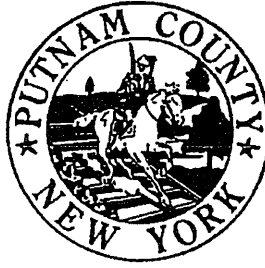


THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue
Carmel, New York 10512
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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 January 30, 2023
(Immediately following Personnel Mtg. beginning at 6:30pm)

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Correspondence/County Auditor**
 - a. Sales Tax Report**
 - b. Board In Revenue Report**
 - c. OTB Report**
 - d. Transfer/Revenue Report**
 - e. 2022 Contingency/Sub-Contingency Report**
 - f. 2023 Contingency/Sub-Contingency Report**
- 4. Correspondence/ Commissioner of Finance**
 - a. Approval/ Amendment 22A086/ Finance/ Year End Journal Entry #1**
 - b. Approval/ Budgetary Amendment 22A087/ Sheriff/ Include Anticipated Revenue for Services Rendered to School Districts (Also reviewed in Personnel)**
 - c. Approval/ Budgetary Amendment 22A088/ Finance/ Adjust Capital Budget to Include Reimbursement for Storm Cleanup Costs**
 - d. Approval/ Budgetary Amendment 23A001/ Dept. of Social Services/ Include Safe Harbor Allocation**
- 5. Approval/ Fund Transfer 22T387/ Highway Dept./ Purchase of Salt Stockpile (Also reviewed in Personnel)**

- 6. Approval/ Fund Transfer 22T391/ Dept. of Social Services/ Cover 2 State Mandated COLAs (Cost of Living Adjustment) Issued in 2022**
- 7. Approval/ Fund Transfer 22T392/ Dept. of Social Services/ Reclassify, Transfer Expenses to Correct Account**
- 8. Approval/ Fund Transfer 23T002/ County Executive/ Staff Reorganization (Also reviewed in Personnel)**
- 9. Approval/ Fund Transfer 23T011/ Dept. of Social Services/ Rehire Retiree Part Time/ Senior Public Health Nurse (Also reviewed in Personnel)**
- 10. Approval/ Putnam County's Request to Extend the 1% Increased County Sales Tax for an Additional Three Years**
- 11. Approval/ Authorization for Legislators to Attend February NYSAC Conference**
- 12. Other Business**
- 13. Adjournment**

Sales Tax	2014	2015	2016	2017	2018	2019	2020	2021	2022	+or(-) Same Period
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	1,261,412
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	564,313
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	184,012
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	1,160,017
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	1,137,770
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	(2,103,813)
July**	4,320,542	4,558,502	4,372,322	4,952,664	4,835,632	5,266,612	4,871,906	6,094,635	6,393,098	298,464
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	236,660
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	(49,493)
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	667,009
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	751,448
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	(196,957)
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	
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	
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	3,910,842
Aid and Incentives for Municipalities (AIM) & AIM Revenue Sharing eff. Nov. 2019										
AIM PAYMENT*										
Towns										
Carmel	140,362									
Kent	58,361									
Patterson	31,779									
Phillipstown	33,820									
Putnam Valley	41,066									
Southeast	45,592									
Total	350,980									
Villages										
Brewster										
Cold Spring										
Nelsonville										
Total										
**Distressed Hospital Payments										

#3a

#3b

[illegible]

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2022	12	22T359	OSR	10677800	54301		KITCHEN SUPPLIES	800.00	D	KITCHEN SUPPLIES DECEMBER 2022
2022	12	22T359	OSR	10762000	52180		OTHER EQUIPMENT	800.00	C	KITCHEN SUPPLIES DECEMBER 2022
2022	12	22T360	Tourism	10641000	54640		EDUCATION AND TRAINING	500.00	C	ADDITIONAL PRINTING NEEDS
2022	12	22T360	Tourism	10641000	54311		PRINTING AND FORMS	500.00	D	ADDITIONAL PRINTING NEEDS
2022	12	22T362	Emergency Services	10398900	54410		SUPPLIES AND MAT	775.00	C	METAL SIGNS FOR FTC
2022	12	22T362	Emergency Services	10398900	54162		SIGNS	775.00	D	METAL SIGNS FOR FTC
2022	12	22T363	Golf	10085000	54410		SUPPLIES AND MAT	4,000.00	D	FOR INV IN HOUSE THRU Y/E
2022	12	22T363	Highway Facilities	10511100	54638		ACCESS SECURITY	4,000.00	C	FOR INV IN HOUSE THRU Y/E
2022	12	22T364	Tilly Foster	10084000	54560	10137	EQUIP RENTAL LEASE	1,150.00	C	COVER SHORTAGE
2022	12	22T364	Tilly Foster	10084000	54646	10137	CONTRACTS	1,150.00	D	COVER SHORTAGE
2022	12	22T365	Community College	10249000	54925		COMMUNITY COLLEGE TUITION	10,000.00	D	COVER EST COMM COLLEGE INVOICE
2022	12	22T365	Exp Prop Tax	10136400	54911		TAXES AND ASSESS ON CO PROP	10,000.00	C	COVER EST COMM COLLEGE INVOICE
2022	12	22T368	County Executive	10123000	54640		EDUCATION AND TRAINING	850.00	C	COVER VETERANS DAY WREATHS

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YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2022	12	22T368	County Executive	10123000	54950		COUNTY CONTRIBUTION	850.00	D	COVER VETERANS DAY WREATHS
2022	12	22T371	Sheriff - Communications	13311000	54782		SOFTWARE ACCESSORIES	1,395.00	D	CABLES FOR ZELLO RADIOS
2022	12	22T371	Sheriff - Communications	13311000	52180		OTHER EQUIPMENT	1,395.00	C	CABLES FOR ZELLO RADIOS
2022	12	22T372	Sheriff - Communications	13311000	52180		OTHER EQUIPMENT	1,800.00	C	ICLOUD STORAGE LICENSE-BCI
2022	12	22T372	BCI	32311000	54783		LICENSING SOFTWARE	1,800.00	D	ICLOUD STORAGE LICENSE-BCI
2022	12	22T373	Sheriff	10311000	54319		CLOTHING CLEANERS	1,995.00	C	AXON LICENSE ACE DONGLE
2022	12	22T373	Sheriff	10311000	54783		LICENSING SOFTWARE	1,995.00	D	AXON LICENSE ACE DONGLE
2022	12	22T374	Highway - Parks	10711000	54410		SUPPLIES AND MAT	612.67	D	TO ALLOCATE FOR PURCH IN 4410
2022	12	22T374	Highway - Parks	10711000	54300		MISC SUPPLIES	612.67	C	TO ALLOCATE FOR PURCH IN 4410
2022	12	22T375	Health - EHS	12401000	54410		SUPPLIES AND MAT	150.00	C	12/22 HEARINGS
2022	12	22T375	Health - EHS	12401000	54646		CONTRACTS	350.00	D	12/22 HEARINGS
2022	12	22T375	Health - EHS	12401000	54640		EDUCATION AND TRAINING	200.00	C	12/22 HEARINGS
2022	12	22T377	Veterans Services	10651000	54314		POSTAGE	25.00	C	POSTAGE
2022	12	22T377	Veterans Services	10651000	54678		LEASED TRANSPORTATION	25.00	D	POSTAGE

