchasing a culvert vacuum truck.
- Organizing flooding and hazard mitigation grant seminars.

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# **Finance**

**Michael J. Lewis | Commissioner of Finance**  
**40 Gleneida Avenue | Room 202**  
**Office Phone Number | 845-808-1075**  
<https://www.putnamcountyny.com/finance>

## **I. Description of Department**

The Putnam County Finance Department consists of several different divisions with the overall responsibility for Tax, Budgeting, Accounts Receivable, Accounts Payable, Payroll, Accounting, Treasury, Long Term Financing and Producing Financial Statements and Information (including financial analyses).

The Finance Department currently provides the following major services that pertain to the daily financial operations required by Putnam County Government:

## **II. Services Provided**

### **Tax Collection**

Includes collecting delinquent taxes, providing tax information to the public and to other departments and governments, and determining amounts to pay for county, town, village, school, and special district taxes. The Department also maintains county tax records for the public.

### **County Revenues**

The Finance Department receives and accounts for Putnam County's revenues as well as providing the proper security and safekeeping of the County's financial resources.

### **Budgeting**

Including aiding County departments in preparing their respective budgets and coordinating the budgeting process to ensure that all county deadlines for submission to the County Executive and Legislature are met pursuant to Article 7 of the County Charter.

### **Accounts Payable**

The Finance Department receives, audits, and processes payment for all Putnam County invoices daily. In 2023, our department processed 8,011 checks, and 3,094 electronic payments.

### **Cash Management**

A function of the Finance Department involves the investment of available cash. The Department carefully reviews the various investment vehicles allowed by General Municipal Law and selects the best investment with the highest rate of return. Liquidity is a major consideration when managing cash. The County is currently engaged with Three Plus One, a consultant that provides the County with cash management strategies because of the current economic market conditions.

### **Payroll**

The Payroll Division of the Finance Department processes and administers a bi-weekly payroll for on average 730 Putnam County employees which amounts to an average of \$2.12 million per payroll. In addition, they serve as a liaison for the New York State Employees Retirement System.

### **General Accounting Operations**

The General Accounting Division of the Finance Department maintains and controls the accounting records for financial reporting purposes. Throughout the 2023 year, the County's accounting department has entered 19,615 journal entries. As required by General Municipal Law, the Division prepares the annual financial report for submission to the New York State Comptroller's Office. The Division works closely with external auditors in connection with the annual audit, the single audit required for Federal funds by the A-133 circular, and budget review.

After the completion of the audit process, the Finance Department, in conjunction with PKF O'Connor Davies, prepares the Annual Comprehensive Financial Report.

### **Investments**

The investment responsibility of the Finance Department can be described as using resources in a manner that mitigates risk while strengthening financial and operational management of Putnam. In 2023 The County yielded \$6,420,995 in investment opportunities compared to \$1,388,042 in 2022. This is approximately 365% increase from the previous year.

### **Providing Certificates of Residence**

The Department of Finance issues upon request a Certificate of Residency to students attending New York State Community Colleges outside Putnam County. The certificate allows a Putnam County student to attend a community college outside of the County at approximately one-half of the usual non-resident tuition cost. Putnam County, as required by law, pays an additional amount. Putnam County requires proof of residency documentation for the certificate to be issued.



### **Real Property Tax Service Agency**

This Division is an area of the Finance Department which provides taxation and assessment related services to the 6 Towns, 10 School Districts, and 3 Villages in Putnam County, as well as to engineers, property owners, surveyors, appraisers, and title companies. The Division includes the County's GIS Department, which provides geographic information-based mapping services. Real Property also maintains tax maps and ownership information including assessment and tax rolls for School, Town, County, City and Village taxes and investigates and corrects assessment and tax roll errors. The agency maintains an inventory of all County-owned property and appraises and negotiates County transactions including buying/selling and lessee/lessor agreements. Responsibilities also include the apportionment of the County tax levy as well as the establishment of Town and special district tax rates. The Division reviews bills and collects revenues from leases, including IDA's PILOT Agreements.

### **Delinquent Property Tax Collections**

The County aggressively pursues bankrupt taxpayers by (a) assuring the prompt payment of post-petition taxes, (b) reviewing proposed plans of reorganization to assure that the County's rights are protected and, (c) petitioning the courts for lifts of automatic stays on tax enforcement actions when appropriate.

### **Auditors**

The Putnam County Department of Finance works in collaboration with the County Auditor from the Legislative branch. The County Auditor and her team work to service all internal and external County interests by conducting financial, operational, and compliance audits. These audits serve to mitigate risk and strengthen financial and operational management of the County.

### **Debt Management**

The issuance of County bonds (or the County's annual borrowing) plays an important role in government finance due to its high visibility to the public sector and the typically high dollar amount attached to the borrowing. The financing of large-scale projects has a significant impact on future year budgets into which debt service requirements must be factored.

### **Capital Program**

The Finance Department plays a vital role in the structuring and monitoring of the County's Capital Plan Pursuant to Section 7.05 of the County Charter along with assisting in establishing an annual capital budget. The Department carefully tracks expenditures associated with each project as well as the preparation and execution of borrowings to finance capital costs. The County currently has \$39,145,000 in long-term bonded indebtedness associated with its capital projects.

### **III. Mission Statement**

The County Finance Department performs the following functions: Tax Collection, Budgeting, Accounts Receivable and Payable Payroll, Producing Financial Statements, and Information, including financial analyses, Investment, Acquisition of Property for Unpaid Taxes, Providing Certificates of Residence for individuals who want to attend a community college outside of Putnam County at a reduced tuition.

The Commissioner of Finance collects delinquent taxes and the second half of a partial school tax payment. When making payments due to the Commissioner, the check should be made payable to the "Commissioner of Finance."

### **IV. Population Served**

- County Departments 29
- Municipalities 19
- Employees (incl. seasonal) 788
- College student certificates 1,152
- Parcels 42,688

### **V. Significant Events and Accomplishments in 2023**

- For the 32nd consecutive year, the Certificate of Achievement for Excellence in Financial Reporting was received from the Government Finance Officers Association (GFOA) for the Annual Comprehensive Financial Report (ACFR) for the year ending December 31, 2022.
- Through active management of cash in 2023, the Finance Department was able to earn \$6,420,995 in short term interest and earnings. This represents a significant increase of \$5,032,953 or 363%, as compared to \$1,095,837 that was earned in 2022.
- In 2023, the Finance Department successfully completed the timely submission of federal, state, and local mandated reporting for Payroll, Accounting, Court and Trust, and Delinquent Property Tax, despite vacancies because of retirement the past couple of years. The greatest challenge is meeting deadlines despite increased workloads from a greater volume and diversity of transactions. Thanks to a dedicated team, we have succeeded in these efforts despite having an increased volume of work, key management roles filled with those that had 30+ years of experience, and more complex reporting requirements year after year.
- Processed 980 W-2's and 110 form 1099 NEC's for 2023 tax reporting.
- The Department processed 1,152 Certificates of Residency which totaled \$3,674,720 in payments to colleges outside of the County.

## **VI. Staffing**

- The Department had a total of 11 out of 12 positions filled at the end of 2023.
- In 2023, Finance filled 1 new Full Time Account Clerk and 1 Part Time Temp staff members to our team.
- Commissioner of Finance William Carlin Jr. Retired June 1, 2023, after 30+ years of public service.
- The Department had two promotions in 2023: Michael J. Lewis (Commissioner of Finance), Sheila Barrett (First Deputy Commissioner of Finance)
- Deputy Commissioner of Finance is vacant at the end of 2023.

## **VII. Sources of Revenue**

The Finance Department's sources of revenue are funded through the collection of penalties, interest and fees that are related to unpaid taxes.

## **VIII. Goals for 2024**

- Implement credit card payment solutions off NYS contract for County departments that currently do not accept credit cards, providing the public convenience and flexibility.
- Continue to expand the adoption of ACH as a payment alternative to vendors, in lieu of checks, to save the County money in administrative and operating costs.
- Continued implementation of GASB Statement No. 87, "Leases." This establishes a single model for lease accounting based on the concept that leases are a financing of a "right-to-use" underlying asset. This GASB took effect in the Annual Comprehensive Financial Report for the year ending December 31, 2022.
- Continued implementation of GASB Statement No. 96, "Subscription-Based Information Technology Arrangements (SBITA)." This provides guidance on the accounting and financial reporting for SBITA and establishes that SBITA results in a right-to-use subscription asset (intangible asset) and a corresponding liability. This GASB took effect in the Annual Comprehensive Financial Report for the year ending December 31, 2023.
- Streamline payroll processes by automation: reduce paper and save time with a user-friendly kiosk providing copies of W-2's, access to biweekly wage and earning statements, and tax withholding forms.

- Continue to aggressively negotiate with banks to maximize the interest and earnings received on short-term investments. Due to market indicators and uncertainty in the market, interest/earnings were budgeted at \$2,750,000 for 2024 but anticipate surplus revenues based on long-term investment strategies that were taken in 2023 that will mature in 2024 and beyond.
- For the year 2024, the Finance department will continue to work with its' outside legal counsel and title searcher regarding foreclosure (Article 11 In-Rem) motions so that the County may acquire title to properties remaining unpaid on the 2016, 2017, and 2018 Delinquent Lists, and then proceed with auctions for each of those listings.
- To collaborate with PKFOD LLP (Independent Auditors) to assist the County with its Subrecipient Monitoring of the 6 Towns and 3 Villages as required by the US Treasury for the usage of funds from the American Rescue Plan Act.
- Finance will continue to work closely with departments to review and identify capital projects that can be closed to have the open project budgets reflect only those projects that are active. By closing inactive/completed projects, unspent funds may be returned to various fund balances and the total amount of authorized and unspent bonds will be decreased.
- Implement through the Parks & Recreation a portal for constituents to purchase permits and day passes online rather than in person.
- To collaborate with ClearGov to implement the County's first Taxpayer Transparency website for the 2025 Annual Budget which was pledged by the County Executive in his first State of the County address to the Legislature and the constituents of Putnam County.

# **Real Property**

**Trish McLoughlin, Director of Real Property**  
**40 Gleneida Ave, Carmel, NY 1512**  
**845-808-1000 x-49315**  
**Patricia.mcloughlin@putnamcountyny.gov**

## **I Description of Department:**

In accordance with the New York State Real Property Tax Law, The Putnam County Real Property Tax Service Agency is a statutory agency which provides services that assist local government officials in achieving and maintaining equitable assessment administration. We provide assessment and taxation related services which include updating tax maps, ownership information, & assessment and tax roll processing for the property taxes. We educate officials and the public on exemptions and other related topics of tax administration. We provide the sources that accomplish this function as well as the expertise to assist localities in attaining equitable assessment administration. Our goal is to provide a sound, reliable, fair and easily understood foundation for the determination of the Real Property tax system.

## **II Services Provided:**

In Putnam County, there are 42,949 parcels of land and this agency is responsible for the parcel boundaries, roads, and information on the 824 tax maps we maintain countywide. As soon as the property is conveyed, the newly recorded deeds are checked against those maps to ensure continued accuracy. These transfer reports/deeds are collected by this department on a weekly basis, entered into Sales Scan, and batched according to town. After we update the ownership data, the deeds and RP-5217's are sent to the respective towns. Mapping jobs are sent to GIS to update, then copies of the new map are sent to the Towns as well. This is one small example of what the Real Property Office does.

The Real Property Tax Services Agency is mandated by the New York State Real Property Tax Law, and is responsible for preparing many assessment and tax documents. The department does its own data processing, in-house, and prepares and prints all tentative and final assessment rolls, tax rolls, and bills for all 6 towns, 9 of 10 school districts, and all 3 villages in Putnam County. The GIS/Tax Mapping Department maintains tax maps for all municipalities in the County, including 6 towns and 3 villages.

The staff also prepares the County tax levy, assists and coordinates with town, village, and school levy preparations, provides training to all Board of Assessment Review members, processes property transfers, maintains several databases with historical parcel and ownership information, and assists property owners with information needs. This office provides support to municipal assessing officials pertaining to the Real Property System software (RPS), assistance with revaluation projects, as well as training.

### **This department prepares the following services and reports:**

- Tentative Rolls and Change of Assessment Notices ( C.O.A.).
- Final Rolls and summaries for exemptions, parcel counts, School, Town, and Village taxable totals.
- Tabulation of the County, Town, School and Village Tax Rates.
- Computing the rates for each town's special districts (100+).
- Preparation, processing, partial printing and stuffing of the School Bills (41,849), Town Bills (42,990), and Village Bills (1,551).
- Assist towns in forming special districts.
- Supply state forms to the public, which are also available on the state website.
- Organize training for the Board of Assessment Review (BAR) members.
- Cooperate and assist in other training provided by the State Board.
- Preparation of the Equalization Table & County/Town Warrants.
- Mortgage Tax Apportionment for the Board of Legislature.
- Top Ten Taxpayers List.
- RP-6094-0 Statement of County Equalization pursuant to Title 2 of Article 8.
- File transfers of RPS160d1 bill extracts to NYS Tax & Finance, shared with NYS Comptroller's office, Tax data Verification with OSC.
- Vouchering State-owned taxable parcels as per RPTL §532(d).
- Correction of Errors applications RP-554 & RP-556.
- Apportionment of Special Franchise properties.
- Data entry and monthly reports of transferred properties
  - -Salesnet/Salescan for RP-5217 reporting.
- Mapping of parcel boundaries, updates, and Filed Maps.
- FOIL Requests.
- Advise County Legislature of State Legislation regarding RPTL Exemptions.
- Assist our Law Dept and Finance Dept with the sales of Chapter 31 parcels & Article 11 parcels to adjacent owners and the auction purchasers.
- Putnam County Facilities Inventory parcels list.
- Article 11 Foreclosure parcel lists.

### **III Mission Statement:**

The Department of Real Property Tax Services is the educational, advisor and assistant of the County Government, providing a multitude of services to the Town Assessors, other County offices, local surveyors, title search persons, attorneys/staff, and prospective and current property owners.

The primary focus of this department is servicing the County in providing the highest professional quality programs available, using state of the art technology. The framework of all programs is to manage the overall County tax system in a fair and equitable manner, complying with the *New York State Real Property Tax Law* and the standards for real property assessment as set by the International Association of Assessing Officers.

### **IV Population Served:**

This office currently services approximately 44,375 property owners with tax billing and property information. This office also services our town assessors' offices with deed transfer information, bank code changes, mapping changes, and processes all of their data that is provided by them for bill processing. This office also services the walk-in and call-in public with property questions and concerns.

**V Significant Events & Accomplishments In 2023:**

- We have now put into place policies and procedures that will verify the data given to us by the Town Assessors. The Assessors now have to sign off on the data (Totals reports) submitted for processing, and this office will have more than 1 person checking the Totals generated from uploading the data into RPS. The school administrative offices have also been asked to adopt their levies earlier in August, giving our 3-person staff more time to check and recheck for the most accurate Practices and Principles.
- In August of 2023 this office, for the first time, outsourced School Tax Billing to a local printer, as a few of the school districts could not adopt their levies before August 17, which was not leaving this office enough time to process, balance, and get final approvals on the numbers from the schools, and final sign-offs from the collectors/receivers on the bills to be printed. The outsourcing results were excellent, and it left this office the ability to function in a more efficient way to do the day-to-day tasks and servicing of the public during the 2-week time period it would have taken to print and stuff 40,000+ bills via our 3-person office and small/limited printing machines.
- Less Printing: This office is no longer printing every deed that comes through our office. The deeds and 5217s are now being electronically sent over to the assessors, weekly, as are map changes—all of which were previously printed and hand delivered monthly. This office has also stopped printing tax rolls for the collectors/receivers. They are now being electronically sent.
- At my request, this office now shares the lease cost of our office's stuffing machine (instead of full payment) with the Finance Dept., as they also use it and agreed to share the cost.
- I met with all of the multiple Town and Village Collectors/Receivers to brainstorm on getting a more uniform bill that would reduce errors and typos, and make the bill paying process more clear. I redesigned the back of the bill to make it more understandable to the general public, utilizing various print styles, and adding color.
- At my request, we will be utilizing a new add-on service of ImageMate called ImageMate Online (IMO) and Parcel History. This will allow our office to upload all deed transfer information weekly as we get it from the County Clerk's Office, to

be viewed by the public immediately. It will also allow us to begin scanning property cards from the office (scheduled for summer 2024), so that all of the most up-to-date public property information can be viewed by anyone from anywhere.

- At my request, we now send Ryan LLC tax data after each processing cycle for the fee of \$3,000 (new revenue).

## **VI Staffing:**

Director: Trish McLoughlin

Senior Office Assistant: Christina Valenti

Senior Office Assistant: Marilyn Murphy

This 3-person office is staffed by a front Senior Office Assistant, **Christina Valenti**, who greets the public, answers and directs all phone calls to the office, maintains all property cards, records, and payroll data, documents all of the deeds and mapping jobs that come through the office, including input of all easements onto property cards, files and maintains mapping spreadsheet of all mapping jobs sent to IT, processes monthly Salescan reports to towns, villages and Finance Dept, and handles all requestions, invoices and fund transfers. Christina also maintains all office equipment, as well as maintains the cleanliness and sanitizing of the office, all maintenance requests, and handles all job postings.

There is an additional Senior Office Assistant, **Marilyn Murphy**, and Real Property Director, myself - **Trish McLoughlin**, who together calculate, process and print the bills for County/Town, Village, and School billing. Much preparation for these billing cycles is done, including figuring out County, town and village rates, town apportionments via multiple spreadsheets, as well as follow-up tasks that require reporting to the State, SDG, the Finance Dept, the TSO's and the various tax servicing companies that request assessment and billing data for the County. Marilyn and myself also service all of the assessors and tax receivers/collectors with all of the post billing data that they require. During the year there are many other tasks and requests from other departments, who we serve.

## **ASSESSORS:**

Section §1530 of the New York State Real Property Tax Law states that the Director of Real Property Service Agency will advise assessors on the procedures for equitable assessment administration. We provide daily assistance and expertise to them along with continual schooling throughout the year. There are five appointed full-time Assessors and one part-time appointed Assessor. The Putnam County Assessors have played an integral part in helping our agency implement new programs used in modern assessing practices and it promotes the professionalism of its members. In addition, the membership, educational training and conferences with NYSCDRPTS, NYSAA, and NYSAC provide the Directors and Assessors with valuable insight on topics pertaining to assessment administration.



Section §305 of the New York State Real Property Tax Law mandates uniform and equitable assessments. This is being accomplished in four towns with an Annual Reassessment cycle. It is the process of revising all assessments within a municipality concurrently, to a uniform consistent value. The Towns of Carmel, Patterson, Putnam Valley and Southeast received the “Excellence in Equity Award” for providing fair assessments and meeting high standards for assessment administration from the New York State Office of Real Property Services/DTF. The Town of Kent is embarking on a revaluation for 2024.

Four of the six towns have achieved 100% market value last year, greatly reducing the number of Board of Assessment Complaints, in turn, reducing the number of SCAR petitions. That was accomplished by educating the public on what the assessments were based on: arms-length sales, appraisals, and comparables all being taken into consideration to arrive at an assessment.

### AFFILIATIONS:

#### **2023 Putnam County Assessors Association**

The Assessment community (County RPTSA, Most Town Assessors & staff and NYS ORPTS) are working in a proactive collective group.

- Creating a county-wide base valuation model.
- 4 out of 6 towns maintaining 100% market value without additional expenses.
- Town of Carmel is maintaining 100% after the revaluation project.
- The Town of Philipstown has a P/T sole Assessor and hired a P/T data collector. Equalization rate still below 50%; The town will need more of a monetary incentive to do a re-valuation, State aid is not enough of an incentive.
- All 10 Schools adopted the RPTL§458-a Alternative Veterans exemption at varying levels. Two Schools (Brewster and Carmel) Districts have adopted RPTL§458-b Cold War veterans’ exemption.
- A change to the Fireman’s Exemption was adopted, giving the taxing jurisdictions the option to grant it for service of 2, 3, 4 or 5 years (previously a 5-year minimum) with 10% off of the assessment--with no cap (previously a maximum cap of \$3,000).

#### **Putnam County Agriculture and Farmland Protection Board**

The petition for the creation of a County Agriculture District was adopted by the County Legislature by Resolution # 81 of 2003. The Commissioner of New York State Agriculture & Markets approved and certified Putnam County Agricultural District #1 on November 19, 2003. Resolution # 378 of 2011 approved the renewal and re-districting of the County’s Agriculture District. The benefit of being in the District is the “Right to Farm”. In 2019, the District was renewed for another 8 years. The district has 157 parcels with 5,113.9 acres. The Board is interested in farms that are businesses, excluding hobby farms.

### **VII Sources Of Revenue:**

**Revenue generated by the prior named services for 2023 are as follows:**

Town & Village Contracts: \$21,682.06

School District Contracts: \$25,638.14  
Sub Total: \$47,345.10

Miscellaneous:

New agreement with Ryan LLC for tax data: \$3,000  
Filed Maps (as per RPTL §503 Sub. 7, by Resolution # 363/1991): \$505.25  
Sub Total: \$3,505.25

**TOTAL SERVICES REVENUE:** \$50,850.35

## **VIII Goals For 2024:**

My goals for 2024 are to bring this office up to the latest in technology and efficiency. There have been several changes that I initiated upon starting as Real Property Director in June of 2023. We are projecting more updated services to the public in a much more timely fashion, and we are bringing our assessors' offices into more sync with our office with more efficient and less costly data transfers via pdf documents that are immediate, as opposed to printed documents that are transferred on a monthly basis at a higher cost. As I embark on each process of the office as a new Director, I have been making changes that simplify processes and move the office into more innovative technologies, such as networking our computers in the office so that all employees are working with the same database when using RPS. This will decrease mistakes and the pulling of incorrect or old data. Each desk has been equipped with dual monitors, for a much more efficient workspace, which has increased speed and productivity, as well as reduced printing working materials.

In the summer of 2024 this office will be utilizing help via the PILOT program or a grant to have all of the property cards scanned into the Parcel History section of ImageMate Online, so that all of our County residents can access property data without travelling to the office. This data will be updated weekly by our office with the most up-to-date information provided by the County Clerk's Office.

Each process of this office is being scrutinized and improved for efficiency. My 2024 goal for this office is for it to be more organized, run more seamlessly, and to be more automated by the year's end.

# **Department of Health**

**Michael J. Nesheiwat, MD, Interim Commissioner of Health**  
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**845-808-1390**  
**putnamhealth@putnamcountyny.gov**

## **I. Description of Department**

The Putnam County Department of Health (PCDOH) is divided into five divisions: Early Intervention; Fiscal and Administration; Health Education (includes Epidemiology and Public Health Emergency Preparedness); Nursing and Clinical Services; and Environmental Health Services. While each area operates with distinct staff members, they collaborate to provide Putnam County residents with the highest quality programs and services.

The Board of Health serves the PCDOH by advising on public health policy. Division managers provide regular reports to the Board and attend meetings at the request of the health commissioner to present and discuss relevant health issues.

## **II. Services Provided (Divisions and Programs)**

### **Early Intervention and Preschool Programs**

The Early Intervention (EI) program evaluates infants and toddlers from birth through two years of age for developmental delays (physical, cognitive, communication, social-emotional, and adaptive). If eligible for services, the EI program provides special instruction, speech, occupational, and physical therapy, and other services as appropriate. The Preschool Special Education program provides similar services for eligible children three to five years of age diagnosed with a disability that affects their ability to learn.

### **Environmental Health Services**

The Division of Environmental Health Services (EHS) implements specific strategies and ensures environmental quality in Putnam County. Enforcement of the New York State and Putnam County Sanitary Code and applicable laws, administrative rules, and regulations guides all programmatic activities. Public Health 12 Protection (PHP) strategies include monitoring and regulating service establishments and other public facilities. Regulations are also enforced to ensure rabies control, lead poisoning prevention, and clean indoor air. In addition, environmental quality is ensured by monitoring water quality and regulating public water systems, treatment plants, sewage disposal systems, and solid waste facilities; approving realty subdivision plans and construction; providing environmental risk assessment; and responding to environmental emergencies.

### **Fiscal/Administrative**

The Fiscal/Administrative Division is responsible for the financial oversight at the PCDOH. Preparation of all financial reports, including State Aid reimbursement, grant

and fiscal monitoring, purchase orders, and accounts receivable, are performed by fiscal office staff. Department-wide policies and procedures dealing with time accruals, call-in, travel requests, and reimbursement are also handled by this division as well as all personnel related needs.

### **Health Education**

The core functions of the Health Education Division include: assessing and monitoring population health; communicating effectively on health, health factors, and health improvement; and strengthening, supporting and mobilizing communities and partnerships. The Health Education division coordinates and promotes countless disease-specific prevention campaigns and programs throughout the year to the residents of Putnam County. Public information is made available in English and Spanish through social media, media releases, alerts and advisories. Education and health promotion for residents is also achieved through engagement and outreach activities, cross-sector coalitions, and community presentations. Epidemiologic support is provided within the department and with partner agencies through ongoing surveillance, data analysis, assessment, and evaluation activities and surveys. The division is primarily responsible for producing the Putnam County Community Health Assessment and Community Health Improvement Plan (CHA/CHIP), both required by the New York State Department of Health (NYSDOH). Together, these efforts support departmental and countywide initiatives and planning. Additionally, Public Health Emergency Preparedness (PHEP) staff work within the health education division and oversee the planning, implementation, and evaluation of PHEP, Cities Readiness Initiatives (CRI), Medical Reserve Corps (MRC) and related activities. Health Education is also responsible for the management of the Putnam County Employee Wellness program, supporting health improvement for all county employees.

### **Nursing and Clinical Services**

The Nursing Division utilizes a variety of strategies to improve and monitor the health status of Putnam County residents. These include outreach to populations at risk for specific health problems; increasing access to services, either by direct provision of care or by partnering; maternal child health (MCH) consults; screening and surveillance for the early detection of disease; health education and promotion activities to improve prevention; and coalition development within the community to address service gaps. Nursing case management is provided through the lead poisoning prevention, tuberculosis control, and rabies prevention and control programs. Clinical services are provided in the areas of immunization, HIV and hepatitis C testing and counseling, and tuberculosis testing, diagnosis, and treatment. The PCDOH maintains a license for a Licensed Home Care Services Agency (LHCSA) which ensures the ability of the department to continue conducting home visits for the mandated public health programs such as MCH, lead poisoning prevention, communicable disease, and immunization. Approval for this program was obtained through the NYSDOH, which also conducts periodic surveys to assess for regulatory compliance. The PCDOH LHCSA is not a full-service agency as personal care and home health services are not provided.

