

THE PUTNAM COUNTY LEGISLATURE

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

Paul E. Jonke *Chairman*  
Amy E. Sayegh *Deputy Chair*  
Diane Schonfeld *Clerk*  
Robert Firriolo *Counsel*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Ginny Nacerino	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

**AGENDA**  
**AUDIT & ADMINISTRATION COMMITTEE MEETING**  
**TO BE HELD IN ROOM #318**  
**PUTNAM COUNTY OFFICE BUILDING**  
**CARMEL, NEW YORK 10512**

**Members: Chairman Castellano and Legislators Ellner & Gouldman**

**Monday** **6:30pm** **March 25, 2024**

1. Pledge of Allegiance
2. Roll Call
3. Acceptance of Minutes – February 22, 2024
4. Correspondence/County Auditor
  - a. Sales Tax Report
  - b. Board In Revenue Report
  - c. Transfer/Revenue Report
  - d. 2024 Contingency/Sub-Contingency Report
5. Correspondence/ Commissioner of Finance
  - a. Overtime/Temporary Report
  - b. Approval/ Budgetary Amendment 24A013/ Health Dept./ Grant Award – MRC STTRONG (Medical Reserve Corp – State, Territory, & Tribal Nations, Representative Organizations for Next Generation) (Also reviewed in Health)
  - c. Approval/ Budgetary Amendment 24A017/ Health Dept./ Grant Award – Enhanced Laboratory Capacity (ELC) Covid 19 (Also reviewed in Health)
  - d. Approval/ Budgetary Amendment 24A019/ Dept. of Social Services/ Align Mental Health Budget with NYS OMH (Office of Mental Health) 2024 State Aid Authorization (Also reviewed in Health)
  - e. Approval/ Budgetary Amendment 24A020/ Dept. of Social Services/ Utilize Opioid Abatement Funds to Purchase Laptop for Dual Recovery Coordinator (Also reviewed in Health)

- f. **Approval/ Budgetary Amendment 24A022/ Emergency Services/ 2022 & 2023 Grant Award – SICG (Statewide Interoperable Communications Grant) (Also reviewed in Protective)**
- g. **Approval/ Budgetary Amendment 24A023/ Planning Dept./ Utilize Part of NY & CT CRRSA Distribution Funds to Cover Excess Cost of 4 Transit Vans & Bus (Also reviewed in Physical)**
- h. **Approval/ Budgetary Amendment 24A024/ Dept. of Social Services/ Reclassification/ Deputy Commissioner/ Salaries of Director of Mental Health and Child Protective Services (Also reviewed in Personnel)**
- i. **Approval/ Budgetary Amendment 24A025/ Senior Resources/ Utilize Jane Lobdell Bequeathment Funds to Purchase Handicap Van for Medical Transportation (Also reviewed in Health)**
- j. **Approval/ Budgetary Amendment 24A027/ Probation/ Funding Received from NYS Governor’s Traffic Committee’s 2023-24 Aid to Localities Stop DWI Program (Also reviewed in Protective)**
6. **Approval/ Fund Transfer 24T030/ Dept. of Social Services/ Cover 2022 2<sup>nd</sup> – 4<sup>th</sup> Quarter Division of Juvenile Justice & Opportunities for Youth Facility Chargebacks (Also reviewed in Health)**
7. **Approval/ Fund Transfer 24T032/ DPW/ Prorated Cost of Project between Putnam County and Terravest International Property/ 332 Clock Tower Commons/ Pump & Installation Fees (Also reviewed in Physical)**
8. **Approval/ Fund Transfer 24T040/ Law Dept./ TD Auto Finance Settlement (Also reviewed in Rules)**
9. **Approval/ Budgetary Transfer 24T053/ Probation/ NYS Division of Criminal Justice Services Funding for Pretrial Services (Also reviewed in Protective)**
10. **Approval/ Fund Transfer 24T056/ Sheriff/ Corrections/ Cover Projected Overtime (Also reviewed in Personnel)**
11. **Approval/ Fund Transfer 24T057/ Sheriff/ Corrections/ Cover Projected Overtime (Also reviewed in Personnel)**
12. **Approval/ Fund Transfer 24T058/ Sheriff/ Corrections/ Cover Projected Overtime (Also reviewed in Personnel)**
13. **Approval/ Budgetary Transfer 24A069/ DPW/ Amend 20CP01/ Access Control/ Board of Elections/ Prior to June Primary Election**
14. **FYI/ 2024 Guardrail & Property Damage Table**
15. **Other Business**
16. **Adjournment**

#3

**AUDIT & ADMINISTRATION COMMITTEE MEETING  
HELD IN ROOM #318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512**

**Members: Chairman Castellano and Legislators Ellner & Gouldman**

**Thursday February 22, 2024**  
**(Immediately following Personnel & Health Mtgs. beginning at 6:30pm)**

The meeting was called to order at 6:53pm by Chairman Castellano who requested Legislator Gouldman lead in the Pledge of Allegiance. Upon roll call Legislator Gouldman and Chairman Castellano were present. Legislator Ellner was absent.

**Item #3 – Acceptance of Minutes – January 29, 2024**

The minutes were accepted as submitted.

**Item #4 – Correspondence/County Auditor**

**a. Sales Tax Report**

Legislator Gouldman stated it is great to begin the year with an increase in sales tax over the same time period last year.

**b. Board In Revenue Report – Duly Noted**

**c. Transfer/Revenue Report – Duly Noted**

**d. 2024 Contingency/Sub-Contingency Report – Duly Noted**

**Item #5 – Correspondence/ Commissioner of Finance**

**a. Overtime/Temporary Report – Duly Noted**

**b. Approval/ Budgetary Amendment 23A093/ Finance/ Year End Entry #3**

Commissioner of Finance Michael Lewis stated this is to close out the books for 2023. He explained that surplus funds were used to correct the accounts for last year. He stated there may be one (1) or two (2) more Year End Entries being submitted.

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

**c. Approval/ Budgetary Amendment 24A010/ Sheriff & Dept. of Social Services/ NYS Dept. of Homeland Security & Emergency Services Domestic Terrorism Prevention Grant Award (Also reviewed in Protective)**

Commissioner Lewis stated this is officially accepting the grant award and appropriating the funding into the appropriate accounts broken down between the Department of Social Services (DSS), the Bureau of Emergency Services, and the Sheriff's Department.

Legislator Montgomery stated at the Protective Services Committee Meeting this month she inquired about the insurance for the TAM (Threat Assessment Management) Team and how it varies from the ERT (Emergency Response Team). She stated she is hopeful an answer will be provided.

Legislator Crowley questioned when the County will receive word if this grant can be extended.

Commissioner Lewis stated he would defer to DSS Commissioner Sara Servadio, but he believes it is possible to be extended. He stated if the funds are not able to be spent, he suggested contacting the program manager to ask if they can be repurposed.

Legislator Nacerino stated the ERT was never sanctioned by the Legislature. She stated the TAM team is mandated by the State and is not required to have County approval.

Legislative Counsel Firriolo stated after reviewing the IMA (Inter-Municipal Agreement) that was approved by the Town of Carmel to form the ERT, he found it explicitly required the approval of all municipalities joining the Team. He stated the County never ratified the IMA and it was therefore never valid.

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

**d. Approval/ Budgetary Amendment 24A016/ Finance/ Change in Funding Source for 4 Rooftop HVAC Units at Putnam County Courthouse (Also reviewed in Physical)**

Commissioner Lewis stated part of the capital plan was to try and obtain this funding through State aid, however the State classified this work as a "major" repair and therefore it was not eligible. He stated fortunately, the County has capital reserve funds for projects such as this one.

Legislator Crowley questioned if HVAC is considered a luxury and would therefore be considered a minor repair. She stated air conditioning is not necessary, only heat is. She spoke to the age of the building.

Chairman Castellano clarified these HVAC units are for the new Putnam County Courthouse. He questioned if there is a timeframe when this work needs to be done.

Commissioner Lewis stated he believes the Department of Public Works would like to begin soon to avoid prices increasing and to get the work done before the summer.

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

**Item #6 – Approval/ Fund Transfer 24T024/ Senior Resources/ Increase Base Salary for Nutrition Services Manager Position (Also reviewed in Personnel)**

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

**Item #7 – Approval/ Fund Transfer 24T025/ DPW/ Increased Bid Price for Jail Cleaning (Also reviewed in Protective)**

Legislator Gouldman questioned if the company is changing.

Commissioner Lewis stated the bid results are in the backup material.

Chairman Castellano made a motion to approve Fund Transfer 24T025; Seconded by Legislator Gouldman. All in favor.

**Item #8 – FYI/ 2024 Guardrail & Property Damage Table – Duly Noted**

**Item #9 – Other Business**

**a. Approval/ Budgetary Amendment 24A018/ Emergency Services/ Director of Emergency Medical Services**

Chairman Castellano made a motion to waive the rules and accept the other business; Seconded by Legislator Gouldman. All in favor.

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

**b. Approval/ Budgetary Amendment 23A094/ Planning Dept./ Transit Buses**

Chairman Castellano made a motion to waive the rules and accept the other business; Seconded by Legislator Gouldman. All in favor.

Commissioner Lewis stated he worked with Commissioner of Planning, Development, & Public Transportation Department Barbara Barosa today and it has been confirmed the County will be receiving the funding.

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

**Item #10 – Adjournment**

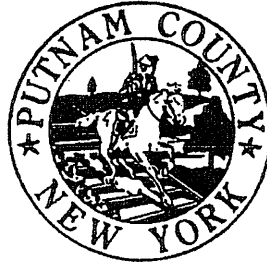
There being no further business at 7:10pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.

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8. FYI/ 2024 Guardrail & Property Damage Table
9. Other Business
10. Adjournment

#40

Sales Tax	Same Period											
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	+or(-)
January**	\$ 3,910,113	\$ 4,117,955	\$ 4,235,351	\$ 4,472,651	\$ 4,699,597	\$ 4,966,930	5,536,978	4,810,372	6,071,784	6,673,020	7,112,139	439,119
February	3,270,383	3,234,919	3,828,416	3,797,974	4,062,844	4,228,841	4,573,894	4,483,277	5,047,591	5,979,925	6,138,980	159,055
March	5,708,091	4,670,041	5,932,547	5,174,049	5,383,664	5,792,011	5,949,514	8,065,989	8,250,002	7,952,761		
April**	4,077,701	4,248,878	4,354,716	4,344,286	4,696,971	4,674,670	3,538,226	5,264,056	6,424,074	6,652,126		
May	5,793,860	6,075,331	5,946,190	6,367,505	6,807,221	7,425,730	5,011,290	7,975,256	9,113,026	10,361,506		
June	4,053,988	3,621,035	4,666,527	3,983,941	4,182,456	4,557,885	5,146,439	6,789,670	4,685,857	5,311,513		
July**	4,320,542	4,588,502	4,372,322	4,952,664	4,835,632	5,266,612	4,871,906	6,094,635	6,393,098	6,737,854		
August	4,179,098	4,312,904	4,286,170	4,754,633	4,815,929	5,368,556	4,918,555	6,017,886	6,254,546	6,609,400		
September	5,997,983	5,347,273	6,377,884	5,821,648	7,067,806	7,331,396	9,125,106	8,508,962	8,459,469	9,682,066		
October	4,179,344	4,311,976	4,555,008	4,449,271	4,840,611	5,244,815	4,917,403	5,730,039	6,397,048	6,520,201		
November*	4,513,878	4,190,564	4,407,709	4,616,873	4,715,091	4,959,534	4,492,906	5,514,058	6,265,506	6,722,976		
December	5,881,014	5,264,022	6,092,242	6,056,492	7,037,269	6,186,904	8,678,973	8,798,537	8,601,579	9,246,964		
Actual	\$ 55,885,996	\$ 53,953,400	\$ 59,055,082	\$ 58,791,988	\$ 63,145,092	\$ 66,003,884	66,761,192	78,052,738	81,963,580	88,450,310	13,251,119	
Budget/(Rev)	\$ 52,495,824	\$ 53,953,400	\$ 54,739,000	\$ 57,366,282	\$ 58,513,608	\$ 60,484,333	65,705,798	60,404,887	65,000,000	74,750,000	77,500,000	
Over/(Under)Budget	3,390,172	(0)	4,316,082	1,425,706	4,631,484	5,519,551	1,055,394	17,647,851	16,963,580	13,700,310	(64,248,881)	588,174





YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 2 24A014	Health - Education State	21401000	427701		UNCLASSIFIED	3,000.00	C	OFFSET COST-TICK REMOVAL KITS
2024 2 24A014	Health - Education State	21401000	54329		PROMOTIONAL MATERIALS	3,000.00	D	OFFSET COST-TICK REMOVAL KITS
2024 2 24A015	DSS HEAP	10614100	54457		HEAP NON PA	28,237.00	D	2023-24 HEAP
2024 2 24A015	DSS HEAP	10614100	446411		FED AID FUEL CRISIS HEAP	28,237.00	C	2023-24 HEAP
2024 2 24T019	Health ATUPA	12023000	54310		OFFICE SUPPLIES	150.00	C	PURCHASE COMPUTER
2024 2 24T019	Health ATUPA	12023000	52130		COMPUTER EQUIPMENT	150.00	D	PURCHASE COMPUTER
2024 2 24T020	DSS Overhead	10120000	54782		SOFTWARE ACCESSORIES	200.00	D	CAT CABLES
2024 2 24T020	DSS Overhead	10120000	52130		COMPUTER EQUIPMENT	200.00	C	CAT CABLES
2024 2 24T021	DSS Admin	10102000	54311		PRINTING AND FORMS	515.00	D	FOSTER CARE PRINTING
2024 2 24T021	DSS Admin	10102000	54410		SUPPLIES AND MAT	515.00	C	FOSTER CARE PRINTING
2024 2 24T022	Finance	10131000	52130		COMPUTER EQUIPMENT	270.00	D	PRINTER REPLACEMENT TAX DEPT.
2024 2 24T022	Finance	10131000	54382		COMPUTER	270.00	C	PRINTER REPLACEMENT TAX DEPT.
2024 2 24T023	DSS Overhead	10120000	52130		COMPUTER EQUIPMENT	360.00	C	COMPUTER MONITOR

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YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 2 24T023	DSS Admin	10102000	52130		COMPUTER EQUIPMENT	360.00	D	COMPUTER MONITOR
2024 2 24T026	Coroner	10118500	54385		UNIFORMS	300.00	C	TRANSFER TO POSTAGE
2024 2 24T026	Coroner	10118500	54314		POSTAGE	300.00	D	NEED FUNDS IN POSTAGE
2024 2 24T027	Health - Community Health Assessment Fed	26401001	54640	10173	EDUCATION AND TRAINING	1,000.00	D	NYSACHO CONF EXPENSES
2024 2 24T027	Health - Community Health Assessment Fed	26401001	51094	10173	TEMPORARY	1,000.00	C	NYSACHO CONF EXPENSES
2024 2 24T028	DSS HEAP	10614100	51093		OVERTIME	2,275.00	D	OVERTIME
2024 2 24T028	DSS WMS	10116000	51094		TEMPORARY	175.00	C	OVERTIME
2024 2 24T028	DSS Training	10106000	51094		TEMPORARY	2,275.00	C	OVERTIME
2024 2 24T028	DSS HEAP	10614100	51093		OVERTIME	2,275.00	D	OVERTIME
2024 2 24T028	DSS Training	10106000	51094		TEMPORARY	175.00	C	OVERTIME
2024 2 24T028	DSS HEAP	10614100	58002		SOCIAL SECURITY	175.00	D	OVERTIME
2024 2 24T028	DSS HEAP	10614100	58002		SOCIAL SECURITY	175.00	D	OVERTIME
2024 2 24T028	DSS WMS	10116000	51094		TEMPORARY	2,275.00	C	OVERTIME
2024 2 24T029	Sheriff - Patrol	17311000	52190		MEDICAL EQUIPMENT	2,095.67	C	PURCHASE MEDICAL SUPPLIES

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 2 24T029	Sheriff - Patrol	17311000	54330		MEDICAL SUPPLIES	2,095.67	D	PURCHASE MEDICAL SUPPLIES
2024 2 24T031	Health - Nursing	11401000	54670		TRAVEL NON EMPLOYEES	600.00	D	TAXI FEES FOR PATIENT
2024 2 24T031	Health - Nursing	11401000	54310		OFFICE SUPPLIES	300.00	C	TAXI FEES FOR PATIENT
2024 2 24T031	Health - Nursing	11401000	54330		MEDICAL SUPPLIES	300.00	C	TAXI FEES FOR PATIENT
2024 2 24T034	DSS Admin	10102000	54989	10169	MISCELLANEOUS	266.00	C	ACCESSORIES
2024 2 24T034	DSS Admin	10102000	54782	10169	SOFTWARE ACCESSORIES	266.00	D	ACCESSORIES
2024 2 24T035	Sheriff - Patrol	17311000	54410		SUPPLIES AND MAT	208.00	C	PURCHASE PARKING TICKETS
2024 2 24T035	Sheriff - Patrol	17311000	54311		PRINTING AND FORMS	208.00	D	PURCHASE PARKING TICKETS
2024 2 24T036	Judgt & Claims	10193000	54960		CERTIORARI REFUNDS	5,000.00	C	TO COVER NYMIR INVOICE
2024 2 24T036	Judgt & Claims	10193000	54933		JUDGEMENTS AND CLAIMS	5,000.00	D	TO COVER NYMIR INVOICE
2024 2 24T037	OSR	10677300	54210		VEHICLE LEASING/RENTAL	4,800.00	C	SEE ATTACHED EMAIL
2024 2 24T037	OSR	10677200	54210		VEHICLE LEASING/RENTAL	4,800.00	D	SEE ATTACHED EMAIL
2024 2 24T037	OSR	10677600	54210		VEHICLE LEASING/RENTAL	454.00	C	SEE ATTACHED EMAIL
2024 2 24T037	OSR	10677500	54210		VEHICLE LEASING/RENTAL	5,615.00	D	SEE ATTACHED EMAIL

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2024 2 24T037	OSR	10677600	54210		VEHICLE LEASING/RENTAL	5,615.00	C	SEE ATTACHED EMAIL
2024 2 24T037	OSR	10677400	54210	10185	VEHICLE LEASING/RENTAL	454.00	D	SEE ATTACHED EMAIL
2024 2 24T038	Health - Rabies	11024000	54488		RABIES	1,500.00	D	COVER RABIES TREATMENT COSTS
2024 2 24T038	Health - Rabies	11024000	54330		MEDICAL SUPPLIES	1,500.00	C	COVER RABIES TREATMENT COSTS
2024 2 24T039	Youth Bureau	10731000	54410	10114	SUPPLIES AND MAT	800.00	D	FUNDS FOR PROGRAM SUPPLIES
2024 2 24T039	Youth Bureau	10731000	54989	10114	MISCELLANEOUS	800.00	C	FUNDS FOR PROGRAM SUPPLIES
2024 2 24T041	Youth Bureau	10731000	54310		OFFICE SUPPLIES	400.00	C	FUNDS NEEDED FOR OFFICE EQUIPT
2024 2 24T041	Youth Bureau	10731000	52120		OFFICE EQUIPMENT	400.00	D	FUNDS FOR OFFICE EQUIPT
2024 2 24T042	Health - Community Health Assessment Fed	26401001	51094	10173	TEMPORARY	400.00	C	PURCHASE NEW CHAIR
2024 2 24T042	Health - Community Health Assessment Fed	26401001	52110	10173	FURNITURE AND FURNISHINGS	400.00	D	PURCHASE NEW CHAIR
2024 2 24T043	Health - Community Health Assessment Fed	26401001	54640	10066	EDUCATION AND TRAINING	2,500.00	C	PURCHASE ITEMS FOR TRAILER
2024 2 24T043	Health - Community Health Assessment Fed	26401001	52110	10066	FURNITURE AND FURNISHINGS	2,500.00	D	PURCHASE ITEMS FOR TRAILER
2024 2 24T044	Transit - PART	95630000	54682		SPECIAL SERVICES	1,100.00	C	RUBBISH REMOVAL
2024 2 24T044	Transit - PART	95630000	54753		RUBBISH REMOVAL	1,100.00	D	RUBBISH REMOVAL