YEAR	PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2022	12 22T378	Planning	10802000	52110		FURNITURE AND FURNISHINGS	2,800.00	D	DESKS
2022	12 22T378	Planning	10802000	54383		BUILDING RENTAL	2,800.00	C	DESKS
2022	12 22T380	BCI	32311000	52680	10174	OTHER EQUIPMENT	12,936.64	D	CARD SECURITY SYSTEM 20 FAIR S
2022	12 22T380	BCI	32311000	54646	10174	CONTRACTS	12,936.64	C	CARD SECURITY SYSTEM 20 FAIR S
2022	12 22T381	Sheriff - Narcotics	14311000	54782		SOFTWARE ACCESSORIES	20.00	D	COVER S&H CHRG FROM AMAZON
2022	12 22T381	Sheriff - Narcotics	14311000	54310		OFFICE SUPPLIES	20.00	C	COVER S&H CHRG FROM AMAZON
2022	12 22T382	Real Property	10135500	54680		DATA PROCESSING	325.26	D	MAINT KIT FOR PRINTER
2022	12 22T382	Real Property	10135500	52130		COMPUTER EQUIPMENT	325.26	C	MAINT KIT FOR PRINTER
2022	12 22T384	Board of Elections	10145000	54675		TRAVEL	150.00	C	POLL SITE CUSTODIAL FEES GE22
2022	12 22T384	Board of Elections	10145000	54710		MAINT AND REPAIRS	150.00	D	POLL SITE CUSTODIAL FEES GE22
2022	12 22T385	Planning	10802000	54636		INTERNET COSTS	500.00	D	COVER DECEMBER 2022 COMCAST
2022	12 22T385	Planning	10802000	54675		TRAVEL	500.00	C	COVER DECEMBER 2022 COMCAST
2022	12 22T386	Finance	10131000	54634		TELEPHONE	500.00	D	COVER DECEMBER 2022
2022	12 22T386	Finance	10131000	54646		CONTRACTS	500.00	C	COVER DECEMBER 2022

YEAR	PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2022	12 22T388	Veterans Home	10651100	52110		FURNITURE AND FURNISHINGS	125.00	C	BOTTLED WATER
2022	12 22T388	Veterans Home	10651100	54321		BOTTLED WATER	125.00	D	BOTTLED WATER
2022	12 22T389	Board of Elections	10145000	54664		ADVERTISING	1,067.76	C	INTERNET FOR EPOLLBOOKS
2022	12 22T389	Board of Elections	10145000	54636		INTERNET COSTS	109.55	D	INTERNET FOR EPOLLBOOKS
2022	12 22T389	Board of Elections	10145000	54782		SOFTWARE ACCESSORIES	109.55	C	INTERNET FOR EPOLLBOOKS
2022	12 22T389	Board of Elections	10145000	54636		INTERNET COSTS	1,067.76	D	INTERNET FOR EPOLLBOOKS
2022	12 22T390	JD and PINS	10612300	54412		NON SECURE DETENTION FACILITY	4,100.00	D	TO COVER NON SEC EXP FOR 2022
2022	12 22T390	Family Assistance	10610900	54433		EAF IVE FP	4,100.00	C	TO COVER NON SEC EXP FOR 2022
2022	12 22T393	Board of Elections	10145000	55370		CHRGBK AUTOMOTIVE	200.00	C	SHORTAGE
2022	12 22T393	Board of Elections	10145000	55371		CHRGBK GASOLINE	200.00	D	SHORTAGE
2022	12 22T394	Veterans Home	10651100	54630		NATURAL GAS	650.00	D	COVER DECEMBER 2022 COMCAST BI
2022	12 22T394	Veterans Home	10651100	54410		SUPPLIES AND MAT	650.00	C	COVER DECEMBER 2022 COMCAST BI
2022	12 22T395	Board of Elections	10145000	54783	10176	LICENSING SOFTWARE	9,822.67	D	MOVE GRANT FUNDS
2022	12 22T395	Board of Elections	10145000	54382	10176	COMPUTER	9,822.67	C	MOVE GRANT FUNDS

YEAR	PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2022	12 22T396	Historian	10751000	54685		SPECIAL PROJECTS	66.06	C	FUNDS NEEDED FOR CB POSTAGE
2022	12 22T396	Historian	10751000	55314		CHRGBK POSTAGE	66.06	D	FUNDS NEEDED FOR CB POSTAGE
2022	12 22T397	District Attorney	10116500	55370		CHRGBK AUTOMOTIVE	990.00	D	AUTOMOTIVE CHARGEBACK
2022	12 22T397	District Attorney	10116500	55370		CHRGBK AUTOMOTIVE	204.00	D	AUTOMOTIVE CHARGEBACK
2022	12 22T397	District Attorney	10116500	54310		OFFICE SUPPLIES	204.00	C	AUTOMOTIVE CHARGEBACK
2022	12 22T397	District Attorney	10116500	55370		CHRGBK AUTOMOTIVE	135.00	D	AUTOMOTIVE CHARGEBACK
2022	12 22T397	District Attorney	10116500	54311		PRINTING AND FORMS	990.00	C	AUTOMOTIVE CHARGEBACK
2022	12 22T397	District Attorney	10116500	52110		FURNITURE AND FURNISHINGS	135.00	C	AUTOMOTIVE CHARGEBACK
2022	12 22T398	Youth Bureau	10731000	55314		CHRGBK POSTAGE	126.00	D	TO COVER 4TH QUARTER EXPENSES
2022	12 22T398	Youth Court	10087000	55314		CHRGBK POSTAGE	126.00	C	TO COVER 4TH QUARTER EXPENSES
2022	12 22T399	Emergency Services	10398900	51094		TEMPORARY	1,586.00	C	CHARGEBACK GASOLINE
2022	12 22T399	Emergency Services	10398900	55371		CHRGBK GASOLINE	1,586.00	D	CHARGEBACK GASOLINE
2022	12 22T400	Planning - Soil	10874500	54675		TRAVEL	34.39	C	MOVE TO GAS CHARGEBACKS
2022	12 22T400	Planning - Soil	10874500	55371		CHRGBK GASOLINE	34.39	D	FROM TRAVEL TO GAS CHARGEBACKS