# Divisions and Programs

## **Environmental Health**

- Enforcement of Regulations
- Complaint/ Request for Service Program
- Putnam County Sanitary Code

## **Facility Inspections**

- Children's Camps
- Food Service Establishments
- Mobile Home Parks
- Migrant Farmworker Housing Program
- Tanning Facilities
- Temporary Residences & Campgrounds
- Tobacco Control Program
- Public Swimming Pools
- Public Bathing Beaches
- Daycare Centers
- Public Water Supply Sanitary Surveys

## **Food Safety**

- Food-Borne Illness & Complaint Investigation
- Permanent and Temporary Food Service

## **Injury Prevention**

- Lead Poisoning Prevention\*

## **Other Environmental Health Programs**

- FOIL requests
- Food Operators Seminars
- Camp Operators Seminars
- Feral Cat Program
- Rabies\*
- Mosquito & Stagnant Water Complaints
- Tick Identification
- Tobacco Control (ATUPA)
- Indoor Air Quality (CIAA)

## **Land Development**

- Commercial Development (New Construction)
- Major Projects
- Home Additions
- Realty Subdivision
- PFAS Removal
- Septic Repair Program
- Septic System Replacement Program for Lake Oscawana, Palmer Lake, and the East Branch Croton Middle Tributaries
- New York City Watershed Rules and Regulations
- Septic System Contractor Licensing Program

## **Solid Waste and Recycling**

- Solid Waste Management Planning
- Household Hazardous Waste Events
- Waste Hauler Permitting
- Pharmaceutical Disposal (Medication Take Back)
- Compost Bins
- Recycling Promotion

## **Public Water Supply and Services**

- Water Quality Improvement Initiative
- Drinking Water Enhancement Grant
- Emerging Contaminants
- Water Operator Certifications

## **Individual Water Supply and Services**

- Well Permit Program

## **Fiscal/Administration**

- Budget
- Grant Management
- State Aid
- Time Bank/Overtime/Temp payroll
- Personnel Management

\*Cross-divisional program



Putnam County Department of Health  
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# Divisions and Programs

## **Early Intervention and Preschool Programs**

- Early Intervention Program
- Preschool Special Education Program
- Child Find Program\*

## **Health Education**

### **Community Health Education**

- Educational presentations, workshops, tabling
- Health Promotion, Community Outreach, and Engagement
- Training Coordination
- Employee Wellness
- Undergraduate and Graduate School Experiences

### **Epidemiology**

- Community Health Assessment
- Community Health Improvement Planning and Implementation
- Program Evaluation
- Disease Surveillance\*
- Community Surveys

### **Media and Community Relations**

- Public Information Communications
- Social Media Engagement
- Health Promotion and Education Campaigns
- Coalition and Task Force representation, and Community Partner Support

### **Public Health Emergency Preparedness (PHEP)**

- Cities Readiness Initiative
- Plan and Program Development
- Workshops, Tabletops, Functional and Full-scale exercises
- Medical Reserve Corps

## **Nursing and Clinical Programs**

### **Communicable Disease Control and Surveillance**

- 80 reportable communicable diseases, 34 “red phone” 24-hour response diseases
- Arthropod
- Hepatitis A, B, C
- Perinatal Hepatitis B + C
- HIV/AIDS
- HIV/Hepatitis C Clinics
- Sexually Transmitted Diseases
- Tuberculosis Control
- Rabies\*
- Enteric Disease Investigation
- COVID-19

### **Immunizations**

- Child and Adult Vaccine Clinics
- Travel Vaccine Clinics
- Migrant and Seasonal Farm Worker Program
- School-Based Flu Clinics
- Seasonal Influenza Vaccine Clinics
- Influenza Mapping
- Overnight Camp Infirmary Inspections

### **Licensed Home Care Services Agency (LHCSA)**

- Maternal and Child Health Program
- Newborn Screening Program
- Prenatal/Postpartum Newborn Visiting Program
- Parent Support Groups
- Child Find Program\*

### **Other**

- Educational presentations and outreach\*
- Opioid Overdose Prevention Program\*
- Death Certificate Review
- Chronic Disease Prevention

\*Cross-divisional program



Putnam County Department of Health

A PHAB-ACCREDITED HEALTH DEPARTMENT

### **III. Mission Statement**

The mission of the Putnam County Department of Health is to improve and protect the health of our community.

### **IV. Population Served**

Putnam County Department of Health services are made available to all residents. Early Intervention, Preschool, and Child Find serve children birth to five years of age, and their families.

### **V. Significant Events and Accomplishments in 2023 (by division and committee)**

#### **Early Intervention and Preschool Programs**

- While the number of children that qualified for Early Intervention Program in 2023 has remained consistent compared to 2022, this year, there is a higher prevalence of children with more significant delays and greater challenges compared to recent years.
- There is a significant increase in children qualifying for the Preschool Program. Putnam County school districts are reporting an increase with some districts showing a 20-25% rise in the number of referrals as well as the number of individuals qualifying for the program.

#### **Environmental Health Services**

##### **Adolescent Tobacco Use Prevention Act (ATUPA):**

- Recent changes in law have made it illegal to sell flavored vape products in New York State. Compliance inspections are performed annually and in 2023, there was a significant number of enforcement actions associated with tobacco and flavored vape sales in this program. Fifteen (15) cases were concluded in 2023, and \$33,775 was collected in civil penalties for tobacco and vape enforcement.

##### **Rabies:**

- 334 potential rabies exposures investigated, 25 treatments for potential rabies exposure, 72 samples tested for rabies, and one positive rabies result (woodchuck).
- Three rabies clinics were held: March, July, and November. A total of 325 animals were vaccinated for rabies (219 dogs, 103 cats and 12 ferrets).
- The Feral Cat Task Force, a partner program with Putnam AdvoCats, processed 170 cats, 57 of those were fostered/adopted. All cats over four months old receive rabies vaccinations before they are released or adopted. The Towns of Patterson and Putnam Valley and the Putnam Humane Society provided additional funding to support the initiative.

##### **Childrens Camps:**

- 21 permits were issued, 17 injuries investigated, 15 illnesses investigated, 2 abuse allegations investigated, and 1 treatment for a potential rabies exposure.

Complaints/Requests for Services: (as of 12/28/2023): Complaints may include septic system failures, lake and stream pollution, private and public water supplies, indoor air, hazardous waste investigations, and more.

- 165 complaints/requests for services were investigated.

Food Operators Seminar:

- On Monday, October 30, more than 120 attendees, representing more than 80 different food industry-related organizations, attended the Putnam County Department of Health Food Operators Seminar. The event, held at the Putnam County Golf Course in Mahopac, was offered by the Putnam County Department of Health to any food operator in the county and provided them with educational and networking opportunities.

Communicable Disease:

- In April 2023, the Putnam County Department of Health investigated an illness outbreak at an assisted living facility where residents and staff suffered from diarrhea and/or vomiting. Laboratory testing supported the suspicion that norovirus was the agent responsible for the outbreak.

Lead Poisoning Prevention:

- There were 15 new cases of children with elevated blood lead levels, which was an increase from the 9 cases investigated in 2022. Some families reported children consumed certain cinnamon apple fruit pouches that were associated with an FDA advisory related to elevated lead levels.
- Two staff members that work in the Lead Poisoning Prevention Program attended a weeklong training which will allow them to complete the final steps of obtaining their EPA Risk Assessor Certifications. This training and certification provide a framework for investigating lead cases and identifying the lead hazards that may contribute to elevated blood lead levels.

Beaches:

- During the summer of 2023, many public bathing beaches were severely impacted by environmental conditions that caused closures. Closures were due to the presence of bacteria, blue-green algae blooms, and severe weather events like the major storm in early July.

Solid Waste Management:

- Two Household Hazardous Waste Day events were held at Fahnestock State Park's Canopus Beach Parking Lot in Kent. A total of 666 residents attended and safely disposed of their household chemicals.

Litter:

The NYSARC Litter Patrol Program continues to thrive and grow. This year an additional component of the program was added. Now there is a Roadside Litter Patrol Crew and a Rail Trail Litter Patrol Crew.

- The Litter Patrol Hotline was launched in 2023 which provides a more efficient way for residents to report litter concerns. Roadside and rail trail litter is now able to be reported by our residents by using a simple QR code and answering a few quick questions. This information is automatically sent to the department via email and a work order can be forwarded to the Litter Patrol Supervisor at NYSARC. Workorders are then created, and crews are dispatched in a timely manner.



## Engineering & Water:

### Lead Service Line Inventory

- Our department continues to provide guidance to water system operators as they work to complete a materials inventory of all water service lines on Community and Non-Transient Non-Community Water Supply as required nationwide by the USEPA Lead and Copper Rule Revisions (LCRR). This inventory is to be submitted to the PCDOH by October 16, 2024. PCDOH issued a press release regarding the LCRR inventory that provided information to the public regarding this requirement and urged them to cooperate if contacted by their water operator, to assist with the inventory.

### Garrison Landing Public Water System: Existing community water system by the Metro North Train Station.

- Existing leaking watermain was replaced with a new watermain that passes through the Metro North pedestrian tunnel.
- Additional water supply was sought due to low yielding wells.
- After drilling and testing multiple new wells, well #8, approved on 9/27/22 provided the best test results.
- An application for the implementation of well #8 was received on October 4<sup>th</sup> and approved on December 13<sup>th</sup>.

### Commercial Campus at Fields Corners (T)SE: The project consists of two large warehouse buildings that will be broken up into several different tenant spaces.

- The total square footage of both warehouses is 933,100 sq. ft.
- Proposed Building A employees: 375
- Proposed Building B employees: 665
- Building A Design Flow: 4500 gallons per day
- Building B Design Flow: 7980 gallons per day
- Each building has its own septic system and 100% expansion area.
- Non-Transient, Non-Community Public Water Supply System.
- Water System approved by NYSDOH on February 23,2022.
- Septic System approved on April 13th, 2022.
- Construction commenced in Summer of 2022 and has continued throughout 2023.
- The septic system for building A has been constructed and inspected by PCDOH.
- Buildings are still under construction.

### Brewster Yards: Located at Fields Corners Lane & Pugsley Rd (across the street from the Commercial Campus Project).

- Proposed commercial septic system and public water supply.
- Project consists of the following:
  - 4 Baseball Fields
  - 1 Showcase Field
  - 4 Little League Fields
  - 1 Multi-Sport Field
  - 3 Batting Cage Facilities
  - 3 Concession/Restroom Facilities

- 2 Concession Facilities
- 35,000 sq. ft. Indoor Facility
- Parking Areas (449 Parking Spaces, 8 Bus Parking Spaces)
- 1 Playground
- Application was received on January 3, 2023, and has been under review throughout the year.
- Since the project is commercial and is within the NYCDEP watershed, the septic application has been under joint review with the NYCDEP engineering division.
- Non-Transient, Non-Community Public Water Supply System (PWS)
- PWS has been under review with the PCDOH.
- Anticipated approval is February 2024.

EE Brewster: Located on Route 22 across from the Lakeview shopping center (formerly the Golf Dome)

- Application for two new wells.
- Proposed community public water supply and commercial septic system.
- Wells were approved for drilling and testing. Full application received March 10, 2023.
- Project consists of two 50-unit senior housing complexes and two large storage buildings (32,400 sq. ft.).
- Located at 1534 Route 22 (across the street from the Lakeview Shopping Center).
- Application is currently under review (SSTS – PCDH, Community Water – NYSDOH).

PFAS (Perfluoroalkyl AND Polyfluoroalkyl Substances):

- NYSDOH lowered the Maximum Contaminant Level from the EPA guideline of 70 ppt (parts per trillion) to 10 ppt effective August 26, 2020.
- Since that time, we have been receiving numerous applications for community and non-community, non-transient water systems to treat PFAS with Granular Activated Carbon (GAC) Filtering Units.
- In 2023, we approved 16 PFAS treatment applications and we currently have 5 outstanding applications still under review.

### **Fiscal/Administration**

- Fiscal staff implemented engaging trainings, called “Fiscal Fairs” for employees on all fiscal-related procedures. Topics were determined based on staff input and were designed to enhance compliance and efficiency.

## Health Education

### Health Education Programming, Media, and Community Relations:

- Website improvements included a streamlined news and events section for ease of access for residents.
- Established monthly employee spotlights, highlighting their work serving county residents.
- Over 1 million social media post impressions were made across three platforms, a 43% increase from 2022.
- Collaborated with the Department of Social Services, Mental Health, and the Youth Bureau to conduct three Youth Mental Health First Aid trainings for school districts throughout Putnam County.
- Co-facilitated a breakout session on Opioid Overdose Prevention at the Statewide Harm Reduction Symposium.
- Established a cross-sector, multi-agency coalition addressing fatal and non-fatal overdoses in Putnam County (BR;DGE Alliance).
- Revised Adolescent Tobacco Use Prevention Programming to meet the growing burden of tobacco and vape use countywide.
- Established partnership with Prevention Council of Putnam to expand capacity to deliver evidence-based vaping education sessions to Putnam County school districts.
- Identified, wrote, and published 52 news items on the PCDOH website under “News & Events,” including 16 media releases and alerts disseminated directly to the media, five of which were done in collaboration with the County Executive’s Office. These efforts produced 35,829 hits on the website.
- Important educational campaigns and related media are translated into Spanish as well to address issues related to equity and inclusion.
- Front-page news coverage included stories on blue-green algae, heart month, tickborne disease, childhood vaccination rate drop, COVID spike, and well water testing. Narrative and thematic photo-compatible stories were published on the Food Operators Seminar, blue-green algae and the Medical Reserve Corps Conference, along with countless other print stories.
- Four select television placements were achieved through health department relationship building with media contacts. [News12 Westchester interviewed PCDOH Environmental Health director on at least two occasions including local air quality issues during the Canadian wildfires in June](#)<sup>1</sup> and again the following month [after heavy rains produced an abundance of mosquitoes](#).<sup>2</sup> Again that month, News12 ran a [30-second spot on the increase in anaplasmosis in the county](#)<sup>3</sup> from a website news brief and in December, they again relied on health department content [running a news story on holiday candle safety](#)<sup>4</sup>--utilizing a full-screen image of a social media graphic from the PCDOH social media platforms.

<sup>1</sup> News12 staff, 6/7/23, <https://hudsonvalley.news12.com/interview-putnam-county-environmental-health-services-director-addresses-air-quality-issues>

<sup>2</sup> Rodrigues, Sadrina, 7/6/23, <https://hudsonvalley.news12.com/tips-to-prevent-mosquito-bites-and-getting-sick-from-viruses>

<sup>3</sup> News12 staff, 7/3/23, <https://hudsonvalley.news12.com/putnam-county-reports-higher-than-average-cases-of-tick-borne-disease>

<sup>4</sup> Seltzer, Veronica Jean, 12/12/23, <https://hudsonvalley.news12.com/putnam-health-department-shares-candle-safety-tips-to-prevent-fires>

- Hundreds of print and digital placements including published calendar event listings, posters and flyers sent to dozens of outlets on all health department and health department-supported community events PCDOH events.
- The FDA Advisory related to cinnamon apple fruit pouches linked to elevated lead levels was amplified through social media, community partner email distribution list, media alert, and grassroots community outreach.
- In total, comprehensive program and service promotion contributed to successful outcomes—ranging from reaching new audiences to accessing new resources and building partnerships.
- The Live Healthy Putnam coalition, a community-based organization facilitated by the health department, formalized the group’s efforts to address Putnam’s most pressing social determinant of health—transportation—by establishing a sub-committee working group in collaboration with Putnam County Transportation.
- The Public Health Infrastructure grant contract was executed, which includes two new full-time positions to enhance public health workforce capabilities.
- The [Walking for Wellness Program](#), a 4-week challenge to increase exercise and improve physical fitness and stamina resulting in a combined step count of 4,452,955 steps from 30 county employees, with the greatest submissions from Putnam County Law Enforcement and Corrections officers.
- Putnam Hospital Center/Nuvance upgraded the Community Education display in memory of Hal Farquhar, M.D. The wellness program continues to provide information on topics such as heart health, emergency preparedness, tick/rabies prevention, immunization information (Flu, COVID, and RSV), and lung cancer awareness.
- Wellness emails continue to be sent to all county employees and volunteers to reinforce the importance of self-care tips through office stretches, meditation practices, healthy food choices, and other healthy habits to incorporate in the workday. The promotion of physical and mental wellness improves the lives and health of employees, supporting their well-being, lessening workplace stress, and increasing productivity.
- PCDOH, together with the Prevention Council of Putnam, participated at the National Night Out in the Village of Brewster.
- During participation at the Office for Senior Resources (OSR) annual Falls Prevention Month events at the four Senior Centers in Putnam, PCDOH Fellows and staff created an interactive Emergency Preparedness and Falls Prevention Jeopardy game to educate and engage the seniors. Topics included how to better prepare for emergencies and avoid unnecessary falls in their homes. Take-home information and starter bags for their personal preparedness kits were also provided.
- As a follow-up to the Falls Prevention Month activities, PCDOH staff attended the Senior Health Fair to provide information on upcoming health department events, immunization information and clinic schedules, sexual health information and contraceptives, and reinforced emergency preparedness by distributing the File of Life and other public health factsheets.

- A Graduate Fellow presented virtually to Brewster Central School District parents in Spanish on the topic of Mental Health and Wellbeing (Salud Mental y Bienestar).
- Collaborated with the Sheriff's Office, Prevention Council of Putnam, and Putnam Hospital at two Medication Take Back events to collect 387 pounds of old or expired medication and 375 pounds of used sharps.
- 11 students were hosted department-wide, including PILOT and other student interns, and volunteers.
- PCDOH maintains participation on numerous county-wide task forces and coalitions: Community Resource Group, Communities That Care Coalitions, Health Emergency Preparedness Coalition, Fall Prevention Task Force, Live Healthy Putnam, Mental Health Provider Group, Suicide Prevention Task Force, Reproductive Health Coalition, Disaster Preparedness Community Resilience Task Force, School Wellness Committees, Putnam Hospital Community Health Needs Committee, Putnam County Food Systems Coalition, and Putnam County BR;DGE Alliance.
- The New York State Public Health Corps Fellows and Graduate Fellows supported cross-sectoral partnerships with county agencies and community-based organizations to promote health equity and address the 10 Main Health Challenges identified through the Community Health Assessment. From access to transportation to harm-reduction strategies they continue to support the department's efforts to improve and protect the health of the community.
- With a grant-funded award, Family Support Kits were created to enhance the County's capacity to recover from a critical event in which residents may be displaced. This award was also used to purchase technology to support the Bureau of Emergency Services Alternate Emergency Operations Center (AltEOC) plan.

#### Epidemiology:

- The [weekly COVID surveillance report](#) was streamlined to be in alignment with [the weekly flu surveillance report](#). COVID reports were published on the health department website throughout 2023, and flu reports were published during the flu season (October-May). Individual case investigations are not done for high volume respiratory diseases like flu and COVID, but surveillance is conducted to monitor trends, and detect outbreaks so that control measures can be initiated. Published reports provide information to healthcare professionals to inform clinical decision making, and the public for personal risk assessment.
- Revisions were made to the school-based disease surveillance process and materials to standardize the data collected, and clarify objective to detect and monitor patterns of respiratory and gastrointestinal illness in the schools.
- A protocol was developed, and daily monitoring of the New York State Electronic Syndromic Surveillance System (ESSS) was initiated in the Nursing Division. ESSS monitoring provides a means for early identification of unusual disease occurrences in the Putnam Hospital Center Emergency Department.
- Online systems for tracking illness complaints and disease reports were developed and initiated to facilitate communication between the Nursing and

Environmental Health Services Divisions and ensure detection of patterns indicative of outbreaks.

- The Outbreak Team, which includes the Epidemiologist and members of Nursing and EHS, participated in investigative and disease control activities related to a large norovirus outbreak in an assisted living facility. Final reports were submitted to CDC through NYSDOH, with findings including a total of 33 probable and confirmed cases spread over a 38-day period.
- An evidence-based intervention to increase early childhood vaccination rates through improving data quality and utilizing the reminder/recall functionality in the New York State Immunization Information System (NYSIIS) was developed and launched in the Spring of 2023 as part of the [Community Health Improvement Plan \(CHIP\)](#). Three pediatric healthcare practices, and PCDOH, were recruited to participate in the intervention. To date, 72% of vaccine reminder/recall notifications sent as a part of the intervention have resulted in the scheduling of vaccination appointments.
- Two surveys, one of pediatric vaccination providers and one of parents of young children, were conducted to inform the work of the ongoing intervention through better understanding of factors influencing early childhood vaccinations in Putnam County. Reports detailing the findings of these surveys can be found at: <https://www.putnamcountyny.com/health/community-health#Assessments>
- An [Executive Summary](#) of Putnam County data in the 2023 [County Health Roadmaps and Rankings](#)<sup>5</sup> was submitted to PCDOH leadership and the leadership of other county agencies and community partner organizations. While Putnam was ranked the number one healthiest of New York's 62 counties for the second year in a row, identification of areas in need of improvement, such as rates of binge drinking and access to grocery stores, are useful to inform prioritization of community resources.
- In response to findings in the [2022-2024 Community Health Assessment \(CHA\)](#), a suite of tickborne disease prevention activities were initiated including distribution of diagnostic resources to healthcare providers, educational presentations and outreach, and posting of tick warning signs. More details can be found in [Addendum 2](#) to the 2022-2024 Putnam County CHA/CHIP.
- The epidemiologist provided charts and interpretation of data related to physician antimicrobial prescribing in support of the Nursing Division initiative to combat antimicrobial resistance. Resources to decrease unnecessary prescribing were distributed to 11 healthcare practices as a part of this initiative.
- Physician advisories were sent to County healthcare providers via the Integrated Health Alerting Network System (IHANS) regarding high rates of anaplasmosis in July and lead contamination in Cinnamon Apple Fruit Pouches in November.

<sup>5</sup> County Health Rankings Roadmaps, <https://www.countyhealthrankings.org/health-data>

Public Health Emergency Preparedness (PHEP), Cities Readiness Initiative (CRI), Medical Reserve Corps (MRC)

- Organized and chaired quarterly meetings of the county-wide Disaster Preparedness/Community Resilience Task Force.
- Participated in NYSDOH CRI quarterly meetings and Technical Assistance Action Plan (TAAP) webinars to assure program requirements were on track.
- Wrote the Mass Fatality Tabletop Exercise After Action Report (AAR) and submitted the document to the NYSDOH and shared outcomes with Preparedness partners.
- Developed, wrote, and submitted the departmental Pandemic Influenza Plan to the NYSDOH.
- Revised/updated the departmental Continuity of Operations Plan (COOP) and Public Health Asset Distribution (PHAD) Plan and submitted the plans to the NYSDOH.
- The PHEP Coordinator participated in the virtual 2023 National Association of City and County Health Officials (NACCHO) Annual Preparedness Summit.
- Assured coordination of emergency preparedness educational activities with Fellows and other Health Education staff.
- During this past year, medical and non-medical MRC volunteers donated approximately 116 hours in flu clinics and educational events, including informational and interactive programs at the PC Senior Centers and Food Operators Seminar.
- Assured two National Association of City and County Health Officials (NACCHO) MRC grants requirements were met and submitted.
- Created an MRC Handbook. The purpose of the handbook is to provide an overview of the Putnam County Medical Reserve Corps including volunteer rules and responsibilities, training and deployment information.
- The PHEP/MRC Coordinator represented the PCDOH at the annual, national MRC Conference in Richmond, VA.
- Participated in the annual Technical Action Assistance program review with Health and Human Services (HHS) Assistant Secretary for Preparedness and Response (ASPR) staff to discuss program goals.
- Produced and disseminated a bi-monthly newsletter listing training courses, highlighting county MRC volunteers, spotlighting related conferences and including newsworthy topics on local, regional or national MRC issues.
- Hosted the Annual Medical Reserve Corps Conference where subject matter experts presented information on civilian readiness, protective actions and reunification and recovery (physical and mental) efforts after critical incidents.

## **Nursing and Clinical Services**

- 2023 saw the highest number of tuberculosis (TB) cases in recent history (6 active cases).
- Cases of elevated blood lead levels are at the highest number in the last five years.
- 2023 was the highest year on record for babesiosis and anaplasmosis/ehrlichiosis cases in Putnam County.
- Provided 1,998 flu immunizations.
- 316 visits were made by MCH nurses to assist new moms.
- HIV counseling, testing, and referrals were maintained with twice weekly clinics.
- Two 8-week programs of Freedom from Smoking, an evidence-based smoking cessation program developed by the American Lung Association, were successfully facilitated by Nursing and Health Education staff. These programs were provided free of cost for anyone who works or lives in Putnam County.
- Provided 6 Mount Saint Mary BSN students with public health clinical experience.
- Attended the Mahopac Middle School Health Fair where education was provided on HPV, flu and vaping.
- Participated in the Mahopac Middle School Career Fair where students inquired about careers in public health.
- STI Awareness month was commemorated in partnership with the ALLY Care Center at Westchester Medical Center. Over 30 residents were educated regarding STIs and free HIV testing services were offered at two different locations in Putnam County.
- Attended Putnam County Country Fest along with health education staff and provided education and literature on HIV/STI, Lyme disease, immunizations, emergency preparedness, MRC, upcoming PCDOH events as well as information from many of the health department services.
- Nursing and Health Education staff represented PCDOH at Putnam Hospital Kids Day and provided education and information on Lyme, Emergency Preparedness, HIV, STIs, lead, and immunizations.
- Nursing's health educator and a public health fellow supported the Mahopac ENL health fair at Mahopac High School through the culturally and linguistically appropriate provision of information on HIV, STIs, immunizations including HPV, Emergency Preparedness, healthy relationships, lead poisoning prevention and upcoming PCDOH events including public flu clinics.
- Commemorated World AIDS Day and National HIV testing day with free HIV Testing all day. The department provided education, literature, and condoms.
- Implemented Patagonia Health, an Electronic Medical Record software to modernize the health data of PCDOH clients.
- Re-established antibiotic resistance outreach to Putnam County providers to improve the incidence of unnecessary antibiotic prescribing.



### Communicable Disease Prevention and Control:

In the first 11 months of 2023, the communicable disease division:

- Received and reviewed 2,427 lab reports of reportable communicable diseases.
- Based on assessment of these lab reports, staff conducted 1,286 unique investigations of suspected cases of reportable communicable diseases.
- Based on the findings of investigations, staff created 593 confirmed or probable cases of reportable communicable disease and initiated disease control measures as appropriate to the nature of the disease.
- Excluding COVID-19, influenza, and Lyme disease which are not investigated on an individual case basis, the most frequently reported communicable diseases included:
  - Hepatitis, with a combined total of 672 lab reports received and 34 cases created for hepatitis A (1 case), B (11 cases), and C (22 cases).
  - Sexually transmitted infections, with a combined total of 667 lab reports received and 413 cases created for chlamydia (178 cases), gonorrhea (32 cases), and syphilis (25 cases).
  - Tickborne diseases, with a combined total of 661 lab reports received and 153 cases created for babesiosis (56 cases) and anaplasmosis/ehrlichiosis (97 cases). 2023 was the highest year on record for cases of babesiosis and anaplasmosis/ehrlichiosis in Putnam County.  
(Please note that Lyme disease is the most common tickborne disease in Putnam County, but the volume is such that reports are no longer investigated individually in New York State. Case counts for Lyme disease for 2023 based on lab reports received are determined by the state and are not yet available.)
  - Enteric diseases, with a combined total of 209 lab reports received, and 99 cases created for 11 different diseases.