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 2 24T045	BCI	32311000	54640		EDUCATION AND TRAINING	3,000.00	C	PAY FOR PHONE DATA
2024 2 24T045	BCI	32311000	54682		SPECIAL SERVICES	3,000.00	D	PAY FOR PHONE DATA
2024 2 24T051	DSS Overhead	10120000	54493		PAYMENTS TO RECIPIENTS	250.00	C	EXP. STRATEGIC PLAN MEETING
2024 2 24T051	DSS Overhead	10120000	54989		MISCELLANEOUS	250.00	D	EXP. STRATEGIC PLAN MEETING
2024 2 24T052	Highway Facilities	10511100	54410		SUPPLIES AND MAT	3,760.00	C	WATER TESTING
2024 2 24T052	ENGINEERING	10144000	54955		NYC DEP AND DEC FEES	3,760.00	D	WATER TESTING
2024 2 R#52/24	Contingency	10199000	54980		GENERAL CONTINGENCIES	435,000.00	C	COURTHOUSE HVAC
2024 2 R#52/24	To Road	10990100	59020		TRANSFER TO CAPITAL	435,000.00	D	COURTHOUSE HVAC
2024 2 R#52/24	Capital Projects	55197000	430211	52408	ST AID COURT FACILITIES	435,000.00	D	COURTHOUSE HVAC
2024 2 R#52/24	Capital Projects	55197000	428601	52408	TRANSFER FROM OTHER FUND	435,000.00	C	COURTHOUSE HVAC
2024 2 R#60/24	Sheriff - Communications	13311000	51093	10218	OVERTIME	85,845.00	D	TAM GRANT DHSES
2024 2 R#60/24	Mental Health Legal	10033000	440891	10218	FY06 HOMELAND SECURITY SHSP	50,000.00	C	TAM GRANT DHSES
2024 2 R#60/24	EMS Fed	10398901	54646	10218	CONTRACTS	5,000.00	D	TAM GRANT DHSES
2024 2 R#60/24	EMS Fed	10398901	440891	10218	FY06 HOMELAND SECURITY SHSP	5,000.00	C	TAM GRANT DHSES

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2024 2 R#60/24	Sheriff - Communications	13311000	54646	10218	CONTRACTS	25,000.00 D	TAM GRANT DHSES
2024 2 R#60/24	Sheriff - Communications	13311000	440891	10218	FY06 HOMELAND SECURITY SHSP	117,413.00 C	TAM GRANT DHSES
2024 2 R#60/24	Sheriff - Communications	13311000	58002	10218	SOCIAL SECURITY	6,568.00 D	TAM GRANT DHSES
2024 2 R#60/24	Mental Health Legal	10033000	54783	10218	LICENSING SOFTWARE	50,000.00 D	TAM GRANT DHSES
2024 2 R#61/24	Finance	10131000	427705		VACANCY CONTROL FACTOR	12,373.00 C	VACANCY FACTOR
2024 2 R#61/24	Emergency Services	10398900	51000		PERSONNEL SERVICES	11,494.00 D	VACANCY FACTOR
2024 2 R#61/24	Emergency Services	10398900	58002		SOCIAL SECURITY	879.00 D	VACANCY FACTOR
2024 2 R#62/24	OSR	10677400	51000		PERSONNEL SERVICES	8,275.00 C	NUTRITION MGR
2024 2 R#62/24	OSR	10677400	58002		SOCIAL SECURITY	633.00 C	NUTRITION MGR
2024 2 R#62/24	OSR	10677200	51000		PERSONNEL SERVICES	8,275.00 D	NUTRITION MGR
2024 2 R#62/24	OSR	10677400	58001		STATE RETIREMENT	682.00 C	NUTRITION MGR
2024 2 R#62/24	OSR	10677200	58001		STATE RETIREMENT	682.00 D	NUTRITION MGR
2024 2 R#62/24	OSR	10677200	58002		SOCIAL SECURITY	633.00 D	NUTRITION MGR
2024 2 R#68/24	Sheriff - Civil	15311000	51000		PERSONNEL SERVICES	20,682.00 D	PBA RATIFICATION

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 2 R#68/24	Sheriff - Domestic Violence	20311000	58002		SOCIAL SECURITY	563.00	D	PBA RATIFICATION
2024 2 R#68/24	Sheriff - Domestic Violence	20311000	51000		PERSONNEL SERVICES	7,355.00	D	PBA RATIFICATION
2024 2 R#68/24	Sheriff - Patrol	17311000	58002		SOCIAL SECURITY	18,767.00	D	PBA RATIFICATION
2024 2 R#68/24	Sheriff - Security	19311000	58002		SOCIAL SECURITY	514.00	D	PBA RATIFICATION
2024 2 R#68/24	Sheriff - Security	19311000	51000		PERSONNEL SERVICES	6,710.00	D	PBA RATIFICATION
2024 2 R#68/24	Sheriff - Patrol	17311000	51000		PERSONNEL SERVICES	245,320.00	D	PBA RATIFICATION
2024 2 R#68/24	Sheriff - Youth	16311000	58002		SOCIAL SECURITY	6,176.00	D	PBA RATIFICATION
2024 2 R#68/24	Sheriff - Civil	15311000	58002		SOCIAL SECURITY	1,582.00	D	PBA RATIFICATION
2024 2 R#68/24	Sheriff - Communications	13311000	51000		PERSONNEL SERVICES	7,319.00	D	PBA RATIFICATION
2024 2 R#68/24	Sheriff - Narcotics	14311000	58002		SOCIAL SECURITY	4,327.00	D	PBA RATIFICATION
2024 2 R#68/24	Sheriff - Narcotics	14311000	51000		PERSONNEL SERVICES	56,558.00	D	PBA RATIFICATION
2024 2 R#68/24	Sheriff - Communications	13311000	58002		SOCIAL SECURITY	560.00	D	PBA RATIFICATION
2024 2 R#68/24	BCI	32311000	51000		PERSONNEL SERVICES	96,729.00	D	PBA RATIFICATION
2024 2 R#68/24	BCI	32311000	58002		SOCIAL SECURITY	7,400.00	D	PBA RATIFICATION



YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 2 R#68/24	Contingency	10199000	54980		GENERAL CONTINGENCIES	569,983.00	C	PBA RATIFICATION
2024 2 R#68/24	Sheriff	10311000	51000		PERSONNEL SERVICES	8,067.00	D	PBA RATIFICATION
2024 2 R#68/24	Sheriff	10311000	58002		SOCIAL SECURITY	617.00	D	PBA RATIFICATION
2024 2 R#68/24	Sheriff - Youth	16311000	51000		PERSONNEL SERVICES	80,737.00	D	PBA RATIFICATION
					Debits	1,706,039.67		
					Credits	1,706,039.67		

#21d

## 2024 Contingency Report

<b><u>Beginning Balance 1/1/24</u></b>		<b>2,547,527.00</b>
Res26	Sheriff Scaap funds	56,489.00
24T053	Pretrial Grant	86,366.00
<b>Subtotal General Contingency</b>		<b><u>\$ 2,690,382.00</u></b>
<b>Deductions:</b>		
Res24	Reclass Senior Caseworker	(18,055.00)
Res28	Contract Puma	(63,050.45)
Res39	Runaway & Homeless Youth Allocation	(19,462.00)
Res41	Planning Section 5307/5339 Allocation	(32,631.00)
Res46	Insurance	(13,218.00)
Res52	Courthouse- HVAC	(435,000.00)
Res68	PBA contract settlement	(569,983.00)
<b>Total</b>		<b><u>(1,151,399.45)</u></b>
		<b><u>\$ 1,538,982.55</u></b>
<b><u>Proposed Deductions:</u></b>		
27T032	DPW -prorated cost pump & installation fees	(20,720.00)
24T040	TD Auto settlement	(102,500.00)
<b>Pending Balance 3/25/24</b>		<b><u>(123,220.00)</u></b>
		<b><u>\$1,415,762.55</u></b>

Note:  
R= resolution

# **2024 Subcontingency Report**

4981- Subcontingency ( Peer Influence Peers)

**Beginning Balance 1/1/24** **\$ 36,000.00**

**Subtotal Subcontingency** **\$ 36,000.00**

**Deductions:**

**Total** 0.00  
**\$ 36,000.00**

**Proposed Deductions:**

**Pending Balance 3/25/24** \$36,000.00

Note:

R= resolution

A= proposed budgetary amendment

# 2023 Subcontingency Report

4985- Maintenance & Repairs

Beginning Balance 1/1/24 \$ 45,000.00

**Subtotal Subcontingency** \$ 45,000.00

**Deductions:**

24LT01 cover nails,paint, plumbing & cleaning supplies for Park (10,000.00)

24LT02 Tilly-nails, paint, cleaning and plumbing supplies (10,000.00)

**Total** (20,000.00)  
\$ 25,000.00

Proposed Deductions:

**Pending Balance 3/25/24** \$25,000.00

Note:

R= resolution

A= proposed budgetary amendment

# 2024 Subcontingency Report

4998- Subcontingency (IT & GIS)

**Beginning Balance 1/1/24** **\$ 54,000.00**

**Subtotal Subcontingency** **\$ 54,000.00**

**Deductions:**

**Total** 0.00  
**\$ 54,000.00**

**Proposed Deductions:**

**Pending Balance 3/27/24** \$54,000.00

Note:

R= resolution

A= proposed budgetary amendment



MICHAEL J. LEWIS  
*Commissioner Of Finance*

#5C  
SHEILA M. BARRETT  
*First Deputy Commissioner Of Finance*


DEPARTMENT OF FINANCE

**MEMORANDUM**

2024 MAR 12 PM 12:47  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

TO: Diane Schonfeld, Legislative Clerk

DATE: March 12, 2024

FROM: Michael J. Lewis, Commissioner of Finance 

SUBJECT: **Overtime/Temporary Help Recap for Audit and Administrative Committee Meeting**

Please include the attached report in the Audit and Administrative Committee Agenda for its next meeting.

Enclosure

Overtime Temporary - RECAP - 2024

As of Date: March 12, 2024

Org Description	Org	Object	Project	Acct. Description	2023 Actual	2024 Original Budget	2024 Revised Budget	2024 Actual	2024 Distributed Budget	2024 Available	2024 Percent
Corrections - Medical Services	10008000	51093		OVERTIME	197,777.86	300,890.00	300,890.00	80,003.12	57,863.46	220,886.88	26.59%
DPW - Engineering	10144000	51094		TEMPORARY	19,048.57	35,000.00	35,000.00	9,034.44	6,730.77	25,965.56	25.81%
DPW - Road Machinery	10513000	51094		TEMPORARY	5,040.00	0.00	0.00	4,320.00	0.00	(4,320.00)	100.00%
DPW - Roads & Bridges	10511000	51093		OVERTIME	71,522.28	50,000.00	50,000.00	12,898.93	9,615.38	37,101.07	25.80%
DPW - State Snow	10514200	51093		OVERTIME	122,934.92	276,000.00	276,000.00	164,445.06	53,076.92	111,554.94	59.58%
<b>DSS - HEAP</b>	<b>10614100</b>	<b>51093</b>		<b>OVERTIME</b>	<b>0.00</b>	<b>0.00</b>	<b>4,550.00</b>	<b>3,998.74</b>	<b>875.00</b>	<b>551.26</b>	<b>87.88%</b>
Emergency Services - Interoperable Public Safety Comm.	53097000	51094	51601	TEMPORARY	7,485.00	0.00	0.00	2,760.00	0.00	(2,760.00)	100.00%
Emergency Services - Bureau	10398900	51094		TEMPORARY	30,817.00	25,000.00	25,000.00	6,430.00	4,807.69	18,570.00	25.72%
Emergency Services - Dispatch	13398900	51093		OVERTIME	387,967.09	200,000.00	200,000.00	47,175.95	38,461.54	152,824.05	23.59%
<b>Finance</b>	<b>10131000</b>	<b>51093</b>		<b>OVERTIME</b>	<b>12,242.35</b>	<b>17,500.00</b>	<b>17,500.00</b>	<b>5,752.92</b>	<b>3,365.38</b>	<b>11,747.08</b>	<b>32.87%</b>
<b>Health - Administration</b>	<b>10401000</b>	<b>51094</b>		<b>TEMPORARY</b>	<b>30,268.50</b>	<b>16,558.00</b>	<b>16,558.00</b>	<b>4,606.85</b>	<b>3,184.23</b>	<b>11,951.15</b>	<b>27.82%</b>
<b>Health - Early Intervention</b>	<b>10405900</b>	<b>51093</b>		<b>OVERTIME</b>	<b>6,363.38</b>	<b>6,500.00</b>	<b>6,500.00</b>	<b>1,985.25</b>	<b>1,250.00</b>	<b>4,514.75</b>	<b>30.54%</b>
<b>Health - NYS Pub. Hlth. Corps.</b>	<b>26401001</b>	<b>51094</b>	<b>10173</b>	<b>TEMPORARY</b>	<b>17,878.33</b>	<b>22,200.00</b>	<b>17,800.00</b>	<b>5,581.47</b>	<b>3,423.08</b>	<b>12,218.53</b>	<b>31.36%</b>
Information Technology	10168000	51094		TEMPORARY	23,881.04	25,000.00	25,000.00	9,171.59	4,807.69	15,828.41	36.69%
Personnel	10143000	51094		TEMPORARY	3,675.78	45,000.00	45,000.00	19,119.40	8,653.85	25,880.60	42.49%
Sheriff - Communications ARPA	13311000	51093	52224	OVERTIME	48,791.80	0.00	0.00	3,999.37	0.00	(3,999.37)	100.00%

\* New departments in bold.

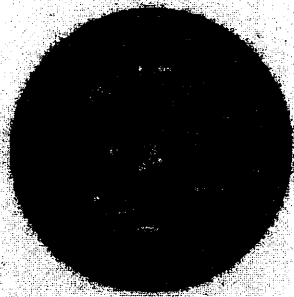
MICHAEL J. LEWIS  
Commissioner of Finance

SHEILA BARRETT  
First Deputy Commissioner of Finance

cc: all  
Health  
A+A

#5b

Reso



DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Amendment – 24A013  
DATE: February 14, 2024

2024 FEB 20 PM 1:42  
LEGISLATURE  
PLUM COUNTY  
CARMEL, NY

At the request of the Senior Fiscal Manager at the Department of Health, the following budgetary amendment is required.

GENERAL FUND			
<b>INCREASE ESTIMATED REVENUES:</b>			
26401001 444892 10217	MRC STRONG GRANT		\$ 12,100.00
<b>INCREASE APPROPRIATIONS:</b>			
26401001 54329 10217	Promotional		\$ 5,000.00
26401001 54330 10217	Medical Supplies		1,500.00
26401001 54640 10217	Education & Training		3,000.00
26401001 54410 10217	Supplies and Materials		2,600.00
			\$ 12,100.00
	2024 Fiscal Impact \$0-		
	2025 Fiscal Impact \$0-		

Please refer to the attached supporting documentation regarding the MRC STRONG Grant.

Please forward it to the appropriate committee.

Received add'l Funds  
No Matching Funds  
Per Billott





**MEMORANDUM**

**TO:** Michael Lewis, Commissioner of Finance  
**FROM:** William A. Orr, Jr., Senior Fiscal Manager **WAO**  
**DATE:** January 17, 2024  
**RE:** Budgetary Amendment

Please review and approve the Budgetary Amendment as regards to the MRC STTRONG Grant Award, and upon approval, please forward to the Legislative Committee.

<b>Increase Revenue:</b> 26401001-444892-10217		
MRC STTRONG Grant		<u>\$12,100</u>
	<b>Total Revenue</b>	<b><u>\$12,100</u></b>
<b>Increase Expense:</b> 26401001-54329-10217		
MRC STTRONG Grant-Promotional		\$5,000
<b>Increase Expense:</b> 26401001-54330-10217		
MRC STTRONG Grant-Medical Supplies		\$1,500
<b>Increase Expense:</b> 26401001-54640-10217		
MRC STTRONG Grant-Ed & Training		\$3,000
<b>Increase Expense:</b> 26401001-54410-10217		
MRC STTRONG Grant-Supplies & Materials		<u>\$2,600</u>
	<b>Total Expense</b>	<b><u>\$12,100</u></b>
	<b>Fiscal Impact</b>	<b><u>\$0.00</u></b>

Please see attached supporting documents for MRC STTRONG (Medical Reserve Corp – State, Territory and Tribal Nations, Representative Organizations for Next Generation) Funding from NYSDOH.

Putnam County Department of Health has been awarded \$12,100 for the period of 6/1/23 – 5/31/25, to be expended as follows:

**Promotional:**

Promotional items for recruitment and retention, specific items to be determined. Will need the National MRC logo on some items (may also include Putnam County logo).

**Medical Supplies:**

For use in "Deployment Bags" for the MRC Volunteers. Examples would be first aid kits, tweezers, scissors, bandages, tissues, alcohol wipes- Various items to be determined.

**Education/Training:**

Seminars and trainings for MRC Volunteers. Trainings such as "Stop the Bleed" and CPR. Feedback from Volunteers will help decide further trainings.

**Non-Office Supplies:** for use in Deployment Bags. Examples would be flashlights, batteries, safety gloves, headlamps, canvass bags/backpacks. Other items to be determined.

NC: mb

## SUBRECIPIENT CONTACT INFORMATION

### SECTION A: NYSDOH / Health Research, Inc. (HRI) Information

**Principal Investigator:** Kristen Townsend

**Prime Sponsor:** Administration for Strategic Preparedness & Response (ASPR)

**Title of Proposal:** Medical Reserve Corp – State, Territory and Tribal Nations, Representative Organizations for Next Generation (MRC-STTRONG)

**Period of Performance from:** 6/1/23 - 5/31/25

**Administrative Contact:** Mike Austin; email Michael.austin@health.ny.gov

### SECTION B: Subrecipient Information

**Legal Name:** Putnam County Department of Health

**Address:** 1 Geneva Road

**Address:** (9-digit zip code required) Brewster, NY 10509-2339

**DUNS#:** 072709553

**Federal Employer Identification Number (EIN):** 14-6002759

**GLN9KUJQKBB8**

**Registered in SAM?**  Yes  No **Expiration Date:** 2-10-24

**Name and Title of Authorized Official:** (Responsible individual who is authorized to enter into a contractual agreement with other entities)

William Orr

**Phone:** 845-808-1390 x43146 **Email:** william.orr@putnamcountyny.gov

**Name and Title of Programmatic Contact:** (Responsible individual for the day to day program activities)

Connie Bueti

**Phone:** 845-808-1390 x43239 **Email:** connie.bueti@putnamcountyny.gov

**Name and Title of Fiscal Contact:** (Responsible individual for vouchering/invoicing and maintaining audit records)

Nancy Collier

**Phone:** 845-808-1390 x43145 **Email:** Nancy.collier@putnamcountyny.gov

New York State Department of Health (NYSDOH)  
Office of Health Emergency Preparedness (OHEP)  
MRC-STTRONG  
2023-2025 MRC Contract Deliverable Coordination Tool

**Introduction:**

The MRC State, Territory, and Tribal Nations, Representative Organizations for Next Generation (MRC STTRONG) grant 2023- 2025 contract deliverables:

All MRC deliverable documentation, including guidance documents, can be found on the Health Commerce System (HCS) Secured Collaboration Site. To access, follow the below instructions:

- 1.) Log on to HCS
- 2.) Click Secure Collaboration app (HCS account required)
- 3.) Select NYS MRC Collaboration Site
- 4.) Click on Library
- 5.) Open MRC-STTRONG Deliverables
- 6.) Open the folder for the appropriate Deliverable
- 7.) Add your element of completion.