YEAR	PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2022	12 22T401	Health - EHS	12401000	55371		CHRGBK GASOLINE	720.00	D	FUND Q4 EHS FLEET
2022	12 22T401	Health - EHS	12401000	55314		CHRGBK POSTAGE	720.00	C	FUND Q4 EHS FLEET
2022	12 22T402	DSS Admin	10102000	55371		CHRGBK GASOLINE	502.00	D	TO COVER 4TH QTR GAS CHGBK
2022	12 22T402	OEOP Crime Victims	22071000	55370		CHRGBK AUTOMOTIVE	92.00	C	TO COVER 4TH QTR GAS CHGBK
2022	12 22T402	OEOP Crime Victims	22071000	55371		CHRGBK GASOLINE	92.00	D	TO COVER 4TH QTR GAS CHGBK
2022	12 22T402	DSS	10101000	55371		CHRGBK GASOLINE	502.00	C	TO COVER 4TH QTR GAS CHGBK
2022	12 22T403	Highway Facilities	10511100	54310		OFFICE SUPPLIES	100.00	C	FOR IN HOUSE BOTTLED WATER INV
2022	12 22T403	Highway Facilities	10511100	54321		BOTTLED WATER	100.00	D	FOR IN HOUSE BOTTLED WATER INV
2022	12 22T404	Transit - PART	95630000	55371		CHRGBK GASOLINE	36.00	D	GASOLINE CHARGEBACK
2022	12 22T404	Transit - PART	95630000	54371		GASOLINE	36.00	C	GASOLINE CHARGEBACK
2022	12 22T405	Transit - PART	95630000	55370		CHRGBK AUTOMOTIVE	1,950.00	D	GASOLINE CHARGEBACK
2022	12 22T405	Transit - PART	95630000	54370		AUTOMOTIVE	1,950.00	C	GASOLINE CHARGEBACK
2022	12 22T406	Jail Maintenance	10011000	54510		MACHINE MAINTENANCE	1,812.00	C	COVER FINAL INV. FOR 2022
2022	12 22T406	Jail Maintenance	10011000	54755		JANITORIAL SERVICES	1,812.00	D	COVER FINAL INV. FOR 2022

YEAR	PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2022	12 22T407	Health - Tobacco	11018000	54330		MEDICAL SUPPLIES	75.00	C	TAXI FARE TB PATIENTS
2022	12 22T407	Health - Tobacco	11018000	54670		TRAVEL NON EMPLOYEES	75.00	D	TAXI FARE TB PATIENTS
2022	12 22T408	Health ATUPA	12023000	55370		CHRGBK AUTOMOTIVE	195.00	C	2022 Q4 GAS USAGE
2022	12 22T408	Health ATUPA	12023000	55371		CHRGBK GASOLINE	195.00	D	2022 Q4 GAS USAGE
2022	12 22T409	Health - Education State	21401000	54675		TRAVEL	45.00	D	EHS STAFF MILEAGE
2022	12 22T409	Health - Education State	21401000	54310		OFFICE SUPPLIES	45.00	C	EHS STAFF MILEAGE
2022	12 R#272/22	Youth Bureau	10731000	54311		PRINTING AND FORMS	23.00	C	YOUTH RHY 22 ADJUSTMENT
2022	12 R#272/22	Youth Bureau	10731000	54907		HOME CARE	14,450.00	D	YOUTH RHY 22 ADJUSTMENT
2022	12 R#272/22	Youth Bureau	10731000	54970		ARBOR HOUSE	11,427.00	C	YOUTH RHY 22 ADJUSTMENT
2022	12 R#272/22	Youth Bureau	10731000	54989		MISCELLANEOUS	500.00	C	YOUTH RHY 22 ADJUSTMENT
2022	12 R#272/22	Youth Bureau	10731000	438204		GREEN CHIMNEYS TLP	8,670.00	C	YOUTH RHY 22 ADJUSTMENT
2022	12 R#272/22	Youth Bureau	10731000	438622		RUNAWAY COORDINATION	838.00	D	YOUTH RHY 22 ADJUSTMENT
2022	12 R#272/22	Youth Bureau	10731000	54950		COUNTY CONTRIBUTION	2,000.00	C	YOUTH RHY 22 ADJUSTMENT
2022	12 R#272/22	Youth Bureau	10731000	54310		OFFICE SUPPLIES	500.00	C	YOUTH RHY 22 ADJUSTMENT

YEAR	PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2022	12 R#272/22	Youth Bureau	10731000	438623		ARBOR HOUSE RHY	7,832.00	D	YOUTH RHY 22 ADJUSTMENT
2022	12 R#275/22	Highway Facilities	10511100	54755		JANITORIAL SERVICES	9,500.00	C	FOR HEATING OIL PURCH THRU Y/E
2022	12 R#275/22	Highway Facilities	10511100	54354		HEATING OIL	9,500.00	D	FOR HEATING OIL PURCH THRU Y/E
2022	12 R#276/22	Exp Prop Tax	10136400	54911		TAXES AND ASSESS ON CO PROP	65,000.00	C	COVER ESTIMATED ELECTRIC COSTS
2022	12 R#276/22	Judicial	10116200	54631		ELECTRIC	35,000.00	D	COVER ESTIMATED ELECTRIC COSTS
2022	12 R#276/22	Tilly Foster	10084000	54631		ELECTRIC	6,000.00	D	COVER ESTIMATED ELECTRIC COSTS
2022	12 R#276/22	Tilly Foster	10084000	54631	10137	ELECTRIC	4,000.00	D	COVER ESTIMATED ELECTRIC COSTS
2022	12 R#276/22	Highway Facilities	10511100	54631		ELECTRIC	20,000.00	D	COVER ESTIMATED ELECTRIC COSTS
2022	12 R#278/22	Sheriff - Youth	16311000	51093		OVERTIME	30,607.24	D	RECOGNIZE REV BILLED/INC OT/SS
2022	12 R#278/22	Sheriff - Youth	16311000	422601		DEPUTY OUTSIDE SERVICES	32,948.69	C	RECOGNIZE REV BILLED/INC OT/SS
2022	12 R#278/22	Sheriff - Youth	16311000	58002		SOCIAL SECURITY	2,341.45	D	RECOGNIZE REV BILLED/INC OT/SS
2022	12 R#279/22	Legal Aid 18B	25117100	54125		LEGAL SERVICES	100,000.00	D	COVER ESTIMATED 18B'S
2022	12 R#279/22	Exp Prop Tax	10136400	54911		TAXES AND ASSESS ON CO PROP	100,000.00	C	COVER ESTIMATED 18B'S
2022	12 R#280/22	EMS Dispatch	13398900	58002		SOCIAL SECURITY	2,601.00	D	22T379 DISPATCHER OT

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2022 12 R#280/22	EMS Dispatch	13398900	51093		OVERTIME	34,000.00 D	22T379 DISPATCHER OT
2022 12 R#280/22	Contingency	10199000	54980		GENERAL CONTINGENCIES	36,601.00 C	22T379 DISPATCHER OT
2022 12 R#284/22	Sheriff	10311000	54371		GASOLINE	2,600.00 C	TXFR FOR Q3 & Q4 EST GAS CHBKS
2022 12 R#284/22	Corrections	10315000	54371		GASOLINE	7,400.00 C	TXFR FOR Q3 & Q4 EST GAS CHBKS
2022 12 R#284/22	BCI	32311000	55371		CHRGBK GASOLINE	2,000.00 D	TXFR FOR Q3 & Q4 EST GAS CHBKS
2022 12 R#284/22	Sheriff - Narcotics	14311000	55371		CHRGBK GASOLINE	2,000.00 C	TXFR FOR Q3 & Q4 EST GAS CHBKS
2022 12 R#284/22	BCI	32311000	55371		CHRGBK GASOLINE	2,121.00 D	TXFR FOR Q3 & Q4 EST GAS CHBKS
2022 12 R#284/22	Sheriff	10311000	54371		GASOLINE	2,121.00 C	TXFR FOR Q3 & Q4 EST GAS CHBKS
2022 12 R#284/22	BCI	32311000	55371		CHRGBK GASOLINE	3,000.00 D	TXFR FOR Q3 & Q4 EST GAS CHBKS
2022 12 R#284/22	Sheriff - Patrol Marine	17003000	54371		GASOLINE	3,000.00 C	TXFR FOR Q3 & Q4 EST GAS CHBKS
2022 12 R#284/22	BCI	32311000	55371		CHRGBK GASOLINE	6,499.00 D	TXFR FOR Q3 & Q4 EST GAS CHBKS
2022 12 R#284/22	Corrections	10315000	54371		GASOLINE	3,500.00 C	TXFR FOR Q3 & Q4 EST GAS CHBKS
2022 12 R#284/22	Sheriff - Patrol	17311000	55371		CHRGBK GASOLINE	7,400.00 D	TXFR FOR Q3 & Q4 EST GAS CHBKS
2022 12 R#284/22	Sheriff - Patrol	17311000	55371		CHRGBK GASOLINE	34,000.00 D	TXFR FOR Q3 & Q4 EST GAS CHBKS