### 2023 Outbreaks and Notable Investigations:

According to the Centers for Disease Control and Prevention (CDC), an **outbreak** is the occurrence of more cases of a disease than would normally be expected in a specific place or group of people over a given period of time (<https://cdc.gov>, Jun 5, 2017).

- **GI illness:**

An Adult Care Facility in Putnam County experienced a GI outbreak during April and May 2023. The outbreak consisted of a total of 32 probable and one confirmed case of Norovirus. Ten cases were in staff and 23 were in residents. The clinical picture was compatible with the suspected norovirus pathogen. PCDOH assisted the facility with specimen submission to Wadsworth, and infection control guidance.

- **Avian Flu:**

USDA confirmed a highly pathogenic avian influenza (HPAI) in a commercial flock in the United States on February 8, 2022. USDA's Animal and Plant Health Inspection Service worked to identify and respond to detections of disease and to mitigate the virus' impact on U.S. poultry production and trade. In April 2023, 2 flocks of chickens in Putnam County were identified as being infected with the Avian Flu. Both flocks were culled, and 3 identified human contacts were monitored for Avian Flu signs and symptoms.

- Hepatitis A:

A single case of Hepatitis A led to the identification of three household contacts at risk for disease after exposure to the index case. Post Exposure Prophylaxis (PEP) was provided to three unvaccinated household contacts. Work contacts were determined to be outside of the PEP window however, education was provided with a recommendation for the Hepatitis A vaccine for future protection.

- Neisseria Meningitis:

A single case of Neisseria Meningitides led to the identification of 9 contacts exposed to and therefore at risk for disease. PEP was provided for all 9 contacts within the prophylaxis window.

- Dengue:

2023 saw an increase in the number of Dengue cases worldwide. In the United States, local spread of dengue has been reported in Florida, Hawaii, Texas, and Arizona. Putnam investigated three travel-related cases.

#### Immunization Program:

- In collaboration with the Lead Poisoning Prevention Program, new parents receive three postcards from PCDOH Immunization and Lead Poisoning Prevention Programs:
  - All Putnam County parents of newborns receive a postcard with PCDOH information directing to “Parents of Newborn” informational [webpage](#).
  - Birthday postcards are also sent to remind parents to have children tested for lead at ages 1 & 2, and to be up to date on immunizations.
  - 2,285 postcards were mailed out in 2023.
- Demand for travel vaccinations has increased. PCDOH will begin to offer two travel clinics per month in 2024 to support safe international travel for residents.
  - 73 people received a total of 144 travel vaccines.
- Migrant Seasonal Farm Workers/ Vaccine for Adults Program (MSFW/VFA) is held monthly, except for August and November.
  - 87 people received 156 vaccines.
- Two VFA flu clinics are held annually in October and November.
  - 99 flu vaccines were administered.
- School Based Flu Clinics have been a disease prevention staple in Putnam County for 14 years. Clinics are held in all six school districts.
  - 1,367 flu vaccines were administered in 2023.
- Seasonal Flu Clinics:
  - 2 in Brewster at PCDOH as drive-thru clinics.
    - 160 vaccines administered.
  - 1 at the Garrison Fire Department.
    - 72 vaccines administered.
- 1 employees-only drive-thru clinic at PCDOH.
  - 170 vaccines administered.
- 4 Office of Senior Resources (OSR) senior center clinics.
  - 130 vaccines administered.

### Other Disease Control Services:

#### Tuberculosis:

The TB program's goal is the elimination of tuberculosis. The TB program contracts with the Federally Qualified Health Center (FQHC) to provide free services for Putnam County residents with TB disease and TB infection including testing, evaluation, and treatment. TB data is gathered and submitted to the NYS DOH.

- 6 tuberculosis disease (active TB) cases required the following:
  - Coordination with NYSDOH TB control and Wadsworth laboratory for TB specimens and case management.
  - Coordination with local hospitals (Putnam Hospital, Danbury Hospital, and Westchester Medical Center) for safe discharge planning.
  - Directly observed therapy (DOT) of 165 in-person home visits and 300 video calls were completed.
- 12 tuberculosis infection (latent TB infection) cases initiated voluntary prophylactic treatment.
  - 10 patients completed treatment.
  - 18 office visits and 6 in-person home visits were completed.
- 46 PPDs (TB skin screening tests) were completed for employees and residents.
- Continued to work with the Federally Qualified Health Center, Open Door Brewster, to improve the process for referrals and coordinate care for all TB patients per contract with clinic.
  - 38 total referrals received from or made to Open Door Brewster in 2023.

#### HIV/AIDS:

Free HIV counseling and testing clinics are offered on an appointment and/or walk in basis. Putnam County DOH provides HIV testing and linkage to treatment. An added focus at PCDOH is to amplify the NYSDOH AIDS Institute's mission to educate those we test and the community regarding pre-exposure prophylaxis (PrEP), post-exposure prophylaxis (PEP) and U=U (undetectable equals untransmittable).

- 10 HIV screenings were completed at PCDOH.
- 252 HIV screening tests were completed at Brewster Open Door January through October 2023.

#### Rabies:

Rabies treatment was recommended for 25 potential cases.

- 24 completed treatment, with one lost to follow-up.
- Pre-exposure vaccine was provided for 9 people for prevention prior to either travel or working with animals/wildlife.

#### Lead Prevention Program:

- 2,009 children were tested for lead in 2023.
- 20 children with an elevated blood level of greater than 5 µg/dL are in Nursing case management as of December 2023.
- All children in case management are retested per the Lead Prevention protocol as outlined in letters to parents and pediatricians.

- 5 children with elevated lead levels in Putnam County have been identified as being associated with the FDA Advisory related to lead contamination in certain Cinnamon Apple Fruit Pouches. PCDOH continues to investigate the possibility of other potential cases (siblings).

#### Maternal and Child Health:

- The Maternal Child Health Program (MCH) continued to provide training and educational services to new parents through a holistic approach by offering support groups, classes, telephone consults, and home visits. Educational topics include general parenting, breastfeeding, diet, immunizations, disease control, lead poisoning prevention, sleep safety, postpartum depression, and child growth and development.
- Renewed programming post pandemic with long-tenured employee with specialized credentials as an International Board-Certified Lactation Consultant (IBCLC) and a more recent hire—a Spanish speaking Certified Lactation Counselor (CLC).
- The MCH program continued to conduct the Child Find Program in partnership with Early Intervention monitors child development in at-risk children.
- The Nursing Division maintained English and Spanish speaking nurses to meet the needs of our residents.
- Lactation services and breastfeeding support received 126 referrals with 316 home visits conducted.
- Child Find Program has 19 active cases, with 38 home visits conducted.
- New Moms groups resumed in two locations: the Mahopac Library and the Philipstown Friendship Center. Groups provide peer support from other moms as well as breastfeeding support, parenting education, and educational presentations on a variety of topics by subject matter experts.
- Partnering with NYP Hudson Valley Hospital Center, PCDOH hosted a Global Big Latch-On in April to show community support for breastfeeding. This is a global initiative supporting the importance of breastfeeding for the health of the child and the role of breastfeeding in the prevention of chronic disease.

#### Newborn Screening Program:

All newborns in New York State are screened before being discharged from the hospital for a variety of rare but serious disorders. All abnormalities that are found during these screenings are then reported to the NYSDOH. A Public Health Nurse in the PCDOH is notified and assists medical providers and families to ensure the findings are followed-up per NYS guidance.

- 9 cases referred for assistance.
  - 9 cases retested by private practitioners.
    - 7 cases within normal limits.
    - 2 cases with abnormal (positive) results.

#### Perinatal Hepatitis B Program:

- One new case of perinatal hepatitis B being followed.
- Two cases were completed and closed.
- Two unknown status laboratory reports were investigated and determined to be negative.

## **Department-wide Committees**

### Accreditation

- Completed and submitted the Public Health Accreditation Board (PHAB) reaccreditation application to maintain nationally accredited status.

### Communications

- Rolled out new branding visuals on health department materials at start of year with the new logo for Putnam County (incorporating “New York” text and refreshing typeface with a serif style). Began discussions about a branding “refresh” (new color palette, type, etc. i.e. BSG elements) and updating Communications Plan.
- Improved accessibility in communications through research and implementation of ADA-compliant equity tools, such as “alt text” and more descriptive captions.
- Enhanced health department staff knowledge and understanding with the ten essential Public Health services and the Putnam County ten main health challenges through creation of an innovative, three-dimensional tree designed, constructed, and displayed in large conference room.
- Formalized media plan for health department and shared with committee for input.

### Personnel

- Established new hire focus groups to assist with the review and updates to the Employee Orientation Manual.

### QIPM

- Received approval to hire a QIPM Coordinator.
- Reinstated Administrative and Programmatic Dashboards.
- A few department sections had positive changes in program procedures as a result of QI projects.
- Revision and simplification of QIPM Plan to improve staff understanding of concepts, such as PDSA forms simplified and shortened.

### Strategic Plan

- The Strategic Plan Committee facilitated “coffee talk” groups to collect feedback from employees on health department strengths, weaknesses, opportunities, and threats (SWOT). The qualitative data was reviewed by the committee and after collective analysis, revised departmental values were defined as were four new departmental strategic priorities.

### Workforce Development

- The Workforce Development Committee conducted a Training Needs Assessment (TNA) in 2023. The Region 2 Public Health Training Center at Columbia University assisted in the implementation and analysis of the training needs of the department. The Workforce Development Plan will be updated to reflect the training needs identified through the TNA. In addition, two Public Health Works! Honor Roll nominees were submitted to the NYSDOH to recognize employees who consistently go above and beyond to serve the residents of Putnam County.

## **VI. Staffing changes in 2023**

- Created two new positions through the Public Health Infrastructure Grant: A Quality Improvement Program Management Coordinator and a Data and Informatics Specialist. The Data and Informatics Specialist was hired and has begun to work closely with the epidemiologist on departmental data modernization efforts.
- Expanded NYS Public Health Corps fellowship opportunities through hiring one additional part-time graduate fellow and one additional full-time fellow.
- Public Health Program Assistant Trainee was hired in Health Education.
- Filled vacancy with a new hire for Receptionist in Fall 2023.
- Filled vacancies through hiring two Service Coordinators in Summer 2023.
- Part-time Senior Account Clerk (Preschool Billing) resigned June 2023. Interviews pending.

## **VII. Sources of Revenue**

- Significant increase in fines collected from ATUPA enforcement activities totaling \$30,925 through December 2023. \$9,362 has already been allocated, and an additional \$3,250 will be allocated to Health Education for expanded tobacco and vaping prevention and education programming.

### **Notable Savings Realized:**

- In collaboration with the Putnam County Clerk's office, EHS streamlined FOIL (Freedom of Information Law) requests by introducing a front facing portal. This allows the public to access our well and septic system database for record searches without having to submit a FOIL request. This has saved both administrative support and engineering staff a great amount of time and has allowed us to focus on our primary responsibilities. It also provides a more timely service to our community.
- In 2023 the State reimbursed Putnam County Health Department an additional \$500,000 due to changes that were enacted in 2022, which added fringe benefits to the allowable expenses for reimbursement from the State at 36%. These additional revenues will continue year after year.

## **VIII. Goals for 2024**

### **Early Intervention and Preschool Programs:**

- Increase the number of groups and/or group sessions offered to children in the programs to help meet capacity.
- Monitor the number of cases and evaluate the need for another Service Coordinator.
- Increase the support staff to assist coordinators with projects and improve efficiency and service delivery.

- Expand contracts with school districts to provide related services while also decreasing costs. Assess potential to reduce transportation costs through regional provision of therapeutic classes and/or Universal Pre-K (UPK) programs.
- Improve outreach and understanding of the Early Intervention, Preschool, and Child Find programs by establishing ongoing meetings and in-services with community stakeholders and developing an informational pamphlet for distribution.

#### Environmental Health Services

- Staff development continues to be a top priority for both succession and continuity of operations planning. In the first week of 2024, we will see the retirement of a staff member with 38 years of experience. We also have two senior staff members with over 70 years combined public health program experience that are eligible to retire. Priority will be placed on staff training for program needs as well as analysis of staffing for new and emerging challenges. Specifically, we will be evaluating the need for an additional engineer and sanitarian positions as well as the future composition and staffing of the Solid Waste Management Program.
- Reduce the design flow to NYSDOH state standard of 119 gallons per day per bedroom.
- Implement Phase 4 of the NYSDEC/EFC Septic Replacement Program.

#### Fiscal/Administration

- Support succession planning with hiring a new full-time entry level position that was approved for 2024.
- Streamline the Time and Activity reporting which is the basis of reporting reimbursement to the State.
- Continue “Fiscal Fair” offerings for the Health Department staff.

#### Health Education

- Enhance adolescent tobacco prevention and education programs through ATUPA program and community partnerships.
- PCDOH will host the 2024 Public Health Summit with a theme of “Making Connections” to harness the power of partnerships in community health improvement.
- Finalize Communicable Disease Surveillance & Outbreak Policy and Procedure documents.
- Develop departmental informatics capabilities to design and implement databases with online user interfaces to meet information gathering needs for emergent public health issues as they arise (e.g.: to be able to quickly standup a cloud-based questionnaire for investigation of a food-borne disease outbreak).
- Initiate systematic department-wide tracking of population health initiatives and evaluation metrics.
- Initiate systematic monitoring of community health indicators in years where a full-scale Community Health Assessment is not completed.
- Launch a dedicated webpage for tickborne disease prevention resources to include a recording of Tickborne Disease Prevention in Putnam County presentation.
- Hire and orient a part-time MRC Assistant.

- Increase MRC recruitment.
- Expand MRC trainings and volunteer opportunities.
- Organize and attend the local annual MRC conference.
- Write a volunteer management plan.
- Assure completion of the NYSDOH MRC State, Territory and Tribal Nations Representative Organizations for Next Generation (STTRONG) grant deliverables and requirements.
- Participate in the annual, national MRC Conference.
- Maintain and enhance communication with preparedness partners through the Disaster Preparedness/Community Resilience Task Force meetings and distribution list.
- Improve PCDOH emergency preparedness trailer and shed equipment inventories.
- Continue to conduct communications drills to maintain proficiency and assure enhanced capabilities.
- Participate in the annual Preparedness Summit.
- Formalize photo shoots to enhance communications.
- Build a database of gray sky media templates.
- Improve and maintain lobby and waiting area educational information.
- Establish an Employee Wellness Sharepoint with access to recipes, office stretches, and more.

#### Nursing and Clinical Services

- Research and implement a public health education series for the community.
- Increase the number of HIV screening tests for existing patients.
- Distribute 5,000 condoms to community partners.
- Increase community TB screening tests by 20%.
- Streamline the TB referral process to the Federally Qualified Health Center.
- Increase the number of MCH referrals received from hospitals by 25%.
- Expand the MCH New Mothers Support Group to Brewster Library.
- Increase efficiency by transitioning all nursing programs to the Patagonia electronic medical record (EMR).
- Enhance staffing to provide optimal services in the areas of health promotion and prevention.
- Strengthen services to support new mothers at risk for post-partum depression and psychosis.



# **Historian's Office**

**Jennifer M. Cassidy, County Historian**  
**Sallie S. Sypher, Deputy Historian**  
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## **I. Description of Department**

The County Historian's Office manages the County Archives under the supervision of the County Clerk. It collects and maintains the Historian's Collection (family papers, correspondence, diaries, etc.), a map collection, a photo collection, and a digital collection. It also maintains a library of local history, including newspapers, journals, and special collections. Caring for the collections in a climate-controlled facility, organizing the records, and making the records accessible are a significant part of our activities. We use archival records as primary source material to examine past events within a broader historical context, and share that research through social media, public programming, print-and on-line publications. Our office manages a historic marker inventory, creates new ones when applicable, and works with the Putnam County Sheriff Department's Community Work Program to refurbish markers as needed.

## **II. Services Provided**

We provide research services, digitize materials, and provide public access to these materials on site in our research facility in the Records Center in Brewster. To make the records accessible to the public, we publish annually an updated *Handbook of Putnam County History and Genealogy* and publish the catalog of the Archives and Historian's Collection on our web pages.

We plan and produce public programming related to town and county history, and support government officials, tourism department, municipal historians, historical societies, museums, teachers, and community groups (including Scouts) and other researchers with their respective projects.

## **III. Mission Statement**

The Historian's Office works to preserve, promote, and interpret Putnam County history through public programming, and special events, assistance to government officials, publications, and social media, and make its historical resources available and accessible to county government, researchers, teachers, historical organizations, and local government historians.

#### **IV. Population Served**

The population we serve may be defined by our interactions with visitors and other correspondence. In 2023, we hosted approximately 50 visitors on site and fielded well over 150 inquiries via email, phone calls, social media, and public programming at special events. They include approximately 30 genealogical inquiries (including families of Ebenezer Robinson, Daniel Gay, Seth Paddock, Melissa Sears), 47 property/historic house (including Houget Point, Mahopac, Fanny Crosby house and Jaipore/Colonial Pines, Brewster; Belden House and Drew Seminary, Carmel; Mill Street, Putnam Valley; Octagon House, Kent; Abbeyfield Lane, Patterson; Memorial Hall, Carmel; and Philipstown Highway Department), and over 70 assorted topics including mining, churches, schools, stone chambers/root cellars, cemeteries, veterans, watershed, Women's history, Black history, photographs, railroads, and more.

Our virtual audience comes from Facebook and Instagram (handle: PutnamHistorian) where we post various topics of county history (Facebook 2.5K followers, Instagram 1,085 followers). The office sponsors Putnam County's consortia membership on New York Heritage to feature digital collections which, in 2023, accumulated 20,188 page views and our HRVH Historical Newspapers archive collection experienced 1.7 million page views.

#### **V. Significant Events & Accomplishments in 2023**

- Completion of the manuscript for *Willitt C. Jewell's Putnam County* with contributions from all county museums and historical societies (going to print January 2023).
- Partner with Brewster High School faculty and administration in hosting The Stanton-Anthony Symposium: Influential Women of the Hudson Valley.
- Partner with Southeast Museum and Brewster Public Library to host *History Exchange* (2 talks) and creation of "Brewster at 175: Truth, Lore and Outright Lies!" exhibit.
- Partner with Putnam History Museum on installation and unveiling of Susan B. Anthony historic marker, Carmel, NY, and continued marker refurbishing with Putnam County Sheriff's Department, Community Work Program.
- Juneteenth – County sponsored history "Walk & Talk" at Veterans Memorial Park.
- Supported independent Girl Scout and student research projects relating to Women's History and Black History.
- Continued planning and partnership with Dutchess County for the 250<sup>th</sup> anniversary of the American Revolution.
- Partnered with Putnam Valley Historical Society and Town of Southeast Historic Sites Commission for creation of new historic markers; Town of Patterson to replace missing marker(s).

- Partnered with Putnam Theatre Alliance on promotion of *Pay Dirt*, original play based on stories of local history.
- Participated in Cornell Cooperative Country Fest and aided with assorted research for films and hikes.
- Putnam County Day 2023 event, awards, and exhibit “Vintage Views of Putnam County”, a historic postcard gallery at Spain Cornerstone.
- Accessioned, processed and catalogued over 30 collections (new and existing).
- Conducted four in-person oral history interviews.
- Recipient of 2023 Excellence Award, Southeastern NY Library Resources Council for *African Americans in Putnam County Collection*; letter of support submitted by Scott Rhodes, Putnam County CEPAB.
- Recipient of Greater Hudson Heritage Network Award of Excellence for Stanton-Anthony Symposium (award shared with Brewster High School).

## **VI. Staffing**

In 2023, the Historian’s Office filled two of three part-time vacancies. We welcomed LaReva Greene and Dana Veitinger as County Historian Aides (CSEA). Archivist position has been vacant for ten years and should be filled. We continue to utilize PILOT interns and student workers and have a part-time volunteer staff of 5 (4 from the Putnam County Senior Corps). Our volunteers logged over 875 hours, 810 were Senior Corps hours.

## **VII. Sources of Revenue**

Over the past year, modest revenue was accrued with sales of photocopies, digital files, and reproduction maps. Donations are sometimes received from researchers. Book sales also produce limited revenue (current inventory includes Collaborative History of Putnam County, 2012, among others). We anticipate some revenue from the publication of *Willitt C. Jewell’s Putnam County* in January 2024.

## **VIII. Goals for 2024**

- Continue offering research services, networking research requests, and conducting original research and publishing on matters related to local history.
- Creation of a 250<sup>th</sup> anniversary of the American Revolution Committee for special event planning relating to the events leading up to and including the American Revolution.
- Continued and expansion of partnerships with local schools including Barn Quilts with Brewster High School; digitization of yearbooks, etc.

- Continue working with local history museums and organizations to digitize maps, photographs, other for posting on [New York Heritage](https://nyheritage.org/)<sup>1</sup> and build up on our digital newspaper archive with [HRVH Historical Newspapers](https://news.hrvh.org/)<sup>2</sup>.
- Continue hosting virtual and/or in person Historian Roundtables for local history community, create and promote I LOVE NY Path Through History programming with Tourism, and host 2024 Putnam County Day celebration.
- Create “Who Has What Where” program about historical research materials for presentation at host locations of Putnam County Library Association.
- Launch research collections including those in memory of Gregory J. Amato, Denis M. Castelli, and Don Hall (newspaper archive), among others.
- Work with IT to reorganize Historian’s webpages to update material and make them more user-friendly.

<sup>1</sup> New York Heritage Digital Collections. *Putnam County NY History Collections*. <https://nyheritage.org/organizations/putnam-county-ny-history-collections>.

<sup>2</sup> Hudson River Valley Heritage. *Historical Newspapers*. <https://news.hrvh.org>.

# Office of IT/GIS

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## **I. Description of Department**

The Office of Information Technology and Geographic Information Systems (the Office of IT/GIS) is responsible for the development, operation, and maintenance of all County information systems, geographic databases, and technology-related hardware and software.

## **II. Services Provided**

The Office of IT/GIS provides the following services for the County:

- Cloud Support, including M365
- Computers & Peripherals
- Copiers
- County Switchboard
- Credit Cards
- Databases
- Event Planning & Support
- Financials
- Firewalls
- Geographical Information Systems (GIS)
- Inventory Management
- IT Administrative
- IT Policies
- IT Procedures
- IT Support, Management of
- IT Support, Technical
- Mobile App
- Tyler ERP
- Network
- NY Alert
- Phones
- Photography
- Printing
- Project Management
- Recycling, E-waste
- Security Systems & ID Cards
- Servers
- SharePoint
- Social Media
- Trainings
- Videography
- Website Design & Maintenance
- Wireless Communication – Cellphones/Wireless Telephony
- Wireless Communications – Radios, microwave, towers

## **III. Mission Statement**

The Putnam County Office of Information Technology & Geographical Information System provides County Departments with technology solutions and support. The Department works to deliver timely support, and stable technology systems to address the needs of all County Departments. This allows the County to provide Putnam County residents and visitors with vital services.

#### **IV. Population Served**

The Office of IT/GIS provides service to all County Departments, which in turn provides service in some fashion to the entire population of Putnam County.

#### **V. Significant Events and Accomplishments in 2023**

##### **Network**

Our department works continuously to support over 1000 users, 617 of which are active on the network on daily basis. As individuals join or leave the county, we add and remove user accounts as appropriate. Users are managed by 35 active group policies which control the users' network and file privileges as well as the functionality of the workstation. We manage over 260 Team groups and 400 SharePoint sites and 403K SharePoint files. We are currently supporting over 88 managed switches, over 700 computers (this includes desktops, laptops and tablets), over 80 printers, and over 50 copiers.

We manage and maintain over 130 servers, both physical and virtual. These servers provide numerous services including the phone system, Exchange Hybrid master server, Active Directory and dispatch and records management for the Sheriff's Office and 9-1-1.

Several servers that we have set up this year include:

- Xibo server, which allows the County to have signage in multiple places like the Department of Health's lobby, the TOPS lobby, the 911 dispatch room, and more.
- AudioCodes Mediant SBC Server, which assists with phone system security.
- PCFuelMaterWEX server for the gas pump.
- RPSV4 server for the Real Property Database.
- Clonezilla server, which assists in building Windows machines for users. This server used to be physical, but we changed it to a virtual machine, reducing its upkeep costs.

We push out updates to our users at least bi-weekly. The updates consist of important security updates, OS patches and device drivers. We utilize Microsoft Intune to secure all devices and provide seamless updates. Computer imaging and cloning is on a self-hosted Clonezilla server. In addition, this year we upgraded all outside phones to new audio for remote locations, moved all files from our old network share system to the new Azure File Share system, and moved the connection points on employee computers from the old connection destination to the new connection destination.

We also changed all County printers' setup method. Before printers only communicated with the printer server. This meant that if the printer server went down, all County printers will stop working. Now all printers communicate to

computers directly. This way, if the printer server goes down, printers can still work normally.

One major project we have been working on the past few years is the Putnam County Radio project. This has been an on-going project that will allow Putnam County to move from our current analog radio system to a 700/800 MHz Trunked System. The entire system is new from the infrastructure equipment to the actual radio equipment the end users will use. It is a truly interoperable system that will not only allow Putnam County Departments to communicate directly but also allow County Municipalities, New York State and other state and local agencies to communicate.

The new system requires the use of additional radio towers and we have worked to finalize lease agreements with several tower owners. Equipment has been installed at each authorized tower providing us with a more robust coverage area. We continue to negotiate on 3 tower sites, one in Philipstown, one in Putnam Valley and one at the Putnam County Golf Course.

Using several grants, we were able to secure equipment for local police, fire and EMS agencies and this year we finalized the Memorandum of Agreement (MOA) that will allow these agencies to receive and install the required equipment. Installation is well under way, and we are hoping to begin testing the system starting in the spring of 2024.

## **Cybersecurity**

As the world becomes increasingly reliant on technology, the more important cybersecurity becomes. Everyday our security systems fend off multiple attacks from malicious actors. Access into the County network is protected using Cisco ASA's which provide our firewall. The Cisco device receives constant security updates including active IP addresses to block through our Fire Power subscription. We monitor firewall traffic using the intrusion detection system FireEye which alerts us by phone and email to any suspicious activity. We also protect access to the network by requiring multifactor authentication for all admin accounts and for anyone trying to access the network from an external device.

For emails, our first line of defense is Azure Information Protection Premium which scans all inbound and outbound emails including attachments and hyperlinks. If a malicious email gets through, our next line of defense is CrowdStrike, a new anti-virus software that we deployed to all County computers this year and Microsoft Defender anti-virus protection. This year we have also deployed a phishing attack training system which tested users' reactions to phishing attempts via email. Users were sent a test email to unsuspecting employees. If the employee clicked the link, they are immediately notified and must take an on-line remediation course.

## **IT Support**

We are always ready to help any employee that comes to us with an issue. The majority of requests are from employees having an issue with programs, copiers, printers, faxes, scanning, network drives, and OneDrive. Most are resolved quickly either over the phone, or remoting into the PC to evaluate the issue. If the problem is not able to be fixed remotely one of our technicians is sent out.

We help other departments with a variety of projects, big or small. We assisted Dispatch with reconstructing and organizing the setup of new desks and monitors. We also assisted the Sheriff's Office and Dispatch with the implementation of Tyler Technologies implementation. This involved installation of Mobiltec and CAD software throughout those department, including in the Sheriff's Office's mobile vehicles.