*Unless otherwise stated, all elements of completion are to be submitted as a PDF file using the above process.*

Deliverable 1: Background Check Training Course		\$500 (One (1) person per unit)
Description	One staff member from each MRC Unit will attend a sub-regional training course on volunteer background checks. Participants will develop a full understanding of background check requirements, limitations, best practices, and policy memorandum deliverable requirements.	
Provider	NYSDOH Volunteer Program Coordinator	
Delivery of Sessions	In-person	
Target Audience	MRC Unit Leader	
Target Dates	December 1, 2023	
Payment	\$500 per MRC Unit.	
Element of Completion	Sign-in sheet.	
Note	Sign-in sheets/documentation must include the event name, event sponsor, date and time. Participant names must be legible and indicate the MRC Unit's operating name/site (not County or LHD) that they are representing for the MRC Unit to be eligible for payment. Participants cannot request payment for more than one MRC Unit for their participation in this event.	

Deliverable 2: MRC Background Check Policy Memorandum		\$4,000
Description	MRCs will complete a Background check policy memorandum for their unit. Guidance and template(s) will be provided during the background check training course.	
Target Audience	MRC Unit Leader	
Target Date	May 31, 2024	
Payment	\$4,000	

Element of Completion	Submission of Policy Memorandum to the MRC Collaboration site on the Health Commerce System (HCS) Security Collaboration Application using the template(s) provided in the background check training course.
Notes	

Deliverable 3: 2024 MRC Workshop		\$500/(One (1) person per unit)
Description	NYSDOH OHEP will host a two-day workshop for MRC Unit Leaders. The workshop will review MRC program requirements, success stories from the field, and provide guidance and template(s) to enable MRC Unit Leaders to develop MRC Unit Operational Playbooks and Spontaneous Unaffiliated Volunteer plans or policies. This is a pre-requisite for completion of Deliverables 4 and 5.	
Provider	NYSDOH Volunteer Program Coordinator	
Delivery of Sessions	In-Person	
Target Audience	MRC Unit Leaders	
Location and Dates	A training announcement with date and registration information will be forthcoming.	
Target Date	June 30, 2024	
Payment	\$500 per unit, per day, maximum award \$1,000	
Element of Completion	Sign-in sheet	
Note	Sign-in sheets/documentation must include the event name, event sponsor, date and time. Participant names must be legible and indicate the MRC Unit's operating name/site (not County or LHD) that they are representing for the MRC Unit to be eligible for payment. Participants cannot request payment for more than one MRC Unit for their participation in this event.	

Deliverable 4: Production of a Unit Operational Playbook		\$4,000
Description	Each MRC Unit will produce a Unit Operational Playbook. This playbook is not a Volunteer Management Plan, it is a guidance manual on how to properly prepare, deploy, demobilize and recover from planned and unplanned operations that involve volunteers of the MRC.	
Target Audience	MRC Unit Leaders	
Target Date	May 31, 2025	
Payment	\$4,000 per unit	
Element of Completion	Submission of Unit Operations Playbook to the MRC Collaboration site on the HCS Security Collaboration Application.	
Note	An informational training on the development of a Unit Operational Playbook will take place during the Deliverable 3: 2024 MRC Workshop.	

<b>Deliverable 5: Spontaneous Unaffiliated Volunteer Plan</b>		<b>\$2,600</b>
<b>Description</b>	Each MRC will develop a Spontaneous Unaffiliated Volunteer plan. This plan will provide guidance on how the MRC will account for or process Spontaneous Unaffiliated Volunteers before during and after an activation of the MRC.	
<b>Target Audience</b>	MRC Unit Leaders	
<b>Target Date</b>	May 31, 2025	
<b>Payment</b>	\$2,600 per unit	
<b>Element of Completion</b>	Submission of Spontaneous Unaffiliated Volunteer Plan to the MRC Collaboration site on the HCS Security Collaboration Application.	
<b>Note</b>	An informational training on the development of a Spontaneous Unaffiliated Volunteer Plan will take place during the Deliverable 3: 2024 MRC Workshop.	

MICHAEL J. LEWIS  
Commissioner of Finance



cc: all  
Health  
A+A

#5C Reso

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Amendment – 24A017  
DATE: February 14, 2024

2024 FEB 20 AM 10:32  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Senior Fiscal Manager at the Department of Health, the following budgetary amendment is required.

<b>GENERAL FUND</b>				
<b>INCREASE ESTIMATED REVENUES:</b>				
26401001 444892 10160	Federal Aid - ELC Covid 19 Grant			\$ 17,900.00
<b>INCREASE APPROPRIATIONS:</b>				
26401001 52130 10160	Computer Equipment			\$ 12,000.00
26401001 54313 10160	Books and Supplements			800.00
26401001 54410 10160	Supplies and Materials			500.00
26401001 54636 10160	Internet Costs			600.00
26401001 54782 10160	Software Accessories			1,000.00
26401001 54989 10160	Miscellaneous			3,000.00
				\$ 17,900.00
	2024 Fiscal Impact \$0-			
	2025 Fiscal Impact \$0-			

Please refer to the attached supporting documentation regarding the Enhanced Laboratory Capacity (ELC) – Covid 19 Grant

Please forward it to the appropriate committee.





**PUTNAM COUNTY DEPARTMENT OF HEALTH**  
 1 Geneva Road, Brewster, NY 10509 ■ 845-808-1390  
 www.putnamcountyny.gov/health  
 A PHAB-ACCREDITED HEALTH DEPARTMENT

**Kevin M. Byrne**  
 COUNTY EXECUTIVE

**Michael J. Nesheiwat, MD**  
 INTERIM COMMISSIONER OF HEALTH

**MEMORANDUM**

**TO:** Michael Lewis, Commissioner of Finance  
**FROM:** William A. Orr, Jr., Senior Fiscal Manager *WAO*  
**DATE:** February 12, 2024  
**RE:** Budgetary Amendment

Please review and approve the Budgetary Amendment as regards to the Enhanced Laboratory Capacity (ELC)-COVID 19 Grant Award, and upon approval, please forward to the Legislative Committee.

<b>Increase Revenue:</b> 26401001-444892-10160 ELC-COVID 19 Grant	<u>\$17,900</u>		
		<b>Total Revenue</b>	<b><u>\$17,900</u></b>
<b>Increase Expense:</b> 26401001-52130-10160 ELC-COVID 19 Grant-Computer Equipment	\$12,000		
<b>Increase Expense:</b> 26401001-54313-10160 ELC-COVID 19 Grant-Books & Supplements	\$ 800		
<b>Increase Expense:</b> 26401001-54410-10160 ELC-COVID 19 Grant-Supplies & Materials	\$ 500		
<b>Increase Expense:</b> 26401001-54636-10160 ELC-COVID 19 Grant-Internet	\$ 600		
<b>Increase Expense:</b> 26401001-54782-10160 ELC-COVID 19 Grant-Software Accessories	\$1,000		
<b>Increase Expense:</b> 26401001-54989-10160 ELC-COVID 19 Grant-Miscellaneous	\$3,000		
		<b>Total Expense</b>	<b><u>\$17,900</u></b>
		<b>Fiscal Impact</b>	<b><u>\$0.00</u></b>

The ELC-COVID 19 Grant period was expected to end on December 31, 2023, therefore, PCDOH did not include revenues or expenses in the 2024 Budget.

A new Agreement was signed (see attached) in January 2024 extending the Grant period through July 31, 2024. This Amendment funds the county budget for ELC-COVID 19 through July 31, 2024. All purchases will be reimbursed at 100% by the ELC-COVID 19 Grant as per the Agreement.

See attached Quotes for proposed purchases:

Six new laptops with cases for use in office and offsite clinics.

Six tablet cases with keyboards for use at offsite clinics.

Rolling Laptop carrier for transporting multiple laptops to offsite clinics.

"Hot Spots" for internet connection for offsite clinics (Required for "Electronic Medical Record" access).

Continue subscription to Lexis Nexis, a public information search site used for clinics and other Health Department information. (Approximately \$100 per month).

Fund Miscellaneous in the event other items are needed.

NC: mb

scant 2/2/24

**AMENDMENT #3**

This Agreement, made this 23rd day of Jan., 2024 by and between **HEALTH RESEARCH INC.**, hereinafter referred to as "HRI," a domestic not-for-profit corporation, and **PUTNAM COUNTY DEPARTMENT OF HEALTH**, hereinafter referred to as "Contractor."

**WHEREAS**, heretofore on or about the 31st day of July 2020, the parties hereto entered into a certain agreement regarding "COVID-19 Enhanced Detection", HRI Contract Number **6440-01**, which was subsequently modified by Amendment #1 dated 9/29/2021 and Amendment #2 11/28/2022; and,

**WHEREAS** it is now desired to amend that provision of such contract designated as "Contract End Date".

**NOW THEREFORE**, it is mutually agreed by both parties that "Contract End Date" of Agreement HRI Contract Number 6440-01 will be **7/31/2024**.

It is further agreed, by and between the parties hereto, that said Agreement in all portions thereof, as heretofore and herein amended, shall remain in full force and effect in accordance with the terms thereof.

**IN WITNESS WHEREOF**, the parties hereto have agreed and executed this amendment.

**HEALTH RESEARCH INC.**

**PUTNAM COUNTY DEPARTMENT  
OF HEALTH**

Elizabeth Wood  
Elizabeth Wood  
Deputy Director

William A. Orr Jr  
Name William A. Orr Jr  
Title: Senior Fiscal Manager

ELC Grant



Laptops  
Computer Agency

Pricing Proposal  
Quotation #: 24445004  
Reference #: 1/31/2024  
Created On: 2/1/2024  
Valid Until: 2/29/2024

**NY-County of Putnam Health Department**

**Inside Account Executive**

**Annmarie Walz**  
1 Geneva Road  
Brewster, NY 10509  
United States  
Phone: 845-808-1800  
Fax:  
Email: annmarie.wal@putnamcountyny.gov

**Niall El-Adawy**  
300 Davidson Ave  
Somerset, NJ 08873  
Phone: 732-652-7686  
Fax:  
Email: niall\_eladawy@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Dell Latitude 5540 - Intel Core i7 - 1365U / 1.8 GHz - Win 11 Pro - Intel Iris Xe Graphics - 16 GB RAM - 512 GB SSD NVMe, Class 35 - 15.6" IPS 1920 x 1080 (Full HD) - 802.11a/b/g/n/ac/ax (Wi-Fi 6E) - BTS - with 1 Year Basic Onsite Service with Hardware S Dell - Part#: TPJJ4 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Note: Participant ID# 34562	6	\$1,765.41	\$10,592.46
		<b>Total</b>	<b>\$10,592.46</b>

**Additional Comments**

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

*(Handwritten signature)*

**PURCHASE REQUISITION FORM  
COUNTY OF PUTNAM**

*Supplies/Materials*

*ELC*

Date

*2/1/24*

Requisition #

Purchase Order #

Vendor Name / Address  
(Company from whom we are purchasing)

*B + A Photo*

(i.e.: EHS, Nursing, EI, etc)

Charge Program-Account

→ *Nursing*

Budget Line:

→

Commodity Code:

→

ITEM #	Description (including Model No., Color, Size, etc.)	Quantity	Unit	Unit Price	Amount
	<i>See Attached (Padded Laptop Case)</i>	<i>2</i>	<i>ea</i>	<i>264.74</i>	<i>5</i>
	<i>Rolling Lap top carrier</i>				
	REQUESTED BY: <i>Mary Mc Cormack</i> (Staff who is asking for the product)				

DATE NEEDED *A.S.A.P.*

ORDER TOTAL

*529.48*

DEPARTMENT *Health*

SUPV / MGR SIGNATURE

For Fiscal Office Use	For Fiscal Office Use
Do Not Send PO to Vendor <input type="checkbox"/>	FTR for this Requisition <input type="checkbox"/>
Program Coord will send PO to Vendor <input type="checkbox"/>	Quote Attached <input type="checkbox"/>
Fax <input type="checkbox"/> Email <input type="checkbox"/>	W9 attached for New Vendor <input type="checkbox"/>
Do Not Send PO to Vendor, Online Order <input type="checkbox"/>	Health ID for Toner Cartridge <input type="checkbox"/>
Send Check to Health Dep't <input type="checkbox"/>	Insurance Attached <input type="checkbox"/>
Pay on Voucher (Under \$200.00) <input type="checkbox"/>	
PCARD Transaction (Credit Card) <input type="checkbox"/>	

mm: 1/19, mb: 4/19, mb: 2/20

ELC Grant

420 Ninth Avenue, New York, NY 10001 • Fax: 212.239.7770



1-212 444-6600 1-800 947-9950	1-212 444-6700 1-800 947-9978	1-212 444-5000 1-800 947-9910	1-212 444-5070 1-800 947-1183
----------------------------------	----------------------------------	----------------------------------	----------------------------------

To Inquire About Your Order Tel: 212.239.7765 - 800.221.5743 • Fax: 212.239.7549 - 800.947.2215

The Professional's Source

www.bhphotovideo.com



*Software Accessories*  
*Laptop cases*

Order No.: 904108463  
Bid No.: R201202-OMNIA-P

Bill To: HEALTH DEPARTMENT  
HEALTH DEPARTMENT  
1 GENEVA RD  
BREWSTER, NY 10509  
USA

Ship To: HEALTH DEPARTMENT  
1 GENEVA RD  
BREWSTER, NY 10509

Bill Phone: (845)808-1390

Ship Phone: (845)808-1390

Invoice Date	Terms	Order No:	Order Date	PO NUMBER	Customer Code	Ship Via	
		904108463	02/05/24		B3539561	FDX GROUND	
Qty Ord	Qty Ship	Qty Bko	Item Description		SKU#/MFR#	Item Price	Amount
6	6		COCOON SLIM XL 17" BACKPACK-BLACK Salesperson Code: WB Qualifies for Free Shipping Within the Contiguous USA  Please Remit: 395.94  <b>PLEASE NOTE:</b> **** Please reference your quote number on all PO's **** **** ALL PRICES ARE LISTED IN USD ****		COMCP3451BK (MCP3451BK)	\$65.99	\$395.94

*Handwritten mark and arrow*

Payment Type	Card/Check Number	Amount	Sub-Total:	\$395.94
			Total Order:	\$395.94
			Total Payment:	\$0.00
			Balance:	USD \$395.94

BNI\_Invoice-REPRINT

**PURCHASE REQUISITION FORM  
COUNTY OF PUTNAM**

ELC

*Software  
Accessories*

Date 2/1/24  
Requisition # \_\_\_\_\_  
Purchase Order # \_\_\_\_\_

Vendor Name / Address  
(Company from whom we are purchasing)

Amazon

(i.e.: EHS, Nursing, EI, etc)

Charge Program-Account → Nursing  
Budget Line: → \_\_\_\_\_  
Commodity Code: → \_\_\_\_\_

ITEM #	Description (including Model No., Color, Size, etc.)	Quantity	Unif	Unit Price	Amount
	<i>Tablet Case w/ Keyboard</i>	<i>4</i>	<i>ea</i>	<i>69.98</i>	\$ -
	<i>See Attached</i>				<i>279.92</i>
REQUESTED BY: <u>Mary McCormack</u> (Staff who is asking for the product)					
<b>ORDER TOTAL</b>					<b>0</b>

DATE NEEDED \_\_\_\_\_

DEPARTMENT Health

SUPV / MGR SIGNATURE Kathleen L. Pennington, SP4M

For Fiscal How We're Paying		For Fiscal Office Use	
Do Not Send PO to Vendor	<input type="checkbox"/>	FTR for this Requisition	<input type="checkbox"/>
Program Coord will send PO to Vendor	<input type="checkbox"/>	Quote Attached	<input type="checkbox"/>
Fax <input type="checkbox"/> Email <input type="checkbox"/>		W9 attached for New Vendor	<input type="checkbox"/>
Do Not Send PO to Vendor, Online Order	<input type="checkbox"/>	Health ID for Toner Cartridge	<input type="checkbox"/>
Send Check to Health Dep't	<input type="checkbox"/>	Insurance Attached	<input type="checkbox"/>
Pay on Voucher (Under \$200.00)	<input type="checkbox"/>		
PCARD Transaction (Credit Card)	<input type="checkbox"/>		

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

cc: all  
Health  
A&A

Reso

#50

2024 MAR 11 PM 11:06  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: **Budgetary Amendment – 24A019**  
DATE: March 3, 2024

At the request of the Fiscal Manager at DSS and Mental Health, the following budgetary amendment is required.

<b>GENERAL FUND</b>			
<b>INCREASE APPROPRIATIONS:</b>			
10034000 54647	MH SUPPORTED HOUSING - SUB CONTRACTORS		\$ 54,749.00
<b>INCREASE ESTIMATED REVENUES:</b>			
10034000 434903	STATE AID - MH SUPPORTED HOUSING		\$ 54,749.00
<b>DECREASE APPROPRIATIONS:</b>			
10040000 54647	MH REINVESTMENT - SUB CONTRACTORS		\$ 54,749.00
<b>INCREASE ESTIMATED REVENUES:</b>			
10040000 434981	STATE AID - MH REINVESTMENT		\$ 54,749.00
		2024 Fiscal Impact \$ 0	
		2025 Fiscal Impact \$ 0	

The above budgetary amendment is to align the Mental Health Budget in conjunction with the NYSOMH 2024 State Aid Authorization. Please refer to the attached for further information.



KEVIN BYRNE  
County Executive

SARA SERVADIO  
Commissioner  
[Sara.Servadio@dfa.state.NY.US](mailto:Sara.Servadio@dfa.state.NY.US)

KRISTEN WUNNER  
Fiscal Manager  
[Kristen.Wunner@putnamcountyny.gov](mailto:Kristen.Wunner@putnamcountyny.gov)



ELIZABETH BARCAVAGE  
Director of Eligibility  
[Elizabeth.Barcavage@dfa.state.NY.US](mailto:Elizabeth.Barcavage@dfa.state.NY.US)

FRANK MAROCCO, ESQ.  
Director of Children and  
Family Services  
[Frank.Marocco@dfa.state.NY.US](mailto:Frank.Marocco@dfa.state.NY.US)


DEANNA DICAPRIO, ESQ.  
Deputy Counsel for DSS  
[Deanna.Dicaprio@dfa.state.ny.us](mailto:Deanna.Dicaprio@dfa.state.ny.us)

DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

February 23, 2024

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: MH 2024 Budgetary Amendment

Your approval is requested to amend the MH budget to align with NYS OMH CY 2024 State Aid authorization dated 12/29/2023.