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2022	12	R#284/22	Sheriff - Patrol	17311000	54371		GASOLINE	34,000.00	C	TXFR FOR Q3 & Q4 EST GAS CHBKS
2022	12	R#284/22	Sheriff - Youth	16311000	55371		CHRGBK GASOLINE	4,500.00	D	TXFR FOR Q3 & Q4 EST GAS CHBKS
2022	12	R#284/22	Sheriff	10311000	54371		GASOLINE	4,500.00	C	TXFR FOR Q3 & Q4 EST GAS CHBKS
2022	12	R#284/22	Sheriff - Civil	15311000	55371		CHRGBK GASOLINE	2,600.00	D	TXFR FOR Q3 & Q4 EST GAS CHBKS
2022	12	R#284/22	Corrections	10315000	55371		CHRGBK GASOLINE	3,500.00	D	TXFR FOR Q3 & Q4 EST GAS CHBKS
2022	12	R#284/22	Sheriff - Narcotics	14311000	54371		GASOLINE	6,499.00	C	TXFR FOR Q3 & Q4 EST GAS CHBKS
2022	12	R261CP22 01	Capital Projects	55197000	53000	51509	CAPITAL EXPENDITURES	75,000.00	C	RESOLUTION 261 - 12/9/2022
2022	12	R261CP22 01	Capital Projects	55197000	532201	51509	FLOORING	75,000.00	D	RESOLUTION 261 - 12/9/2022
								474,017.69	Debits	
								474,017.69	Credits	

#3e

2022 Subcontingency Report

4985- Maintenance & Repairs

<u>Beginning Balance 1/1/23</u>	\$ 35,000.00
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Subtotal Subcontingency	<u>\$ 35,000.00</u>
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Deductions:

23LT01	for nails, paint, plumbing supplies, cleaning supplies- Park	(10,000.00)
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23LT02	for nails, paint, plumbing supplies, cleaning supplies- Tilly	(10,000.00)
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	(20,000.00)
Total	<u>\$ 15,000.00</u>

Proposed Deductions:

Pending Balance 1/31/23	<u><u>\$15,000.00</u></u>
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Maintenance & Repairs Breakdown

Tilly Foster	20,000.00
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Park	15,000.00
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Total Subcontingency	<u><u>35,000.00</u></u>
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Note:

R= resolution

A= proposed budgetary amendment

2022 Contingency Report

<u>Beginning Balance 1/1/22</u>	\$	500,000.00
Res72 Health Department Reorganization		3,057.00
Res96 Probation- Reorganization		5,425.00
Res98 Health Department Reorganization		21,211.00
Res156 Contingency -add funds		500,000.00
Res220 State Aid - Pretrial Services		132,617.00
Subtotal General Contingency	\$	1,162,310.00

Deductions:

Res29 Office Assistant - District Attorney	(24,592.00)
Res38 Civil Division - add costs omitted from budget	(26,500.00)
Res91 District Attorney-costs for re-trial	(195,000.00)
Res98 Health Department Reorganization	(1,830.00)
Res106 DOH required water supply testing	(50,000.00)
Res121 Railroad Station Maintenance	(102,767.00)
Res130 Health Department reorganization	(3,402.00)
Res143 District Attorney - ADA	(1,260.00)
Res144 I.T.- GIS program specialist	(39,801.00)
Res145 Dispatch- Overtime	(118,415.00)
Res221 Utilities	(16,120.00)
Res222 Insurance General & Excess Liability	(45,000.00)
Res237 Legal Services	(70,000.00)
Res246 Judgement & Claims	(250,000.00)
Res251 Police Traffic Safety Grant	(2,356.00)
Res253 Partnership Initiative - Coroner	(40,000.00)
Res280 Emergency Services - Overtime	(36,601.00)

	(1,023,644.00)
Total	\$ 138,666.00

Proposed Deductions:

Pending Balance 12/31/22	\$138,666.00
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2022 Subcontingency Report

4981- Subcontingency

<u>Beginning Balance 1/1/22</u>	\$ 267,577.00
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Subtotal Subcontingency	<u>\$ 267,577.00</u>
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Deductions:

Res30	Emergency Services- Ambulance services	(40,467.00)
Res62	Emergency Services pay differential	(10,193.00)

Total	<u>(50,660.00)</u> <u>\$ 216,917.00</u>
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Proposed Deductions:

Pending Balance 12/31/22	<u><u>\$216,917.00</u></u>
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Note:

R= resolution

A= proposed budgetary amendment

Subcontingency Breakdown

Emergency Services - ALS	217,577.00
Mental Health/ERT	<u>50,000.00</u>
Total Subcontingency	<u><u>267,577.00</u></u>

2022 Subcontingency Report

4985- Maintenance & Repairs

<u>Beginning Balance 1/1/22</u>	\$	35,000.00
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Subtotal Subcontingency	\$	35,000.00
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Deductions:

22LT01	for nails, paint, plumbing supplies, cleaning supplies- Park	(10,000.00)
22LT02	for nails, paint, plumbing supplies, cleaning supplies- Tilly	(10,000.00)
22LT03	for nails, paint, plumbing supplies, cleaning supplies- Tilly	(10,000.00)

		(30,000.00)
Total	\$	5,000.00

Proposed Deductions:

Pending Balance 12/31/22		\$5,000.00
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Maintenance & Repairs Breakdown

Tilly Foster	20,000.00
Park	15,000.00
Total Subcontingency	35,000.00

Note:

R= resolution

A= proposed budgetary amendment

2022 Subcontingency Report

4986- Subcontingency-Sheriff

Beginning Balance 1/1/22 \$ 253,558.00

Subtotal Subcontingency \$ 253,558.00

Deductions:

Res92	BCI vehicle	(35,000.00)
Res93	Civil Vehicle	(45,000.00)
Res131	Bodycameras	(131,000.00)
Res155	Sheriff Narcotics- Vehicle Leasing	(24,000.00)
		(235,000.00)

Total \$ 18,558.00

Proposed Deductions:

Pending Balance 12/31/22 \$18,558.00

Subcontingency Sheriff Breakdown

BCI vehicle - funds can only be used for BCI vehicle	35,000.00
Bodycameras	144,558.00
Civil (marked vehicle)	45,000.00
Narcotics - vehicle leases	24,000.00
Marine Patrol- Maintenance & Repair	5,000.00
Total Subcontingency	<u><u>253,558.00</u></u>