We have used Microsoft PowerApps to create customized solutions for other departments' workflow issues. This year we created a call log app for the Board of Elections which has replaced the Ask ED software they had been using to track calls and issues previously, a time bank app was made for the Youth Bureau that automatically keeps track of their employees' Flex time, an inventory app that tracks of the equipment distributed for the Radio project, and more.

The Office of IT/GIS serves as the County Print shop. We help design and print color flyers, posters, signage and more. For example, we print the Row of Honor tags that are on special Tyvek paper to be placed on the flags every year by Veteran's office. We average about 3,000 to 6,500 color prints a month.

We film and edit a large variety of County events from the formal the State of the County to the Office for Senior Resources' more casual event, "BingoCize with Michele Dimarco". If you visit the County Website, you can see footage taken by our department's drone in one of the four missions it flew this year.

Speaking of the website, this year we standardized all the department webpages in our effort to take control of the County's branding. We revitalized the classic county seal for it to be used on all mediums that represent Putnam County and we are in the midst of developing a style guide that will ensure brand recognition. We have also consolidated certain departments into the main Putnam County Facebook page.

## **GIS**

As always, the GIS Department has assisted the public and municipalities with addressing and parcel issues. We currently have 17 web mapping applications up and running, including the publicly accessible eParcel, and our Data Hub with 43 layers for easily accessible public data download.

The end of last year brought the finalized 2020 Decennial Census, so in cooperation with Board of Elections and the Legislature we adjusted the local and legislative election districts, producing a full set of maps both digitally and paper.



This past year GIS prepared an online map depicting county-owned highways for the Department of Public Works. In addition we worked to determine impervious surface area at the golf course and Airport Park alongside the Department of Public Works, on a new Demand Response Transportation Area for Planning, and on a new eParcel app specifically for Real Property. We also created and maintained GIS data that will be used within the New World E911 software.

We deployed ArcGIS Portal on Azure and all GIS data has been organized and published to the Portal. We have been and will continue the review and update of the municipal lines.

**VI. Staffing**

Thomas Lannon, Sr.	<i>Director</i>
Eileen Hurlie	<i>Principle Account Clerk/Typist (Office Manager)</i>
Thomas Wargas	<i>Senior Network Administrator/Web Designer (Supervisor)</i>
Brian Austin	<i>Graphic Design &amp; Computer Support Specialist</i>
Jacqueline Carey	<i>Account Clerk (Support)</i>
Shannon Dolte	<i>GIS Program Specialist</i>
Seth Kowitz	<i>IT Systems Specialist-Temp</i>
Bin Li	<i>IT Systems Specialist</i>
Richard Minieri	<i>IT Systems Specialist</i>
Arleen Owen	<i>Real Property (GIS) Supervisor</i>
AnnMarie Walz	<i>IT Operations Assistant (Support)</i>

**VII. Sources of Revenue**

As the Office of IT does not directly interact with the public, there are no direct methods to formally generate revenue from the public. However, the implementation of electronic methods of workflows decreases the use of physical resources (such as paper and toner) and the time required to complete tasks thus reducing costs.

The GIS Department imposes a fee for creating maps.

## **VIII. Goals for 2024**

In 2024 we will continue striving to deliver the newest technologies to our employees and constituents, to simplify work, and to provide transparency.

Specific goals include:

- Maintain cybersecurity awareness and implement the most current technology to provide consistent protection.
- Continue progress of the radio project.
- Finalize the County style guide.
- Broaden other departments' knowledge of Information Technology through training. This includes the use of Apps such as Word, Excel, Outlook and Power Apps as well as SharePoint and its many uses.
- Develop an outdoor recreation themed web map for use by other departments such as Parks & Recreation and Tourism.
- Implement Forescout Solutions which provides network security through risk exposure management and threat detection and response.
- Continue to update servers and storage devices through efficient patching & effective upgrades.

# **Department of Law**

**C. Compton Spain, County Attorney**  
**48 Gleneida Avenue**  
**Carmel, New York 10512**  
**(845) 808-1150 Ext. 49405**  
**Law@putnamcountyny.gov**

## **I. Description of Department**

The Department of Law is comprised of four attorneys and two support staff, who are under the supervision of the County Attorney, C. Compton Spain. The main areas of practice are:

- Contracts and Real Estate issues
- Appeals, Opinions and Legislation issues
- Family Court (Juvenile Delinquency/PINS matters)
- Litigation matters
- Union and Personnel Matters
- Intergovernmental Municipal matters
- Poor Person Applications
- Assisted Outpatient Treatment Orders
- Pistol Permit Proceedings
- FOIL and Records Requests

In 1977 the Putnam County Legislature authorized the creation of the department to be headed by a County Attorney. The statutory mandate of the Department of Law is to oversee and conduct all the civil law business of the County of Putnam and its departments. The County Attorney is appointed by the County Executive, with the approval of the County Board of Legislators.

## **II. Services Provided**

The Department of Law shall, with respect to county civil matters:

- a. Be the sole legal adviser for the County and its administrative units including its officers;
- b. Prepare all necessary legal papers and instruments;
- c. Prosecute or defend all civil matters or proceedings involving the County and its units, including its officers;
- d. Prepare local laws, resolutions, legalizing acts or other legislation upon request of the County Executive or a member of the County Legislature, together with notices and other documents in connection therewith;

- e. Execute all tax foreclosure proceedings required in the name of the County;
- f. Have all the powers and perform all the duties conferred or imposed by law on a County Attorney and perform such other and related non-conflicting duties required by the County Executive or the County Legislature.

### **III. Mission Statement**

- The Department of Law seeks to maximize the recovery of monies to which the County is entitled and to minimize the County's liabilities in the most cost-effective manner possible. The Department represents the County's officers, boards, departments, agencies, and employees. We provide legal advice and opinions to County officials.
- The Department reviews and prepares the County's contracts and legislation. In addition, the Department's attorneys represent the county and its interests in trials, appeals and administrative proceedings. The Department also prosecutes cases in Family Court involving juvenile delinquency and persons in need of supervision (PINS) matters.

### **IV. Population Served**

In addition to the County Executive, the County Attorney serves as legal advisor to the Putnam County Legislature, the Putnam County Sheriff and all of the departments within Putnam County government.

### **V. Significant Events & Accomplishments in 2023**

Due to the Department of Law's expertise and diligence, we ensured the County's interests was effectively protected in various matters presented for handling throughout the year. This included our victories at the Appellate Division, Second Department wherein we prevailed in obtaining favorable decisions in both landmark migrant relocation litigation which received national recognition and, closer to home, a local election challenge. In addition, with the Department of Law working in conjunction with outside counsel in such matters as the Peekskill Hollow construction project has provided an invaluable "in-house" resource to assist in their prosecution of such action for the County's benefit.

Several litigation matters were settled during 2023, including certain minor property damage claims resulting from motor vehicle accidents involving County employees which were settled by NYMIR without the need for litigation. Those claims

totaled \$19,314.77 which is slightly more than the amount expended in 2022 (\$13,623.00).

With respect to major litigation, there were only two significant litigation matters which were settled prior to trial in 2023. Specifically, the Orlando, Paul v. County of Putnam case<sup>1</sup> was settled for \$60,000.00 (Reso #176 of 2023), and the Matthew Rivera v. Metro North Commuter Railroad Co., Metropolitan Transportation Authority and the County of Putnam<sup>2</sup> case was settled for \$250,000 (Reso #268 of 2023).

Overall, these were very favorable results, the successful resolution of which potentially eliminated much greater monetary exposure to the County.

## **VI. Staffing**

Once again, the Department of Law experienced significant changes in personnel during the 2023 fiscal year.

With County Executive Kevin Byrne taking office on January 1, 2023, he announced the appointment of fourth-generation Mahopac resident and well-respected attorney, C. Compton Spain as County Attorney. In addition to the County Attorney's significant and varied experience and expertise in real estate, banking, municipal law, contracts, and commercial transactions while a partner at Spain & Spain, P.C., his municipal law experience includes time previously spent as Deputy County Attorney for Putnam County.

A proven leader, County Attorney Spain has utilized his over 40 years of legal experience and a lifetime of interpersonal skills to not only maximize productivity, but also to create a level of expectation wherein professionalism is paramount within the Department of Law, while ensuring a collegial working environment. With a hands-on management style, County Attorney Spain is always available and regularly relied on by those within County government to provide counsel in a straightforward, easy to appreciate manner. He particularly prides himself on his timely responsiveness to questions posed. Perhaps most importantly, the appointment of County Attorney Spain has inspired a level of confidence and trust in the Department of Law that reflects positively upon Putnam County government as a whole.

After a thirty-year career in private practice, John B. Cherico, Esq. joined the Department of Law team on March 1, 2023, to fill the position of First Deputy County Attorney. As First Deputy, Mr. Cherico assists the County Attorney, C. Compton Spain, in overseeing all matters the Department of Law is tasked with handling and providing counsel to the department heads, agencies and employees and others associated with Putnam County who require our assistance. In addition to interacting regularly with outside counsel in employee disciplinary, grievance, claims and

<sup>1</sup> A breach of contract/Collective Bargaining agreement lawsuit with respect to plaintiff's retiree health insurance benefits was filed against the County on June 18, 2018.

<sup>2</sup> Personal Injury Claim, plaintiff fell from train trestle on Maybrook Trail Way, Brewster, NY on June 29, 2020.

general litigation matters involving Putnam County, Mr. Cherico utilizes his significant litigation experience to provide his opinion on strategy and tactical matters for the County Attorney's review and consideration. Mr. Cherico also drafts Resolutions and Local Laws for use by the Board of Legislators and attends Board meetings with outside counsel to present and further explain potential settlements.

Anna Diaz continued as a Senior Deputy County Attorney and she continued to provide general advice and legal opinions to the various departments of County government, the Legislature, and the County Executive in that role. She processed all the County's contracts and assisted the various departments with contract negotiation. She also supervised the processing of all the FOIL requests referred to the Department of Law for handling. Ms. Diaz works with our Risk Department to deal with issues pertaining to liability, insurance, and the use of County properties.

Senior Deputy County Attorney Conrad Pasquale remained in that role throughout 2023. He continued to handle the prosecution of all juvenile delinquent proceedings, as well as the handling of the Persons in Need of Supervision ("PINS") petitions. He provided general advice and legal opinions to the various departments of County government, the Legislature, and the County Executive, and represented the Putnam County Plumbing, Electrical and Home Improvement Boards by attending each meeting and providing legal assistance in all matters where it became necessary. Where he previously took on sole responsibility for providing legal assistance to the Consumer Affairs Boards, he now shares that responsibility with Conor McKiernan.

Mr. Pasquale continues to handle all Assisted Outpatient Treatment ("AOT") proceedings in Supreme Court, which are initiated through our Department of Mental Health. He also handles all mortgage- and foreclosure-related litigation involving the County Clerk. He manages all pistol permit applications, revocations, and upgrades that come through the Department of Law, including all related litigation. He is primarily responsible for drafting any changes to the County Code or the County Charter. Mr. Pasquale also shares responsibility for miscellaneous matters that arise, including personnel complaints, disciplinary matters, poor person applications, assigned counsel matters, Department of Health matters, and assisting individual departments in responding to subpoenas.

Conor McKiernan was promoted to Senior Deputy County Attorney in 2023. Mr. McKiernan has handled real property matters, such as drafting leases, deeds, and easements, and managing real estate closings. In addition, he has handled select in-house litigation matters, including article 78 proceedings and appellate practice. He has also worked with Putnam County's Department of IT&GIS on matters related to the Putnam County Radio Project. Conor continues to provide general advice and legal opinions to various departments and remains the primary source for advice related to Freedom of Information Law and records access.

Although the position remained open throughout 2023, as of January 1, 2024, the Department welcomed Senior Deputy County Attorney Heather Abissi. Ms. Abissi, a

former Assistant District Attorney in Putnam County, brings a wealth of litigation experience and expertise in legal writing to the team.

In 2024, the Department of Law added to the team two non-union Deputy County Attorneys to supplement the assistance traditionally provided by the Department in Family Court matters. It should be noted that this is not an increase in county spending. The Department of Law has added these two positions, with no increase in spending to the budget, by absorbing the positions previously budgeted in the Department of Social Services. While now under the County Attorney in the Department of Law, both positions remain assigned to the Department of Social Services with a specialized focus in their department's caseload and subject matter. Both newly hired attorneys bring their depth of experience in all aspects of Family Court practice, and will concentrate on providing hands-on assistance and legal services to the Department of Social Services.

With respect to our administrative staff, Jennnifer Nygard continued as Paralegal to the County Attorney and the Deputy County Attorneys as well as handling all matters pertaining to day-to-day issues in the office. Jennifer works hand in hand with Anna Diaz and ensures that contracts continue to be circulated and processed through our MUNIS system, prepares the annual budget, handles all invoices, and matters pertaining to personnel (onboarding/discharging, time banks, travel, etc.).

The Department of Law welcomed a new member of our administrative staff, Theresa Votano, Confidential Secretary to the County Attorney. Theresa has over 25 years of experience working in the legal profession and has been proven to be an essential asset of our office. She provides direct assistance to the County Attorney, as well as the Deputy Attorneys, whenever possible. Theresa is also responsible for forwarding appropriate legal papers to NYMIR, the County's insurance carrier when applicable, assists with preparation and publishing of Local Laws, maintaining the department's database with daily litigation updates, as well as daily office tasks.

## **VII. Sources of Revenue**

Despite the foregoing changes and adjustments in staffing during 2023, this Department continued to provide a superior level of service to the various Departments and elected officials of the County, as well as with respect to the processing and handling of all litigation and keeping in line with the approximate \$1.7 million budget. In addition, the total expenditure for legal services increased because we continued to handle several major cases that were not covered by the County's insurance. In total, we completed 2023 with an expenditure for Legal Services of approximately \$370,000.00. The original budget of \$300,000.00 for legal services for 2023, which is \$70,000.00 more than the amount typically budgeted and only slightly higher than 2022 which had a total amount expended of \$345,413.54. Upon our review, this increase was primarily because of billing related to the Arben litigation which commenced in 2023 and is ongoing.

The remainder of the Department of Law's budget was mostly stable throughout 2023, with no other unexpected increases or overages. Due to some creative personnel

adjustments, the Department of Law was able to utilize funds earmarked for a since-terminated staff attorney by keeping the budget line vacant. Specifically, the position filled as of January 1, 2024 by recently hired part-time Senior Deputy County Attorney Heather Abissi remained vacant for the duration of 2023. When considering the cost of that position including full-time family health insurance and fringe benefits, that vacancy saved the County in excess of \$140,000 from the Department's budget.

### **VIII. Goals for 2024**

The goals of the Department of Law for 2024 include continuing to assist our clients in always providing effective and timely counsel to all inquiries made within our fields of expertise. We take great pride in ensuring that all matters brought to our attention are addressed with the level of import our clients have a right to expect and in a timely manner. Under the tutelage of the County Attorney, and in keeping with the expectations of our County Executive, we strive to maintain a level of responsiveness and professionalism that is unmatched in government. While the Department of Law remains always available to those in the County who seek our counsel, and is desirous of providing our clients with a level of comfort that they know they can count on, we also rigidly maintain the standards of our profession, including the attorney-client confidentiality associated therewith.



## RISK MANAGEMENT

**Mat C. Bruno, Putnam County Risk Manager**  
**Putnam County Department of Law, 48 Gleneida Avenue, Carmel, NY 10512**  
**845-808-1500 - Law@Putnamcountyny.gov**

### **I. Description of Department**

The Putnam County Risk Department is a subdivision of the Putnam County Law Department. The department implements a formal and structured approach to identifying, assessing, managing, and reporting risk within the County. Putnam County Risk Management is committed to providing a safe work environment free from recognized and potential hazards. Each department readily acknowledges that employees are the County's most important asset. Our goal is to grow a culture of safety awareness and accountability and to collaborate interdepartmentally to reduce injuries, costs and loss of work productivity.

### **II. Services Provided**

Services provided are as follows:

- Establishment and Renewal of Risk Management Insurance Policies
  - General Liability Policy
  - Crime Policy
  - Cyber Risk Policy
  - Golf Course Insurance and Protection Policy
  - Workers Compensation Policy
  - Excess Insurance Policy
- Implementing Insurance Regulations
- Management of Workers Compensation Program (Injury Management)
- Management of GML207C Program
- Management of the Short-Term Disability Program
- Property and Vehicle Claims Management (including Defensive Driving)
- County Event and Facility Use Management
- Risk Recovery, Liens and Savings Management
- 3<sup>rd</sup> Party, Liability Claims and Vender Management
- Annual OSHA and PESH reporting

### **III. Risk Management Mission Statement**

To efficiently and properly identify, manage, mitigate and reduce financial risks, while seeking to reduce the frequency, severity and associated costs of claims. We strive to serve as a resource for the health, safety and well-being of the employees of Putnam County by offering continuous education, expert advice and communication.

**IV. Population Served**

The population served by Risk Management Services are all Putnam County Employees, Putnam County Government as well as all Putnam County Taxpayers.

**V. Significant Events & Accomplishments in 2023**

There were many significant successes and accomplishments for our Risk Management Department this year. Some of those accomplishments are as follows:

- **Optimizing insurance coverage:**  
The Risk Management Department was able to help optimize the County's insurance coverage by identifying the most relevant risks and negotiating favorable terms and conditions with insurers and brokers. This helps reduce insurance premiums and increases savings for the County.
- **Significant recoveries and reimbursements:**  
The Risk Management Department was able to directly recover \$302,687.97 in 2023.
- **Reducing the frequency and severity of losses:**  
By identifying and mitigating risks, specifically in the Worker's Compensation book of business, we were able to reduce the frequency and severity of losses that could have negatively impacted the County's finances and reputation.

**VI. Staffing**

The Risk Management Department is fully staffed at this time.

**VII. Sources of Revenue**

Our Risk Management Department is responsible for identifying, assessing, and mitigating risks that could adversely affect the County's operations, finances, or reputation. The sources of revenue for a Risk Management department are not always straightforward, as the department's primary function is to minimize losses rather than to generate profits. However, some possible sources of revenue for the Risk Management department are:

- **Insurance Premiums:**  
Our Risk Management Department negotiates favorable terms and conditions with insurers and brokers, which leads to lower premiums and higher savings for the County.

- **Collections, recovery and reimbursement:**  
These payments consist of a combination of Worker’s Compensation, excess coverage and 3<sup>rd</sup> party lien applications.
- **Property Damage Recoveries:**  
These payments represent collections from any damage to County property by an outside party.

**VIII. Goals for 2024**

Risk Management remains an important feature of good governance. Working in unison with the County Executive, Legislation and all County agencies, we can continue to inform them of all the best practices in order to reduce costs and risks to the County. It’s one way we can enhance safety for all County employees and Putnam County residents. Risk Management objectives include the following:

- Develop a common understanding of risk across multiple functions and departments so we can manage risk cost-effectively.
- Achieve a better understanding of risk for competitive advantage.
- Build and improve capabilities to respond effectively to low probability, critical, catastrophic risks.
- Train our departments and department heads to promote a better understanding of how to manage risk and report same.

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# **Mental Health, Social Services & Youth Bureau**

**Sara Servadio, Commissioner**  
**110 Old Route 6, Bldg. 2**  
**Carmel, NY 10512**  
**845-808-1500, ext. 45200**

## **MENTAL HEALTH**

### **Description of Department**

The Department of Mental Health plans, oversees and coordinates services for individuals and their families with mental illness, developmental disabilities and substance abuse disorders. This is accomplished through partnerships with community and governmental agencies, families, peers, and elected officials. As we continue to see incredibly high demand for mental health services, the department will continue to evolve and pivot to meet those needs. As the Mental Health Department monitors and provides oversight and guidance to outpatient and inpatient mental health providers, residential and care management agencies, and peer services, gaps in service delivery are identified and addressed at the local and state level.

### **Services Provided**

**Single Point of Access (SPOA)** – SPOA in Putnam County is for adults (18 and over) with severe mental illness. It is in place to coordinate access to care management and/or residential services. Individuals referred to SPOA often have difficulty maintaining linkages to mental health services and supports. Our adult mental health SPOA processed 132 applications for care management and/or residential services in 2023.

**Coordinated Children’s Service Initiative (CCSI)** is a partnership between family members and providers designed to assist children with mental health needs. We have blended the initiative with Children’s Single Point of Access (C-SPOA), which identifies youth with the highest risk for out-of-home placement due to their complex needs. CCSI/SPOA uses a strength based, family friendly and culturally competent approach to connect families with appropriate community-based supports and services. In 2023, 63 new referrals for youth between the ages of 5-18 were processed, 63 wraparound meetings took place, and 276 follow up family/team meetings were conducted.

**The Office for Individuals with Disabilities** was formed in 2023 where a Coordinator position was created to develop “Think Differently” in Putnam County. Since the position was created in August, the Coordinator has worked with over 50 individuals/families, and has collaborated with law enforcement, emergency services, school districts and local community resources.

### **Mission Statement**

To plan for a system of care that will support individuals with mental health, substance use disorders and intellectual/developmental disabilities and their families. This system of care will be committed to the wellness and resilience of individuals and their families, and will be culturally sensitive, trauma informed, accessible and family centered.

### **Population Served**

The Mental Health Department works with children and adults experiencing a mental health and/or substance abuse issue, or with a developmental disability need.

### **Significant Events & Accomplishments in 2023**

- The Mental Health Department hosted Crisis Intervention Team training to Putnam County law enforcement and to the probation department.
- We delivered Youth Mental Health First Aid training to three school districts.
- Through an RFP process, five community partners will receive opiate settlement funds to provide services identified by the opiate settlement work group.
- The Office for Individuals with Disabilities will be implementing live, the Central Needs Registry, for access via the Putnam County website and will release a quarterly newsletter.
- Co-hosted a Law Enforcement Stress Awareness and Suicide Prevention Summit.
- Improved the experience of those facing a mental health crisis through strengthened connections to a range of community-based supports.

### **Staffing**

The Coordinator for Individuals with Disabilities position was created. In 2024, a Director of Mental Health and Dual Recovery Coordinator position will be created.

### **Sources of Revenue**

We continue to see an increase in forensic needs that have resulted in an increased number of CPL 730 competency exams ordered by the Court. With that, the number of individuals hospitalized in a state forensic hospital to restore competency has increased at a rate of over \$1000 per day. This is a cost we can neither anticipate nor control.

### **Goals for 2024**

- A new initiative was launched to help the department become more trauma informed. In 2024, each member of the department will be trained, transforming the culture to one that is trauma informed and will build upon the strengths and inherit resilience of individuals.
- After receiving a Federal grant with the Sheriff's Office, a new position was created. A Crisis Intervention Specialist will be hired to co-respond to mental health calls for service with a trained Sheriff Deputy.

- To help ensure access to the care, resources, and supportive conditions needed to be mentally healthy, a newly created Director of Mental Health Services will be filled.
- Reduce overdose deaths and improve the lives of people with substance use disorders is a top priority. A newly established Dual Recovery Coordinator position will be created to reform and restructure our approach to where a strong and integrated health, mental health and social service system leads to fewer people developing problem substance use.
- Improve access to and use of crisis stabilization options, including a Crisis Stabilization Center to be developed.
- Develop a suicide fatality review team to prevent future suicide deaths by reviewing cases, determining risk factors and contributing circumstances, and recommending policies, practices, and programs for prevention.

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## **Mental Health, Social Services & Youth Bureau**

Sara Servadio, Commissioner

### **CHILDREN & FAMILY SERVICES**

Frank Marocco, Esq., Director  
110 Old Route 6, Bldg. 2  
Carmel, New York 10512  
845-808-1500, ext. 45310

#### **Description of Department**

The *Children and Family Services* unit is comprised of Child Protective Services (CPS), Adult Protective Services (APS), Safe Harbour, and Child Welfare Services (CWS).

#### **Services Provided**

##### **CHILD PROTECTIVE SERVICES (CPS)-**

Child Protective Services is responsible for the investigation of reports of child abuse and/or maltreatment. In 2023 there were 565 total cases, of which: 109 were *indicated*, 176 were *unfounded*, and 113 were assigned to Family Assessment Response (FAR). The remainder included: secondaries; cases we unassigned; courtesy visits for other states; and cases that remain open into 2024 from 2023. When necessary, CPS caseworkers may (via Legal Unit attorneys) seek Orders of Protection to ensure a child's safety, refer families for services, file neglect and abuse petitions in Family Court, contact the District Attorney's office and law enforcement, and/or remove and place a child in foster care. DSS caseworkers provide on-call coverage after business hours and on weekends and holidays. This enables workers to respond to cases that need immediate attention; a supervisor is available if needed. The Child Advocacy Center (CAC) approaches investigations as a Multi-Disciplinary Team (MDT). The team involves the CPS Caseworker, Forensic Interviewer, Law Enforcement, District Attorney's Office, Victim Advocate, and Mental Health. This team approach is needed for the more severe CPS cases that has resulted in or could lead to an arrest. It provides the child a safe environment for a Forensic Interview to take place.

##### **ADULT PROTECTIVE SERVICES (APS)-**

Adult Protective Services is a state-mandated program which is provided (without regard to income) to assist adults who, because of their mental or physical impairments, cannot provide for their own basic needs, cannot protect themselves from neglect or abuse, and who have no one willing and able to, adequately assist. In 2023, APS received 254 reports. This is a 4.5% increase in reports from 2022. 4 cases were severe enough to require filing an Article 81 guardianship petition in court; this is a *100% increase* from 2022. 3 additional holdover guardianship cases from 2023 are being filed in January 2024. Putnam APS is experiencing a drastic increase in adults in need of guardianship.

## **SAFE HARBOUR-**

2023 was the ninth year of Putnam County's Safe Harbour program, which is New York State's response to the commercial sexual exploitation of children (CSEC) and human trafficking. The program is fully funded through the New York State Office of Children and Family Services (OCFS) and overseen by the Department of Social Services. The program provides youth screening and support, educational initiatives, community outreach, and school and community engagement. The program staff screened 148 at risk youth and when appropriate and necessary, provided case management and mental health services for those in need. Safe Harbour staff conducted six instructional presentations, focusing on the use of the "rapid indicator" tool, and distributed over 2,000 pieces of literature to raise awareness and provide information. The staff attended seven outreach tabling events, including Health Fairs at Carmel and Mahopac High Schools.

## **CHILD WELFARE SERVICES**

### **Foster Care-**

Children are placed in foster care either by Family Court order (involuntary placement) or because their parents are unable to care for them due to mental health, substance abuse, or medical issues, and are requesting the assistance of the Department to temporarily place them outside of the home (voluntary placement). At the beginning of 2023, there were 11 children in foster care in Putnam County. Throughout the year, 14 children needed to be removed and placed in foster care, while 13 children were discharged from foster care. 12 of these children were returned home to a parent and 1 child was adopted. At the end of the year, there were a total of 12 children in foster care.