**Transfer Estimated Appropriations:**

<b>FROM:</b>	10040000		MH REINVESTMENT	
		54647	SUB CONTRACTORS	\$54,749
<b>TO:</b>	10034000		MH SUPPORTED HOUSING	
		54647	SUB CONTRACTORS	\$54,749
			Total Estimated Appropriations	\$0

**Transfer Estimated Revenue:**

<b>FROM:</b>	10040000		MH REINVESTMENT	
		434981	MH ST AID	\$54,749
<b>TO:</b>	10034000		MH SUPPORTED HOUSING	
		434903	MH ST AID SUPPORTED HOUSING	\$54,749
			Total Revenue	\$0
			Fiscal Impact (24)	- 0 -
			Fiscal Impact (25)	- 0 -

Thank you for your time and consideration of this request.

Attachments:

Summary of County budget accounts – OMH/OASAS  
OMH Attachment A – Funding Source Allocation Table



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

SUMMARY OF COUNTY BUDGET ACCOUNTS-OMH/OASAS ADP CY 2024 - CONTRACT AGENCIES

FC:	013S 10030000 54647	078 10034000 54647	014 10036000 54647	034J/570 10037000 54647	965/965S 10038000 54647	034K/570K 10039000 54647	200/200C 10040000 54647
ADOPTED/REVISED	453035	2173872	108029	373290	74252	54696	847167
AGENCY in accordance with state aid authorizations							
Green Chim							
PHC							250850
ARC			59987		197		
Careers							
SFC		2114333			852		9788
PrYr liability 122P							
SH Workforce RIV FC 200C							
MHA - Putnam			31686	10678	15936		129333
PFCS/COVECARE	353835			311088			218877
Family Supprt Nav.	99793			69220		54696	
Health Home FC 570/570K							
PEOPLES		85716			57267		183570
PrYr liability 122P							
NCA							
MHA - Westchester		28572					
PrYr liability 122P							
PC SHERIFF							
TBD			16356				
TOTALS	453628	2228621	108029	390986	74252	54696	792418
(OVER)/UNDER	-593	54749	0	-17696	0	0	54749



**Attachment A**

**Funding Source Allocation Table**

County Code: 40 County Name: Putnam

Year: 2024 Amendment: 2 - 12/29/2023 4:03:06 PM

Print Date : 01/02/2024 01:39 PM  
 Printed By : L6884GMB  
 Page : 1 of 2

Funding Source	Code	Type	Prior Letter Allocation	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value from Prior Letter	Annualized Value Changes from Prior Letter	Fiscal Year Revised Annualized Value	Beds
Local Assistance	001A	GS	\$60,488	\$0	\$60,488	\$0	\$0	\$0	
Community Support Services	014	GS	\$111,568	\$0	\$111,568	\$0	\$0	\$0	
Adult Case Management & ACT	034J	GS	\$321,766	\$0	\$321,766	\$0	\$0	\$0	
Integrated Supp Emp	037	GS	\$52,328	\$0	\$52,328	\$0	\$0	\$0	
PROS State Aid	037P	GS	\$89,636	\$0	\$89,636	\$0	\$0	\$0	

**Remarks**

Effective 1/1/2024, PROS Residual State Aid and PROS Vocational Initiative funding recalculated based upon monthly census data reported in CAIRS. CY 2023 funding increases are PFCS PROSper SA \$34,824 Voc \$55,011.  
 Effective 04/01/2023, PROS Residual State Aid and PROS Vocational Initiative funding is being increased based upon the 4% COLA effective 04/01/2023. CY 2023 funding increases PFCS PROSper SA \$1,088 Voc \$1,696.

Dwyer Veteran P2P	038F	GS	\$7,400	\$185,000	\$192,400	\$0	\$0	\$0	
Clinical Infrastructure-Adult	039P	GS	\$62,560	\$0	\$62,560	\$0	\$0	\$0	
CMHS Kids COVID Relief Funds	044C	F	\$0	\$0	\$0	\$0	\$0	\$0	
Clinical Infrastructure-C&F	046A	GS	\$77,916	\$0	\$77,916	\$0	\$0	\$0	
Community Support Programs-C&F	046L	GS	\$322,914	\$0	\$322,914	\$0	\$0	\$0	
Supported Housing	078	GS	\$2,228,621	\$0	\$2,228,621	\$0	\$0	\$0	78

**Remarks**

Effective 1/1/24, 2 beds and \$54,749 are being moved from FSC 200C to FSC 078.

Effective 4/1/23, a \$930 per bed COLA and a \$1,812 per bed stipend increase are being allocated for 76 SH beds. The first year value of this increase is \$156,294. The full annual value is \$208,392.

Prior Year Liability	122P	GS	\$0	\$0	\$0	\$0	\$0	\$0	
Expanded Community Support Adult	142A	GS	\$276,316	\$0	\$276,316	\$0	\$0	\$0	
Suicide Prevention & Crisis Services	164	GS	\$150,000	\$0	\$150,000	\$0	\$0	\$0	
Trans. Mgmt. Kendra's	170B	GS	\$7,700	\$0	\$7,700	\$0	\$0	\$0	
MGP Admin Kendra's	170C	GS	\$2,532	\$0	\$2,532	\$0	\$0	\$0	



Aid to Localities Financial System

Attachment A

Funding Source Allocation Table

County Code: 40 County Name: Putnam

Year: 2024 Amendment: 2 - 12/29/2023 4:03:06 PM

Print Date : 01/02/2024 01:39 PM  
 Printed By : L6884GMB  
 Page : 2 of 2

Funding Source	Code	Type	Prior Letter Allocation	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value from Prior Letter	Annualized Value Changes from Prior Letter	Fiscal Year Revised Annualized Value	Beds
Article 28&31 Closure Re-Invest. (Adult)	175A	GS	\$27,740	\$0	\$27,740	\$0	\$0	\$0	\$0
Com. Reinvestment	200	GS	\$794,416	\$0	\$794,416	\$0	\$0	\$0	\$0
Supported Housing - Workforce RIV	200C	GS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Remarks</b>									
Effective 1/1/24, 2 beds and \$54,749 are being moved from FSC 200C to FSC 078.									
Effective 4/1/23, a \$930 per bed COLA and a \$1,812 per bed stipend increase are being allocated for 2 SH beds. The first year value of this increase is \$4,113. The full annual value is \$5,484.									
Commissioner's Perf.	400	GS	\$27,524	\$0	\$27,524	\$0	\$0	\$0	\$0
Health Home	570	GS	\$69,220	\$0	\$69,220	\$0	\$0	\$0	\$0
Kids Health Home Care Management	570K	GS	\$54,696	\$0	\$54,696	\$0	\$0	\$0	\$0
Funding Reduction/COLA	965	GS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Personnel Services Enhancements	965S	GS	\$74,252	\$0	\$74,252	\$0	\$0	\$0	\$0
<b>Grand Total:</b>			<b>\$4,819,593</b>	<b>\$185,000</b>	<b>\$5,004,593</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

cc: all  
Health  
AVA

Reso

#5e

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Amendment – 24A020  
DATE: March 4, 2024

2024 MAR 11 PM 11:06  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Fiscal Manager at DSS and Mental Health, the following budgetary amendment is required.

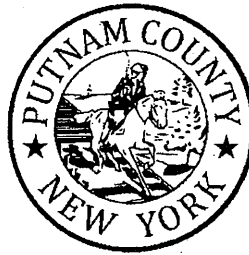
<u>GENERAL FUND</u>				
<u>INCREASE APPROPRIATIONS:</u>				
10431000 52130 10206	MH LGU - OASAS ABATEMENT FUNDS			\$ 560.00
	OASAS ABATEMENT FUNDS			
<u>INCREASE ESTIMATED REVENUES:</u>				
10431000 434983 10206	MH LGU - COMPUTER EQUIPMENT			\$ 560.00
	OASAS ABATEMENT FUNDS			
	2024 Fiscal Impact \$ 0			
	2025 Fiscal Impact \$ 0			

The above budgetary amendment is to request the use of opioid abatement funds to purchase a laptop for the Dual Recovery Coordinator. Please refer to the attached for further information.

KEVIN BYRNE  
County Executive

SARA SERVADIO  
Commissioner  
Sara.Servadio@dfa.state.NY.US

KRISTEN WUNNER  
Fiscal Manager  
Kristen.Wunner@putnamcountyny.gov



ELIZABETH BARCAVAGE  
Director of Eligibility  
Elizabeth.Barcavage@dfa.state.NY.US

FRANK MAROCCO, ESQ.  
Director of Children and  
Family Services  
Frank.Marocco@dfa.state.NY.US


DEANNA DICAPRIO, ESQ.  
Deputy Counsel for DSS  
Deanna.Dicaprio@dfa.state.ny.us

**DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU**

**MEMORANDUM**

February 26, 2024

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: MH 2024 Budgetary Amendment

Your approval is requested to amend the MH budget to fund the purchase of a laptop computer for the **Dual Recovery Coordinator** set to start with the Department of Mental Health on March 4<sup>th</sup>, 2024 using opioid abatement funds (quote attached).

**Increase Estimated Revenue:**

10431000	MH LGU	
434983	OASAS ABATEMENT FUNDS	
10206	OASAS ABATEMENT	\$560
	Total Revenue	\$560

**Increase Estimated Appropriations:**

10431000	MH LGU	
52130	COMPUTER EQUIPMENT	
10206	OASAS ABATEMENT	\$560
	Total Estimated Appropriations	\$560
	Fiscal Impact (24)	- 0 -
	Fiscal Impact (25)	- 0 -

Thank you for your time and consideration of this request.

Attachments:

- 2024 Budget – Computer Equipment Request Form
- GovConnection, Inc. Sales Quote 25600248.02

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



**2024 BUDGET - COMPUTER EQUIPMENT REQUEST FORM**

**DEPARTMENT #:** 17

**DEPARTMENT NAME:** Mental Health - OASAS Abatement

ITEMS	QUANTITY	FEATURES NEEDED	JUSTIFICATION	EST. COST	% COVERED BY GRANT
	1	Dell Latitude 5420 with 4 yr. warranty 16 GB RAM, Mouse, Keyboard, Docking Station, Laptop case, H-DMI Cable	Proposed Dual Recovery Coord.	1,000	OASAS Abatement Funds.

  
Department Head Approval

8/11/27  
Date

IT Approval

Date





# SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

Account Executive: Timothy Vanasse  
Phone: (800) 800-0019 ext. 33011  
Fax: (603) 683-1204  
Email: tim.vanasse@connection.com

# 25600248.02  
PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING  
Date: 2/26/2024  
Valid Through: 3/27/2024  
Account #:

Customer Contact: AnnMarie Walz  
Email: annmarie.walz@putnamcountyny.gov

Phone: (845) 808-4000 x41117  
Fax: (845) 225-1421

<b>QUOTE PROVIDED TO:</b> AB#: 5418737 PUTNAM COUNTY DEPT OF SOCIAL SERVICES ACCOUNTS PAYABLE 110 OLD ROUTE 6 BUILDING 2 CARMEL, NY 10512 US (845) 808-1500	<b>SHIP TO:</b> AB#: 20600592 PUTNAM COUNTY SOCIAL SERVICES 110 Old Route 6 Bldg#2 Carmel, NY 10512 US (845) 808-4000 x41117
---	---

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	10.00 lbs	Net 30	NCPA 01-144

Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-144. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	1	41629856	4MRP5	Latitude 3540 Core i5-1335U / 2x8GB / 256GB PCIe / ax / BT / WC / 15.6" FHD / W11P Dell Distribution Systems-Non CTO	Dell Distribution Systems-Non CTO	\$ 943.36	\$ 943.36
2	1	31978597	808-3109	1-Year Next Business Day to 5-Year ProSupport for Select Latitude Models Dell Services	Dell Services	\$ 292.40	\$ 292.40
3	1	41426972	DELL-WD22TB4	WD22TB4 Thunderbolt 4 Dock Dell Computers	Dell Computers	\$ 289.60	\$ 289.60
4	1	41412672	DELL-CC5623	EcoLoop Pro Briefcase Dell Computers	Dell Computers	\$ 34.25	\$ 34.25
						<b>Subtotal</b>	<b>\$ 1,559.61</b>
						<b>Fee</b>	<b>\$ 0.00</b>
						<b>Shipping and Handling</b>	<b>\$ 0.00</b>
						<b>Tax</b>	<b>Exempt</b>
						<b>Total</b>	<b>\$ 1,559.61</b>

*Allen Ducei*

# Connection™

PUBLIC SECTOR SOLUTIONS

we solve IT™

## ORDERING INFORMATION

GovConnection, Inc. DBA Connection  
NCPA Contract # NCPA 01-144

Please contact your account manager with questions.

**Ordering Address**  
GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Remittance Address**  
GovConnection, Inc.  
PO Box 536477  
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

## TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
Delivery Time:	1-30 DAYS ARO
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

*Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-144. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.*

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract or Purchase Order to:

[SLEDDPS@connection.com](mailto:SLEDDPS@connection.com)

QUESTIONS: Call 800-800-0019

FAX: 603.683.0374

MICHAEL J. LEWIS  
Commissioner of Finance



cc: all  
Prof  
A+A

Reso  
#5F

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: **Budgetary Amendment – 24A022**  
DATE: March 1, 2024

2024 MAR - 6 AM 11:42  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

<b>CAPITAL FUND</b>			
<b>INCREASE APPROPRIATIONS:</b>			
53097000 53000 51601	Capital - SICG 2022 Formula Grant		\$ 6,000,000.00
53097000 53000 51601	Capital - SICG 2023 Formula Grant		422,645.00
<b>INCREASE ESTIMATED REVENUES:</b>			
53097000 433971 51601	State Aid - SICG 2022 Formula Grant		\$ 6,000,000.00
53097000 433971 51601	State Aid - SICG 2023 Formula Grant		422,645.00
	2024 Fiscal Impact \$ 0		
	2025 Fiscal Impact \$ 0		

Please refer to the attached award letters and program budgets for both the 2022 and 2023 SICG Formula Grants awarded by New York State Department of Homeland Security and Emergency Services which allows for the State support to aid county, local and municipal public organizations in enhancing emergency response.



**Homeland Security  
and Emergency Services**

KATHY HOCHUL  
Governor

JACKIE BRAY  
Commissioner

March 1, 2023

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

Dear Mr. Byrne:


I am pleased to announce that Putnam County has been awarded \$6,000,000 under the New York State 2022 Statewide Interoperable Communications Targeted Grant Program (2022 SICG Targeted). This program, administered by my agency, allows for State support through grant funding for counties to enhance their public safety operations by strengthening communications infrastructure which is critical in emergency situations and ensuring that public safety personnel are prepared as they respond to calls for service. The 2022 SICG Targeted Program focuses on closing gaps in National Interoperability channels implementation and enhancing regional alliance, ensuring that county communication systems remain capable to support multijurisdictional response. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the State.

The performance period for the 2022 SICG Targeted grant will be 48 months (March 1, 2023 – February 28, 2027). Expenses that you wish to claim must occur within that period. Our Grants Program Administration staff will work with your designated SICG point of contact to provide additional administrative guidance and to develop the grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of "*your public safety first*" responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark J. Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

  
Jackie Bray  
Commissioner

cc: Mr. Robert Lipton, Deputy Commissioner of Emergency Services, Putnam County Bureau of Emergency Services



# Homeland Security and Emergency Services

KATHY HOCHUL  
Governor

JACKIE BRAY  
Commissioner

October 24, 2023

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

Dear Mr. Byrne:

I am pleased to announce that Putnam County has been awarded \$422,645 under the New York State 2023 Statewide Interoperable Communications Grant Program (2023 SICG-Formula). This program, administered by my agency, allows for the State support to aid county, local and municipal public safety organizations in enhancing emergency response, improving capability, improvements in governance structures, operating procedures, infrastructure development, and addressing SAFECOM guidance from the U.S. Department of Homeland Security Office of Emergency Communications (OEC). The 2023 SICG-Formula Program will concentrate on improving interoperability and operability of communications systems in New York State. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the State.

The performance period for the 2023 SICG-Formula grant will be 36 months, beginning January 1, 2023 – December 31, 2025, with the possibility of an extension based upon a good cause shown and ample justification for needing additional time. Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 45 calendar days from the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated SICG point of contact to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of "*your public safety first*" responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

A handwritten signature in black ink that reads "Jacqueline Bray". The signature is written in a cursive, flowing style.

Jackie Bray  
Commissioner

Project #: ST22-1005-E00 Statewide Interoperable Communications Grant - Targeted Program Project Status: Executed  
 Participant: Putnam County

Home Open Locked Copy	<b>General</b>	<b>Participants</b>	<b>Work Plan</b>	<b>Budget</b>	<b>Funding Allocation</b>	<b>Questions</b>	<b>Conditions</b>	<b>Acceptance</b>
	Please enter budget information. If you are requesting an advance, please enter the amount requested and the justification, then save the screen before proceeding. You may edit the Advance if necessary at a later time. Enter budget information by participant. If you will only be operating with one budget, please enter the budget for the Grantee agency. For consortia, you may enter budgets by individual implementing agency. Once you have finished your Budget, please answer program Specific Questions on the Questions tab (if applicable).							

**Budget Summary**

Participant	Grant Funds	Matching Funds	Total
Putnam County	\$0.00	\$0.00	\$0.00
Putnam County- Bureau of Emergency Services	\$6,000,000.00	\$0.00	\$6,000,000.00
<b>Total</b>	<b>100.00%</b>	<b>0.00%</b>	<b>\$0.00</b>

Advance Request Amount (If not requesting an advance, please skip) \$ 0.00  
 Advance Request Justification (200 character limit)

Reports  
 Application  
 Deficiency Budget Summary by Participant  
 Draft Putnam County

Contract Final  
 Contract Putnam County- Bureau of Emergency Services  
 Version 1 - Edit (Click here to add more lines to budget categories)

#	Consultant Services	Number	Unit Cost	Total Cost	Grant Funds	Matching Funds	Deficient
1	Consultant Services for Interoperable Network Admi...	1	\$500,000.00	\$500,000.00	\$500,000.00	\$0.00	no
<b>Total</b>				<b>\$500,000.00</b>	<b>\$500,000.00</b>	<b>\$0.00</b>	

Login ID: hzatkovich

#	Equipment	Number	Unit Cost	Total Cost	Grant Funds	Matching Funds	Deficient
1	Tower Build including Towers, Shelters and Generat...	1	\$1,150,000.00	\$1,150,000.00	\$1,150,000.00	\$0.00	no
2	P25 Compliant Interoperable Communications Equipme...	1	\$3,350,000.00	\$3,350,000.00	\$3,350,000.00	\$0.00	no
3	Bi Directional Antenna Systems for schools & hospi...	1	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$0.00	no
<b>Total</b>				<b>\$5,500,000.00</b>	<b>\$5,500,000.00</b>	<b>\$0.00</b>	

Version 1 Total	Total Cost	Grant Funds	Matching Funds
	\$6,000,000.00	\$6,000,000.00	\$0.00

Project #: SI23-1028-E00 Statewide Interoperable Communications Grant Project Status: Application Received  
 Participant: Putnam County

- Project
- Home
- Open
- Locked
- Go to
- Attachment
- Progress
- Site
- Review
- Financial
- Property
- Reports
- Application
- Deficiency
- Draft
- Contract

General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
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Please enter budget information. If you are requesting an advance, please enter the amount requested and the justification, then save the screen before proceeding. You may edit the Advance if necessary at a later time. Enter budget information by participant. If you will only be operating with one budget, please enter the budget for the Grantee agency. For consortia, you may enter budgets by individual implementing agency. Once you have finished your Budget, please answer program Specific Questions on the Questions tab (if applicable).