Note:

R= resolution

A= proposed budgetary amendment

#3F

2023 Contingency Report

<u>Beginning Balance 1/1/23</u>		\$	1,382,685.00
23T002	County Executive changes		64,724.00

Subtotal General Contingency		\$	1,447,409.00
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Deductions:

Total			0.00
		\$	1,447,409.00

Proposed Deductions:

Pending Balance 1/31/23			0.00
			\$1,447,409.00

Note:

R= resolution

A= proposed budgetary amendment

2023 Subcontingency Report

4981- Subcontingency (County Executive)

<u>Beginning Balance 1/1/23</u>	\$ 30,000.00
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Subtotal Subcontingency	\$ 30,000.00
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Deductions:

Total	0.00
	\$ 30,000.00

Proposed Deductions:

23T002	County Executive changes	(30,000.00)
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Pending Balance 1/31/23	(30,000.00)
	\$0.00

Note:

R= resolution

A= proposed budgetary amendment

2023 Subcontingency Report

4982- Subcontingency (Salaries)

Beginning Balance 1/1/23

\$ 38,825.00

Subtotal Subcontingency

\$ 38,825.00

Deductions:

Total

0.00
\$ 38,825.00

Proposed Deductions:

23T002 County Executive changes

(38,825.00)

Pending Balance 1/31/23

(38,825.00)
\$0.00

Note:

R= resolution

A= proposed budgetary amendment



DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: William J. Carlin, Jr., Commissioner of Finance *WJC*

Re: Budgetary Amendment - 22A086

Date: January 23, 2023

CC: All
A+A
Reso
#16
WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance

2023 JAN 24 PM 3:15
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

GENERAL FUND:

Increase estimated appropriations:

SEE ATTACHED SHEET 978,778.00

Decrease estimated appropriations:

SEE ATTACHED SHEET 370,176.00

Increase estimated revenues:

SEE ATTACHED SHEET 1,422,215.00

Decrease estimated revenues:

SEE ATTACHED SHEET 813,613.00

ROAD FUND:

Increase estimated appropriations:

SEE ATTACHED SHEET 113,852.00

Increase estimated revenues:

SEE ATTACHED SHEET 113,852.00

Fiscal Impact - 2022 - \$ 0

Fiscal Impact - 2023 - \$ 0

This Resolution is required to record year end journal entry #1 as per the attached spreadsheet.

Approved:

Kevin M, Byrne
County Executive

22 A086

FD ORG	OBJECT	PROJECT	DESCRIPTION	INCREASE ESTIMATED APPROPS	DECREASE ESTIMATED APPROPS	INCREASE ESTIMATED REVENUES	DECREASE ESTIMATED REVENUES	COMMENTS
01 10131000	410900		INT & PENALTIES - REAL PROPERTY TAXES			225,000		ADJUST TO PROJECTION
01 10131000	424011		INTEREST EARNINGS			884,000		ADJUST TO PROJECTION - HIGHER INTEREST RATES
01 10131000	427201		OTB			5,700		ADJUST TO PROJECTION
01 10131000	427161		USE OF FUND BALANCE				705,113	ADJUST TO PROJECTION
01 10132000	58008		HEALTH INSURANCE	17,101				ADJUST HEALTH INSURANCE TO ACTUAL EXPENSE
01 10135500	58008		HEALTH INSURANCE	473				ADJUST HEALTH INSURANCE TO ACTUAL EXPENSE
01 10249000	54925		COMMUNITY COLLEGE TUITION	23,820				ADJUST TO PROJECTION
01 10906000	58061		HEALTH INSURANCE RETIREES	30,438				ADJUST HEALTH INSURANCE TO ACTUAL EXPENSE
01 10118500	58008		HEALTH INSURANCE	4,574				ADJUST HEALTH INSURANCE TO ACTUAL EXPENSE
01 10146000	58008		HEALTH INSURANCE	1,532				ADJUST HEALTH INSURANCE TO ACTUAL EXPENSE
01 10146000	58011		FLEX	10				ADJUST TO ACTUAL
01 10143000	58008		HEALTH PLANS	53,450				ADJUST HEALTH INSURANCE TO ACTUAL EXPENSE
01 10084000	54556		BOCES - UTILITIES	5,249				ADJUST TO ACTUAL
01 10084000	54633		PROPANE	17				ADJUST TO ACTUAL
01 10085000	54646	10149	CONTRACTS	205,000				ADJUST PUTNAM GOLF TO PROJECTION
01 10085000	420031	10149	PGC INCOME			205,000		ADJUST PUTNAM GOLF TO PROJECTION
01 10085000	54632		WASTEWATER TRMT NYCDEP	11,954				ADJUST TO ACTUAL COST
01 10085000	438972		WASTEWATER SEWER CHARGES			11,954		ADJUST TO ACTUAL COST
01 10511100	51093		OVERTIME	8,736				ADJUST TO ACTUAL
01 10511100	54631		ELECTRIC	4,405				ADJUST TO ACTUAL
01 10010000	51093		OVERTIME	545				ADJUST TO ACTUAL
01 10010000	58008		HEALTH PLANS	1,658				ADJUST HEALTH INSURANCE TO ACTUAL EXPENSE
01 13311000	51000		PERSONNEL SERVICES	3,624				ADJUST TO ACTUAL
01 13311000	51094		TEMPORARY	168				ADJUST TO ACTUAL
01 14311000	51093		OVERTIME	3,834				ADJUST TO ACTUAL
01 16311000	51093		OVERTIME	9,257				ADJUST TO ACTUAL
01 16311000	58008		HEALTH PLANS	60,259				ADJUST HEALTH INSURANCE TO ACTUAL EXPENSE
01 19005060	51094		TEMPORARY	900				ADJUST TO ACTUAL
01 19005060	58002		SOCIAL SECURITY	69				ADJUST TO ACTUAL
01 19311000	58008		HEALTH PLANS	1,658				ADJUST TO ACTUAL
01 32311000	51090		CANINE STIPEND	3,016				ADJUST TO ACTUAL
01 10098000	51000		PERSONNEL SERVICES	499				ADJUST TO ACTUAL
01 11401000	51000	10199	PERSONNEL SERVICES	57,000				ADJUST FOR NYS WORKER BONUS PAYMENTS
01 11401000	58002	10199	SOCIAL SECURITY	4361		61,361		ADJUST FOR NYS WORKER BONUS PAYMENTS
01 11401000	434500	10199	NYS WORKER BONUS PROGRAM					ADJUST FOR NYS WORKER BONUS PAYMENTS
01 10629300	58008		HEALTH PLANS	8,180				ADJUST HEALTH INSURANCE TO ACTUAL EXPENSE