### **Mandated Preventive Services (MPS)-**

MPS provides supportive and rehabilitative services to children under the age of 18 (and their families) for the purpose of preventing placement in (or return to) foster care. A family can receive MPS services on a voluntary basis or they can be court ordered through Family Court. MPS services must be provided when a child/ren are at imminent or immediate risk of placement into foster care or a child/ren are at risk of re-placement into foster care. In 2023, 108 children were served by MPS caseworkers. In October 2022, OCFS issued an administrative directive: "Raising the Lower Age of Juvenile Delinquency/A Differential Response for Children Under 12 years of Age." As a result of this regulation, program implementation was created by Child Welfare to assess youth who fit these criteria to deter them from future JD involvement by offering early community-based services. In 2023, the Department received 4 referrals which requires a Case Manager in the MPS unit to monitor the youth's progress and/or any concerns, as well as complete required documentation, casework assistance, and monitoring.

### **Mission Statement**

The goal of the *Children and Family Services* unit is to provide financial and family services to eligible residents of Putnam County in accordance with applicable Federal,

State, and County laws. This includes the protection of maltreated children and vulnerable adults by providing assistance to families, enhancing family functioning, reducing dependency, preventing deterioration, and maintaining adults and children in the community when possible.

### **Population Served**

The Children and Family Services unit aids all residents of Putnam County with children under the age of 18, and to vulnerable and impaired adults over the age of 18.

### **Significant Events & Accomplishments in 2023**

- Through the successful use of Preventive Services, the MPS unit has one of the lowest rates of children entering or remaining in Foster Care in New York State.
- There were NO Putnam County children placed in congregate care or in “Raise the Age” facilities/placements in the year 2023.
- Putnam County’s maltreatment recurrence rate remains below the state recurrence rate.
- Using FAR, CPS has been able to reduce the number of investigations.
- In 2023, ARPA federal grant funds were utilized by APS on emergency housing, emergency home clean-up, food, and clothes for abused or neglected impaired adults. Additionally, APS contracted with a home health aide agency to provide emergency in-home services for abused/neglected adults, to help keep them safely in their own homes and prevent nursing home placement.
- In our care, there have been no child fatalities.

### **Sources of Revenue:**

- Most programs are reimbursable via Federal and State funds, along with additional grants offered through both Federal and State programs.
- *Raising the Lower Age of Juvenile Delinquency/A Differential Response for Children Under 12 Years of Age* is an unfunded state mandate.
- In 2023, APS continued to utilize ACL and ARPA grants from 2021 and 2022, which initially totaled \$78,459.00. \$39,370 remains for 2024.

### **Goals for 2024**

- Due to the steady increase of Spanish-speaking families residing in Putnam County, there is a great need for additional bilingual workers.
- ARPA grant funds remain for 2024 and will be spent by APS on meeting the emergency needs of abused and neglected adults of Putnam County and preventing institutionalization.

## Mental Health, Social Services & Youth Bureau

Sara Servadio, Commissioner

### LEGAL SERVICES

Gillian McGoey, Deputy County Attorney  
110 Old Route 6, Bldg. 2  
Carmel, New York 10512  
845-808-1500, ext. 45316

#### Description of Department

The Legal Services Unit of the Putnam County Department of Social Services acts as Counsel to the entire Department of Social Services and all its employees. The Unit provides a wide variety of services, including, but not limited to, advising the Commissioner and Deputy Commissioner; addressing referrals from Medicaid and Temporary Assistance; working closely with Child Protective Services, Child Welfare Services (including Foster Care Services), and Adult Protective Services; representing the Agency for all Administrative Hearings; representing the Support Collection Unit and Resource Recovery. In addition, the Unit is responsible for researching, interpreting and applying statutes, Administrative Directives, regulations and recent case law pertaining to the Department and advising all Agency Units on correct action. The Unit also prepares and maintains reports and statistics required by state, federal and county agencies.

#### Services Provided:

- **Child Protective Services:** The Unit provides oversight and legal advice for Child Protective Services (CPS) investigations, and the prosecution of child abuse and neglect cases, and termination of parental rights proceedings in Family Court. In 2023, 565 cases were handled by CPS caseworkers.
- **Court Ordered Investigations:** The Unit is responsible for the investigation oversight, and review of Court Ordered Investigations (COI), ordered through the Family and Supreme Courts. There were approximately 22 COI's in 2023.
- **Child Welfare Services:** The Unit provides oversight and legal advice for Child Welfare Services, which includes both voluntary and court-ordered Mandated Preventive Services (MPS). These services are provided to families to prevent foster care. In 2023, services were provided to 109 children and youth.
- **Foster Care Services:** The Unit provides oversight and legal advice for Foster Care Services. The Unit is responsible for all legal proceedings for children placed in the care and custody of the Commissioner of the Department of Social Services.
- **Adoption:** The Unit prepares all necessary documentation for adoption, and represents the Department and adoptive parents, if needed, in the adoption proceedings in Family Court.

- **Child Advocacy Center:** The Unit is an integral member of the Child Advocacy Center (CAC) multi-disciplinary team and regularly participates at case conferences at the CAC. The team handles all familial sexual abuse & familial physical assault cases.
- **Adult Protective Services:** The Unit is responsible for the oversight and legal advice for Adult Protective Services (APS), including physical and emotional abuse; financial exploitation; powers of attorney; representative payee services, and guardianships. In 2023, APS received 254 referrals. Of those, 109 referrals were assigned for investigation.
- **Guardianship:** The Unit is responsible for the filing; oversight & monitoring of, and all court appearances regarding Article 81 Guardianship Petitions; whether DSS is a party, or not. In 2023, Legal Services filed 3 Article 81 Guardianship Petitions, and reviewed 14 petitions, which were filed by private attorneys. The Unit also monitored pending guardianship cases, which often include the submission of Affirmations to the Court, and/or court appearances. The Unit is also responsible for reviewing trusts including Special Needs Trusts, including monitoring Trusts, and any applications to the court; annual accountings, and other activities.
- **Child Support:** Legal Services represents the Support Collection Unit, by providing services for 111-g; UIFSA proceedings; recoupment for DSS Medical Assistance and Temporary Assistance; violations of support; paternity proceedings; recoupment of monies for DSS foster care placements, and it appears in all hearings in front of the Support Magistrate. In 2023, Legal Services assisted with 32 Support Collection cases.
- **PINS and JD:** The Unit is responsible for the oversight and legal advice for Juvenile Delinquency and Person in Need of Supervision (PINS) cases in which the Department will be taking the child into Foster Care; including review of placements, extension of placements, and providing Mandated Preventive Services (MPS).
- **Referrals:** The Unit reviews and responds to referrals from within the Agency and sources outside of the Agency including law enforcement, other Departments in the County, the public and private attorneys. In 2023, Legal Services received, researched, and answered 89 referrals from within the Agency. 103 were addressed from outside the Agency.
- **Administrative Hearings:** The Unit represents the Department in all administrative proceedings including Administrative Fair Hearings involving the provision of benefits and services, and Intentional Program and Administrative Disqualification matters. There were approximately 50 scheduled Fair Hearings in 2023. Of those 50 fair hearings, 37 were DSS-related, and 13 were Managed Care. The Unit reviews appeals to expunge indicated CPS/SCR reports before an Administrative Law Judge. The Legal staff reviews all evidence and represents the Department in the defense of these appeals.
- **Case Conferences and Meetings:** The Unit regularly conferences cases. The attorneys formally meet with the child welfare caseworkers weekly to review cases where there is legal involvement. Legal Services also counsels the program workers to assist and clarify program laws, rules and regulations.

- **Fraud and Resource Recovery:** The Unit handles fraud and resource recovery for the Agency. The Unit is responsible for active field investigations concerning fraud referrals from the other Units, and the public; involving program integrity and program violations, for recoupment of benefits incorrectly paid. Resource recovery for the year 2023 includes: Burial Refunds totaling \$13,259.31; Safety New Recoupments totaling \$60.00; SNAP- Food Stamps Recoupments totaling \$7,813.70; Medicaid repayments totaling \$15,082.87; Nursing Home accounts totaling \$63,403.54; Personal Injury Liens (outsourced to HMS) totaling \$368,755.10; Excess Resources Medicaid totaling \$127,586.25; Child Care Fraud (District Attorney’s Office) totaling \$30,977.00; Rent and Utility repayment totaling \$270.00; and Estate Claims (outsourced to HMS) totaling \$132,542.08; making total resource recovery for 2023 \$759,749.85
- **Contracts:** The Unit is responsible for the preparation, review and processing of, approximately, 47 Social Services contracts.
- **Civil Rights Complaints:** The Unit is responsible for reporting, investigating, reviewing, and determining SNAP (Food stamps) civil rights complaints. The Unit is also responsible for keeping current on civil rights laws, regulations and policies.
- **Freedom of Information Law (FOIL) requests:** The Unit is responsible for the review of FOIL requests and providing the information requested.

**Mission Statement:**

The mission of the Legal Services Unit is to aid in protecting the community’s most vulnerable children and adults. It also serves to protect the county’s resources and actively works to recover fraud.

**Goals for 2024:**

To continue to protect vulnerable children and adults in the community.

## Mental Health, Social Services & Youth Bureau

Sara Servadio, Commissioner

### ELIGIBILITY

Elizabeth Barcavage, Director  
110 Old Route 6, Bldg. 2  
Carmel, New York 10512  
845-808-1500, ext. 45220

#### Description of Department

The Division of Eligibility administers Temporary Assistance (TA), Supplemental Nutrition Assistance (SNAP), Home Energy Assistance (HEAP), Medicaid (MA), Long Term Care, Day Care, Child Support Enforcement and Collection, employment programs, homeless and housing services, drug/alcohol screening and referrals.

#### Services Provided

**Temporary Assistance:** Temporary Assistance benefits include cash assistance, Supplemental Nutrition Assistance (SNAP), Home Energy Assistance (HEAP), Emergency Aid to Families (EAF), Emergency Aid to Adults (EAA), and Temporary Housing and Shelter Services. In 2023, TA processed 722 new applications and 174 recertifications.

**SNAP:** The SNAP program provides nutrition assistance to supplement the food budget of needy residents so they can purchase healthy food and move toward self-sufficiency. Federally supported and State and locally administered SNAP is the largest program the county administers, with a goal of reducing food hunger and increasing food security. In 2023, 1,592 new SNAP applications were processed with 1,692 recertifications.

**Child Support Unit:** This unit locates absent parents through access to Federal and State computer systems. Establish a child support order through the courts including modifying an order through the court after a change in circumstances of either parent or for a cost-of-living increase, if appropriate. Collecting, monitoring, and distributing child support to custodial parents.

**Medicaid:** Establish eligibility determination for medical insurance/Medicaid for individuals in the community or residing in a nursing home. The Medicaid department also determines eligibility for the Medicare Savings Program, which pays for the Medicare premium and, depending on the program, may pay for co-pays and deductibles. Yearly re-determination of eligibility is required.

**Employment & Training:** Conducts orientation for all Temporary Assistance applicants, completes initial assessment and annual reassessments. Complete Employment Plans and assign individuals to employment activities.

**Westchester/Putnam Local Workforce Innovation and Opportunity Act:**

This unit assists individuals obtain employment, resume preparation, career counseling, job development, education and training. In 2023, over 500 people were able to secure employment through utilizing the support.

**Mission Statement**

The goal and responsibility of the Division of Eligibility is to prepare and assist applicant recipients in meeting their essential needs and advance them economically in removing barriers to self-sufficiency by providing assistance with stable employment, housing, nutrition, and other services. Eligibility has the responsibility to ensure that dependent, disabled, and needy persons receive financial and medical assistance, in addition to other transitional and supportive services necessary to achieve the greatest amount of independence. Benefits and services are authorized in accordance with Social Service Law and other Federal, State, and local laws, rules, and administrative needs.

**Population Served:**

All Putnam County residents may apply for assistance at any time. To properly receive Federal and State reimbursement for administrative and program costs, benefits for public assistance programs are authorized based primarily upon strict categorical and financial eligibility criteria established by the state not simply based on need.

**Sources of Revenue:**

Most program expenses are reimbursable through Federal and State funds. Additional grants are offered through State and Federal programs. Overpayments are collected through Resource Recovery unit.

**Goals:**

Continue to provide quality services in a timely manner to all applicants/recipients. Apply for grant funding to add navigators and/or case management to assist applicants. Continue discussion on how to address homelessness, including the need for a year-round shelter.



## **Mental Health, Social Services & Youth Bureau**

Sara Servadio, Commissioner

### **CHILD ADVOCACY CENTER (CAC)**

Marla Behler, Director  
121 Main Street  
Brewster, New York 10509  
845-808-1400, ext. 44120

#### **Description of Department:**

The CAC is a child friendly and family focused agency under the Putnam County Department of Social Services that coordinates the investigation, treatment, and prosecution of child abuse cases by utilizing a multidisciplinary team of professionals involved in child protective and victim advocacy services, law enforcement and prosecution, and physical and mental health.

#### **Services Provided:**

- Forensic interviews of children suspected of being abused.
- Victim Advocacy and support throughout the investigative and legal process.
- Case management and resource referrals.
- Trauma informed mental health treatment.
- Child abuse prevention and community outreach programs.
- Child Fatality Review Team program.
- Crisis intervention and community support.
- Forensic medical evaluations for child victims of sexual assault.

#### **Mission Statement:**

To provide a child friendly setting where a trauma informed coordinated response to child abuse allegations may be pursued in ways that support and protect children and their families.

#### **Population Served:**

The CAC serves children (newborn – 17 years of age). The CAC receives referrals from Child Protective Services (CPS), Law Enforcement or the District Attorney's Office.

#### **Significant Events & Accomplishments in 2023:**

- The CAC's multi-disciplinary team responded to 203 new cases of suspected child abuse.
  - See Appendix D in the back of the annual report book for breakdown of demographic information.
- 126 Forensic Interviews were conducted at the center.

- CAC staff provided a total of 9,184 unit of supportive services to clients in 2023: 3,592 Information and Referrals, 2,316 Criminal/Civil Justice Systems Support 2,377 Emotional/Safety Support, 904 Personal Advocacy/Accompaniment
- Through a contract with the Putnam/Northern Westchester Women’s Resource Center (WRC), all CAC clients are offered evidence-based trauma informed mental health services to ensure better outcomes and ongoing support. In 2023, 527 therapy sessions were conducted both virtually and in-person.
- The “Handle With Care” (HWC) program, a tool used to support children exposed to violence and trauma through a partnership with law enforcement, Putnam Northern Westchester BOCES and schools continued to expand in 2023 with 281 notices sent.
- The CAC continued to survey families for their feedback on the services. Overall, surveyed clients continue to express satisfaction with their experience at the CAC, with 100% reporting that they understood the reason for their visit and felt staff were “empathetic, professional, warm and caring!”
- The CAC takes pride in making our community a safer place for residents through community outreach, education, and prevention programs. These efforts expanded significantly in 2023.
  - In addition to planting our Pinwheels for Prevention Garden at Lake Gleneida during the month of April, our participating schools increased from 7 schools in 2022 to 11 schools planting pinwheel gardens in 2023, covering all 5 districts in Putnam County.



- 2023 kicked off the Friends of Putnam County Child Advocacy Center’s *Blue Jeans for Kids*’ campaign, encouraging people to “dress down and donate to support kids”. The event was a

- great success with Mahopac High School students flooding our social media platform with photos and positive messages.
- Champions for Children Breakfast returned to Putnam County Golf Course attracting 85 participants with a powerful presentation that highlighted the financial value and importance of child advocacy centers.



**Staffing:**

2023 saw significant turnover with CPS positions at the CAC, and we are looking forward to the Bilingual CPS Worker position starting in early January 2024.

**Sources of Revenue:**

New York State Office of Victim Services (OVS) administers Victims of Crime Act (VOCA) funds in New York which covers a bulk of personnel and operating costs for the CAC. Additional funding is through New York State Office of Children and Family Services (OCFS) who provides oversight to ensure that we are meeting the required standards of an approved NY State funded CAC. The National Children's Alliance is our accrediting agency with new standards being published in 2023, requiring us to address additional training, policies, and operating procedures. Local tax dollars and support from the Friends of Putnam Children's Advocacy Center were also sources of revenue in 2023.

**Goals for 2024:**

- In 2024, the CAC will implement a strategic planning process with key stakeholders and team members. The process will be facilitated by the Northeast Regional CAC. The three-year plan forms the foundation for our organization's growth and helps us navigate the challenges and opportunities that lie ahead.

- A recent vacancy will provide us with an opportunity to examine staffing structure and consider re-classification to adjust job functions to better suit the needs of the program.
- With warnings that OVS is anticipating severe budget cuts in 2024, which will be detrimental to the CAC of Putnam County; we will support all efforts in advocating to secure additional funds to cover VOCA shortfalls.
- 2024 will require a review and update of current policies and training needs to meet the requirements outlined in our updated accreditation standards.
- The CAC will address service gaps for youth with problematic sexual behaviors through specialized training for local clinicians to work with this population.

## **Mental Health, Social Services & Youth Bureau**

Sara Servadio, Commissioner

### **YOUTH BUREAU**

Janeen Cunningham, Director  
110 Old Route 6, Building 3  
Carmel, NY 10512  
(845) 808-1600

#### **Description of Department:**

The Youth Bureau became a county department in 1979. This department provides positive youth development programs to youth and their families in Putnam County. The Youth Bureau receives an allocation of funds from The New York State Office of Children and Family Services (NYS OCFS) based on the county's youth population.

#### **Services Provided:**

The Youth Bureau offers services to schools, community agencies, recreation departments and community-based organizations. Most Youth Bureau programs are provided directly from the Youth Bureau staff. Other programs that the Youth Bureau funds are provided by an outside agency and the Youth Bureau reimburses these agencies with funding from NYS OCFS.

#### **Mission Statement:**

The Putnam County Youth Bureau serves our community as an educational, informational, referral, advocacy and coordinating resource for Putnam youth under twenty-one years of age. Programs serve youth who are at risk of becoming involved or further involved in the juvenile justice or human services system. They specifically aim to divert youth from placement in out of home settings.

#### **Population Served:**

The Youth Bureau provides services to Putnam County youth under the age of 21.

#### **Significant Events & Accomplishments in 2023:**

- **Youth Awards** - The Youth Bureau and Youth Board recognized 18 outstanding youth for their outstanding community service to Putnam County. Anthony Meshino was recognized as the Adult Award recipient and Roger Young was recognized for the Youth Board Lifetime Achievement Award.



- **Building Bridges** - Established in 2023 to bridge the gap between atypical students and neurotypical students. Allowing them a space to create connections, all while creating art pieces that express their feelings. We successfully had 3 sessions with about 10 students per session. The children's artwork was displayed at the Putnam Arts Council after session 2. Students are encouraged to use various materials/mediums to create artworks that allow their inner thoughts to shine brightly. The program has created a name for itself and currently has a wait list for the Spring 2024 session. We are looking into having more students per session or having more sessions in 2024 to accommodate the number of students interested.



- **Fun Days** - Created in 2023 to help working families in the summer. We would meet once a week for 4 weeks and we would play games, have a craft activity, a snack and physical play time. Each week we had a theme such as field day, guided painting session, sports day, and we also went on a hike and watched a movie. Participants were able to establish connections and explore new avenues of fun.
- **Trunk or Treat** - This event was a successful community builder that allowed us to serve close to 200 kids. We had various "vendors" with decorated trunks for the kids to visit. Including local businesses such as Honey Do Men and Starbucks who donated hot chocolate to the event. Some trunks provided pivotal information about programs that benefit the community as well as candy and games. We handed out age appropriate and allergy conscious goodies along with brochures highlighting our programs for families. There was a photo opportunity for families as well.





- **Teens~N~Kids Mentoring** - Launched in the fall of 2014 and continues at each school district.
- **Holiday Market** - Created in 2023 to help families during the holiday season. The goal was to provide a moment of respite for the parents as well as the kids during the event. The parents took turns “shopping the Market” of toys provided by Toys for Tots and in conjunction with DSS. We helped over 80+ families. The Cadets and a handful of volunteers helped to make this night a success. We are hoping to make it an annual event.
- **Pegasus** – This program offers education and support to children and families struggling with alcohol and/or drug dependencies. In 2023, we held two in-person sessions to youth and their families. In 2023, 12 youth participated in Pegasus and their adult caregiver attended the program as well.
- **Youth Court** – Hosts two trainings throughout the year. One in the fall at the Historic Courthouse in Carmel and the other at Philipstown Justice Court in Cold Spring. Both trainings culminate in a graduation ceremony for the trainees and their families where Putnam County dignitaries and state legislators honor their accomplishments. Throughout the 2023 year the Putnam County Youth Court had 175 active members and 50 defendants for a total of 225 youth served. Youth Court requirements are completed by 95.5% of defendants.
- **The Parents As Driving Partners Initiative** - This is an opportunity for parents to start the dialogue with their child about being a safe driver. We have received over 600 completed and signed parent and child agreements.
- **9/11 Day of Service** – The Youth Bureau and Youth Court program partnered with over 60 communities across America to Never Forget the 2,983 women, men and children who lost their lives on September 11, 2001. This is a youth-led ceremony of youth who are involved in our programs that were not even born during 9/11 and we educate them about tragic events, and they read the names of the fallen, and research and say the testimonies.
- **Youth Forum** – Every year the Youth Bureau partners with Cornell Cooperative Extension to coordinate a conference day for high school students. There were over 100 youth participants from all the Putnam high schools that attended.

**Staffing:**

A Deputy Youth Director was created for 2024.

**Sources of Revenue:**

The Youth Bureau receives funding from the NYS Office of Children and Family Services, the NYS Department of Motor Vehicles and County Tax Dollars.

**Goals for 2024:**

- Every year the Youth Bureau staff look to expand programming to youth and their families in the community. This year we plan to investigate the opportunity to apply for a NYS Parks grant for the members of the Youth Bureau programs.
- The Youth Court program plans to establish a steering committee in Philipstown.
- The Highway Safety Grant plans to expand the Parents As Driving Partners initiative to additional counties in New York state.
- We plan to partner with the Office of Senior Resources to provide a new program; possibly a multicultural dance program.



# Office for Senior Resources

Michael Cunningham, Director  
 110 Old Route 6, Bldg #3, Carmel NY 10512  
 (845) 808-1700 x47105  
 OSR@putnamcountyny.gov

## I. Description of Department

As an Area Aging Agency (“AAA”) as defined by the Older Americans Act of 1965 and NYS, Putnam County’s Office for Senior Resources (“OSR”) provides a variety of services to the seniors of Putnam County and their caregivers. OSR is unique from many other counties in that it provides most services directly and not through contracted entities. Services are provided through several different program units:

Nutrition	Case Management	Wellness and Recreation
Transportation	Social Adult Day	Putnam Senior Corps

Investment in senior “Social Determinants of Health” (“SDoH”) programs returns significant dividends through reduced medical costs. Without these services, many seniors would qualify for a skilled nursing home placement at a cost of over \$150,000 per person. OSR helps its seniors remain home 2 ½ years longer, a significant taxpayer and caregiver benefit. The friendship and social interaction that OSR programs foster are critical ingredients for health. Loneliness is bad for your health.

## II. Services Provided

Program Unit	Units of Service by Service Type	2022	2023	Δ %
Nutrition	Congregate Meals	35,104	40,101	14%
	Home Delivered Meals	26,973	24,484	-9%
	Public Information, Education and Nutrition Ed	2,773	2,635	-5%
	Nutrition Counseling	235	196	-17%
Transportation	Transportation	28,558	30,397	6%
	Medical Transportation	1,477	1,771	20%
Case Management	Case Management	4,088	4,928	21%
	Adult Day Services	7,883	10,055	28%
	Caregiver Support	39	53	36%
	In Home Contact & Support	2,863	5,344	87%
	EISEP and Helping Hands	12,424	13,723	10%
	HEAP - Energy Assistance	392	391	0%
	HIICAP Contacts	913	1,116	22%
	NY Connects	2,554	3,274	28%
Wellness	Outreach	195	235	21%
	Legal Services	286	300	5%
	Wellness/Health/Recreation	27,129	27,186	0.2%
	Senior Corps Volunteer Hours	33,299	40,393	21%

**III. Mission Statement**

Putnam County Office for Senior Resources is responsible for stimulating, promoting, coordinating, and administering local programs and services for older Putnam County residents. In carrying out this responsibility, the Office for Senior Resources' primary emphasis is on the development of long-term care programs and services necessary to meet the long term care needs of Putnam County's elderly and to support informal caregivers.

**IV. Population Served**

- Putnam County residents aged 60 and older
- ~24,794 or 25.2% of Putnam County's population of 98,320

<b>Age bracket</b>	<b>Population size</b>
60 to 74	17,547
75 to 84	5,586
85 +:	1,661

- A 10 year growth rate of 41.3% vs NYS average of 25.1%, perhaps the fastest rate in the State
- Over 85% of Putnam seniors own their home, considerably higher than our neighboring counties and the NYS average of 66%.

**V. Significant Events & Accomplishments in 2023**

- "Helping Hands" program won a prestigious national recognition award from USAging. Helping Hands is an innovative home health aide program which addresses key nationwide workforce issues – wages, mobility, and turnover:
  - Low wages addressed with increased contracted hourly rates
  - Mobility addressed with leased cars
  - High turn-over rates are combated with team building support from case management
- Continuing roll out Elli Q – an interactive Siri/Alexa type device with a built-in tablet designed to provide companionship, entertainment, and daily life assistance to seniors living home alone. 4 units installed.
- Perfect score on NYSOFA audit of Adult Day Services program, our first NYSOFA program review since COVID.
- OSR's holiday luncheon series at the Putnam County Golf Course and its Annual Picnic at Veterans Memorial Park continued for 2023:
  - The events are sold out with almost 2,000 seniors attending
  - One event highlighted with a reading by Janice Dean, weather presenter of Fox News, from her book "I Am the Storm"
- Completed second full year of 3 Year federal Administration for Community Living Grant with OSR as lead agency
  - A Falls Prevention Program grant in amount of \$273K
  - 5 County partnership with Dutchess, Orange, Rockland, Ulster and Putnam counties

- Proud to report that Putnam (the smallest of the 5 with approx. 8% of the region's senior population) produced more than 40% of the service units
- Targeting Falls Prevention for seniors (falls are the leading cause of fatal and non-fatal injuries for seniors in the US) through evidenced based programs such as A Matter of Balance, Tai Chi for Falls Prevention, Bingocize, and SAILS which combine exercise and education to reduce fall risk
- OSR's Bingocize dance video prepared with our IT department won first prize in a national Contest<sup>1</sup>
- 4 Successful Fall Prevention Week activities attended by more than 200 seniors and supported by local hospitals, other County agencies, and community agencies.
- Resumed annual Health Fairs
  - Fair at Koehler Center sponsored by Assemblyman Slater and supported by Putnam Hospital and other community organizations
  - Fair in November attended by over 130 seniors
  - A new fair being planned for Putnam Valley in Spring
- Two new buses delivered replacing 2016 vintage buses
- Added a new wheelchair accessible van utilizing Lobell funds
- Cooperative venture with the Mid-Hudson ARC, formerly PARC, with a job coach trainee team for processing and transporting a weekly produce pick up from Tilly Foster Farm for the farm to table menu at our Friendship Centers
- Bountiful Meals freezer program venture with Cooperative Extension and Second Chance Foods funded by a grant from the Field Hall Foundation
- OSR hosted a forum with the Alzheimer's Association in November
- Held 2 Training Days for OSR staff targeting mandatory training such as Driver Safety and Workplace violence as well as targeted breakout sessions with breakout sessions led by external guest speakers
- Reactivated the Putnam County Senior Advisory Council, holding 2 meetings and also making several presentations to the Town senior clubs.
- Dramatic increase in Putnam SeniorCorps volunteer hours as seniors and the volunteer stations become more comfortable post-Covid, and restrictions have eased. Recruitment and marketing efforts have also been a positive factor.