**Budget Summary**

Participant	Grant Funds	Matching Funds	Total
Putnam County	\$0.00	\$0.00	\$0.00
Putnam County- Bureau of Emergency Services	\$422,645.00	\$0.00	\$422,645.00
<b>Total</b>	<b>100.00%</b>	<b>\$422,645.00</b>	<b>0.00%</b> \$0.00 \$422,645.00

Advance Request Amount (If not requesting an advance, please skip) \$ 0.00

Advance Request Justification (200 character limit)

Budget Summary by Participant  
Putnam County

- Help
- Logout
- Login ID:
- hzatkovich

**Putnam County- Bureau of Emergency Services**

Version 1 - Edit (Click here to add more lines to budget categories)

#	Equipment	Number	Unit Cost	Total Cost	Grant Funds	Matching Funds	Deficient
1	Fixed network equipment	1	\$172,645.00	\$172,645.00	\$172,645.00	\$0.00	no
2	Tower Sight Equipment (shelters and generators etc...	1	\$150,000.00	\$150,000.00	\$150,000.00	\$0.00	no
3	Mobile Portable Radios	1	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	no
<b>Total</b>				<b>\$422,645.00</b>	<b>\$422,645.00</b>	<b>\$0.00</b>	

Version 1 Total	Total Cost	Grant Funds	Matching Funds
	\$422,645.00	\$422,645.00	\$0.00

MICHAEL J. LEWIS  
Commissioner Of Finance



cc: all  
Phys  
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350

SHEILA BARRETT  
Deputy Commissioner Of Finance

#59

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Amendment – 24A023  
DATE: March 1, 2024

2024 MAR -5 AM 10:37  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

Capital Fund:

Increase Appropriations:

55997000 53000 51711 Capital Expenditures - Transit Buses \$ 47,458

Decrease Appropriations:

55997000 53000 52103 Capital Expenditures - NY/CT CRRSAA \$ 47,458

Increase Estimated Revenues:

55997000 445894 51711 Federal Aid - NY/CT CRRSAA \$ 47,458

Decrease Estimated Revenues:

55997000 445894 52103 Federal Aid - NY/CT CRRSAA \$ 47,458

Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0



The above budgetary amendment represents using part of the distribution of NY & CT CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act) funds to cover the excess in cost of the initial purchase of 4 Transit Vans and Bus using Section 5307 monies from last year. This was a result of inflation in vehicle pricing. Please see attached for further detail.

Please forward it to the appropriate committee.



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

*www.putnamcountyny.com*

841 Fair Street  
Carmel, NY 10512

Phone: (845) 878-3480

Fax: 845) 808-1948

TO: Greg Ellner, Chair, Physical Services Committee

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

DATE: February 28, 2024

RE: Transfer of ARPA funding to purchase 4 Transit Vans and Bus

I kindly request the Legislature review and consider a budgetary amendment to transfer \$47,458 of CRSSAA COVID-relief funding (Account 55997000 53000 52103) to the Transit Buses line (Account 55997000 53000 51711). Last year, the County was awarded 5307 funding to purchase several replacement vehicles for PART including 4 Transit vans and a replacement bus. Due to substantial inflation of vehicle pricing, we underestimated the price increases for these. I have attached a budget summary of the award amount with the current purchase prices for your information. The proposed transfer would allow us to utilize awarded COVID-relief funding to complete these vehicle purchases.

Therefore, I kindly request that this item be added to the next Physical Services Subcommittee agenda for consideration. Thank you in advance for your consideration.

CC: County Executive Kevin M. Byrne  
Commissioner of Finance Michael Lewis  
Michele Alfano-Sharkey, County Auditor

PURCHASE DESCRIPTION	32023 Total 5307 Award	Actual Cost (2024)	Balance
Trolley 2	\$251,671.00	\$240,753.00	\$10,918
2 Vans	\$150,000.00	\$163,606.00	(\$13,606)
1 Bus 5339 partial	\$43,231.00		
1 Bus 5339 partial	\$24,276.00		
1 Bus 5339 partial	\$34,124.00	\$132,795.00	-\$31,164.00
2 Vans	\$150,000.00	\$163,606.00	(\$13,606)
Trolley 1 Suppl 5307	\$98788 + \$137909 MEP	\$236,697.00	\$0
			\$13,606.00
			\$31,164.00
			<u>\$13,606.00</u>
			\$58,376.00
			<u>-\$10,918.00</u>
			<b>Vehicle Purchase</b>
			<b>Cost Overruns</b>
			<b>\$47,458.00</b>

Bess

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

#5h

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Amendment – 24A024 *Revised  
\* For Budget Lines*  
DATE: March 6, 2024

At the request of the Fiscal Manager at DSS and Mental Health, the following budgetary amendment is required.

<u>GENERAL FUND</u>			
<u>INCREASE APPROPRIATIONS:</u>			
10102000 51000 (2120)	PERSONNEL SERVICES - CPS WORKER	\$	5,266.00
* 10102000 58001 (2120)	SOCIAL SECURITY - CPS WORKER		403.00
* 10102000 51000 (2934)	PERSONNEL SERVICES - CPS WORKER (SP) (HELP)		5,266.00
* 10102000 58001 (2934)	SOCIAL SECURITY - CPS WORKER (SP) (HELP)		403.00
10120000 51000 (0101) 6010 30125	PERSONNEL SERVICES - DEP COMM DSS/YOUTH		24,735.00
10120000 58001 (0101) 6010 30125	SOCIAL SECURITY - DEP COMM DSS/YOUTH		1,892.00
<u>DECREASE APPROPRIATIONS:</u>			
* 10102000 51000 (2118)	PERSONNEL SERVICES - CPS WORKER	\$	5,266.00
* 10102000 58001 (2118)	SOCIAL SECURITY - CPS WORKER		403.00
* 10102000 51000 (2118)	PERSONNEL SERVICES - CPS WORKER		5,266.00
* 10102000 58001 (2118)	SOCIAL SECURITY - CPS WORKER		403.00
10431000 51000 (0101) 73101 0101	PERSONNEL SERVICES - DEP COMM DSS/YOUTH/MH		24,735.00
10431000 58001 (0101) 73101 0101	SOCIAL SECURITY - DEP COMM DSS/YOUTH/MH		1,892.00

(SP) Spanish Speaking  
(HELP) Hiring Emergency Limited Placement Program

**INCREASE ESTIMATED REVENUES:**

10601000 446101	FEDERAL AID - ADMIN DSS	\$ 13,313.50
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**DECREASE ESTIMATED REVENUES:**

<b><u>10431000 434873</u></b>	STATE AID - MENTAL HEALTH	\$ 13,313.50
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2024 Fiscal Impact \$ 0

2025 Fiscal Impact \$ TBD

Please refer to the attached for further information.

MICHAEL J. LEWIS  
Commissioner of Finance



cc: all  
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Reso

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – M.J.L.  
RE: **Budgetary Amendment – 24A024**  
DATE: March 6, 2024

2024 MAR - 7 AM 10:53  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Fiscal Manager at DSS and Mental Health, the following budgetary amendment is required.

**GENERAL FUND**

**INCREASE APPROPRIATIONS:**

10120000 51000 (2120)	PERSONNEL SERVICES - CPS WORKER	\$	5,266.00
10120000 58002 (2120)	SOCIAL SECURITY - CPS WORKER		403.00
10120000 51000 (2934)	PERSONNEL SERVICES - CPS WORKER (SP) (HELP)		5,266.00
10120000 58002 (2934)	SOCIAL SECURITY - CPS WORKER (SP) (HELP)		403.00
10120000 51000 (0101) 731010101	PERSONNEL SERVICES - DEP COMM DSS/YOUTH		24,735.00
10120000 58002 (0101) 731010101	SOCIAL SECURITY - DEP COMM DSS/YOUTH		1,892.00

**DECREASE APPROPRIATIONS:**

10120000 51000 (2118)	PERSONNEL SERVICES - CPS WORKER	\$	5,266.00
10120000 58002 (2118)	SOCIAL SECURITY - CPS WORKER		403.00
10120000 51000 (2118)	PERSONNEL SERVICES - CPS WORKER		5,266.00
10120000 58002 (2118)	SOCIAL SECURITY - CPS WORKER		403.00
10431000 51000 (0101) 731010101	PERSONNEL SERVICES - DEP COMM DSS/YOUTH/MH		24,735.00
10431000 58002 (0101) 731010101	SOCIAL SECURITY - DEP COMM DSS/YOUTH/MH		1,892.00

(SP) Spanish speaking  
(HELP) Hiring Emergency/Limited Placement Program

**INCREASE ESTIMATED REVENUES:**

10601000 446101	FEDERAL AID - ADMIN DSS	\$ 13,313.50
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**DECREASE ESTIMATED REVENUES:**

<b><u>10431000 434873</u></b>	STATE AID - MENTAL HEALTH	\$ 13,313.50
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2024 Fiscal Impact \$ 0

2025 Fiscal Impact \$ TBD

Please refer to the attached memorandum from Commissioner Servadio and the detailed analysis from Fiscal Manager Wunner regarding personnel scenarios for discussion.

Personnel Committee Meeting - March 12, 2024  
 2024 Fiscal Impact on Positions for Discussion

213705  
 21374  
 21374

Title	Position Number	FY24 Budget	Current Salary	Proposed Salary
CPS Caseworker #1	601002120	\$ 59,595.00	\$ 59,595.00	\$ 66,598.00
CPS Caseworker (HELP) #2	601002920	\$ 66,598.00	\$ 59,595.00	\$ 66,598.00
CPS Caseworker SP (HELP) #3	601002934	\$ 59,595.00	\$ 59,595.00	\$ 66,598.00
TBH CPS Caseworker #4	601002118	\$ 80,294.00	\$ -	\$ 66,598.00
		<u>\$ 266,082.00</u>		<u>\$ 266,392.00</u>

FY24 Expense	FY24 Expense	FY24 Expense
1/1-3/31	4/1-12/31	1/1-12/31
\$ 14,785.02	\$ 50,075.60	\$ 64,860.61
\$ 14,785.02	\$ 50,075.60	\$ 64,860.61
\$ 14,785.02	\$ 50,075.60	\$ 64,860.61
\$ -	\$ 50,075.60	\$ 50,075.60
		<u>\$ 244,657.44</u>

Budgetary Amendment
\$ 5,265.61
N/A
\$ 5,265.61
N/A

Budgetary Amendment required for both CPS Caseworker #1 & #3 of \$5,266

Title	Position Number	FY24 Budget	Current Salary	Proposed Salary
TBH Deputy Commissioner DSS & Youth	731010101	\$ 125,491.00	\$ -	\$ 120,000.00
		<u>\$ 125,491.00</u>		<u>\$ 120,000.00</u>

FY24 Expense	FY24 Expense	FY24 Expense
1/1-3/31	4/1-12/31	1/1-12/31
\$ -	\$ 90,229.01	\$ 90,229.01
		<u>\$ 90,229.01</u>

\$ 81,206.00	90% DSS allocation
\$ (56,471.00)	Adopted Budget
<u>\$ 24,735.00</u>	

Position is currently allocated 45% DSS; 45% MH & 10% Youth  
 Allocation will become 90% DSS & 10% Youth  
 Budgetary Amendment required to transfer MH allocation to DSS of \$24,735 (\$56,471 already budgeted for DSS).

Title	Position Number	FY24 Budget	Current Salary	Proposed Salary
TBH Director of Mental Health	431010101	\$ 90,000.00	\$ -	\$ 110,000.00
		<u>\$ 90,000.00</u>		<u>\$ 110,000.00</u>

FY24 Expense	FY24 Expense	FY24 Expense
1/1-3/31	4/1-12/31	1/1-12/31
\$ -	\$ 82,709.92	\$ 82,709.92
		<u>\$ 82,709.92</u>

40% (\$8,000) of proposed increase is 100% funded through OASAS Abatement. Remainder 60% (\$12,000) is local share.  
 Budgetary Amendment not required

	FY24 Adopted Budget	FY24 Expense	FY25 Expense
CPS Caseworker #1	\$ 59,595.00	\$ 64,860.61	\$ 69,519.00
CPS Caseworker (HELP) #2	\$ 66,598.00	\$ 64,860.61	\$ 69,519.00
CPS Caseworker SP (HELP) #3	\$ 59,595.00	\$ 64,860.61	\$ 69,519.00
TBH CPS Caseworker #4	\$ 80,294.00	\$ 50,075.60	\$ 69,519.00
TBH Deputy Commissioner DSS & Youth	\$ 125,491.00	\$ 90,229.01	\$ 120,000.00
TBH Director of Mental Health	\$ 90,000.00	\$ 82,709.92	\$ 110,000.00
	<u>\$ 481,573.00</u>	<u>\$ 417,596.37</u>	<u>\$ 508,076.00</u>

(A) CSEA; COLA not yet determined due to current negotiations; FY25 Expense represents Step Increase  
 (B) MGMT; COLA Increase at discretion of County Executive

SP - Spanish speaking  
 HELP - Hiring Emergency Limited Placement Program  
 \*TBH - To Be Hired



KEVIN BYRNE  
*County Executive*

SARA SERVADIO  
*Commissioner*  
Sara.Servadio@putnamcountyny.gov



**DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU**

DATE: March 6, 2024

TO: Paul E. Jonke, Chair  
Personnel Committee

FROM: Sara Servadio, Commissioner of Mental Health, Social Services & Youth Bureau

CC: Kevin Byrne, County Executive  
Paul Eldridge, Personnel Director  
Michael Lewis, Commissioner of Finance

RE: Vacant Positions

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Together with Personnel Director Paul Eldridge, I request the opportunity to discuss reclassifying the Deputy Commissioner position. I would also like discuss increasing the salary for the Director of Mental Health and Child Protective Services starting salary.

For 2024, there is no fiscal impact and Commissioner Lewis will prepare the budgetary amendment for the scenarios we will be discussing. As we begin this process, there have not been changes made to any job specification yet.

Thank you for your time and consideration.

MICHAEL J. LEWIS  
Commissioner Of Finance



cc: all  
Health  
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3-50

SHEILA BARRETT  
Deputy Commissioner Of Finance

#5:

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Amendment – 24A0 25  
DATE: March 8, 2024

2024 MAR - 8 PM 4: 38  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Director of the Office for Senior Resources, the following budgetary amendment is necessary.

General Fund:

Increase Appropriations:

10677300 52650 OSR - Motor Vehicles \$ 70,000

Increase Estimated Revenues:

10677300 427050 OSR - Gifts and Donations \$ 70,000

Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

The above budgetary amendment is required to ask for permission from the Legislature to use Jane Lobdell bequeathment funds to acquire a handicap van for medical transportation. Please refer to the attached memorandum from Director Cunningham.

Please forward it to the appropriate committee.

Kevin M. Byrne  
County Executive



Michael Cunningham  
Director

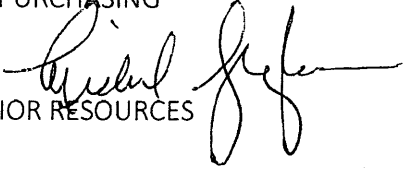


## MEMORANDUM

DATE: MARCH 8, 2024

TO: DIANE SCHONFELD  
CLERK TO THE LEGISLATURE

CC: KEVIN M. BYRNE, COUNTY EXECUTIVE  
JAMES BURPOE, DEPUTY COUNTY EXECUTIVE  
MICHAEL LEWIS, COMMISSIONER OF FINANCE  
JOHN TULLY, DIRECTOR OF PURCHASING

FROM: MICHAEL CUNNINGHAM   
DIRECTOR, OFFICE FOR SENIOR RESOURCES

RE: PURCHASE OF HANDICAP VAN FOR MEDICAL TRANSPORTATION

---

Putnam County Office for Senior Resources requests approval for the purchase of a 2024 Chrysler Pacifica modified with BraunAbility wheelchair accessibility features from Bussani Mobility Team East or an alternate bidder for use by the OSR volunteer medical transportation program.

OSR wishes to replace its 1 remaining wheelchair 2014 Mobility Ventures MV-1 vehicle and replace it with a new Chrysler Pacifica wheelchair accessible modified van. OSR operates two wheelchair accessible vehicles for transportation to senior medical appointments by volunteer senior drivers:

- OSR has sought to replace the MV-1s with more conventional vans as the search for replacement parts for MV-1s is challenging with long lead times and costly prices.

Due to the accessibility customization, purchasing this vehicle (versus lease) would be the best option at an all-inclusive price of approximately \$63,395. We are requesting approval for \$70,000 (in case there is adverse movement in the sales price and equipment availability by the time we are prepared to purchase) from the Jane Lobdell bequeathment fund for this purchase.

It is respectfully requested that this matter be placed on the agenda for the next meeting of the appropriate committees.

Thank you for your consideration.



MICHAEL LEWIS  
Commissioner Of Finance

SHEILA BARRETT  
First Deputy Commissioner of  
Finance

DEPARTMENT OF FINANCE

March 20, 2024

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

Dear Mrs. Schonfeld,

Pursuant to Resolution 46 Section 5.1-A, dated February 14, 2010, the following request to amend the Putnam County Probation Department's 2024 budget has been submitted for approval.

Increase Revenues:

10331500 433890 10219 Probation – Stop DWI \$ 16,500

Increase Appropriations:

10331500	10219	Probation – Stop DWI	
	52180	Equipment	\$ 3,000
	54385	Uniform	350
	54640	Education/Training	2,000
	54329	Promotional Materials	6,000
	54664	Advertising	5,150
			<u>\$ 16,500</u>

2024 Fiscal Impact -0-  
2025 Fiscal Impact -0-

The Department of Probation received \$16,500 from the NYS Governor's Traffic Committee's 2023-24 Aid to Localities Stop DWI Program. The funds must be accounted for separately under their Stop DWI account. This amendment is required to establish the lines.

AUTHORIZATION:

\_\_\_\_\_  
Date Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00

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

\_\_\_\_\_  
Date Chairperson Audit/Designee: \$0 - \$10,000.00 **24A027**

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

cc: all  
Put  
AAA  
Reso  
#5  
2024 MAR 19 PM 2:37  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

JOHN F. OSTERHOUT II  
Director



RICHARD McCAULEY  
Probation Supervisor

AMY DEHAIS  
Probation Supervisor

**DEPARTMENT OF PROBATION**

MEMORANDUM

**To:** Michele Sharkey, County Auditor  
**From:** John F. Osterhout II, Probation Director *JFO*  
**Date:** March 20, 2024  
**RE:** STOP DWI FY 23-24 Payment from GTSC

---

Last year, we received an allocation of \$16,500 from the Governor's Traffic Safety Committee to be used for STOP-DWI. The funds were placed in deferred revenue until a plan could be made for the money. At this point, I have a plan to use \$3,350 to support impaired driving education through the Youth Bureau, another \$2,000 for training for law enforcement, and the remainder for promotional materials and advertising campaigns.

I am asking to have this budgetary amendment placed on the Protective Services Committee meeting tomorrow so that we can access these funds as soon as possible. This will enable us to order the equipment the Youth Bureau needs for its education program and have it in place prior to their summer driving education program. It will also help us to support the Mid-Hudson STOP DWI conference for law enforcement officers scheduled to take place on April 17<sup>th</sup>. The budget lines I'm requesting to be changed are detailed below.