FD ORG	OBJECT	PROJECT	DESCRIPTION	INCREASE ESTIMATED APPROPNS	DECREASE ESTIMATED APPROPNS	INCREASE ESTIMATED REVENUES	DECREASE ESTIMATED REVENUES	COMMENTS
02 10511000	51093		OVERTIME	8,880				ADJUST SNOW AND ICE BUDGET TO ACTUAL
02 10514200	54410		SUPPLIES AND MAT	55,162				ADJUST SNOW AND ICE BUDGET TO ACTUAL
02 10514200	58008		HEALTH PLANS	15,415				ADJUST SNOW AND ICE BUDGET TO ACTUAL
02 10514400	54410		SUPPLIES AND MAT	31,886				ADJUST SNOW AND ICE BUDGET TO ACTUAL
02 10514400	58008		HEALTH PLANS	2,509				ADJUST SNOW AND ICE BUDGET TO ACTUAL
02 02021310	427161		USE OF FUND BALANCE			113,852		ADJUST SNOW AND ICE BUDGET TO ACTUAL
				113,852		113,852		

FD ORG	OBJECT	PROJECT	DESCRIPTION	INCREASE ESTIMATED APPROPS	DECREASE ESTIMATED APPROPS	INCREASE ESTIMATED REVENUES	DECREASE ESTIMATED REVENUES	COMMENTS
01 10651000	58008		HEALTH PLANS	300				ADJUST HEALTH INSURANCE TO ACTUAL EXPENSE
01 10661000	58008		HEALTH PLANS	173				ADJUST HEALTH INSURANCE TO ACTUAL EXPENSE
01 10677300	58008		HEALTH PLANS	1,658				ADJUST HEALTH INSURANCE TO ACTUAL EXPENSE
01 10677400	58008	10142	HEALTH PLANS	15,081				ADJUST HEALTH INSURANCE TO ACTUAL EXPENSE
01 10731000	51000		PERSONNEL SERVICES	1,749				ADJUST TO ACTUAL
01 10296000	58008		HEALTH PLANS	3,825				ADJUST TO ACTUAL
01 10014000	58008		HEALTH PLANS	2,939				ADJUST TO ACTUAL
01 10511100	54354		HEATING OIL	11,000				ADJUST TO ACTUAL
01 25117100	54125		LEGAL SERVICES - 18B PROGRAM	50,000				ADJUST TO PROJECTION
01 10136200	410511		GAIN (LOSS) SALE OF PROPERTIES				100,000	ADJUST TO PROJECTION
01 10136200	412350		CHARGES FOR TAX REDEMPTION				8,500	ADJUST TO PROJECTION
01 10906000	427702		RETIREE HEALTH INSURANCE			29,200		ADJUST TO PROJECTION
01 10001000	52110		FURNITURE & FIXTURES		18,515			ADJUST TO PROJECTION
01 10001000	52610		FURNITURE & FIXTURES		18,515			RECLASSIFY TO PROPER ACCOUNT
01 10296000	54441		PRESCHOOL INTINERANT SERVICES	18,515				RECLASSIFY TO PROPER ACCOUNT
01 10296000	54414		PRESCHOOL - CARE AT PRIVATE INSTITUTION		170,000			ADJUST TO CENTER BASED PROGRAM ATTENDANCE
01 10296000	54678		PRESCHOOL - LEASED TRANSPORTATION	300,000				ADJUST TO CENTER BASED PROGRAM ATTENDANCE
01 10296000	55371		PRESCHOOL - CHARGEBACK GASOLINE		157,000			ADJUST TO CENTER BASED PROGRAM ATTENDANCE
01 10405900	54483		EI - ASSISTIVE TECH	27,000				ADJUST TO CENTER BASED PROGRAM ATTENDANCE
01 10405900	54678		EI - LEASED TRANSPORT		3,800			ADJUST TO ACTUAL EARLY INTERVENTION EVALS
01 10405900	54417		EI - EVALUATIONS		18,000			ADJUST TO ACTUAL EARLY INTERVENTION EVALS
01 12401003	54445	10056	WQII - LAB ANALYSIS	21,800				ADJUST TO ACTUAL
01 12401003	51000	10056	WQII - PERSONNEL SERVICES	2,750				ADJUST TO ACTUAL
01 12401003	58002	10056	WQII - FICA	211				ADJUST TO ACTUAL
				978,778	370,176.00	1,422,215	813,613	

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



DEPARTMENT OF FINANCE

CC: all Resc
A+A
MICHAEL LEWIS
Chief Deputy Commissioner of Finance

SHEILA BARRETT
Deputy Commissioner of Finance #2/b

December 31, 2022

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

2023 JAN 24 PM 3:15
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the Putnam County Sheriff's 2022 overtime budget to include anticipated revenue for services rendered and invoiced to County School Districts.

Increase Revenue:

16311000 422601 Sheriff Youth & Community Svcs – Deputy Outside Svcs \$12,900.67

Increase Appropriation:

16311000 51093 Sheriff Youth & Community Svcs – Overtime \$11,983.90

16311000 58002 Sheriff Youth & Community Svcs – FICA 916.77

\$12,900.67

2022 Fiscal Impact -0-
2023 Fiscal Impact -0-

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

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

22A087

22 A087

Month Services

Date Billed	Invoice #	Month Services were provided	Billed to:	Payment received	Increase Rev	Increase OT	Increase SS
					16311000 422601	16311000 51093	16311000 58002
12/30/2022	2494	NOV-22	HAL SD		1,205.58	1,119.90	85.68
12/30/2022	2496	NOV-22	BRCSD		1,511.82	1,404.38	107.44
12/30/2022	2497	NOV-22	BRCSD		250.80	232.98	17.82
12/30/2022	2498	NOV-22	BRCSD		1,499.39	1,392.84	106.55
12/30/2022	2499	NOV-22	BRCSD		1,391.29	1,292.42	98.87
12/30/2022	2500	NOV-22	MACSD		647.10	601.12	45.98
12/30/2022	2501	NOV-22	MACSD		696.33	646.85	49.48
12/30/2022	2502	NOV-22	PVCSD		2,165.79	2,011.88	153.91
12/30/2022	2504	NOV-22	CACSD		580.73	539.46	41.27
12/30/2022	2505	NOV-22	CACSD		786.05	730.19	55.86
12/30/2022	2507	NOV-22	PVCSD		2,165.79	2,011.88	153.91
					<u>12,900.67</u>	<u>11,983.90</u>	<u>916.77</u>

Putnam County Sheriff's Office

3 County Center
Carmel, NY 10512

Invoice

DATE	INVOICE #
12/30/2022	2494

BILL TO
HALDANE HIGH SCHOOL JULIA SNIFFEN, PRINCIPAL 15 CRAIGSIDE DRIVE COLD SPRING, N.Y. 10516

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
TOLVE	15	TRAFFIC DETAIL (11/1,2,3,4,9,14,15,16,17,18,21,22,28,29,30)	74.66		1,119.90
TOLVE	3	PUBLIC SAFETY FORUM W/ YAB CAPTAIN(18:00-21:00)	74.66	11/7/2022	223.98
TOLVE	6	(3 HRS EACH: 11/1 AND 11/15) BOE MEETINGS (19:00-22:00)	74.66		447.96
Fica		Sub-total for fica			1,791.84
TOLVE	-3	Fica Percentage PUBLIC SAFETY FORUM W/ YAB CAPTAIN(18:00-21:00) (N/C)	7.65% 74.66	11/7/2022	137.08 -223.98
TOLVE	-6	(3 HRS EACH: 11/1 AND 11/15) BOE MEETINGS (19:00-22:00) (N/C)	74.66		-447.96
Fica		Sub-total for fica			-671.94
		Fica Percentage	7.65%		-51.40
			Total		\$1,205.58