## **VI. Staffing**

- OSR has 80 F/T and P/T staff
- New developments:
  - Appointed new Deputy Director, Marlene Barrett
  - Upgraded kitchen positions to Cook
  - Reclassified principal Account Clerk position to Fiscal Technician
  - Reclassified Head Driver position to Transportation Coordinator

## **VII. Sources of Revenue**

<sup>1</sup> [Office of Senior Resources Bingocize with Seniors contest 2023 Putnam County Government, New York - YouTube](#)

OSR funding comes through a variety of revenue streams. Putnam County taxpayer dollars represents up to 70% of OSR funding. The balance comes through a myriad of federal and state grants, each of which has its own reporting obligations and each with their own fiscal year. External funding sources are:

- Federal funding administered through NYS Office for Aging (“NYSOFA”)
  - Title III-B Supportive Services
  - Title III C-1 Congregate Nutrition Services
  - Title III C-2 Home Delivered Nutrition Services
  - Title III D Disease Prevention and Health Promotion
  - Title III-E Caregiver Support
  - Medicare Improvement for Patients and Providers Act (MIPPA)
  - NSIP – Nutrition Services Incentive Program
- Federal Funding through the Department of Social Services
  - Home Energy Assistance Program (HEAP)
- Federal funding through the Administration for Community Living (“ACL”)
  - ACL Falls Prevention Grant
- NYSOFA Funding
  - CRC Caregivers
  - Expanded In-Home Services for the Elderly (EISEP)
  - Community Services for the Elderly
  - Social Adult Day Services
  - Wellness in Nutrition (WIN)
  - NY Connects
  - State Transportation Grant
  - Health Insurance Information, Counseling and Assistance Program (HIICAP)
  - Unmet Needs
  - Congregate Services Initiative (CSI)
- NYS Department of Transportation
  - 5310 Grant funding for buses and mobility services
- Charitable donations
  - Jane Lobdell Bequeathment for Medical Transportation

#### **VIII. Goals for 2024**

- Continued rebuilding attendance at our 4 Friendship centers, implementing new programs to attract the now aging Boomer generation, and offering updated, healthy food menus with fresh farm and food products.
- Bolstering our award winning, nationally recognized Helping Hands program – a 100% NYS Unmet Needs funded, home health aide support service for ~75 seniors.

- Explore development of 3 program services not currently offered in Putnam County:
  - transport for homebound for non-medical transportation,
  - PERS (personal emergency response systems), and
  - home safety modifications.
- Senior Mobility has been identified by the PCDOH CHIP as a Top 10 PC health issue, and therefore is a new program target for OSR
  - Mobility is also major self-identified issue for our more elderly seniors.
  - Putnam has a very high percentage of senior homeownership, and seniors often become trapped once unable to drive.
  - Most senior homes not near public transportation routes
  - OSR successfully piloted a grant funded “Get Up and Go” program in 2022
  - “Unmet needs” funding and additional NYSOFA support allocated in the 2024 budget and program initiatives
- Deliver enhanced wellness and recreation programs to include continued virtual/remote offerings for homebound seniors.
- Build upon our robust Falls Prevention program to included 4 evidence-based falls prevention program- A Matter of Balance, Bingocize, Tai Chi for Arthritis, and a new entry SAIL (Stay Active and Independent for Life) with support from our federal Administration for Community Living grant.
- Seeking new revenue sources through the “Business Acumen Initiative” to meet the needs of new senior “baby boomers” as senior population growth rate outpaces traditional federal, state and county funding capacity
- Development of new initiatives in relationship building with medical providers and insurers for billable capacity of our services delivery supporting the social determinants of health. The purpose of this is to improve discharge and transition care capacity to reduce hospital readmissions and to improve senior health care outcomes. This is part of NYSOFA’s Business Acumen effort.
- Continued develop of an enhanced asset management program that:
  - Builds on OSR compliance with the NYSDOT requirements for the 5310 Grant funding of new buses delivered in 2019, as well as for all buses and other vehicles in our fleet.
  - More effective management of all other key assets including facilities, kitchen equipment, and other inventory items.
- Development of our new communications and emergency broadcast system built upon our existing “My Senior Center” digital check-in kiosks.

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# **Personnel**

**Paul Eldridge, Personnel Officer**  
**Donald B. Smith Campus**  
**110 Old Rte. 6, Bldg. #3**  
**Carmel, NY 10512**  
**845 808-1650**  
**PutnamPersonnel@PutnamCountyNY.gov**

## **I. Description of Department**

- The Personnel Department administers New York State Civil Service Law, Putnam County Rules and regulations for all officers and employees in the classified service for Putnam County government and 20+ civil divisions, in addition to providing guidance to approximately 70 appointing authorities, (elected and appointed officials in our 6 Towns, 6 School Districts, 3 Villages, 4 Public Libraries and several special districts) under the jurisdiction of the Personnel Officer.
- Provide Labor Relations Services, bargaining unit contract administration, and benefit administration for current and retired county employees.

## **II. Services Provided**

- Personnel staff assists candidates throughout the examination and/or employment process, while also maintaining civil service records for more than 3,500 current employees of these departments and agencies. Our Department provides all essential civil service, personnel and benefit administration functions for our County government. We provide direct guidance to non-County agencies on matters related to civil service hiring, retirement questions/issues, concerns relating to the potential and actual addition of and/or elimination of positions and plans for future examinations to fill anticipated vacancies. In-person meetings in addition to virtual conferences are conducted by the Personnel Officer and staff on a multitude of civil service and labor relations subjects.
- The Personnel Department supports our County government departments in many ways throughout the year, including advice and counsel about personnel issues as they arise, labor contract administration, the hiring process, candidate interviews, new employee onboarding, exit interviews, employee and retiree benefits, unemployment claims, the drug and alcohol testing program, immediate responses to personnel crisis situations, employee performance matters, grievance hearings, as well as coordinating and monitoring numerous training programs, and more.
- Professional licensed positions are monitored, and reminders sent to employees with upcoming expiration dates.
- Administration and maintenance of all employee benefits for current

employees and retirees. These include health insurance enrollment and changes as they occur, NYS retirement enrollment for new hires, Family Medical Leave Act (FMLA) for employees. Affordable Care Act (ACA) monitoring and administration to those qualifying employees.

- Contract negotiations with the County's four bargaining units and administration of such contracts. Grievance administration at all levels including arbitration and hearings.
- We have developed longtime relationships with key decision makers at the New York State level for the coordination of recruitment efforts of essential positions at the local level such as Commissioner of Health, Director of Real Property Tax Services, and Commissioner of Social Services and Mental Health.
- Conduct of public hearings for revision of Putnam County Civil Service Rules & Appendices.
- All qualifying exams for law enforcement such as medical and psychological testing, as well as the administration of physical agility testing in accordance with the Cooper Institute and pursuant to Municipal Police Training Council (MPTC) requirements.
- The classification and reclassification of all positions throughout all agencies, including the classification and creation/updating of job specifications for all new and existing titles requested.
- NYS License Event Notification System (LENS) program management for all qualified employees that drive on behalf of the County.
- Coordinate and evaluate results for all drug & alcohol testing, Pre-employment, random testing, and Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse for all CDL drivers for the County. Background checks for all new hires and fingerprinting for safety sensitive positions, utilization of E-Verify-, a web-based system that confirms US employment eligibility. Recommend employees to Employee Assistance Program (EAP) when issues, both professional and personal, arise.
- Payroll certification for County government and local agencies to ensure taxpayer monies are properly accounted for by making sure all classified civil service appointments are executed lawfully.
- Examination administration to provide eligible lists to all County and non-County agencies in order to have a pool of qualified candidates.
- PILOT Internship Program administration.

### **III. Mission Statement**

- The Putnam County Personnel Office seeks to recruit, train, retain and enhance the skills of all county employees and to be fair and transparent enabling equality of opportunity for those in the County's employ and those seeking employment. Putnam County has an unwavering commitment to provide a working atmosphere conducive to maintaining the dignity of all its workers that is free from all forms of



- discrimination and/or bias.
- Our mission is to administer, in a fair and equitable manner, the provisions of New York State Civil Service law and Putnam County Civil Service Rules with respect to the offices of employments in the classified service of Putnam County and the civil divisions therein, which include the towns, villages, school districts, libraries and special districts.
- It is Putnam County Personnel Department's responsibility to ensure Putnam County residents of a public workforce qualified for their jobs pursuant to the principles of selection according to merit and fitness as set forth in Article 5, §6 of the New York State Constitution.
- The Putnam County Personnel Department also seeks to maintain a highly qualified workforce that treats the public we serve with respect and dignity.

#### **IV. Population Served**

- Our office serves members of the public who are seeking information and/or guidance about local government employment, particularly with respect to Civil Service Law, Rules, examination requirements, appointment processes, and job advertisements for Putnam County positions as well as for positions in local municipalities.
- The Personnel Department continues to work diligently assisting our non-County agencies. It continues to be a top priority of the Personnel Department to explain and clarify the obligations required of us as the central civil service agency, and of every appointing authority, under Civil Service law.
- Our office serves all employees, present and past, of County Government in a myriad of ways. Staff provides guidance and response to any questions relative to their employment, health and retirement benefits. Retiree health insurance administration is of particular import due to the many changes that occur upon retirement.
- Personnel files are maintained for all County employees. The files of retired and terminated employees are preserved according to the Retention and Disposition Schedule for New York Local Government Records (LGS-01) (2020).
- Personnel staff administers our County's internship program. The Putnam Invests in Leaders of Tomorrow (PILOT) Program attracts high school, college and graduate students seeking professional experience in local government.

#### **V. Significant Events & Accomplishments in 2023**

- With the support of the Department of Public Works and Department of IT/GIS, our goal to attain a dedicated testing and training room came to fruition in the spring of 2023. This has allowed us to hold more frequent continuous recruitment and state scheduled examinations, aiding in the timeliness and availability of eligible lists to county government departments and partner agencies. The ability to hold

smaller civil service examinations on-site rather than securing space at one of our local school districts, reduces associated custodial fees.

- A crucial goal has been meeting the recruitment and staffing needs of our county departments and municipalities post-pandemic. Working with the NYS Civil Service Municipal Services Division (MSD), we were successful in utilizing the Hiring Emergency Limited Placement (HELP) Program. This program permits the placement of competitive class positions in the non-competitive class on a temporary basis, expediting the hiring process for critical titles. Titles that have been approved include Emergency Services Dispatcher, Caseworker and Child Protective Service Caseworker, and their Spanish-Speaking equivalents.
- In its eleventh year, the PILOT Student Internship Program, served 36 interns in 2023. Interns were welcomed by 25 County departments or units. With 97 applicants in 2023, the program remains competitive with about a 37% acceptance rate. Since the program's inception, a number of PILOT alumni have gone on to work in both County and non-County agencies including the Offices of the Sheriff, IT/GIS and Personnel
- The importance of opportunities for youth to gain career experience extends to students with disabilities. Over the past decade, approximately 12 Carmel High School students accompanied by a one-on-one aide have performed clerical tasks that have benefitted the Personnel Office and provided real world experience to these students. Students assist with filing, organizing, and shredding, while learning life, and social skills.
- 2023 was a year of notable changes in staffing and succession. Our classification staff surpassed 150 classifications and reclassifications of positions in the year, across all County and non-County agencies.
- Goals related to attracting qualified, talented, and diverse job seekers includes recruitment efforts by social media, the Personnel Department webpage, professional organizations, and online recruitment platforms, such as Indeed and LinkedIn. Through Indeed alone, 89 vacancies were posted in 2023, resulting in 1,754 applications and 163,677 impressions.
- Promoting the many positive aspects of local government employment for recruitment and retention includes informing prospective and current employees about the benefits including the NYS Retirement System, Health, Dental, Vision, tuition re-imbusement, and other benefits, including the Federal Public Service Loan forgiveness program. The link for this program is included on all exam announcements. <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service#qualifying-employment>
- Closely monitoring Workers Compensation claims in conjunction with Risk Management in order to avoid costly fraudulent claims. Significant savings were generated in 2023.
- Working closely with the Count Executive staff, the Employee Recognition Program was re-established. A committee of 5 Union representatives met and reviewed the submissions from various employees and selected the

2022 Employee Recognition winner whose name has been added to the plaque in the County Office Building Lobby.

- The Personnel Officer maintains membership in and holds committee appointments in both New York State Association of Counties (NYSAC) and New York State Association of Personnel and Civil Service Officers (NYSAPCSO). Our benefits administrator sits on the Participating Agency Advisory Council (PAAC) for the New York State Health Insurance Program (NYSHIP) benefits.

## **VI. Staffing**

After nearly 25 years of dedicated service to our department, our Senior Personnel Assistant, Andrea Olenius retired in December of 2023.

- To fill the vacancy created by Ms. Olenius' retirement, Julia Collins was promoted to Assistant Personnel Clerk from Receptionist
- Laurie Noel resigned as Personnel Specialist in October of 2023.
- Joanne Przymylski was promoted to Personnel Technician (Trainee), underfilling former Personnel Specialist position.

## **VII. Sources of Revenue**

- Our only source of revenue is examination filing fees. Fees are determined by the salary of the title for which the exam is being advertised, except for Law Enforcement positions which are set at \$60.
- While not a direct revenue, by efficiently utilizing our new examination and training facility, we have reduced our costs for administering examinations.

## **VIII. Goals for 2024**

- Our first County Career Expo will be held on February 7, 2024, at the Bureau of Emergency Services. Personnel is partnering with key Departments to inform the public about examination and employment opportunities in County government. Personnel will be attending college career days in an effort to recruit recent and soon to be graduates.
- Provide additional training and support to new supervisors. Working with our contracted Employee Assistance Program to offer on-site training in addition to supportive services to employees and families in need.
- Promoting online training opportunities available through NYMIR .
- Ongoing review of County policies and procedures for federal and state legislation and law changes.
- Review of harassment and workplace violence reporting procedures in cooperation with the Law Department.
- Initiate the digitizing of inactive personnel records.
- Conclude all bargaining unit contract negotiations.

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# **Department of Planning, Development & Public Transportation**

**Barbara Barosa, AICP, Commissioner**  
**841 Fair Street, Carmel, NY 10512**  
**Phone: (845) 878-3480**  
**planning@putnamcountyny.gov**

## **I. Description of Department**

The Putnam County Department of Planning, Development & Public Transportation is engaged in issues of land use planning, transportation planning, infrastructure planning, long-range and capital planning, operates the County public transit system (PART), resource management, the County Soil & Water Conservation District, agriculture, Climate Smart Initiative, open space, grants and economic issues that affect the County. As such, the Department consists of three (3) functional units: Planning, Public Transportation and Soil & Water (Environmental Planning Services).

**Planning.** The Department is mandated by the County Charter and NYS General Municipal Law (GML) to perform land use planning reviews as set forth in GML Sections 239-m and 239-n. These sections of the law state that referral to the County Planning Department for review must occur for amendments to comprehensive plans, new comprehensive plans, adoption or amendments to a zoning ordinance or local law, subdivision plats, special use permits, site plans, variances, or other authorizations issued pursuant to a zoning ordinance by a city, town, or village under certain circumstances. Due to the referral mandate, the County Planning Department can have a significant impact on land use activities within the County. In addition to GML Sections 239-m and 239-n reviews, the Department also conducts SEQR reviews as an involved or interested agency as well as prepares and conducts SEQR reviews on the County Legislature's behalf for County sponsored projects.

The Department plans for transportation and policy relating to public transportation services, highway and roadway infrastructure, parking accessibility, county-wide bridge and sidewalk improvements, bikeway construction and maintenance, capital projects, including water and sewer infrastructure projects, environmental planning, watershed planning activities related to the NYC watershed, and planning initiatives involving County-owned properties. The Department researches and distributes demographic and economic data, including the dissemination of U.S. Census information and works closely with the U.S. Census Bureau during each decennial census to ensure the County receives an accurate and complete count.

The Department participates in transportation planning activities with the New York Metropolitan Transportation Council (NYMTC) – which serves as the Metropolitan Planning Organization (MPO) for the County. Transportation planning through a MPO is required for the County to receive Federal funds for transportation related projects. Those projects include bikeways, infrastructure for highways and bridges, parking, sidewalks, transportation services, and other transportation modalities. In 2023, the Department performed numerous tasks as part of the comprehensive transportation planning process for Putnam County, and said tasks are detailed in the Unified Planning Work Program (UPWP) posted on the NYMTC website.

The annual preparation and data entry of the regional Transportation Improvement Program (TIP) is an important task undertaken by the Department since the TIP connects Federal dollars to transportation projects. Another key annual task is the preparation and update of the Regional Long-Range Plan (LRP) on which document all TIP projects must first be programmed. The NYMTC UPWP is programmed annually and adopted at the Principal Council Meeting in February. The LRP covers a 20-year period and the TIP a 5-year period. Putnam County, together with NYMTC staff and members, began work on the next LRP (Plan 2055) in 2023 with expected adoption in September 2024. The most recent TIP adoption took place in October 2022 and covers the period FFY 2023-2027.

UPWP funding for state fiscal years 2022/2023 and 2023/2024 was allocated to Putnam County in order to complete the planning tasks assigned to the County as well as undertake discretionary planning studies. This includes an Intersection Improvement Feasibility Study that will review options to improve operations at 12 intersections throughout the County. The County has also initiated a Complete Streets Initiative that will recommend improvements to accommodate the needs of all roadway users, improve safety, and enhance livability and sustainability at five identified roadways in the County. On-going pavement management through the use of GPR/LIDAR technology is also funded through the UPWP as well as conducting an annual traffic count/crash data collection program.

In addition, the Department provides staff support to the County Agriculture and Farmland Protection Board, Soil & Water Conservation Board, Mid-Hudson Economic Development Council, Hudson Valley Regional Council, East of Hudson Watershed Council, East of Hudson Sportsman Advisory Board, OTB Board, Patterns for Progress Fellows Program, and participation with the American Public Transportation Association (APTA), NYSAC, and NYS SWCD Boards.

**Public Transportation.** The administration of transit operations by the Department involves an in-depth and extensive amount of record keeping, Federal and State reporting, coordination, contract management, and daily oversight of transit operations and scheduling, which is conducted by Department staff. The Department is responsible for preparing annually the Federal National Transit Database (NTD) Report, which is subject to audit by an independent auditor and the NYSDOT Section 17A Annual Financial Report, which details bus operations.

Staff prepares FTA grant applications, amendments, budget transfers, flex funds and TIP actions necessary to accomplish Federal grant agreements. Staff applies for Federal and State grant application(s), including for Section 5311 Transportation Operating Funds and NYS Modernization and Enhancement Program (MEP) funds. Staff completes detailed certification processes for Paratransit and Half-Fare Applicants. Lastly, the Department manages a Civil Rights program including Title VI and DBE as federally required.

**Environmental Planning Services including Soil & Water, Agricultural Review Board, Climate Smart.** The Department provides support and coordination to the Putnam County Soil and Water Conservation District by, amongst other things, assisting municipalities and individual landowners with site specific reviews and recommendations.

## **II. Services Provided**

**Planning & Development.** The Department interacts with and advises, the County Executive, state and federal government agencies, the County Legislature, local government officials, and county residents. This interaction takes many forms including data collection and analysis, information dissemination, municipal planning, and zoning development project review, research, analysis and recommendations on development projects, land use training and technical assistance.

**Public Transportation.** Department staff continued to manage County bus operations during 2023. These services include fixed route public transit (PART), ParaTransit services, and Early Intervention and Preschool children transportation services. The County transit system currently has 53 active vehicles. Putnam County fixed route transportation services for PART routes 1, 2, and 5 costs averaged \$18.79, \$27.76, and \$19.28 respectively per rider in 2023, with Part 3 an anomaly at the high cost of \$46.97 per rider in 2023. The ParaTransit average cost was \$33.06 per rider in 2023, the Trolley cost was \$37.14 per rider and the Croton Falls Commuter Shuttle was \$37.34 per rider. The number of students in the Early Intervention/Preschool Program is stable. In 2023, the average number of EI-PreK students was 80. The public transportation system provided 96,321 total rides in 2023 not including EI-PreK children and ran for 589,903 miles.

Putnam County continued to operate its seasonal trolley from Memorial Day to Veterans Day (May to November) on Saturdays, Sundays, and Holidays. Support and approval were requested from New York State Department of Transportation and funding is provided by NYS Transportation Operating Assistance (STOA). A new hybrid trolley was purchased in 2023 and will replace one aging trolley in the upcoming season.

**Environmental Planning Services including Soil & Water, Agricultural Review Board, Climate Smart.** Technical support and services are provided to towns, landowners and consultants including field inspections and information on soil and site sustainability, erosion and

sediment control, stormwater management, separate stormwater system (MS4) requirements, wetlands, floodplains, stream and pond assistance, maps, aerial photography, environmental education, verification of agricultural acreage for agricultural tax exemption applications, and conservation project assistance and support to local municipal governments. The Soil & Water District holds an Annual Tree and Shrub Seedling Sale at Tilly Foster Farm as a joint project with Cornell Cooperative Extension and is a cost-effective way to plant conservation trees and groundcover to promote affordable re-forestation and soil control.

The Department also provides staff support to the Putnam County Agricultural and Farmland Protection Board (PCAFPB) that was formed in 1997 to advise the County Legislature on actions that impact farms and review Agricultural District petitions submitted during the Annual Enrollment period of April 1<sup>st</sup> through April 30<sup>th</sup>. The PCAFPB also develops, assesses, and approves county agricultural and farmland protection plans. The PCAFPB is a resource for farmers, landowners, and municipalities regarding any agricultural concerns within Putnam County.

**Climate Smart.** The New York State Climate Smart Communities Certification (CSC) Program began in 2013 and now boasts 401 registered communities and 132 certified communities. By Resolution #114 of 2019, Putnam County became a registered community by taking the 10-element pledge to reduce greenhouse gas emissions and adapt to a changing climate. The CSC Program offers two levels of certifications available to all municipalities within New York State. The Bronze certification requires a minimum of 120 points to qualify and the Silver certification requires a minimum of 300 points. Once a community achieves certification, the status remains active for five years after which the municipality must resubmit.

### **III. Mission Statement**

Putnam County Planning, Development & Public Transportation, while operating under statute, primarily exists to provide and facilitate the delivery of essential quality public services for the health, safety, protection, and well-being of all residents in the County in cooperation and conjunction with the community. These services will be provided at the least cost to the taxpayers and consistent with the efficient delivery of quality services and delivered with a “good neighbor” attitude. Leadership shall identify and plan for changes in resources that create an environment whereby the people in the County can be afforded opportunities for achieving quality of life.

### **IV. Population Served:**

The work of the Department of Planning, Development and Public Transportation affects and involves all residents of the County, either directly by services offered or indirectly through land use, environmental and infrastructure planning.

### **V. Significant Events & Accomplishments in 2023:**



Automatic Passenger Counters (APC) installed in December 2023 will go live in 2024 and will utilize infrared technology to generate passenger count and FTA compliant statistical reporting of the fixed transit route. The APC technology will be beta and run parallel to the manual reporting system to test the new system for accuracy.

In 2023, the Putnam County Climate Smart Program was revitalized to build upon the previous efforts that primarily took place in 2019. In mid-2022/early 2023 steps were taken to narrow down the Certification Action Checklist which contains 118 actions individually ranging anywhere from 1 to 45 points. Municipalities wishing to submit for certification must document two mandatory actions, three priority actions, and a combination of 120 points. From the total 118 actions, 23 were prioritized as being the most achievable for Putnam County. Given the County's previous energy efficiency upgrades and plans/policies/files maintained by the Planning Dept., Dept. of Public Works, Bureau of Emergency Services, and Health Dept., the 23 actions are roughly 70% completed.

The primary goals in 2023 were to narrow down the Certification Action Checklist, refresh the Climate Smart Task Force, and appoint a new Climate Smart Coordinator. The former was accomplished in Summer/Fall 2023, and the latter were achieved simultaneously in early December 2023 via Executive Memo with the Climate Smart Task Force initial meeting following shortly thereafter. While recruiting community members and various County department representatives and awaiting official appointments, dept. representatives were continuing to gather documentation for actions such as HVAC and Exterior/Interior Lighting upgrades, Solar Panel Installation, the Hazard Mitigation Plan, Conserving Natural Areas, and more. Of note, the Complete Streets Policy (priority action) was drafted and approved by the County Legislature in December 2023.

**VI. Staffing:** In 2023, Department staff included:

- Barbara Barosa, Principal Planner through September 2023/Commissioner, effective September 2023
- John Tully, Acting Administrator through September 2023
- Vincent Tamagna, Transportation Manager
- Neal Tomann, Interim Soil & Water District Manager
- Sean Bennett, Part-time Planner I, hired December 2023
- Carrie DeMarchi, Senior Planning Assistant
- Ilona Campo, Planning Assistant/Climate Smart Coordinator
- Linda Lund, Senior Account Clerk
- Roe Cialini, Principal Typist
- Patricia Simone, Confidential Secretary
- Kaitlyn Musial, Part-time clerk
- Michael O'Brien, Part-time clerk

**VII. Sources of Revenue:** The Department is substantially funded with Federal and State funds, including for transportation through FTA and NYSDOT, Soil & Water through NY Ag & Markets, and transportation planning through NYMTC. Additionally, the Department is continually seeking funding opportunities available in order to program funds awarded through successful application submissions to Federal and State agencies and in connection with/for the County's capital plan. In 2023, the Department programmed millions of dollars for County-wide capital projects/studies and will be responsible to administer many of the grants awarded from start to completion. The Department prepared and submitted various applications for grant funding opportunities in 2023 including, among others, seeking grant funding for 2023 Project Administration, Maybrook Bikeway II – Phase A Bridge 5 construction, the Transit Facility Rehabilitation Project, the Fair Street Salt Storage Facility, Pedestrian Improvements Project, the Fire Training Center, the County Office Building ADA Ramp, historic courthouse renovations, EV charging stations at the Donald B. Smith campus, a Strategic Plan for County-owned facilities and rolling stock bus purchases. The Soil & Water Division submitted a grant for the South Lake Dams project as well.

Currently, the Department administers numerous State and Federal grants related to various operational programs. Concurrently with grant administration, there are many implementation activities involved with each grant, e.g., contracts with suppliers of equipment or professional services, quarterly reports, in-kind match documentation, submission of reimbursement requests and supporting documentation to the respective agencies and overseeing compliance with Federal and State statutory and regulatory requirements.

**VIII. Goals for 2024:**

In 2024, the Department shall submit applications to Federal and State agencies for funding as directed by the County Executive and as authorized by the Legislature.