10331500-52180	Equipment	\$3,000.00
10331500-548385	Uniform	\$350.00
10331500-54640	Education/Training	\$2,000.00
10331500-54329	Promotional Materials	\$6,000.00
10331500-54664	Advertising	\$5,150.00
	<b>TOTAL</b>	<b>\$16,500.00</b>

Thank you for your assistance with this, I greatly appreciate your efforts.

JOHN F. OSTERHOUT II  
Director



RICHARD McCaULEY  
Probation Supervisor

AMY DEHAIS  
Probation Supervisor

DEPARTMENT OF PROBATION

MEMORANDUM

**To:** Michael Lewis, Commissioner of Finance  
**From:** John Osterhout, Director of Probation *JO*  
**Date:** March 13, 2024  
**Re:** STOP DWI FY 23-24 payment from GTSC

---

Last year we received an allocation of \$16,500 from the Governor's Traffic Safety Committee to be used for STOP-DWI. The funds were placed in Deferred Revenue until a specific plan could be made for spending these funds. At this point, I have a plan to use \$3,350 to support impaired driving education through the youth bureau, another \$2,000 for training and the remainder for promotional materials and advertising campaigns.

At this point, I am asking to have these funds moved into the following budget lines under STOP-DWI:

10331500 – 52180	Equipment	\$3,000.00
10331500 – 54385	Uniform	\$ 350.00
10331500 – 54640	Education/Training	\$2,000.00
10331500 – 54329	Promotional Materials	\$6,000.00
10331500 – 54664	Advertising	<u>\$5,150.00</u>
	Total	\$16,500.00

*10331500 - 433890 10219*

Thank you for your assistance with this, I greatly appreciate your efforts.

<stopdwi@co.chenango.ny.us>; sheriff@hamiltoncountyny.gov; Sheriff Allard <jallard@steubencountyny.gov>; Sheriff Bourke <Christopher.Bourke@orleanscountyny.gov>; devlinr@otsegocounty.com; tdougherty@co.livingston.ny.us; mhelms@cortland-co.org; Sheriff Kusminski <pkusminsky@greenesheriffny.com>; Luce, W. Timothy (SENECA Co) <tluce@co.seneca.ny.us>; Sheriff Milby <rmilby@co.wayne.ny.us>; quattrone@sheriff.us; michael.schiff@sullivanny.us; rspike@yatescounty.org; stacey.lighthall@oswegocounty.com; Susie Schenck <susan.schenck@orleanscountyny.gov>; Tammi Ferringer <tammi.ferringer@co.genesee.ny.us>; Terry.Comeau@WarrenCountySheriffNY.us; Delaney, Thomas P (SCHENECTADY Co) <thomas.delaney@schenectadycounty.com>; Tracie Coulson <tlcoulson@cayugacounty.us>; Undersheriff Hallett <hallettr@co.tioga.ny.us>; dlinder@wyomingco.net; Olin, Jennifer (TOMPKINS Co) <jolin@tompkins-co.org>; Undersheriff Winchell <jwinchell@washingtoncountyny.gov>; vnac@co.ulster.ny.us; William Johnson <stopdwi@dutchessny.gov>  
Cc: Borden, Renee (DMV) <Renee.Borden@dmv.ny.gov>; dmv.sm.STOP.DWI.PROGRAM <STOP.DWI.PROGRAM@dmv.ny.gov>  
Subject: STOP DWI State Funding 2023

## PUTNAM COUNTY NOTICE

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

Good Afternoon Coordinators,

As you are aware, there is State Funding that will be sent to your County in the next 2 weeks. When looking for this deposit it, in the reference line it will say "STOP DWI FY 23-24 payment from GTSC". Please ensure that this money is moved to your dedicated STOP DWI account, but remember it needs to be accounted for separately.

I am attaching the following form, that needs to be filled out by DECEMBER 31, 2024. This is mandatory to be filled out as GTSC will be required to report back on how this money was spent. Failure to submit this form on time could result in future monies being delayed. If you spend all of your money prior to December 31, 2024, please feel free to submit the form at that time.

If you have any questions regarding this, please let me know. Attached is the spreadsheet to show how much each of your counties will be receiving.

Thank you

Renée Borden  
Governor's Traffic Safety Committee  
Statewide DRE Coordinator  
6 Empire State Plaza, Room 410B  
Albany, NY 12228  
C: 518-275-7348 O: 518-486-6718  
[trafficsafety.ny.gov](http://trafficsafety.ny.gov)

0	amount	Memo
Albany	\$29,000.00	STOP-DWI FY2324 Payment from GTSC
Allegany	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Broome	\$21,500.00	STOP-DWI FY2324 Payment from GTSC
Cattaraugus	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Cayuga	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Chautauqua	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Chemung	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Chenango	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Clinton	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Columbia	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Cortland	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Delaware	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Dutchess	\$29,000.00	STOP-DWI FY2324 Payment from GTSC
Erie	\$39,000.00	STOP-DWI FY2324 Payment from GTSC
Essex	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Franklin	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Fulton	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Genesee	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Greene	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Hamilton	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Herkimer	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Jefferson	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Lewis	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Livingston	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Madison	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Monroe	\$39,000.00	STOP-DWI FY2324 Payment from GTSC
Montgomery	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Nassau	\$53,500.00	STOP-DWI FY2324 Payment from GTSC
New York City	\$70,500.00	STOP-DWI FY2324 Payment from GTSC
Niagara	\$21,500.00	STOP-DWI FY2324 Payment from GTSC
Oneida	\$21,500.00	STOP-DWI FY2324 Payment from GTSC
Onondaga	\$29,000.00	STOP-DWI FY2324 Payment from GTSC
Ontario	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Orange	\$29,000.00	STOP-DWI FY2324 Payment from GTSC
Orleans	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Oswego	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Otsego	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Putnam	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Rensselaer	\$21,500.00	STOP-DWI FY2324 Payment from GTSC
Rockland	\$29,000.00	STOP-DWI FY2324 Payment from GTSC
Saratoga	\$21,500.00	STOP-DWI FY2324 Payment from GTSC
Schenectady	\$21,500.00	STOP-DWI FY2324 Payment from GTSC
Schoharie	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Schuyler	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Seneca	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
St Lawrence	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Steuben	\$16,500.00	STOP-DWI FY2324 Payment from GTSC



Suffolk	\$53,500.00	STOP-DWI FY2324 Payment from GTSC
Sullivan	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Tioga	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Tompkins	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Ulster	\$21,500.00	STOP-DWI FY2324 Payment from GTSC
Warren	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Washington	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Wayne	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Westchester	\$39,000.00	STOP-DWI FY2324 Payment from GTSC
Wyoming	\$16,500.00	STOP-DWI FY2324 Payment from GTSC
Yates	\$16,500.00	STOP-DWI FY2324 Payment from GTSC

## Susanne Galya

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**From:** Joanne Kinash  
**Sent:** Wednesday, March 20, 2024 10:32 AM  
**To:** Susanne Galya  
**Subject:** FW: STOP DWI State Funding 2023  
**Attachments:** 23-23 Aid to Localities STOP DWI Activities Report.pdf; Stop-DWI fund distribution FY2324.xlsx

**From:** John Osterhout <John.Osterhout@putnamcountyny.gov>  
**Sent:** Wednesday, January 17, 2024 12:12 PM  
**To:** Joanne Kinash <Joanne.Kinash@putnamcountyny.gov>  
**Subject:** FW: STOP DWI State Funding 2023

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**John F. Osterhout II, Probation Director/STOP-DWI Coordinator**  
**Putnam County Probation Department**  
**40 Gleneida Avenue**  
**Carmel, New York 10512**  
**845-808-1111 ext 49121**  
**Fax: 845-808-1941**

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**From:** dmv.sm.STOP.DWI.PROGRAM <STOP.DWI.PROGRAM@dmv.ny.gov>  
**Sent:** Tuesday, August 8, 2023 11:35 AM  
**To:** Albert DelPrincipio <DelprinA@co.rockland.ny.us>; Althea Loglia <alog@co.ulster.ny.us>; barryweiss@ongov.net; Brandy Olcott <brandy.olcott@essexcountyny.gov>; Captain Huff <thomas.huff@niagaracounty.com>; Captain Morley <dmorley@saratogacountyny.gov>; Captain Quinn <tquinn@greenesheriffny.com>; Catie Weaver <cweaver@fultoncountyny.gov>; Colleen Grebleski <cgrebleski@chemungcountyny.gov>; Cortnianne Brienza <Cortnianne.Brienza@broomecountyny.gov>; Craig Collette <craig.collette@franklincountyny.gov>; Brown, Cynthia (NASSAU) <cbrown1@nassaucountyny.gov>; Daniel.Sadowski@essexcountyny.gov; david.hall@oswegocounty.com; dgar@co.ulster.ny.us; denise.minton@co.schoharie.ny.us; Douglas Death <douglas.death@suffolkcountyny.gov>; Eric Townsend <etownsend@ocgov.net>; James Riley <jriley@fultoncountyny.gov>; jwidrick@co.jefferson.ny.us; Jeffrey Kaczor <jkaczor@emo.montgomery.ny.us>; John Gallo <stopdwi@columbiacountyny.com>; John Jones <jjones@orangecountygov.com>; John Osterhout <John.Osterhout@putnamcountyny.gov>; Sullivan, John (ERIE) <john.sullivan@erie.gov>; Kerby Sainclair <Kerby.Sainclair@broomecountyny.gov>; Lindsay Tomidy <lindsaytomidy@monroecounty.gov>; lhoskins@cayugacounty.us; Geraci, Michael N (SCHENECTADY Co) <michael.geraci@schenectadycounty.com>; Lt. Maloney <mmaloney@co.schuyler.ny.us>; Lt. Melanie Churakos <maeaston@cattco.org>; Mary Beer <Mary.Beer@co.ontario.ny.us>; mattmorrow@lewiscounty.ny.gov; mklein@dot.nyc.gov; mbutton@stlawco.org; Michael Dinardo <mdinardo@renesco.com>; Michael Edwards <mledwards@herkimercounty.org>; Molly McNear <Molly.McNear@co.ontario.ny.us>; monica.girard@warrencountysheriffny.us; Nadine Bury <nadine.bury@sullivanny.us>; Naura Slivinsky <Naura.Slivinsky@putnamcountyny.gov>; Patricia McCarthy Tomassi <pat5@westchestergov.com>; Patrick Dewing <Patrick.E.Dewing@broomecountyny.gov>; Richard Finn <richard.finn@suffolkcountyny.gov>; Robert L Doss <rdoss@orangecountygov.com>; D'Alleva, Roseann (NASSAU) <rdalleva@nassaucountyny.gov>; Russell Haag <russell.haag@clintoncountygov.com>; scott.glueckert@co.delaware.ny.us; scott.grantier@alleganyco.gov; Sgt. Nash <matthew.nash@albanycountyny.gov>; Sgt. White <matthew.white@madisoncounty.ny.gov>; Sheri Howe

**2024**  
**COUNTY OF PUTNAM**

*cc: all  
Health  
A+A*

*Re 50*

*#6*

**FUND TRANSFER REQUEST**

**TO:** Commissioner of Finance  
**FROM:** Kristen Wunner  
**DEPT:** Dept of Social Services  
**DATE:** 2/14/2024

2024 FEB 20 AM 11:34  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# /NAME	AMOUNT	PURPOSE
10612300 54414 (Care At Priv. Institution)	10612900 54413 (Care State Train. School)	\$88,233.00	to cover 2022 2nd-4th Qtr DJJOY Facility Chgbacks

*Division of  
Juvenile Justice &  
Opportunities for Youth*

**TOTAL:** \$88,233.00

2024\_ Fiscal Impact \$ 0   0    
2025\_ Fiscal Impact \$ 0   0  

*K. Wunner* \_\_\_\_\_ *2/14/24*  
Department Head Signature/Designee Date

**AUTHORIZATION: (Electronic Signature)**

Date \_\_\_\_\_ Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00

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

Date \_\_\_\_\_ Chairperson Audit /Designee: \$0 - \$10,000.00

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

**24T030**

NEW YORK STATE  
 OFFICE OF CHILDREN AND FAMILY SERVICES  
**CARE AND MAINTENANCE CHARGEBACK STATEMENT OF OBLIGATION**

February 09, 2024

County: **PUTNAM**      Current Period: **04/01/2022 - 06/30/2022**      OCFS Statement Number: **CB 37-Q2-22**  
 Local Share      Approved Financial Hardship Waiver? **N/A**      Current Period (See details attached) **\$103,566.99**  
 County Tax Cap Met for this Period?: **Yes**

Quarter	Revenue Balance	Requiring Ammount	Credit Debits	Current Balance
Quarter ending 03/31/2022	\$0.00	\$0.00	\$0.00	\$0.00
Quarter ending 12/31/2021	\$0.00	\$0.00	\$0.00	\$0.00
Quarter ending 09/30/2021	\$0.00	\$0.00	\$0.00	\$0.00
Quarter ending 06/30/2021	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL OBLIGATION--To be processed through the Child Welfare Services Settlement:</b>				<b>\$103,566.99</b>

Effective as of the first quarter 2017, counties will no longer receive bills since the Care and Maintenance Chargeback is now part of the Child Welfare Service Settlement System. This change was registered in the Enacted State Fiscal Year 2019-20 Budget. This statement provides the details of each county's quarterly Care and Maintenance Chargeback.

AUTHORIZING OFFICIAL: **Mala Boolchandani**

TITLE: **Director, Bureau of Financial Operations**

SIGNATURE: *Mala Boolchandani*      DATE: 09/15/2023

24T030

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**CARE AND MAINTENANCE CHARGEBACK STATEMENT OF OBLIGATION**

February 09, 2024

County: **PUTNAM**      Current Period: **07/01/2022 - 09/30/2022**      OCFS Statement Number: **CB 37-Q3-22**  
 Local Share      .....  
 County Tax Cap Met for this Period?: **Yes**      Approved Financial Hardship Waiver?: **N/A**      Current Period (See details attached) **\$124,239.08**

Period(s)	Responsible Agency	Total Admissions	Recovery Amount	Unrecovered Amount	Current Balance
Quarter ending 06/30/2022		\$103,566.99	\$0.00	\$0.00	\$103,566.99
Quarter ending 03/31/2022		\$0.00	\$0.00	\$0.00	\$0.00
Quarter ending 12/31/2021		\$0.00	\$0.00	\$0.00	\$0.00
Quarter ending 09/30/2021		\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL OBLIGATION--To be processed through the Child Welfare Services Settlement:</b>					<b>\$227,806.07</b>

Effective as of the first quarter 2017, counties will no longer receive bills since the Care and Maintenance Chargeback is now part of the Child Welfare Service Settlement System. This change was registered in the Enacted State Fiscal Year 2019-20 Budget. This statement provides the details of each county's quarterly Care and Maintenance Chargeback.

AUTHORIZING OFFICIAL: **Mala Boolchandani**

TITLE: **Director, Bureau of Financial Operations**

SIGNATURE: *Mala Boolchandani*      DATE: **09/18/2023**

24T030

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**CARE AND MAINTENANCE CHARGEBACK STATEMENT OF OBLIGATION**

February 09, 2024

County: **PUTNAM**      Current Period: **10/01/2022 - 12/31/2022**      OCFs Statement Number: **CB 37-Q4-22**  
 Local Share      Approved Financial Hardship Waiver?: **N/A**      Current Period (See details attached) **\$13,025.06**  
 County Tax Cap Met for this Period?: **Yes**

Period (Fiscal)	Pre-Submission	Total Obligations	Resubmitted Amount	Quality/Defects Applied	Current Balance
Quarter ending 09/30/2022	\$124,239.08	\$0.00	\$0.00		\$124,239.08
Quarter ending 06/30/2022	\$103,566.99	\$0.00	\$0.00		\$103,566.99
Quarter ending 03/31/2022	\$0.00	\$0.00	\$0.00		\$0.00
Quarter ending 12/31/2021	\$0.00	\$0.00	\$0.00		\$0.00
<b>TOTAL OBLIGATION--To be processed through the Child Welfare Services Settlement:</b>					<b>\$240,831.13</b>

Effective as of the first quarter 2017, counties will no longer receive bills since the Care and Maintenance Chargeback is now part of the Child Welfare Service Settlement System. This change was registered in the Enacted State Fiscal Year 2019-20 Budget. This statement provides the details of each county's quarterly Care and Maintenance Chargeback.

AUTHORIZING OFFICIAL: **Mala Boolchandani**

TITLE: **Director, Bureau of Financial Operations**

SIGNATURE: *Mala Boolchandani*      DATE: **02/06/2024**

**24T030**

# Putnam County, NY Budget Report



Dept/Org	Object	Project	Description	2022	2023	2023	2023	2024	2024	2024
				Actuals	Original Budget	Revised Budget	Actual (10/31/2023)	Requested	Tentative	Adopted
<b>01 GENERAL FUND</b>										
<b>6123 JUVENILE DELQ AND PINS</b>										
10612300	418231		J D REPAYMENTS	(300.00)	0	0.00	(2,692.28)	0	0	0
10612300	436231		ST AID FOR JD CARE	(331,590.28)	(90,135)	(90,135.00)	(31,220.84)	(98,744)	(98,744)	(98,744)
10612300	51093		OVERTIME	17,070.73	23,246	23,246.00	20,105.14	0	0	0
10612300	54412		NON SECURE DETENTION FACILITY	24,096.32	20,000	20,000.00	0.00	25,000	25,000	25,000
10612300	54414		CARE AT PRIVATE INSTITUTION	269,927.94	400,000	400,000.00	0.00	200,000	200,000	200,000
10612300	54646		CONTRACTS	0.00	0	0.00	0.00	139,506	125,000	125,000
10612300	54989		MISCELLANEOUS	74,190.10	120,355	120,355.00	65,250.00	0	0	0
10612300	58001		STATE RETIREMENT	0.00	3,427	3,427.00	0.00	0	0	0
10612300	58002		SOCIAL SECURITY	1,302.35	1,778	1,778.00	1,528.79	0	0	0
10612300	58004		WORKERS COMPENSATION	0.00	283	283.00	0.00	0	0	0
<b>Total Revenue</b>				<b>(331,890.28)</b>	<b>(90,135)</b>	<b>(90,135.00)</b>	<b>(33,913.12)</b>	<b>(98,744)</b>	<b>(98,744)</b>	<b>(98,744)</b>
<b>Total Expense</b>				<b>386,587.44</b>	<b>569,089</b>	<b>569,089.00</b>	<b>86,883.93</b>	<b>364,506</b>	<b>350,000</b>	<b>350,000</b>
<b>Raised by Taxation</b>				<b>54,697.16</b>	<b>478,954</b>	<b>478,954.00</b>	<b>52,970.81</b>	<b>265,762</b>	<b>251,256</b>	<b>251,256</b>
<b>Total Revenue JUVENILE DELQ AND PINS</b>				<b>(331,890.28)</b>	<b>(90,135)</b>	<b>(90,135.00)</b>	<b>(33,913.12)</b>	<b>(98,744)</b>	<b>(98,744)</b>	<b>(98,744)</b>
<b>Total Expense JUVENILE DELQ AND PINS</b>				<b>386,587.44</b>	<b>569,089</b>	<b>569,089.00</b>	<b>86,883.93</b>	<b>364,506</b>	<b>350,000</b>	<b>350,000</b>
<b>Raised by Taxation JUVENILE DELQ AND PINS</b>				<b>54,697.16</b>	<b>478,954</b>	<b>478,954.00</b>	<b>52,970.81</b>	<b>265,762</b>	<b>251,256</b>	<b>251,256</b>