Putnam County Sheriff's Office

3 County Center
Carmel, NY 10512

Invoice

DATE	INVOICE #
12/30/2022	2496

BILL TO
Mr. Christian Hernandez, Principal Henry Wells Middle School 570 Route 312 Brewster, NY 10509

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
DIVEGLIO	15.75	TRAFFIC DETAIL (11/1,2,7,8,9,10,14,15,16,17,18,21,22,28,29,30)	74.90		1,179.68
DIVEGLIO	3	PARENT TEACHER CONFERENCE (17:00-20:00)	74.90	11/3/2023	224.70
Fica		Sub-total for fica			1,404.38
		Fica Percentage	7.65%		107.44
			Total		
			\$1,511.82		

Putnam County Sheriff's Office

3 County Center
Carmel, NY 10512

Invoice

DATE	INVOICE #
12/30/2022	2497

BILL TO
MR. JOHN CONROY, ASSISTANT PRINCIPAL JPK ELEMENTARY SCHOOL 31 FOGGINTOWN RD. BREWSTER, NY 10509

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
SUPPA	3	JPK PARENT TEACHER CONFERENCE (17:00-20:00)	77.66	11/3/2023	232.98
SUPPA	0.75	SAFETY MEETING (6:45-7:30)	77.66	11/17/2023	58.25
Fica		Sub-total for fica			291.23
SUPPA	-0.75	Fica Percentage	7.65%		22.28
Fica		SAFETY MEETING (6:45-7:30) : N/C	77.66		-58.25
		Sub-total for fica			-58.25
		Fica Percentage	7.65%		-4.46
			Total		\$250.80

Putnam County Sheriff's Office

3 County Center
Carmel, NY 10512

Invoice

DATE	INVOICE #
12/30/2022	2498

BILL TO:
Nichole Horler, Principal Brewster High School 50 Foggintown Road Brewster, NY 10509

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
SADOWSKI	18	TRAFFIC DETAIL AFTERSCHOOL (11/1,2,3,4,7,8,9,10,14,15,16,17,18,21,22,28,29,30)	77.38		1,392.84
SADOWSKI	3	BOE MEETING (18:00-21:00)	77.38	11/8/2023	232.14
SUPPA	4.25	BOE MEETING (18:00-22:15)	77.66	11/22/2023	330.06
		Sub-total for fica			1,955.04
Fica		Fica Percentage	7.65%		149.56
SADOWSKI	-3	BOE MEETING (18:00-21:00) : N/C	77.38	11/8/2023	-232.14
SUPPA	-4.25	BOE MEETING (18:00-22:15) : N/C	77.66	11/22/2023	-330.06
		Sub-total for fica			-562.20
Fica		Fica Percentage	7.65%		-43.01
			Total		\$1,499.39

Putnam County Sheriff's Office

3 County Center
Carmel, NY 10512

Invoice

DATE	INVOICE #
12/30/2022	2499

BILL TO
MR. DEAN BERNARDO ATHLETIC DIRECTOR BREWSTER CENTRAL SCHOOL DISTRICT 50 FOGGINTOWN ROAD BREWSTER, N.Y. 10509

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
SADOWSKI	5	SENIOR NIGHT AND FOOTBALL (17:00-22:00)	77.38	11/4/2023	386.90
DIVEGLIO	4	FOOTBALL GAME (18:30-22:30)	74.90	11/4/2023	299.60
MAGLIETTA	4	FOOTBALL GAME (18:30-22:30)	75.14	11/4/2023	300.56
VARLEY	4	FOOTBALL GAME (18:30-22:30)	76.34	11/4/2023	305.36
Fica		Sub-total for fica			1,292.42
		Fica Percentage	7.65%		98.87
			Total		\$1,391.29

Putnam County Sheriff's Office

3 County Center
Carmel, NY 10512

Invoice

DATE	INVOICE #
12/30/2022	2500

BILL TO
Ms. Peggy Cawley Assistant Superintendent for Business Mahopac Central School District 179 East Lake Boulevard Mahopac, NY 10541

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
MAGLIETTA	8	TRAFFIC DETAIL (11/1,2,3,4,7,10,14,15,16,7,18,21,22,28,29,30)	75.14		601.12
PIERSON	3.5	BOE MEETING: MCSD (18:00-21:30)	76.10	11/17/2023	266.35
Fica		Sub-total for fica			867.47
PIERSON	-3.5	BOE MEETING: MCSD (18:00-21:30) N/C	76.10	11/17/2023	-266.35
Fica		Sub-total for fica			-266.35
		Fica Percentage	7.65%		66.36
		Fica Percentage	7.65%		-20.38
			Total		
			\$647.10		

Putnam County Sheriff's Office

3 County Center
Carmel, NY 10512

Invoice

DATE	INVOICE #
12/30/2022	2501

BILL TO
Mahopac Middle School Ms. Annette Simmonds, A/P 425 Baldwin Place Road Mahopac, NY 10541-4630

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
PIERSON	8.5	TRAFFIC DETAIL (11/1,2,3,4,7,9,10,14,15,16,17,18,21,22,28,29,30)	76.10		646.85
PIERSON	0.5	ASSIST PC99 WITH COMPLAINT INVOLVING MHS STUDENT	76.10	11/4/2023	38.05
PIERSON	3	ASSIST KENT PD - EVENT #22-084280	76.10	11/10/2023	228.30
Fica		Sub-total for fica			913.20
PIERSON	-0.5	Fica Percentage	7.65%		69.86
PIERSON	-0.5	ASSIST PC99 WITH COMPLAINT INVOLVING MHS STUDENT : N/C	76.10	11/4/2023	-38.05
PIERSON	-3	ASSIST KENT PD - EVENT #22-084280 : N/C	76.10	11/10/2023	-228.30
Fica		Sub-total for fica			-266.35
		Fica Percentage	7.65%		-20.38
			Total		\$696.33

Putnam County Sheriff's Office

3 County Center
Carmel, NY 10512

Invoice

DATE	INVOICE #
12/30/2022	2502

BILL TO
KAREN WEISE PUTNAM VALLEY SCHOOL DISTRICT/ADMIN BLDG BUSINESS OFFICE 171 OSEAWANA LAKE ROAD PUTNAM VALLEY, N.Y. 10579

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
MEURY	26	TRAFFIC DETAIL: 1.5 EACH DAY (11/1,3,4,7,8,9,10,14,15,16,17,18,21,22,23,28,29, 30)	77.38		2,011.88
MEURY	3	PVCSD BOE MEETING (18:30-21:30)	77.38	11/17/2023	232.14
Fica		Sub-total for fica			2,244.02
		Fica Percentage	7.65%		171.67
MEURY	-3	PVCSD BOE MEETING (18:30-21:30) : N/C	77.38		-232.14
		Sub-total for fica			-232.14
Fica		Fica Percentage	7.65%		-17.76
			Total		\$2,165.79

Putnam County Sheriff's Office

3 County Center
Carmel, NY 10512

Invoice

DATE	INVOICE #
12/30/2022	2504

BILL TO
Chris Salurnn Athletic Director Carmel High School Fair Street Carmel, New York 10512