The County will be subject to the FTA Triennial Review to audit the County's compliance of its bus operations and all programs that are funded utilizing FTA monies; such Reviews are done every three years. The areas of review are fully explained in the Triennial Review Workshop Manual. These areas must be complied with annually for every grant received from the FTA. As noted above, there are various FTA grants in progress for transit operations and administration, bikeway projects, the Empire State Trail Access project, as well as NYSDOT grants that match the FTA grants.

The County is working to complete its Title VI Program Plan in early 2024 and will continue to implement the Plan as required. This Plan is required to be submitted every three years to the FTA. The County's current Title VI Program Plan was drafted and finalized with the guidance and recommendations from the FTA's Civil Rights Office and FTA approval. Additionally, the

County's DBE Goal Methodology must be updated every three years and an updated document is due August 1, 2024.

The On-Demand Pilot RFP was released in January 2024 and continued discussions over route efficiency and making use of new technology to reach more Putnam County residents in 2024. The current PART 3 route which provides transportation from Putnam Plaza through the Town of Patterson will be supplanted with a demand response dispatch and ride system. The smartphone app will help dispatch smaller handicap accessible vans to reach a greater geography and to capture more riders more economically.

Automatic Passenger Counters (APC) installed in 2023 will go live in 2024 and will utilize infrared technology to generate passenger count and FTA compliant statistical reporting of the fixed transit route.

A Cashless Fare System RFP will be prepared, advertised, and awarded in 2024. The efficient and convenient measure for riders and staff will bring payment for the transit system into a tap and go system to enhance the rider experience.

The Putnam County Soil & Water Conservation District has budgeted time and funding for the following programming and outreach improvements: Updated GIS and 3d modeling capacity including a new workstation and software; incorporating a summer intern program to help with infrastructure inventory; purchasing a culvert vacuum truck; and organizing flooding and hazard mitigation grant seminars.

Climate Smart goals for 2024 include submitting documentation for Bronze certification by the April 4, 2024 submission deadline and continuing to host quarterly Task Force meetings. Once submitted, CSC staff then review and notify the applicant of approval/rejection within two months.

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# **Probation Department**

**John F. Osterhout II, Probation Director**  
**40 Gleneida Avenue, Carmel, New York 10512**  
**845-808-1111**

## **I. Description of Department**

Mandated by Section 256 of the New York State Executive Law, Probation provides the primary support function to our justice system. As the investigative and supervisory arm of the courts, the Probation Department is involved in virtually all phases of the family court and criminal court process. Officers have dual roles of law enforcement and case management and offer those under supervision the opportunity for pro-social change through supervision and partnerships with service providers in our community.

## **II. Services Provided**

- Intake Services for Family Court
  - Interview those issued Juvenile Delinquent Appearance Tickets and determine whether they are referred to the court or enrolled in a diversion program overseen by the Probation Department.
  - Manage Persons in Need of Supervision (PINS) complaints and adjustment services.
  - Voluntary Assessment and Case Planning for the Youth Part of Superior Court.
  - Prepare Family Court petitions for residents seeking access to the court to address issues of family offense, custody, visitation, support, and paternity.
  - 384 complaints were handled this year, including 187 family offense petitions seeking orders of protection.
- Assisting the Courts
  - Supervisory representative present at County Court sessions to advise and serve the court.
  - Officer assigned to assist specialty courts.
    - Integrated Domestic Violence Court.
    - Treatment Court/Judicial Diversion Court.
    - Veterans Service Court.
  - Specialized Coordinator to support Treatment Court.
- Investigation
  - Pre-Plea and Pre-Sentence reports.
  - Certificate of Relief from Disabilities Investigations.
  - Interstate and Intrastate Transfer Investigations.
  - Pre-Dispositional, Custody and Home Study investigations for Family Court.

- 204 investigations were completed this year.
- Supervision
  - Pre-trial.
  - Juveniles (Juvenile Delinquents and PINS).
  - Adults convicted of crimes.
  - In 2023, an average of 370 individuals were under supervision in any given month.
- Public Safety
  - Home Contacts at probationers' residences.
  - Arrest probation violators when needed or based upon a warrant.
  - Drug and alcohol testing.
  - Ignition Interlock monitoring for all probation and conditional discharge clients convicted of DWI.
- Victim Service
  - Monitor probationer compliance with orders of protection.
  - Obtain victim statements for courts during investigation stage.
  - Connect victims with services in the community.
  - Collect and disburse restitution payments. In 2023, we disbursed \$78,749.95 to crime victims.
- Alternatives to Incarceration:
  - Assign and monitor community service ordered by local courts. 149 individuals were placed this year.
  - Install and oversee electronic monitoring as ordered.
- Coordination and administration of the County's STOP DWI Program.

### III. **Mission Statement**

The mission of the Putnam County Probation Department is to protect the safety and wellbeing of the people of Putnam County by diligently supervising the juveniles and adults placed under our direction by the family and criminal courts.

We also strive to assist these individuals in addressing their various problems and needs in order to become productive members of the community. Additionally, we assist crime victims in restoring their lives through reparation and with referrals to community resources.

### IV. **Population Served**

The Probation Department works with justice-involved youth, adults, and their families in hopes of reducing recidivism and enhancing community safety. As such, we serve all the residents of Putnam County and the courts that handle these matters. In addition, we serve those who are reluctantly involved with the courts, both victims and those seeking access to Family Court when their homelife is less than ideal.

## **V. Significant Events & Accomplishments in 2023**

- A Senior Probation Officer completed a 180-hour course leading to certification as a Workforce Development Specialist. This prepared her to be the department's Employment Liaison and to instruct the five-week evidence-based "Ready, Set, Work!" program that aims to enhance employment in the criminal justice population.
- A Senior Probation Officer attended training to become certified as a Peer Support Specialist and will be working toward implementing a program this coming year.
- One Probation Officer completed the Basic Course for Peace Officers and the Fundamentals of Probation Practice School. She and two other officers also completed the Initial Firearms Course.
- Four Probation Officers attended then New York State Probation Officer's Annual Conference in Syracuse this year. This represents New York State's premier training opportunity for probation officers.
- A Probation Supervisor became certified to be a regional instructor for the state's new risk assessment instrument (COMPAS-R) which will be rolled out in 2024.
- Our Domestic Violence Probation Officer was certified to instruct other officers how to use the Domestic Violence Screening Instrument.
- A Supervisor and a Probation Officer completed Collaborative Casework Coach Training Course designed to help them mentor other officers in working with juveniles.
- In 2023 we transitioned PINS intake and monitoring work to our new juvenile Probation Officer. This had previously been done by a non-peace officer staff member. This will enhance our delivery of services to this population, in which we have seen a significant increase of serious mental illness and multiple needs.

## **VI. Staffing**

- The Probation Department is comprised of 19 full-time staff members and a part-time employee who assists with administering the STOP DWI program. In 2023, we re-assigned staff who will handle intake functions. These had been performed by a Senior Intake Worker who was promoted to Probation Officer in May. We replaced the Senior Intake Worker title with a Probation Assistant position that is more versatile and allows us to better meet our office coverage needs while continuing to provide members of the community with access to the Family Court. We are currently attempting to fill that position.

## **VI. Sources of Revenue**

The Probation Department's approved budget in 2023 was \$2,549,493.00. The following sources of revenue help offset that expense:

- State Block Funding for Probation: \$206,462
- Grants
  - Alternatives to incarceration: \$12,811
  - GTSC Ignition Interlock Grant: \$8,536
  - Pre-Trial Grant: \$132,617<sup>1</sup>
- STOP DWI Funding for Probation: \$25,100
- Fees and Surcharges
  - DWI Fee: \$18,462.50
  - Administrative Fee: \$11,197.50
  - Drug Testing Fee: \$15,442.50
  - Surcharges: \$6,734.38

The Putnam County STOP-DWI Program, which is administered by the Probation Department, is funded entirely by fine money paid by those convicted of DWI offenses. There is no cost to Putnam County taxpayers. In 2023, the program had an approved budget of \$93,306.00. To date, \$117,343.61 in fine revenue was received. This is without having received the fourth quarter payment. In 2023, the program had \$89,810.53 in actual expenses.

**VIII. Goals for 2024**

- Use state pre-trial funding to augment our pre-trial release program by implementing a validated risk assessment instrument and providing court coverage at arraignments to assist local courts in making release decisions based upon risk level.
- Advance our peer support program by training at least one additional peer support specialist and developing policy to guide the program.
- Increase our cadre of certified trainers to meet department needs.
- Expand delivery of Ready, Set, Work! program.
- New Probation Officer will complete four-months of initial training in Westchester County commencing in June.
- Fill vacant Probation Assistant position and train new hire to perform duties.
- Secure supervisory training for Probation Supervisors.
- Arrange firearms requalification and defensive tactics training for sworn staff.
- Continue updating policy and procedures.

<sup>1</sup> Received for NYS Fiscal Year 2022-2023. \$130,809 was received for Fiscal Year 2023-2024.



# **Purchasing and Central Services**

**John Tully, Director**  
**40 Gleneida Avenue**  
**Carmel, New York 10512**  
**(845) 808-1088**

## **I. Description of Department**

The Purchasing Department is an internal service unit responsible for acquiring goods, services, and materials required for all County operations. This department plays a vital role in managing the procurement process, from identifying suppliers and negotiating contracts to ensuring timely delivery and maintaining cost-effectiveness. The Purchasing Department collaborates with various internal stakeholders, such as departments requiring specific resources, as well as external vendors, to streamline the procurement workflow and uphold the County's financial objectives. Efficient procurement practices, strategic sourcing, and vendor relationship management are key focus areas for the Purchasing Department to optimize resource allocation and enhance overall operational efficiency.

## **II. Services Provided**

- Procurement of all goods and services
- Courier and mailroom services for All County Departments

## **III. Mission Statement**

Our mission is to manage the procurement of goods and services to support the operational needs of all Putnam County agencies. With a commitment to integrity, efficiency, and excellence, we aim to establish and nurture partnerships with reliable suppliers, negotiate advantageous terms, and ensure the highest standards of quality and value. Through innovation and continuous improvement, our purchasing department strives to contribute to the overall success of the organization by optimizing costs, minimizing risks, and fostering sustainable and ethical practices in the supply chain. We are dedicated to exceeding the expectations of internal stakeholders while maintaining compliance with legal and ethical standards.

## **IV. Population Served**

Purchasing Department Services are available to all Putnam County agencies with an extension of our appropriate bids/proposals to other qualifying municipal agencies.

## **V. Significant Events & Accomplishments in 2023**

- Offered training to all departments on the use of the purchase requisition module in MUNIS
- Processed 3,606 purchase orders valued at \$41,212,493.42.
- Issued 39 Request for Bids (RFB's)
- Issued 11 Request for Proposals (RFP's)
- Expansion of fleet leasing and fuel management through WEX that will provide better cost and control over consumption of fuel. Transitioning to a leased fleet of vehicles is estimated to save about 20% in mpg costs over the life of vehicles as well increased productivity and efficiencies in managing our fleet from Purchase to disposal.

Notable Solicitations / Procurements include:

- Completion of PIN 8757.48 Peekskill Hollow Road
- PIN 8762.13 Sprout Brook Road Bridge Replacement
- Advanced Life Support Services – Countywide
- Automatic Passenger Counting Equipment and Service
- Fire Training Center project

## **VI. Staffing**

Purchasing and Central Services consists of 3 full-time and 3 part-time employees. Part time employees provide interoffice courier services and mail room support.

- During 2023 the position of Account Clerk was reclassified to Senior Account Clerk.
- A new position of Asset Manager was budgeted for 2024, moving it from the Department of Public Works to Purchasing & Central Services.

## **VII. Sources of Revenue**

Primary funding source of the department is property tax, we offset the impact on this tax with other revenues generated from various rebates and procurement card incentives. Additionally, as our mission indicates, the department has a direct impact on the county budget through our role in securing goods and services at optimal costs for the county.

## **VIII. Goals for 2024**

- 2024 will be dedicated to the restructuring and reorganization of the Department of Purchasing and Central Services and the Department of Information Technology and GIS into a Department of General Services (PCDGS).
- Expenses categories that include Electric, Natural Gas, Furniture, Computers and Security are among the centralized expenses that will be managed by Procurement and I.T during FY2024.

- We plan to implement website improvements for Bidders and Vendors through Vendor Self Service (VSS) which will streamline services and provide better efficiency.
- Anticipate an award of RFPs for Putnam County Stabilization Center and Mobile Crisis Intervention services.
- We will fill the newly authorized position of Asset Manager and work with he/she on improving the capital planning / budgeting efforts.
- We will continue to offer education and training to departments on Purchasing processes and systems as well as review available modules to integrate contract/bid management into our existing financial system.
- We anticipate another significant capital project (Fair Street) to be let and awarded in Spring (early to mid) 2024.
- We will be working closely with the Planning Department to implement Transit Demand Responsive Services through an RFP.
- Bridge #5, Bikeway IV, Fair Street Reconstruction, Stoneleigh Drewville Intersection, Fair Street pole barn, Stabilization Center and various other County infrastructure capital projects.
- Compliance with encumbrance requirement of ARPA funds by 12/31/2024 for all approved projects of the County and Subrecipients.
- The purchasing Department will provide a presentation to Town Supervisors on various topics related to procurement and discuss ways in which the Town and County can benefit from cooperative purchasing efforts.

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# Tourism

Tracey Walsh, Tourism Director  
40 Gleneida Ave. Carmel, NY 10512  
(845) 808-1015  
tracey.walsh@putnamcountyny.gov

## I. Description of Department

Tourism is a major driver of economic development. Putnam County Tourism is responsible for promoting the area to a regional and national audience using a multi-pronged, research-based and targeted marketing strategy through digital, print, television and radio advertising and social media.

## II. Services Provided

According to [the most recent report from Tourism Economics](#),<sup>1</sup> Putnam County Tourism generated \$78 million from traveler spending. Each household in Putnam County would need to pay an additional **\$275** to replace the taxes contributed by visitors to our economy. This \$275 in savings multiplied by the approximately 34,900 households in Putnam County (US Census) total over \$9.5M in savings to the taxpayers of Putnam County.

## III. Mission Statement

Putnam County Tourism is more than a Tourism Promotion Agency, it is an advocate and champion for Putnam County which improves our reputation and sparks visitor interest in Putnam County as a great place to visit, live, work and play. The tourism office also advertises a wide range of community events within the county.

## IV. Population Served

Putnam County Tourism is a revenue generator and an investment in the county which benefits every one of its residents.

## V. Significant Events & Accomplishments 2023

### **Visitor Spending Data:**

Putnam County Tourism has fully rebounded from the pandemic and surpassed the 2019 pre-pandemic high of \$66 million in traveler spending:

- Year over year regional growth of \$15.9 million representing 24.8% growth.
- Regional growth from 2019 of 116.9%

<sup>1</sup> Sept. 2023, Tourism Economics, Economic Impact of Visitors in New York 2022, <https://esd.ny.gov/sites/default/files/Hudson-Valley-2022-NYS-Tourism-Economic-Impact.pdf>

**Traveler Spending Growth by Sector:**

- Lodging increased by \$2million.
- Recreation increased by \$600,000.
- Food & Beverage increased by \$6.7 million.
- Retail & Service Stations increased by \$3.4 million.
- Transportation increased by \$100,000.
- Second Homes increased by \$1.1 million.

**Other Significant Accomplishments:**

- Served as Vice President and worked closely with tourism partners within Hudson Valley Tourism
- Member of State Senator Rob Rolison’s Tourism Advisory Board
- Researched and provided information for numerous Media & Press inquiries in collaboration with I Love NY and Finn Partners
- Successfully pitched the Hamlet of Carmel as a stop on the inaugural *Cycle the Hudson Valley* bike tour.
- Co-hosted a German travel writer FAM Tour in Cold Spring
- Created a robust mix of print, radio, digital and TV campaigns to increase visitation to Putnam County

**Film Putnam:**

*A collaborative project with Putnam County EDC & supported by Putnam County IDA*

The goal of Film Putnam is to create and establish policies and procedures that will ensure filmmakers view Putnam County as film friendly. This includes streamlining paperwork, creating a website and establishing clear lines of communication with the municipalities in the county. Film Putnam endeavors to be a central contact point for production companies and will serve as a liaison with government departments and agencies.

**Hudson River Valley sites and locations available in Putnam County Include:**

Farms & Barns	Mansions & castles	Villages with Main Streets
Historic Properties	Scenic Roads	Biking & Rail Trails
Museums	Art Galleries	Antique Shops
Mountains	Dense Forest	Lakes

Hudson River

Golf Courses

Municipal Buildings

And many more. [Film Putnam \(smugmug.com\)](http://smugmug.com)

### **2023 Film Projects in Putnam County:**

- Companion
- Pretty Little Liars
- Every Other Weekend- pushed forward to spring/summer 2024
- White House Plumbers
- Numerous small commercials and photo shoots

**VI. Staffing:** The Tourism Department currently consists of a Director of Tourism, and a part-time assistant.

### **VII. Sources of Revenue:**

As stated previously, Putnam County Tourism is a revenue generating source for the county funded by visitor spending. The Film Putnam project is also a source of revenue for the county. While the revenue to fund the department comes from the tax levy, the ROI is 9.5M in saving to the taxpayers of Putnam County.

**Collaboration With Other Departments:** The success of tourism in Putnam County is a testament to the power of collaboration, and we thank every department we have worked with in 2023.

- Office of Putnam County Executive
- Putnam County EDC
- Putnam County IDA
- Putnam County Law Department
- Putnam County Parks
- Putnam County Historian
- Putnam County Department of Public Works
- Putnam County IT
- Veterans Affairs
- Putnam County Transportation
- Putnam County Sheriff's Department
- Bureau of Emergency Services
- Putnam County Clerk

- Putnam County Legislators
- Cornell Cooperative Extension of Putnam County

### **VIII. Goals for 2024**

- To remain focused on engagement with potential new tourism projects and to advocate for the success of such projects.
- Attract visitors from New York City, the surrounding tri-state area, as well as other drivable markets.
- Create a digital Travel Guide
- Increase visitor spending.
- Utilize data and analysis to ensure we are spending dollars effectively and efficiently.
- Promote Putnam County to international visitors and tour groups.
- Increase social media reach on both Facebook and Instagram
- Establish Putnam County as a destination of choice within the Hudson Valley.
- Assist in moving the Kingdom Faire project forward in Putnam Valley.

### **Film Putnam Goals for 2024**

- Develop and launch Film Putnam website.
- Promote the NYS Tax Incentive to attract filming.
- Build relationships with local and regional film professionals.
- Actively encourage production companies to film in Putnam County.



# **Veterans Service Agency**



**Karl Rohde, Director**  
**110 Old Route 6 Building #3 Carmel NY 10512**  
**845-808-1620**  
**PCVeterans@Putnamcountyny.gov**

## **I. Description of Department**

A rather small and compact county department. Four employees, 3 full-time and 1 part-time. We also have the responsibility to the Putnam County Veterans Residence and the Veterans Museum at Putnam County Veterans Memorial Park.

## **II. Mission Statement**

We keep our Mission Statement simple:

Veterans are our business, our only business.



#### **IV. Services Provided & Population Served**

The very name of this Department defines the population served and that is Veterans. That can be expanded to include surviving spouses and the Veteran's family.

Services Provided:

- Filing Compensation Claims with the VA for Veterans
- Filing Dependent Indemnity Compensation (DIC) claims for eligible surviving spouse and dependent children with the VA
- Assist in obtaining copies of military records and/or military awards
- Assist in correcting military records
- Assist in upgrading discharge status (Often a Veteran with a less than Honorable Discharge can be denied Veterans compensation or VA healthcare)
- Assist Family members in getting burial benefits from the VA
- Assist Veterans or Family members in obtaining NYS Veterans benefits
- Manage the Senator Vincent Leibell Veterans Residence
- Putnam County Veterans Sitrep (Newsletter)
- Assist in the proper burial in indigent Veterans up to and including fully funding the burial
- Interface with outside organizations to further assist our population served (e.g. Dwyer Vet to Vet of Putnam, Guardian Revival, Westchester Vet Center, NYS Social Worker Association Veterans Advisory Committee, Putnam County Suicide Task Force to name a few)
- Veteran Advisory Committees for Congressman Lawlor, NYS Senators Harckham and Rolison and Assemblyman Slater

- Non-County Veterans services offered via office space provided:
  - Readjustment Counselor (Clinical Social Worker) From the VA Vet Center 1 day per week (Also does remote once professional relationship established)
  - Guardian Revival/Dwyer Vet2Vet 2 days per week
  - Veteran Service Officer NYS Department of Veterans Affairs 1 day per week
  - VA Outreach Coordinator 1 day per month



### **III. Significant Events & Accomplishments in 2023**

Many things can be listed under this heading. The varied and continuing training that Art and I undertake to better serve our population. The many outreach events that we take part in are a very vital part of our operation in that information gets out to the public and perhaps there is an opportunity to connect with a Veteran who has not been reached and needs assistance at some level. The most important accomplishment of this office would be the results of the various claims that we file on behalf of our Veterans and family members. Everything else takes second place.

Accomplishments 2023:

- Unique individuals who made appointments 385
- Total Appointments 654
  - This does not include walk-ins or phone assistance with a claim
  - Note all awards to Veterans and /or family members are tax exempt
- Monthly Compensation awards totals granted in 2023:
- \$304, 322.11
  - \$3,665,465.32 yearly
- Retroactive payments total: \$826,353.99.
  - One Veteran received \$130,000.00 in retroactive compensation
  - One surviving spouse was able to remain in her home because of the DIC compensation received



- Burial benefits total: \$14,000
- 100% electronic filing of VA claims via VetPro
  - This program more efficiently files a claim
  - Less time filling out forms because of the self-populating feature
- Administrative assistant moving to full time January 2, 2023

#### Significant Events:

- New Sign for the Vincent Liebell Veterans Residence donated by the Sons of the American Legion of Mahopac
- 9/11 Remembrance Ceremony with Youth Bureau
- Row of Honor
  - Back to being displayed twice per year (Memorial Day through July 4<sup>th</sup> and Veteran Day for a few weeks)
  - Over 600 flags
  - Developing program and ability to raise funds to replace worn and tattered flags
  - Continue to work in conjunction with DPW and Putnam County Joint Veterans Council



- Chowdown
  - Joint effort with Dwyer Vet2Vet and Guardian Revival

- Over 500 meals served (Veterans, Veteran's guest, and volunteers)
- Return to sit down dinner after a 3-year hiatus due to the pandemic where the event was a grab and go meal.



- Worked closely with the staff at the Putnam County Golf course



- Guardian Revival/Dwyer Vet2Vet
  - Work closely with this organization for several events as co-sponsor in addition to Chowdown
  - 3 Ballgames at Renegades Stadium
  - 3 performances of play by local author
  - Donation of money from ShopRite to Dwyer
  - "Help Bag Hunger" program at ShopRite
  - Coordinate Equine Therapy Programs

**V. Staffing**

Staffing was mentioned under “Description of Department”. While we have a small staff; we do augment it over the summer with an intern from the PILOT Program. Our Deputy Director, Arthur Hanley, is retiring at the end of June. We will have to replace him and get the new person trained to be a Veterans Service Officer.

**VI. Sources of Revenue**

- Rent from 11 Veterans at residence
  - 12 if filled to capacity
  - House manager gets rent reduced
- New State Division of Veterans Services Grant
- Dwyer Vet2Vet (Via NYS OMH and then in contract with Guardian Revival to run programs)

**VII. Goals for 2024**

- Hire new Deputy Director
- Hire part time social worker (for residence)
- Develop funding resources for the Row of Honor to maintain the quality of the flags displayed
- Upgrade and prepare the Veterans Museum for re-opening in conjunction with Putnam County Parks, DPW and the Historians Office.

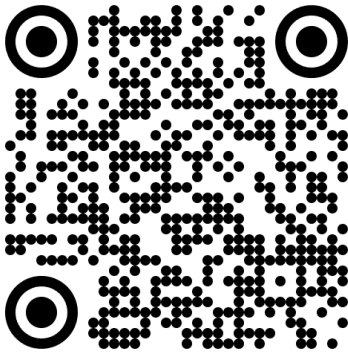


## Outside Agencies

All Putnam County Agencies Annual Reports can be found in a separate report titled Putnam County Outside Agencies 2024 Annual Report. This report is available electronically and is located on our website at:

[www.putnamcountyny.com/annualreports](http://www.putnamcountyny.com/annualreports)

Or use this QR Code:



### **Putnam County Outside Agencies**

- CAREERS Support Solutions
- Constitution Island Association
- Putnam Community Action Partnership (CAP)/Westchester Community Opportunity Program
- Cornell Cooperative Extension
- Putnam County Economic Development Corporation
- Putnam County Arts Council
- Putnam County Humane Society
- Putnam County Industrial Development Agency
- Putnam County Legal Aid Society
- Putnam County Libraries Association
- Putnam County Society for the Prevention of Cruelty to Animals
- Putnam Federation of Sporting Clubs
- Putnam History Museum
- Southeast Museum

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# **Putnam County**

2024 Annual Report

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## **BCI Noteable Cases 2023**

Investigation and subsequent arrest of defendant Ronald D. Hayward for Charges of Burglary 2<sup>nd</sup>, Criminal Mischief 3<sup>rd</sup>, Criminal Trespass 2<sup>nd</sup>, and Stalking 4<sup>th</sup>. This case was formulated by Investigator Devolve who utilized undercover investigative tactics, forensic science (DNA collection and match), interviewing skills, with consistent communication with the victim to formulate a prosecutable case with concluded with the arrest of Hayward.

Investigation and subsequent arrest of defendant Charles Stoll for Burglary 3<sup>rd</sup>, Grand Larceny 4<sup>th</sup>, and Criminal Possession of Burglary Tools. Investigator Devolve, with only a video of a pick-up truck with no distinct indicators, as well as a blurry suspect formulated a prosecutable case utilizing surveillance, neighborhood canvas, communication with neighboring County Police Departments, law enforcement data base searches and comparisons, LPR technology, prior relationships with out of county scrap yards, and consistent communication with the victim, to effect the arrest of Charles Stoll.

Investigation and subsequent arrest of defendant Michael Bentkowski for Stalking 3<sup>rd</sup>. This case was solved by Investigator Radovich by examining cell phone evidence, as well as interviewing skills, surveillance, and constant contact with the victim to build a prosecutable case against Bentkowski who was consistently tormenting the victim by his repetitive stalking and inappropriate communications.

Investigation and subsequent arrest of defendant Hussein Kaddour after his violent actions, which took place in front of his children during the domestic assault of his wife. This assault and subsequent trauma upon the victim caused her to sustain serious injury. Said investigation which consisted of the teamwork of the Child Advocacy Center, Family Court, and victim communications resulted in a multi chargeable case against Kaddour.