24T030

# Putnam County, NY Budget Report



Dept/Org	Object	Project	Description	2022 Actuals	2023 Original Budget	2023 Revised Budget	2023 Actual (10/31/2023)	2024 Requested	2024 Tentative	2024 Adopted
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01 GENERAL FUND

6129 STATE TRAINING SCHOOLS

10612900 54413 CARE STATE TRAINING SCHOOL

Total Revenue	0.00	0	0.00	0.00	0	0.00	0.00	0	0	0
Total Expense	212,122.26	152,599	152,599.00	4,034.84	152,599	152,599.00	4,034.84	152,599	152,599	152,599
Raised by Taxation	212,122.26	152,599	152,599.00	4,034.84	152,599	152,599.00	4,034.84	152,599	152,599	152,599

Total Revenue STATE TRAINING SCHOOLS	0.00	0	0.00	0.00	0	0.00	0.00	0	0	0
Total Expense STATE TRAINING SCHOOLS	212,122.26	152,599	152,599.00	4,034.84	152,599	152,599.00	4,034.84	152,599	152,599	152,599
Raised by Taxation STATE TRAINING SCHOOLS	212,122.26	152,599	152,599.00	4,034.84	152,599	152,599.00	4,034.84	152,599	152,599	152,599

24T030



# Notice of Claim Settlement

Print Date: 2/14/2024

Dept Code: 27000

Time: 10:38:45 AM

Description: 2/12/2024 - CHILD WELFARE 0124 PUTN (BA067585)

District: PUTN

Package: BOTTOMLINE ADJUSTMENT

Voucher No: BA067585

Check Number: 8440857 Check Date: 2/12/2024

Programs	Claims	Adjustments	Advances	Balance Due	Advance For	Amount Due
	0	0	0	0	0	0
<b>SUBTOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Description of Deductions/Adjustments**

Title IVE CARES Act FMAP Increase Adoption Q-End 3/31/23	2,893
Title IVE CARES Act FMAP Recoup Adop State Sh Q-End 03/31/23	-1,794
Title IVE CARES Act FMAP Increase FC Q-Ending 3/31/23	229
Title IVE CARES Act FMAP Increase Guardian Q-Ending 3/31/23	260
CY 2022 DJJOY Facility Chargeback	-240,831
SFY 2022-23 / FFY 2021-22 Child Welfare Final Settlement	-240,447
FFY 2022-23 Child Welfare Advance	1,425,408
SFY 2022-23 / FFY 2021-22 APDV Final Settlement	53,701
FFY 2022-23 APDV Advance	29,034
SFY 2023-24 FCBG Advance	225,742
<b>Net Payment:</b>	<b>\$1,254,195</b>

24T030

MICHAEL J. LEWIS  
Commissioner of Finance



cc:all  
phys.  
A+A

RESO  
#7

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: **Budgetary Amendment – 24T032**  
DATE: February 15, 2024

2024 FEB 20 AM 10:32  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

<b>General Fund:</b>			
<b>Increase Appropriations:</b>			
10511100 54647	Sub Contractors		\$ 20,720.00
<b>Decrease Appropriations:</b>			
10199000 54980	General Contingencies		\$ 20,720.00
	<b>Fiscal Impact 2024 - \$20,720</b>		
	<b>Fiscal Impact 2025 - \$0-</b>		

Please refer to the attached correspondence. This is the prorated cost of the project between Putnam County and Terravest International Property located at 322 Clock Tower Commons in Brewster for the Pump and Installation Fees. Approximately 5% of the cost was Putnam County's share. NYSEG, Ace Endico, Caremount Medical and West Tractor absorbed the rest of the cost of the project.

# Covington Development, LLC

---

322 Clock Tower Commons  
Brewster, NY 10509  
845-279-9565

January 2, 2024

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

RE: Terravest International Property Owners  
2024 Budget and New Pump

Dear Ms. Kishbaugh:

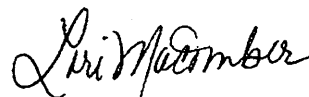
As you know, pump #1 (new pump) went down this year and we had to rely on pump #2 (old pump) for the fire protection. W&M Sprinkler has deemed that pump #2 is no longer sufficient to provide the proper protection and the time has come to replace pump #2. W&M Sprinkler has put together an estimate for the new pump and installation, that has been reviewed by me, Harold Lepler and Michael Endico. We realize and agree that this is the only option, and have signed off with W&M Sprinkler. The new pump will be ordered before the end of the year. A copy of the proposal from W&M Sprinkler for the pump and installation is attached for your review and documentation.

W&M Sprinkler has provided all pump related line items on the 2024 budget. All other line items are based on the actual cost in 2023.

I have attached a request for funds for the 2024 budget, along with the request for funds for the new pump and installation.

If you are in agreement with the attached figures, kindly forward the funds to our office. As always, if you have any questions or concerns, please do not hesitate to contact me.

Very truly yours,



Lori Macomber  
Office Manager

lm  
enclosures

# Covington Development, LLC

---

322 Clock Tower Commons  
Brewster, NY 10509  
845-279-9565

January 2, 2024

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

RE: Terravest International Property Owners  
New Pump and Installation

## INVOICE

Pump	\$330,000.00
Installation	\$ 62,300.00
Taxes	\$ <u>32,286.30</u>
Total	\$424,586.30
\$424,586.30 X 4.88%	\$ 20,719.81
<b>Amount requested</b>	<b>\$ 20,719.81</b>

**Please make check payable to**

**Terravest International Property Owners, Ltd.  
C/o Covington Development, LLC  
322 Clock Tower Commons  
Brewster, New York 10509**

**Thank You!**

To Be Funded as Follows:	NYSEG	NYSEG	NYSEG	ACE	CAREMOUNT	PUTNAM	WEST.	TOTAL
	Lot 6	Lot 8	TOTAL	ENDICO	MEDICAL	COUNTY	TRACTOR	
	5.62%	19.69%	25.31%	56.92%	6.07%	4.88%	6.82%	100%
Funds Required for New Pump	\$ 23,861.75	\$ 83,601.04	\$ 107,462.79	\$ 241,674.52	\$ 25,772.39	\$ 20,719.81	\$ 28,956.79	\$ 424,586.30
<b>Total required from members:</b>	\$ 23,861.75	\$ 83,601.04	\$ 107,462.79	\$ 241,674.52	\$ 25,772.39	\$ 20,719.81	\$ 28,956.79	\$ 424,586.30



50 Broadway  
Hawthorne, NY 10532  
Phone: 914-741-2222

1433 Bassett Ave.  
Bronx, NY 10461  
Phone: 718-409-5616

630-1 Broadway Ave.  
Holbrook, NY 11741  
Phone: 631-472-4500

12/17/23

Terravest  
322 Clock Tower Commons  
Brewster, NY 10509

23-S1203 R1 Terravest - Pump #2 Package Replacement

W&M Fire Protection is pleased to provide you with our proposal for the following scope of work:

**Base Price:** \$330,000.00

**Proposal Scope:**

1. W&M will isolate the water feed as needed to remove the existing fire pump & driver from service.
  - From this point until completion, Pump #2 should be considered completely offline.
  
2. W&M will demo & remove the existing fire pump, diesel driver, main pump controller, jockey pump controller, jockey pump, sensing lines, battery tray, & fuel cell.
  - The method of removal is to be determined & W&M has carried provisions in this budget for Option #1. W&M has identified multiple options, but more information is required to be determined by owners.
    - Option #1 INCLUDED (Least Impact) The least impact on keeping Pump #1 in service for the duration would be to have access cut through the roof & remove/install the pumps through the hole. W&M has carried a budget figure to provide a rigging contractor & crane to facilitate this portion. A separate proposal #23-S1946 has been provided to include the necessary modifications & general contracting.
    - Option #2 NOT INCLUDED (Higher Impact) W&M will temporarily remove all piping & components of Pump #1 necessary to rig the old fire pump out & the replacement in. Pump #1 would be offline for approx. 3-5 days.
  
3. W&M will install a new fire pump, diesel driver, jockey pump, & controllers including the following:
  - 2500 GPM @170psi Main Fire Pump
  - Clark Tier 3 Diesel Driver, 412HP @ 2100RPM
  - 6" Muffler
  - 10 GPM Jockey Pump
  - 572 Gallon Double Wall Fuel Tank w/ Leak Sensor
  - Casing Relief Valve
  - Suction & Discharge Gauges
  - Automatic Air Relief Valve
  - 6" Main Relief Valve w/ 6"x10" Waste Cone
  - 10" Test Header
  - New UL/FM NEMA2 Main Fire Pump Controller
  - New UL/FM NEMA2 Jockey Pump Controller
  
4. W&M will upsize the suction & discharge piping as needed to accommodate the new fire pump.



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Holbrook, NY 11741  
Phone: 631-472-4500

5. W&M will perform all wiring for power & controls for the new jockey pump & main fire pump controllers.
6. W&M will provide a factory tech for full start up & testing of the new pump package.
7. W&M will integrate the new fire pump controller to the fire alarm system.

**Bid Qualifications:**

1. W&M excludes performance of an engineering analysis of the campus/site demand. The pump to be installed matches the spec of Pump #1 which was previously installed.
2. Any/all permitting. W&M considers this a like-in-kind replacement. In the event permit becomes a requirement, cost to be added.
3. W&M excludes premium time in this price unless otherwise noted above.
4. Temporary removal of Pump #1 components to facilitate the project. In the event Option #2 is selected above, W&M will provide a change order as determined & agreed upon with ownership.
5. W&M excludes painting or prepping of piping for paint.
6. Replacement of the fire pump pad. Condition to be evaluated upon removal of the existing pump. In the event the pump pad is to be replaced, alternate pricing has been provided under proposal #23-S1946.
7. W&M excludes temporary coverage or fire watch.
8. W&M excludes shut down fees.
9. W&M excludes any bond or liquidated damages.
10. Price valid until 12/30/23. Material pricing has been confirmed to be valid until the start of 2024.
11. W&M Fire Protection is not a Disadvantaged Business Enterprise. Furthermore, no DBE, MWBE or other minority program participation goals or requirements are included or inferred. Should this project involve DBE, MWBE or other minority program participation goals or requirements please advise in writing regarding the specific nature of those goals or requirements and specifically how they impact W&M Fire Protection.
12. W&M's price is based on mutually agreeable contract terms and conditions.
13. *W&M does not include any tax in the above quoted price. The appropriate amount will be added if a tax-exempt certificate is not issued before the project is started.*
14. *W&M excludes any/all permitting cost, design, or hydraulic calculation costs unless otherwise noted above.*
15. *Payment terms to be NET30 unless otherwise agreed upon in writing.*



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630-1 Broadway Ave.  
Holbrook, NY 11741  
Phone: 631-472-4500

We hope this proposal meets with your satisfaction and look forward to working with you on this project.

Sincerely,

W&M Fire Protection

Timothy Paul  
Project Manager

If our quotation is acceptable, please sign below & return to my attention at [Tim.Paul@WMFPS.US](mailto:Tim.Paul@WMFPS.US)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Purchase Order #: \_\_\_\_\_

**Terms and Conditions**

*Performance of the work listed above constitutes acceptance of the following terms and conditions:*

<https://www.wmfireprotection.com/terms>



**W FIRE PROTECTION**  
SPRINKLER · ALARM · SPECIAL HAZARDS  
POWERED BY **API Group**

50 Broadway  
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630-1 Broadway Ave.  
Holbrook, NY 11741  
Phone: 631-472-4500

12/15/23

Terravest  
322 Clock Tower Commons  
Brewster, NY 10509

Terravest Pump House  
Zimmer Road  
Brewster, NY 10509

23-S1946 Terravest Pump House - Pump Replacement Alternates

W&M Fire Protection is pleased to provide you with our proposal for the following scope of work:

**Base Price:** **\$62,300.00**

**Proposal Scope:**

1. W&M will provide all necessary appurtenances, dumpster, porta-john, materials, supervision & general labor necessary to perform the following services.
2. W&M will demo & remove the existing roofing as needed to access the metal decking. Metal decking will be cut & removed to access the existing beams. All demo materials to be discarded.
3. W&M will frame a temporary curb to facilitate temporary weather covering of the exposed roof.
4. W&M will provide a crane service to remove the existing fire pump components and install the new components.
5. W&M will install new, ancillary supports as needed to the existing beams to facilitate the appropriate roof patching as needed.
6. W&M will supply & install new insulation over the 1.5" metal roof decking.
7. W&M will install new 1.5" metal roof decking over the previously opened area and splice into the roof as needed.
8. W&M will patch the existing EPMD roof over the opening and splice into the existing roof as needed.
9. W&M will disconnect the interior lighting & conduit as needed to facilitate the above modifications. All electrical modifications to be restored upon completion.

**Add Alternates:**

10. In the event the existing pump pad needs to be replaced or repaired -- **ADD - \$15,200.00**
  - Condition to be evaluated upon removal of the existing pump.
  - Re-working of the pump pad will require additional cost for additional days needed with the crane (included).
11. In the event the entire EPMD roofing membrane is to be replaced with new aluminum drip edge -- **ADD \$37,000.00**
12. It is W&M's belief that the roof deck does not contain a concrete layer over the roof deck, but further exploratory demo will be needed to determine. In the event there is a concrete layer, a change order will be required. **Pricing to be determined.**



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Holbrook, NY 11741  
Phone: 631-472-4500

**Bid Qualifications:**

- 13. W&M excludes installation of seismic or sway bracing unless otherwise noted above.
- 14. W&M excludes premium time in this price unless otherwise noted above.
- 15. W&M excludes painting or prepping of piping for paint.
- 16. W&M excludes temporary coverage or fire watch.
- 17. W&M excludes shut down fees.
- 18. W&M excludes any bond or liquidated damages.
- 19. W&M Fire Protection is not a Disadvantaged Business Enterprise. Furthermore, no DBE, MWBE or other minority program participation goals or requirements are included or inferred. Should this project involve DBE, MWBE or other minority program participation goals or requirements please advise in writing regarding the specific nature of those goals or requirements and specifically how they impact W&M Fire Protection.
- 20. W&M's price is based on mutually agreeable contract terms and conditions.
- 21. This proposal is valid for a period of 30 days from the date hereof.
- 22. *W&M does not include any tax in the above quoted price. The appropriate amount will be added if a tax-exempt certificate is not issued before the project is started.*
- 23. *W&M excludes any/all permitting cost, design, or hydraulic calculation costs unless otherwise noted above.*
- 24. *Payment terms to be 25% deposit at proposal acceptance & balance NET30 upon completion.*

We hope this proposal meets with your satisfaction and look forward to working with you on this project.

Sincerely,

W&M Fire Protection

Timothy Paul  
Project Manager

If our quotation is acceptable, please sign below & return to my attention at Tim.Paul@WMFPS.US

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Purchase Order #: \_\_\_\_\_

Terms and Conditions

Performance of the work listed above constitutes acceptance of the following terms and conditions:

<https://www.wmfireprotection.com/terms>

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Rules  
A+A*

*Reso  
#8*

**TO:** Michael Lewis  
Commissioner of Finance

**FROM:** C. Compton Spain  
County Attorney

**DEPT:** Law

**DATE:** February 22, 2024


2024 FEB 26 PM 4:37  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

I hereby request approval for the following transfer of funds:

<u>FROM ACCOUNT# /NAME</u>	<u>TO ACCOUNT# / NAME</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
10199000 54980 General Contingency	10193000 54933 Judgment & Claims	\$102,500.00	TD Auto Finance, v. Cty. Of Putnam Settlement (Reso #49/2024 attached.)

2024 Fiscal Impact \$ 102,500.00

2025 Fiscal Impact \$ \_\_\_\_\_

  
 Department Head Signature/Designee Date *2/22/24*  
*John B. Chetco for C. Compton Spain*  
*F.D. Cty. Atty. Cty. Atty.*

**AUTHORIZATION: (Electronic signatures)**

- Date \_\_\_\_\_ Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00
- Date \_\_\_\_\_ County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00
- Date \_\_\_\_\_ Chairperson Audit /Designee: \$0 - \$10,000.00
- Date \_\_\_\_\_ Audit & Administration Committee: \$10,000.01 - \$25,000.00

*2/22/24*

PUTNAM COUNTY LEGISLATURE

Resolution #49

Introduced by Legislator: Paul Jonke at a Regular Meeting held on February 6, 2024.

page 1

APPROVAL/ LITIGATION SETTLEMENT/ TD AUTO FINANCE LLC V. COUNTY OF PUTNAM

WHEREAS, on or about November 4, 2021, Plaintiff TD Auto Finance LLC (Plaintiff) commenced action against the County of Putnam in United States District Court, Southern District of New York alleging Section 1983 civil rights violations, specifically that the County's practice and custom in civil forfeiture matters did not provide Plaintiff with due process of law as Plaintiff was not timely notified of the seizure of the subject vehicle and not provided with an opportunity to be heard at any point in connection with the seizure; and

WHEREAS, Plaintiff sought recovery for financial damages in an undetermined amount as well as costs, disbursements, attorney's fees and interest; and

WHEREAS, the County's insurer, NYMIR, assigned the Portale Randazzo law firm, James A. Randazzo, Esq., to defend the County's interests in this matter, which litigation has been handled by counsel since action was commenced; and

WHEREAS, following extensive motion practice the Court granted Plaintiff's motion for summary judgment determining in doing so that the County violated Plaintiff's procedural due process rights under the Fourteenth Amendment concerning the County's handling of the subject impounded vehicle; and

WHEREAS, Plaintiff proposed for consideration a settlement with the County subject to the County Attorney's endorsement and Legislature's approval, in which the County, would pay Plaintiff, inclusive of attorneys' fees and costs, the sum of one hundred fifteen thousand two hundred sixty six dollars and forty five cents (\$115,266.45); and

WHEREAS, in response to Plaintiff's settlement demand of \$115,266.45, outside counsel, negotiated a reduced settlement of one hundred two thousand five hundred dollars (\$102,500.00); and

WHEREAS, the County Attorney, the County's outside counsel, James A. Randazzo, Esq., and NYMIR's claims representative conditionally recommended settlement as an alternative to proceeding with an appeal that outside counsel does not believe will be successful; and

WHEREAS, the County Attorney and the County's outside counsel, now present this updated settlement to the Legislature and approve the proposed settlement as an alternative to appeal so as to minimize the County's exposure and risk potential for an increased amount; and

WHEREAS, the proposed settlement is in the public interest and would avoid the costs of further litigation, additional attorney's fees and costs and the risk of an appeal; now therefore be it


RESOLVED, that the proposed settlement of this matter for the sum of one hundred two thousand five hundred dollars (\$102,500.00) is hereby approved.

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

BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO & NACERINO WERE ABSENT. MOTION CARRIES.

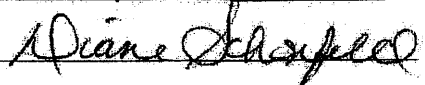
State of New York  
County of Putnam

ss:

APPROVED  
  
COUNTY EXECUTIVE DATE 2/16/24

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on February 6, 2024.