Investigation and subsequent arrest of defendant Jose Nieves for Robbery 2<sup>nd</sup>. On March 1<sup>st</sup>, at 0500 hrs, an unknown subject entered the Gulf Gas Station in the Town of Southeast, and forcible robbed, with what appeared to be handgun, the staff within. A customer who was outside of the station took a video of the event and provided said video to Hayes after being interviewed. From this video, the vehicle of the unknown suspect was identified. Information was quickly shared with all local and neighboring law enforcement. The vehicle was soon located down in Westchester after an additional Gas Station robbery took place in their jurisdiction. Multiple agencies involved, multiple pursuits of the vehicle through various jurisdictions. The vehicle

eventually crashed, and the sole occupant was taken into custody without incident or injury. He was arrested by Hayes for his actions within the County of Putnam. This case highlighted the ways in which law enforcement can communicate with each other in real time during an ongoing event spanning multiple jurisdictions, as well as the importance of having a reliable witness.

Investigation and subsequent arrest of defendants Adrian Chowim, 28 years of age, and of who we will identify as J. C., 48 years of age. J.C., who was involved in a sexual relationship with Chowim, allowed her juvenile daughter, 12 years of age to also engage in a sexual relationship with Chowim on multiple occasions. J.C encouraged the relationship between Chowmin and her daughter. This case highlighted the relationship between our Office, the CAC, CPS, forensic examination technology of cellular phones, surveillance, and the interviewing skills of Hayes, to formulate a strong prosecutable case against both involved parties.

Investigation and subsequent arrest of defendant Harold Mann Jr. for multiple counts of Burglary and Grand Larceny. Towards the end of 2022, Mann Jr. kept multiple agencies busy with his consistent actions, breaking into multiple residences, almost daily, in the Town of Putnam Valley, Cortlandt Manor area. This case was formulated and solved by Investigator Shelters utilizing interagency relationships, canvas searches of wooded areas, K-9 tracks, surveillance, victim communications, and interviewing skills, all leading to a Mann Jr. confessing his crimes to Investigator Shelters.

Investigation and subsequent arrest of defendant Walter Alex Munoz for Grand Larceny 2<sup>nd</sup>, and Computer Tampering 1<sup>st</sup>. It was reported to Investigator Shelters that a local business in the Town of Philipstown was missing monies from its business account, showing a total of 598 fraudulent transactions against said account, which created a loss for the business of over \$158,334.00 dollars. The activity in question began in July of 23 and was ongoing. This case was solved by Investigator Shelters by utilizing investigative techniques such as bank account subpoena examinations, victim communications, IP address verification, login comparison, transaction criteria comparison, and detailed document examination. It was determined by Investigator Shelters that one of the business' employees had been transferring the business monies into multiple created accounts. Munoz was charged accordingly.

Investigation and subsequent arrest of an Army Veteran and Brewster Fire Department member who had been dealing with Post Traumatic Stress Disorder resulting in suicidal ideations. In this case, Investigator Levine utilized a newly developed threat assessment investigative technique, consisting of specific actions taken and questions asked of all involved individuals connected to the complaint. The result was the recovery of three illegal firearms, including a "ghost gun" pistol. Investigator Levine followed through on protocol for a Temporary Extreme Risk

Protection Order, bringing the case before a County Court Judge, ensuring that the suspect would not have access to firearms for at least one year, while he was receiving the proper medical treatment. The suspect in this case was arrested on gun related charges and diverted to Veterans Court.

The investigation and subsequent arrest of Manuel Mejia Miguel, for his actions stemming from a road patrol arrest. Investigator Levine was assigned to follow up on said patrol arrest, which stemmed from a domestic incident. During this follow up investigation, it was determined that the defendant had been assaulting his wife over a period of 6 months. The victim had documented the injuries from the individual assaults on her cellular phone. Investigator Levine created a prosecutable case through multiple victim interviews, the collection of cellular phone evidence, Child Advocacy interviews, relationships with the District Attorney's Office along with Child Protective Services to corroborate the violent events, resulting in a total of 18 charges for Assault 2<sup>nd</sup>, Strangulation, Menacing 2<sup>nd</sup> (weapon), Assault 3<sup>rd</sup>, and Criminal Contempt.

Investigation pertaining to the suspicious activity of a juvenile student within a School District of County of Putnam. This investigation followed a developed Threat Assessment Worksheet, as well as the Putnam County TAM. It is an ongoing investigation, with multiple agency and departmental involvement, including but not limited to the FBI Behavioral Analysis Unit.

Investigation and subsequent arrest of Dr. Paul Giacopelli. The victim, known to Giacopelli, alleged that on 4 occasions, while she worked for Giacopelli, and was at his residence, she would wake up with the smell and taste of chemicals in her mouth and nose. While being interviewed by Investigator Simone, she told him that on one occasion, she woke up to him putting a rag over her mouth, telling her that no one was going to hurt her. Outcry witnesses were interviewed, the suspect was located, and interviewed by Investigator Simone, to which he gave a full confession to his criminal activity of drugging and sexually assaulting the victim. Investigator Simone drew up search warrants to obtain additional evidence from the vehicle and residence of Giacopelli, showing that Giacopelli had been stealing narcotics from his place of employment, such as he confessed. This case from start to finish was led by Simone, with the defendant being arrested within 12 hours after the initial complaint had been taken. This effort by Simone also stressed the importance of County relationships with Child Protective Services as well as the District Attorney's Office and the Department of Health.

Investigation and subsequent arrest of Richard Pareti. Investigator Simone was assigned to follow up on the larceny of a vintage firearm that was stolen during a Military Expo that took place in the Town of Patterson. The only evidence that Investigator Simone had to begin his investigation was a photo of the suspect, from the

rear/side profile, and a grainy picture of a vehicle with no identifiers. Investigator Simone, through a business canvas search, extensive examination of Westchester Putnam LPR System Data, was able to come up with a suspect vehicle, that he located on LPR footage on the Saw Mill Parkway on the morning in question. That footage provided a view of the driver, that seemed to match the individual in question at the Military Expo. Investigator Simone's examination of data and interview skills led to a suspect confession and him being charged accordingly for his criminal action.

### **Assisting Other Agencies**

During 2023, the Putnam County Sheriff's Office Bureau of Criminal Investigation was called upon by neighboring police agencies, as well as federal agencies to provide assistance. Besides these incidents, the BCI Unit is called upon to handle all Felonies that occur within the Village of Cold Spring and the Village of Brewster, and any other assistance that we can provide.

Assist the Town of Carmel Police Department with a Missing Person Case Patrol and BCI members were summoned to assist the Carmel Police Department in the search for Roy Clayton, who was last seen walking away from his residence on Myrtle Avenue. Clayton, grappling with medical issues, did not have his cellular phone or medication with him. Remarkably, Clayton was found alive on the fifth day, thanks to the collaborative efforts of the Putnam County Sheriff's Office, Carmel Police Department, New York State Police, and New York State Forest Rangers. The breakthrough came as a result of a grid search initiated after a local resident captured Clayton on camera walking into the woods adjacent to their residence on the day he disappeared. Despite initial expectations, law enforcement's dedicated efforts, including the grid search and the involvement of multiple agencies, played a pivotal role in locating Clayton alive. This successful outcome highlights the importance of coordinated search operations and the unwavering commitment of law enforcement personnel in critical situations.

Community Pharmacy Burglary – Originating with the Putnam County Sheriff's Office, the BCI collaborated with several agencies, including Nassau County PD, Danbury PD, DEA, and the FBI, along with the Eastern District Attorney General's Office. Their joint efforts successfully led to the apprehension of a career criminal facing federal charges related to an ongoing spree of pharmacy burglaries in the Tri-State area. One suspect has been indicted and arrested on federal charges for involvement in at least four pharmacy burglaries that occurred from 08/29/23 to 09/03/23. These incidents included breaking into and stealing over \$20,000.00 worth of controlled substances from the Community Pharmacy in the Town of Southeast. The apprehended suspect is now

facing a minimum of 17 years in federal prison. The case is still under investigation, showcasing the ongoing dedication of the involved agencies in addressing criminal activities.

South American Theft Group (SATG) A residential burglary originating in the Town of Putnam Valley was successfully addressed by the Putnam County Sheriff's Office BCI. This investigation necessitated the execution of eight search warrants for various data sources, including GPS data on suspect vehicles, historical cell site records, cell tower dump records, cell tower timing advance records, and cell phones in police custody. The warrants also covered a residence and seized vehicle. Remarkably, in less than two weeks from the date of the burglary two suspects provided confessions. These individuals were also implicated in residential burglaries in Westport, CT, and Campbell Hall, NY. The New York State Police in Middletown had a DNA hit for one of the suspects, linking them to cartel funding and the use of various tradecraft, including signal jammers, counter-surveillance, GPS monitoring, air tags, and rental vehicles. Their modus operandi targeted wealthy business owners dealing in cash-only businesses. Following the arrest of the two suspects, BCI members extended their assistance to police departments from across the Tri-State and beyond. They shared strategies and insights gained from the Putnam County Sheriff's Office investigation, aiding other agencies in properly investigating their similar crimes, particularly those involving SATG thefts. This collaboration demonstrates the commitment of the Putnam County Sheriff's Office to broader law enforcement efforts and knowledge sharing.

### **2023 Notable Cases involving FBI Safe Streets**

#### Untouchable Gorilla Stones

In November 2023, two of the highest-ranking leaders of the Gorilla Stone Bloods gang were convicted at trial of racketeering and narcotics offenses in federal court in the Southern District of New York. The investigation involved over 24 defendants and the seizure and examination of over 30 electronic devices that were all processed by Investigator's Hyla and Tunney. Investigator Tunney provided expert testimony at trial relating to evidence discovered during the examination of the electronic devices.

#### Amber Alert : Charlotte Sena

In October 2023, an Amber Alert went out for a missing 9-year-old who was abducted from a state park in Saratoga County New York. Investigator Tunney, along with members of the FBI's Safe Streets Task Force, New York State Police and numerous other law enforcement agencies responded to the area. With specialized training in the area of cellular analysis, Investigator Tunney participated in the review of cellular records alongside members of the FBI's Cellular Analysis Team (CAST). The

CAST team worked with the New York State Police on investigating leads that came into the command post. Charlotte Sena was located and returned to her family. The offender, Craig Nelson Ross Jr. was arrested and charged with kidnapping.

### **Warrant Summary 2023**

Throughout the year, Investigators from the BCI play a crucial role in supporting the Probation Department by participating in home checks of high-risk county probationers, including sexual offenders. Investigators Kraus and Devolve have maintained longstanding relationships with the Probation Department and the County Court, actively collaborating to proactively monitor and ensure the immediate processing of these individuals. Investigator Kraus is specifically assigned to Drug Court, while Investigator Devolve takes charge of categorizing all PCSO BCI warrants. These additional responsibilities are managed alongside their daily duties of handling their assigned BCI cases.

The following breakdown provides an overview of the warrants currently being handled by B.C.I. and the warrants executed during the year 2023:

- Total of 58 B.C.I. active warrants.
- Total of 0 active Family Court/Supreme Court Warrants.
- Total of 0 FOA Jail Warrants
- Total of 3 Fugitive from Justice Warr
- Family/Supreme Court 2
- Local Court 19
- Superior Court 4
- FOA 0
- Fugitives 11
- Probation 0
- Extraditions 2
- Governors 1
- Drug Court 1
- Total Warrants handled 39



- Total Warrants Executed 24
- Vacated by Courts 1
- Open Warrants 14

## GENERAL INVESTIGATION STATISTICS 2023 BUREAU OF CRIMINAL INVESTIGATIONS

Via Sharepoint Entry

Accident – Pedestrian	1	ExClear
Aggravated Harassment	3	2 closed by arrest
Arson	1	Closed by Investigation
Assault	5	3 closed by arrest
Domestic Assault	3	One closed by BCI arrest, additional closed by road arrest
Assist to Agency	2	1 No Crime, 1 TOT
Assist to Public	1	No Crime Committed
Bad Check	4	One closed by arrest, others closed by exceptional clearance
Bomb Threat	1	No Crime CSTAG
Burglary Commercial	4	2 closed out with arrests
Burglary Residential	10	3 closed out with arrests
Child Abuse	9	5 no crime committed, ExClear, Closed by Investigation
Child Endangerment	4	1 closed by arrest, No Crime Committed, Closed by Investigation
Civil Matter	5	ExClear, Closed by Investigation, 3 No Crime Committed
Computer Crimes 1	1	Closed by Investigation
Criminal Contempt	6	4 closed out by arrest, others no crime committed
Criminal Impersonation	1	Closed by Investigation

Criminal Mischief Building	3	Closed by Investigation
Criminal Mischief Property	11	3 closed out with arrests
Criminal Possession of Stolen Property	1	1 closed out with arrest
Death Investigations	46	All no crime
Domestic Harassment (DIR)	318	102 closed by arrest
Emotionally Disturbed Person	3	1 closed by arrest
Falsely Reporting an Incident	4	2 closed juvenile arrests
Fire	1	No Crime Committed
Forgery	5	2 TOT, 2 ExClear
Fraud	37	No jurisdiction
Fraud Counterfeit	2	1 arrest
Grand Larceny	69	16 closed out by arrest
Harassment	6	2 ExClear, others no crime
Impersonating a Police Officer	1	No crime committed
Impaired Intox Driver	2	2 arrests
Kidnaping	1	1 closed with arrest
Missing Juvenile	3	3 located
Missing Person	2	2 Located
Notification	1	No Crime
Petit Larceny	1	Closed by Investigation
Possession of a Weapon	2	2 Closed by arrest
Reckless Endangerment	2	2 closed by arrest
Request for Service	30	1 closed by arrest, ExClear, CSTAG, TOT, No Crime

Sex Crimes	41	8 closed by arrest, others No Crime, TOT, Open, ExClear, Closed by Investigation
Sexual Offender Registry Arrests	2	2 closed out by arrest
Stalking	1	1 closed out by arrest
Stolen Vehicle	1	1 closed out by arrest
Suicide	2	2 no crime committed
Trespass	1	Open
Vehicle and Traffic (DWI)	6	5 closed out by arrest, 1 by investigation
<b>Warrant Arrests</b>	<b>11</b>	<b>11 closed out by arrest</b>
Warrant (FOA)	1	1 closed out by arrest
Warrant Entry	1	Open
Warrant Other	4	1 closed arrest, others ExClear
Background Investigations	34	Completed
CSATG	20	Completed
TAM	4	Completed

## Crime Scene Processing

Throughout the year, the CSU has efficiently processed crime scenes, ensuring the collection of accurate and comprehensive evidence. The team has consistently adhered to established protocols, maintaining the integrity of crime scenes, and contributing to the successful resolution of investigations. Below is the statistical data for the 2023 calendar year.

<b>2023 Statistical Data</b>	
• Burglary:	<b>16</b>
• Criminal Mischief:	<b>3</b>
• Larceny:	<b>11</b>
• Search Warrant:	<b>3</b>
• Fatal Automobile Accident:	<b>2</b>
• Fire Investigation:	<b>12</b>
• Arson:	<b>1</b>
• Robbery:	<b>1</b>
• Sexual Assault:	<b>4</b>
• Death Investigation:	<b>11</b>
• Assist Other Agency:	<b>6</b>
• Autopsy:	<b>30</b>
• Weapons Destroyed:	<b>0</b>
• Latent Prints Recovered:	<b>12</b>

## Unmanned Aerial Aircraft (Drone) Services

Drone deployments have played a crucial role in enhancing our investigative capabilities. The C.S.U. successfully utilized aerial surveillance for crime scene mapping, search and rescue operations, serious/fatal motor vehicle accidents and situational awareness. The integration of drone technology has significantly improved our ability to gather critical information from challenging or inaccessible locations. Currently there is one FAA Part 107 certified U.A.S. operator assigned to the C.S.U. That member has numerous deployments this year, and has proven to be an invaluable resource to Putnam County.

<b>2023 Statistical Data</b>	
Total Deployments	<b>15</b>

## Canine Deployments

Canine deployments have been instrumental in detecting and locating evidence, particularly in cases involving electronic devices and missing persons. Both of CSU's canine teams have demonstrated exceptional skills and effectiveness in aiding investigations. Continuous training and development programs have ensured the team remains at the forefront of canine handling techniques.

## Evidence Storage

Members of C.S.U. also function as Property and Evidence Custodians for the Putnam County Sheriff's Office. All evidence taken into the Sheriff's Office is cataloged and stored under the supervision and maintenance of the C.S.U. Demonstrating that a continuous "chain of custody" has been maintained is required before any evidence can/will be admitted into any legal proceeding, and the C.S.U. manages the Sheriff's Office database that enables us to ensure this custody. Members are also responsible for ensuring items are brought to the appropriate laboratories for analysis.

### Digital Evidence Examinations

The CSU's Digital Evidence Unit has kept pace with technological advancements, successfully examining and extracting valuable information from digital devices. The team has played a pivotal role in cybercrime investigations, contributing to the prosecution of individuals involved in serious offenses, both local and federal.

<b>2023 Electronics examined (by agency)</b>	
• PCSO	<b>139</b>
• FBI	<b>121</b>
• T/O Carmel Police	<b>46</b>
• PCSO (N.E.U.)	<b>22</b>
• NYS Parole	<b>19</b>
• NY State Police	<b>16</b>
• T/O Kent Police	<b>14</b>
• U.S. D.E.A.	<b>11</b>
• Rockland Co. DA	<b>9</b>
• T/O Poughkeepsie P.D.	<b>6</b>
• U.S. H.S.I.	<b>3</b>
• Danbury Police C.T.	<b>1</b>
• Stratford Police C.T.	<b>1</b>
• Dutchess Co. Sheriff	<b>1</b>

### United State Secret Service

In 2023 our Office was able to foster a partnership with the United States Secret Service. This partnership provides, training, equipment, and financial reimbursement for joint cases worked. This partnership also provides the sharing of investigatory resources that the Secret Service can offer. Currently Investigator John Hyla has been assigned to work with the Secret Service and has received training with more training opportunities available in 2024.

### Pistol Permit Division

Pistol Permit Division members conduct all permit processing activity that is required, from fingerprinting all applicants to conducting the necessary background investigations that are mandatory to successfully obtain a pistol permit in Putnam County. The Unit receives all Putnam County pistol permit applications directly from the County Clerk's Office.

The pistol permit process Pistol Permits is as follows:

Receipt of Application: Once completed applications are received, appointments are made to schedule personal interviews, and to secure fingerprints in the "Live Scan" system that is directly linked to the New York State Division of Criminal Justice Services and the FBI Fingerprint records system. The purpose of fingerprinting is to check for any criminal history and/or mental health information. Gun inquiries are performed on all handgun/pistols that are being requested to be listed on permits; new and existing permits making additions.

Process: Applicant information is reviewed through the National Instant Criminal Background Check System (NICS), the "Brady Handgun Check" system, and an investigation to develop and present that consists of all relevant aspects of a background check that enable informed judgments and decisions to be made regarding pistol permit issuance: verification of information and facts regarding the applicant, criminal history, mental health checks, NYS Department of Motor Vehicle information, character references, and open- source data including social media and various internet searches. PCSO department records and other Putnam County Law enforcement agencies. The file is reviewed by the Senior Investigator and sent to the Bureau of Criminal Investigation Captain for departmental "sign off" regarding one of three recommendations: 1) no objection to issuance, 2) recommend denial, or 3) whatever action is deemed appropriate. The application packet is then sent to the Putnam County Clerk's Office for their review prior to then sending it to the Pistol Permit Hearing Officer to make a final determination. All application packets are returned to the PCSO, where permit approval and issuances are documented, as are denial notices issue by the Hearing Officer, by entries into the Putnam County Sheriff Departmental records.

Suspension Requests: Upon the notice of an arrest or a Temporary Order of Protection notification, either through the E-justice notification system or from another relevant agency, a determination is usually made to provide the Putnam County Attorney's Office with documented details of the situation and circumstances to consider whether a draft Order to Show Cause (OSC) shall be created and sent to the Pistol Licensing Officer to address the matter by means of a hearing.

Pistol Permit Hearings: Hearings may be conducted to address pistol permit carry modifications, permit denial as well as suspensions or revocations. A supplemental investigation is conducted just as a new applicant is processed except for fingerprinting. Investigative files are copied and delivered to the County Attorney's Office.

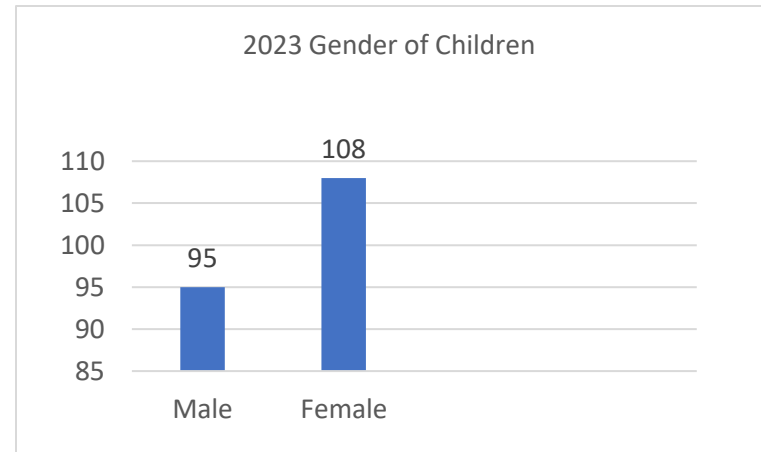
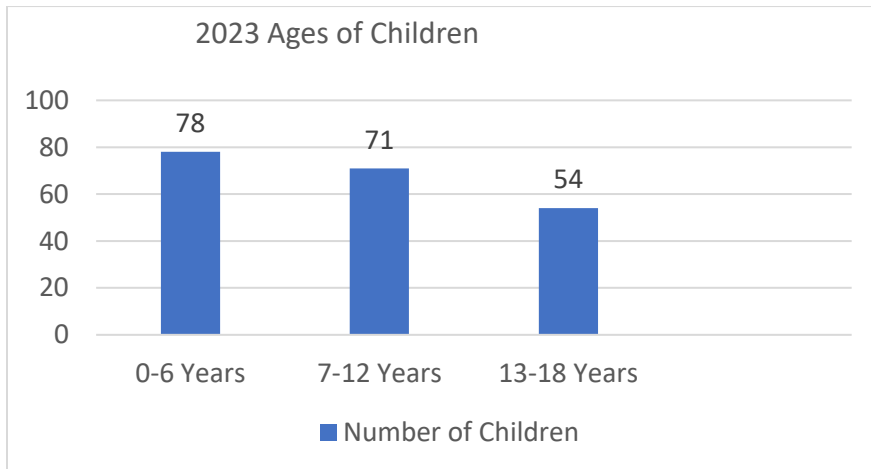
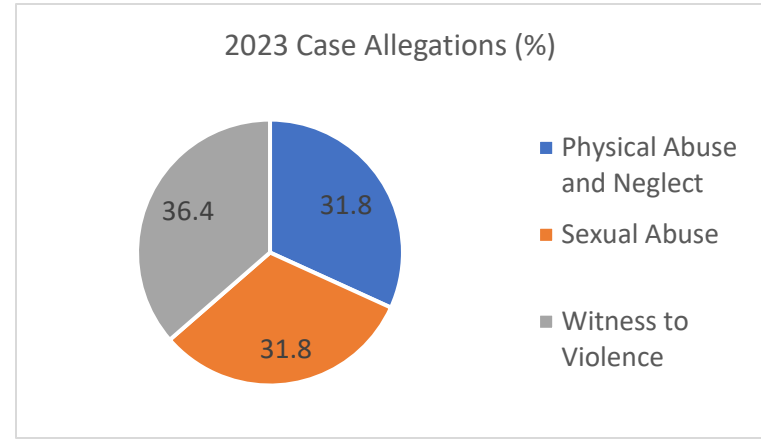
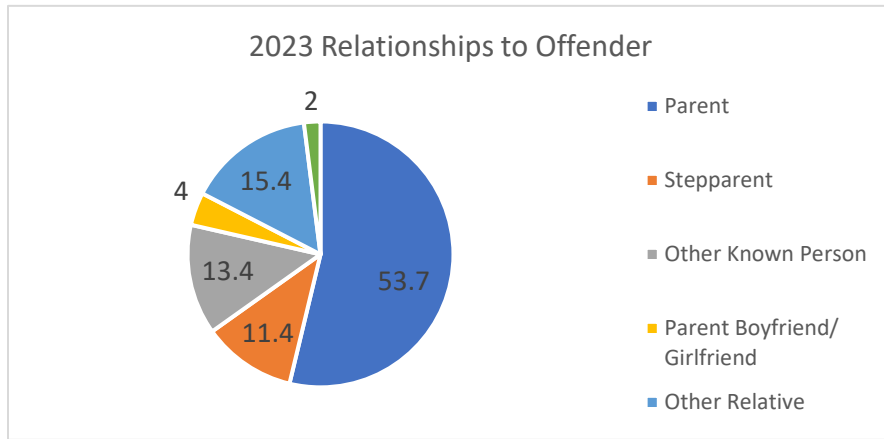
Amendment Investigation: No activity on an applicant's permit in more than five years, results in the County Clerk's Office requesting an investigation. Investigative results are documented and either reviewed and signed off on at the PCSO, or when a hearing is requested to address the permit resolution.

### Pistol Permit Division-Statistical Activity

	<b>2022</b>	<b>2023</b>
• Applications Received:	324	380
• Pending end of December 2022:	82	37
• Processed Applications:	404	360
• Permits Suspended/Revoked:	7	25
• Applicants Approved:	338	327
• Recommended Disapproval:	34	14
• Dealer/Gunsmith License Renewals:	6	4
• Hearings Attended:	85	64
• Permit Amendments	628	552



## Child Advocacy Center of Putnam County 2023 Case Demographics



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**Putnam County Charter Authority for the  
State of the County Address and Departmental Annual Reports**

*[T]he County Executive shall: [b]e responsible for keeping the County Legislature fully advised of the financial condition. Putnam County Charter, §3.02(d).*

*The Commissioner of Finance shall: . . . [s]ubmit an Annual Update Document (Annual Financial Report) to the Office of the New York State Comptroller on or before 120 days (currently May 1) after the County fiscal year end (Currently December 31). The Annual Update Document (Annual Financial Report) should contain audited financial information, if practicable; [s]ubmit regular or special financial statements to the County Executive and the County Legislature as they may require; [and] [s]ubmit such other reports as may be required by law. . . .Putnam County Charter, §4.02(f)(1)-(3).*

*On or before the fifteenth (15th) day of March of each year, at a regular or special meeting of the Putnam County Legislature, the County Executive shall present a State of the County Address. This report will include a review of the important highlights of the Annual Report submitted by the Commissioner of Finance pursuant to § 4.02(f) of this Charter, and by the County Executive pursuant to § 3.02(d) of this Charter. Further, the County Executive shall present each legislator with a summary and written report as prepared by the management of each County administrative unit or County department under the supervision of the Executive Branch. The County Executive shall be expected to inform the County Legislature of current trends in the cost, quality of delivery of service, and a current assessment of the need of each of the above described units and departments under his or her supervision. The County Executive shall also, at this time, report on the potential impact on the County budget of intergovernmental assistance. Members of the County Legislature shall, at the conclusion of the County Executive's address, have an opportunity during this meeting to ask questions or otherwise seek clarification from the County Executive. Putnam County Charter, §7.09.*