Dated: February 8, 2024

Signed: 

Diane Schonfeld  
Clerk of the Legislature of Putnam County

MICHAEL J. LEWIS  
Commissioner of Finance



cc: all  
Prot.  
A+K

300

SHEILA BARRETT  
First Deputy Commissioner of Finance

#9

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: **Budgetary Transfer – 24T053**  
DATE: March 5, 2024

2024 MAR -5 PM 4:52  
LEGISLATURE  
PUTNAM COUNTY  
CARNEL, NY

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

**General Fund:**

**Increase Appropriations:**

10199000 54980	GENERAL CONTINGENCIES	\$ 86,366
10314000 51093	OVERTIME	25,000
10314000 52130	COMPUTER EQUIPMENT	2,443
10314000 54635	CELLPHONE	5,000
10314000 54646	CONTRACTS	12,000
		<hr/>
		\$ 130,809 ✓

**Decrease Appropriations:**

10199000 54987	SUB CONTINGENCY - PROBATION	\$ 130,809
----------------	-----------------------------	------------

*Fiscal Impact - 2024 - \$(86,366)*

*Fiscal Impact - 2025 - \$ 0*

Pursuant to CR 44-2024, Probation was awarded \$130,809 from the New York Division of Criminal Justice Services (DCJS) to offset the costs associated with the provision of certified pretrial services. In the award letter, a program budget needed to be prepared and approved by the DCJS Office of Probation. Since that time, the program budget was approved by the agency. Therefore, a budgetary transfer is needed to properly account for the required budget lines so that the department can plan and access the funding. Please refer to the Probation Directors' memorandum for further information.

Please forward it to the appropriate committee.

JOHN F. OSTERHOUT II  
Director



RICHARD McCAULEY  
Probation Supervisor

AMY DEHAIS  
Probation Supervisor

DEPARTMENT OF PROBATION

MEMORANDUM

TO: Michael Lewis, Commissioner of Finance  
FROM: John F. Osterhout II, Probation Director *JO*  
RE: Pre-trial Services Award  
DATE: February 6, 2024

---

As we discussed previously, I presented our plan for using the \$130,809 Pre-trial Services Award to the New York State Division of Criminal Justice Services (DCJS) and received their approval on February 1<sup>st</sup>. Attached is a copy of the plan, which shows how the money should be allocated, and a copy of the approval email from DCJS. It should be noted that the cost for the probation officer's salary and the electronic monitoring costs are already included in our budget. We are not adding a new position. Rather, we are using a portion of this award to offset taxation for previously approved budgetary expenses. Our Account Clerk, Joanne Kinash has already provided the budget lines for those two items.

It is my understanding that the county has already received the money from the state and that it is currently in sub-contingency. I would greatly appreciate your assistance with the required budgetary amendments and setting up the required lines so that we can implement this plan and access the funding.

Thank you for all of your assistance with this project.

c: Kevin M. Byrne, County Executive  
Joanne Kinash, Account Clerk

Enclosures

PUTNAM COUNTY LEGISLATURE

Resolution #44

Introduced by Legislator: Joseph Castellano on behalf of the Audit & Administration Committee at a Regular Meeting held on February 6, 2024.

page 1

**APPROVAL/ BUDGETARY AMENDMENT (24A009)/ PROBATION DEPARTMENT/ COUNTY PRETRIAL SERVICES GRANT AWARD/ NY DIVISION OF CRIMINAL JUSTICE SERVICES (DCJS)**

WHEREAS, the New York Division of Criminal Justice Services (DCJS) granted Putnam County funding to offset the costs associated with the provision of certified pretrial services, including but not limited to screening, assessments, supervision, and reporting as provided in in the SFY 2023-24 New York State budget for the period April 1, 2023 through March 31, 2024; and

WHEREAS, the Director of Probation has requested a budgetary amendment (24A009) to account for this award; and

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

RESOLVED, that the following budgetary amendment be made:

**GENERAL FUND:**

**Increase Estimated Revenues:**

10314000 433106 State Aid – Pretrial Grant FY23-24 NYSDCJS 130,809

**Increase Appropriations:**

10199000 54987 Sub-contingency – Probation 130,809

2024 Fiscal Impact – 0 –

2025 Fiscal Impact – 0 –

BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO & NACERINO WERE ABSENT. MOTION CARRIES.

State of New York

ss:

County of Putnam

APPROVED

2/16/24  
COUNTY EXECUTIVE DATE

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on February 6, 2024.

Dated: February 8, 2024

Signed:

Diane Schonfeld

Clerk of the Legislature of Putnam County





**John Osterhout**

---

**From:** Aldi, Nicole (DCJS) <Nicole.Aldi@dcjs.ny.gov>  
**Sent:** Thursday, February 1, 2024 12:15 PM  
**To:** John Osterhout  
**Subject:** RE: Pre-trial services award  
**Attachments:** Putnam County Pretrial Services Funding Overview 2023-24 final.pdf

You don't often get email from nicole.aldi@dcjs.ny.gov. Learn why this is important.

**PUTNAM COUNTY NOTICE**

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

Good afternoon John. Your Pretrial Services spending overview has been reviewed by DCJS and currently there are no further questions. Please notify us if there are substantial changes to the overview and contact me, Nicole Aldi CCR3 ([nicole.aldi@dcjs.ny.gov](mailto:nicole.aldi@dcjs.ny.gov)), with any questions you may have. Thank you for all that you and your agency does to continue to provide services to individuals involved in the criminal justice system.

Best,

Nicole A. Aldi (*she/her/hers*)  
Community Correction Representative 3  
**ATI Unit Manager**

**New York State Division of Criminal Justice Services**  
80 South Swan St., Albany, NY 12210  
(518) 485-8457 - office | (518) 485-2401 - fax | [nicole.aldi@dcjs.ny.gov](mailto:nicole.aldi@dcjs.ny.gov)  
[www.criminaljustice.ny.gov](http://www.criminaljustice.ny.gov)

---

**From:** John Osterhout <John.Osterhout@putnamcountyny.gov>  
**Sent:** Wednesday, January 31, 2024 3:14 PM  
**To:** Aldi, Nicole (DCJS) <Nicole.Aldi@dcjs.ny.gov>  
**Subject:** Pre-trial services award

You don't often get email from john.osterhout@putnamcountyny.gov. Learn why this is important.

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

Hello, Nicole. Attached is my plan for using the pre-trial services award. Please let me know once it has been reviewed so I can proceed.

Thanks for your assistance.

---

**John F. Osterhout II, Probation Director/STOP-DWI Coordinator  
Putnam County Probation Department  
40 Gleneida Avenue  
Carmel, New York 10512  
845-808-1111 ext 49121  
Fax: 845-808-1941**

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: axx  
Pers.  
A+A  
R 650*

**TO: Commissioner of Finance**  
**FROM: Sheriff Kevin J. McConville**  
**DEPT: Sheriff/Corrections**  
**DATE: March 5, 2024**

**#10**

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10124 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Medical: Overtime)	\$5,387.00	cover projected OT
10315000.51000.10129 (Jail General: Personnel) <i>Sr. Office Assist</i>	10008000.51093 (Jail Medical: Overtime)	\$5,911.00	cover projected OT
10315000.51000.10140 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Medical: Overtime)	\$7,783.00	cover projected OT
10315000.51000.10143 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Medical: Overtime)	\$6,161.00	cover projected OT
10315000.51000.10150 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Medical: Overtime)	\$6,260.00	cover projected OT
10315000.51000.10153 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Medical: Overtime)	\$7,266.00	cover projected OT
10315000.51000.10156 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Medical: Overtime)	\$6,041.00	cover projected OT
10315000.58002 (Jail General: FICA)	10008000.58002 (Jail Medical: FICA)	\$3,427.88	cover projected OT

**Total \$48,236.88**

2024 Fiscal Impact \$ 0  
2025 Fiscal Impact \$ 0

Department Head Signature/Designee

**AUTHORIZATION: (Electronic signatures)**

Date \_\_\_\_\_ Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00  
Date \_\_\_\_\_ County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00  
Date \_\_\_\_\_ Chairperson Audit /Designee: \$0 - \$10,000.00  
Date \_\_\_\_\_ Audit & Administration Committee: \$10,000.01 - \$25,000.00

2024 MAR - 6 PM 3:58  
 LEGISLATURE  
 PUTNAM COUNTY  
 ARMEL, NY

**24T056**

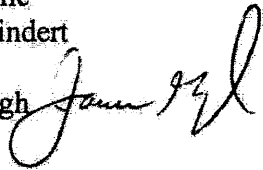
Putnam County Sheriff's Department

Inter - Office Memorandum

Date: March 4, 2024

To: Sheriff Kevin McConville  
Undersheriff Thomas Lindert

From: Captain James Greenough



Subject: FUNDS TRANSFER  
OVERTIME JAIL

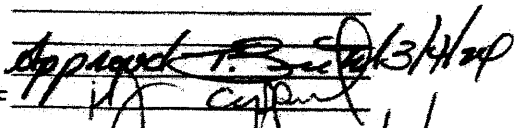
Request the below funds transfers be approved to cover overtime costs that were incurred due to running the month of January 2024 with six Correction Officer vacancies. There was also one Officer on FMLA and one Officer on 207C. During the month of January there was an incarcerated individual admitted to the hospital for 25 days requiring 6 shifts per day being covered by overtime. Approving the below listed lines will cover projected overtime costs.

- Reduce 10315000.10124 Open Personnel Line Funds by \$5,387.00.
- Reduce 10315000.10129 Open Personnel Line Funds by \$5,911.00.
- Reduce 10315000.10140 Open Personnel Line Funds by \$7,783.00.
- Reduce 10315000.10143 Open Personnel Line Funds by \$6,161.00.
- Reduce 10315000.10150 Open Personnel Line Funds by \$6,260.00.
- Reduce 10315000.10153 Open Personnel Line Funds by \$7,266.00.
- Reduce 10315000.10156 Open Personnel Line Funds by \$6,041.00.
- and
- Increase 10008000.51093 Jail Medical Services Overtime by \$44,809.00.

- Reduce 10315000.58002 Jail General FICA by \$3,427.88 and
- Increase 10008000.58002 Jail Medical Services FICA by \$3,427.88.

RECEIVED AND FORWARDED FOR ACTION

SGT \_\_\_\_\_  
 LT \_\_\_\_\_  
 LT \_\_\_\_\_  
 CAPT \_\_\_\_\_  
 US \_\_\_\_\_  
 SHERIFF \_\_\_\_\_



3/4/2024

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Pers  
ATA*

*Reso*

*#11*

**TO: Commissioner of Finance**  
**FROM: Sheriff Kevin J. McConville**  
**DEPT: Sheriff/Corrections**  
**DATE: March 5, 2024**

**I hereby request approval for the following transfer of funds:**

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10120 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$ 671.00	cover projected OT
10315000.51000.10124 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$4,919.00	cover projected OT
10315000.51000.10129 (Jail General: Personnel) <i>Cor. Office Asst</i>	10315000.51093 (Jail General: Overtime)	\$5,397.00	cover projected OT
10315000.51000.10140 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$7,106.00	cover projected OT
10315000.51000.10143 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$5,625.00	cover projected OT
10315000.51000.10150 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$5,715.00	cover projected OT
10315000.51000.10153 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$7,266.00	cover projected OT
10315000.51000.10156 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$7,048.00	cover projected OT
<b>Total</b>		<b>\$43,747.00</b>	

2024 Fiscal Impact \$ 0  
 2025 Fiscal Impact \$ 0

Department Head Signature/Designee

Date

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2024 MAR -6 PM 3:58

**AUTHORIZATION: (Electronic signatures)**

Date \_\_\_\_\_ Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00

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

Date \_\_\_\_\_ Chairperson Audit /Designee: \$0 - \$10,000.00

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

Putnam County Sheriff's Department

Inter - Office Memorandum

Date: March 4, 2024

To: Sheriff Kevin McConville  
Undersheriff Thomas Lindert

From: Captain James Greenough *James Greenough*

Subject: FUNDS TRANSFER  
OVERTIME JAIL

Request the below funds transfers be approved to cover overtime costs that were incurred due to running the month of February 2024 with seven Correction Officer vacancies. There was also one Officer on FMLA, one Officer on 207C and one Officer Suspended. Approving the below listed lines will cover projected overtime costs.

- Reduce 10315000.10120 Open Personnel Line Funds by \$ 671.00.
- Reduce 10315000.10124 Open Personnel Line Funds by \$4,919.00.
- Reduce 10315000.10129 Open Personnel Line Funds by \$5,397.00.
- Reduce 10315000.10140 Open Personnel Line Funds by \$7,106.00.
- Reduce 10315000.10143 Open Personnel Line Funds by \$5,625.00.
- Reduce 10315000.10150 Open Personnel Line Funds by \$5,715.00.
- Reduce 10315000.10153 Open Personnel Line Funds by \$7,266.00.
- Reduce 10315000.10156 Open Personnel Line Funds by \$7,048.00.
- and
- Increase 10315000.51093 Jail General Overtime by \$43,747.00.

RECEIVED AND FORWARDED FOR ACTION

SGT \_\_\_\_\_  
 LT \_\_\_\_\_  
 LT \_\_\_\_\_  
 CAPT \_\_\_\_\_  
 US \_\_\_\_\_  
 SHERIFF \_\_\_\_\_

*Approved by [Signature] 3/4/2024*  
*3/4/2024*

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Pers  
A+A*

*Res 0  
#12*

**TO: Commissioner of Finance**  
**FROM: Sheriff Kevin J. McConville**  
**DEPT: Sheriff/Corrections**  
**DATE: March 5, 2024**

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10120 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$2,014.00	cover projected OT
10315000.51000.10124 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$1,405.00	cover projected OT
10315000.51000.10129 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$1,542.00	cover projected OT
10315000.51000.10140 (Jail General: Personnel) <i>Sc. Office Ass't</i>	10315000.51093 (Jail General: Overtime)	\$2,030.00	cover projected OT
10315000.51000.10143 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$1,607.00	cover projected OT
10315000.51000.10150 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$1,632.00	cover projected OT
10315000.51000.10153 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$2,076.00	cover projected OT
10315000.51000.10156 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$2,014.00	cover projected OT

**Total \$14,320.00**

2024 Fiscal Impact \$ 0  
2025 Fiscal Impact \$ 0

Department Head Signature/Designee

Date

2024 MAR -6 PM 3:58  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, IN

**AUTHORIZATION: (Electronic signatures)**

- Date \_\_\_\_\_ Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00
- Date \_\_\_\_\_ County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00
- Date \_\_\_\_\_ Chairperson Audit /Designee: \$0 - \$10,000.00
- Date \_\_\_\_\_ Audit & Administration Committee: \$10,000.01 - \$25,000.00



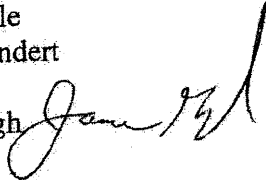
Putnam County Sheriff's Department

Inter - Office Memorandum

Date: March 4, 2024

To: Sheriff Kevin McConville  
Undersheriff Thomas Lindert

From: Captain James Greenough



Subject: FUNDS TRANSFER  
OVERTIME JAIL

Request the below funds transfers be approved to cover overtime costs that were incurred due to running March 1, 2024, through March 8, 2024, with seven Correction Officer vacancies. There was also one Officer on FMLA, one Officer on 207C and one Officer Suspended. Approving the below listed lines will cover projected overtime costs.

- Reduce 10315000.10120 Open Personnel Line Funds by \$2,014.00.
- Reduce 10315000.10124 Open Personnel Line Funds by \$1,405.00.
- Reduce 10315000.10129 Open Personnel Line Funds by \$1,542.00.
- Reduce 10315000.10140 Open Personnel Line Funds by \$2,030.00.
- Reduce 10315000.10143 Open Personnel Line Funds by \$1,607.00.
- Reduce 10315000.10150 Open Personnel Line Funds by \$1,632.00.
- Reduce 10315000.10153 Open Personnel Line Funds by \$2,076.00.
- Reduce 10315000.10156 Open Personnel Line Funds by \$2,014.00.
- and
- Increase 10315000.51093 Jail General Overtime by \$14,320.00.

RECEIVED AND FORWARDED FOR ACTION

SGT \_\_\_\_\_  
 LT \_\_\_\_\_  
 LT \_\_\_\_\_  
 CAPT \_\_\_\_\_  
 US Approved [Signature] 3/4/24  
 SHERIFF \_\_\_\_\_

MICHAEL J. LEWIS  
Commissioner of Finance



Call  
Audit

Reso

SHEILA BARRETT  
First Deputy Commissioner of Finance

#13

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance - MJL  
RE: **Budgetary Transfer - 24T069**  
DATE: March 18, 2024

2024 MAR 18 PM 4:15  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of Public Works, the following budgetary transfer is necessary.

**Capital Fund:**

**Increase Appropriations:**

55197000 532001 51509 CP2001 - ACCESS CONTROL \$ 50,000

**Decrease Appropriations:**

55197000 53000 51509 County Facility Renovations Reserve \$ 50,000

Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

The County wishes to continue this program with new security and access control installations at various facilities including, but not limited to, the Board of Elections building ahead of this year's elections beginning in June. Last amendment to CP2001 was for \$20,000 – Resolution #98 of 2023.

The installation of these systems creates safer and more secure County facilities.

Please forward this to the appropriate committee.

24T069

Joseph Bellucci  
Deputy Commissioner



Thomas Feighery  
Commissioner

DEPARTMENT OF  
PUBLIC WORKS  
842 Fair Street  
Carmel, New York 10512  
Phone: 845-878-6331 Fax: 845-808-1908

**MEMORANDUM**

TO: Diane Schonfeld, Clerk, County Legislature

FROM: Alexis M. Hawley, Assistant Supervisor of Planning & Design *AMH*

CC: Thomas Feighery, Commissioner  
Joseph Bellucci, Deputy Commissioner  
Thomas Lannon, Director, IT & GIS  
Michael Lewis, Commissioner of Finance

DATE: March 18, 2024

RE: Physical Services – Amend 20CP01 – Access Control

Please approve the necessary resolution to amend and authorize adding \$50,000 to 20CP01.

The County has been systematically installing uniform access control and security throughout our County facilities. CP-6 authorized by the Full Legislature in July 2017 originated the program. Subsequently, 20CP01 authorized by the Full Legislature in March 2020 and the additional funding authorized by the Full Legislature in May 2021 and May 2023 allowed the program to continue.

The County wishes to further continue this program with new security and access control installations at various facilities including, but not limited to, the Board of Elections building ahead of this year's elections beginning in June.

The installation of these systems creates safer and more secure County facilities.

We respectfully request your authorization of the additional funds necessary to continue this important program.

Thank you for the consideration.



**BOARD OF ELECTIONS  
COUNTY OF PUTNAM**  
25 Old Route 6, Carmel, New York 10512  
(845) 808-1300 • Fax (845) 808-1920  
[www.putnamboe.com](http://www.putnamboe.com)

*Commissioners*  
CATHERINE P. CROFT  
KELLY K. PRIMAVERA

## **MEMORANDUM**

**TO:** Diane Schonfeld, Clerk, County Legislature

**FROM:** Catherine P. Croft, Commissioner  
Kelly K. Primavera, Commissioner

**DATE:** March 18, 2024

**RE:** 20CP01- Access Control

Putnam County Board of Elections is required to have access control placed on two doors before the June 25<sup>th</sup>, 2024 Primary Election. We are requesting that this item be placed before the Audit Committee on March 25, 2024 due to time sensitivity and coordination of the vendor.

Thank you for your consideration.

**March 25, 2024  
Audit Meeting**

**#14**

**FYI/ 2024 Guardrail & Property Damage Table**