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
BRADLEY	3.5	CARMEL FOOTBALL (18:30-22:00)	76.63	11/4/2023	268.21
JOHNSON	3.5	CARMEL FOOTBALL (18:30-22:00)	77.50	11/4/2023	271.25
		Sub-total for fica			539.46
Fica		Fica Percentage	7.65%		41.27
				Total	\$580.73

Putnam County Sheriff's Office

3 County Center
Carmel, NY 10512

Invoice

DATE	INVOICE #
12/30/2022	2505

BILL TO
Ms. Mary-Margaret Zehr Superintendent Carmel Central School District P.O. Box 296 South Street Patterson, NY 12563

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
SUPPA	3.75	CARMEL BOE MEETING (18:30-22:15)	77.66	11/8/2023	291.23
VARLEY	5.75	BOE MEETING : GFMS (18:00-23:45)	76.34	11/22/2023	438.96
VARLEY	2.5	CASE #22-3027: STUDENT PEDESTRIAN STRUCK (14:30-17:00)	76.34	11/2/2023	190.85
VARLEY	2.5	CASE # 22-3143 AND CASE # 22-3149 (14:30-17:00)	76.34	11/9/2023	190.85
JOHNSON	4	BOE MEETING	77.50	11/8/2023	310.00
JOHNSON	5.75	BOE MEETING	77.50	11/22/2023	445.63
		Sub-total for fica			1,867.52
Fica		Fica Percentage	7.65%		142.87
VARLEY	-2.5	CASE #22-3027: STUDENT PEDESTRIAN STRUCK (14:30-17:00) : N/C	76.34	11/2/2023	-190.85
VARLEY	-2.5	CASE # 22-3143 AND CASE # 22-3149 (14:30-17:00) : N/C	76.34	11/9/2023	-190.85
JOHNSON	-4	BOE MEETING : N/C	77.50	11/8/2023	-310.00
JOHNSON	-5.75	BOE MEETING: N/C	77.50	11/22/2023	-445.63
		Sub-total for fica			-1,137.33
Fica		Fica Percentage	7.65%		-87.01
			Total		
			\$786.05		

Putnam County Sheriff's Office

3 County Center
Carmel, NY 10512

Invoice

DATE	INVOICE #
12/30/2022	2507

BILL TO
KAREN WEISE Putnam Valley School District Business Office 171 Oscawana Lake Road Putnam Valley, N.Y. 10579

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
MEURY	26	TRAFFIC DETAIL : 1.5 EACH DAY (11/1,3,4,7,8,9,10,14,15,16,17,18,21,22,23,28,29,30)	77.38		2,011.88
MEURY	3	PVCSD BOE MEETING (18:30-21:30)	77.38	11/17/2022	232.14
Fica		Sub-total for fica			2,244.02
		Fica Percentage	7.65%		171.67
MEURY	-3	PVCSD BOE MEETING (18:30-21:30) : N/C	77.38	11/17/2022	-232.14
Fica		Sub-total for fica			-232.14
		Fica Percentage	7.65%		-17.76
*** CORRECTED TO REFLECT NOVEMBER 2022***					
Total					\$2,165.79



cc: all
A+H
Reso
#41C

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: William J. Carlin, Jr., Commissioner of Finance *WJC*
Re: Budgetary Amendment - 22A088
Date: January 24, 2023

2023 JAN 24 PM 3:15
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

CAPITAL FUND:

Increase Estimated Appropriations:

55197000 53000 51509	Capital Project Reserve	219,900
----------------------	-------------------------	---------

Increase Estimated Revenues:

55197000 435971 51509	State Aid - Storm Recovery	21,990
55197000 445971 51509	State Aid - Storm Recovery	197,910

Fiscal Impact - 2022 - \$ 0

Fiscal Impact - 2023 - \$ 0

This Resolution is required to adjust the capital budget to include reimbursement for storm cleanup costs ultimately reimbursed to Putnam County.

Please Forward to the appropriate committee.

Approved

Kevin M. Byrne
County Executive

22A088

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



0065
#41d
Reso
MICHAEL LEWIS
Chief Deputy Commissioner Of Finance

SHEILA BARRETT
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

December 19, 2022

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

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, D dated February 14, 2010, I am advising you of the following 2023 budgetary amendment which has been submitted for approval.

Increase Estimated Revenue:

10058000	Safe Harbor	
436101	Admin Social Services	<u>\$43,350</u>

Increase Appropriations:

10058000	Safe Harbor	
54646	Contracts	<u>\$43,350</u>

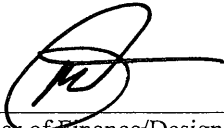
2023 Fiscal Impact -0-
2024 Fiscal Impact -0-

23A001

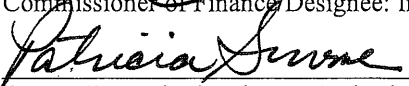
This amendment to the 2023 Department of Social Services Budget includes Putnam's Safe Harbor allocation for the purpose of contracting with a provider to address the needs of trafficked and commercially sexually exploited children and youth in accordance with Putnam's Safe Harbor project plan approved by the NYS Office of Children and Family Services (OCFS). Supporting documentation is attached for reference.

AUTHORIZATION:

12/19/22
Date


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

12.20.22
Date


County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000

Date

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

Date

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

MARYELLEN ODELL
County Executive

MICHAEL J. PIAZZA, Jr.
Commissioner
37A298@dfa.state.NY.US

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

GRACE M. BALCER
Fiscal Manager
37A279@dfa.state.NY.US



DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

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

FAYE THORPE, ESQ.
Counsel for DSS
Faye.Thorpe@dfa.state.NY.US

MEMORANDUM

TO: William Carlin
Commissioner of Finance

FROM: Grace Balcer
Fiscal Manager

DATE: December 15, 2022

RE: DSS 2023 Budgetary Amendment

Your approval is requested to amend the DSS budget to include Putnam's Safe Harbour allocation for the purpose of contracting with a provider to address the needs of trafficked and commercially sexually exploited children and youth in accordance with Putnam's Safe Harbour project plan approved by the NYS Office of Children and Family Services (OCFS). (Supporting documentation is attached for reference.)

Increase Estimated Revenue:

10058000		SAFE HARBOUR	
	436101	ADM Social Serv.	\$43,350
		Total Estimated Revenues	\$43,350

Increase Appropriations:

10058000		SAFE HARBOUR	
	54646	Contracts	\$43,350
		Total Appropriations	\$43,350
		Fiscal Impact (23)	-0-
		Fiscal Impact (24)	-0-

Should you require additional information, do not hesitate to contact me.

Attach.



Office of Children and Family Services

KATHY HOCHUL
Governor

SHEILA J. POOLE
Commissioner

November 8, 2022

Michael Piazza, Jr., Commissioner
Putnam County DSS
110 Old Route Six Center
Building 2
Carmel, NY 10512

Dear Commissioner Piazza,

We are pleased to have your continued participation in the Safe Harbour: NY program in 2022. This letter confirms that Putnam County has been provided an allocation of \$43,350 for the development and implementation of Safe Harbour programming for the calendar year 2023. We look forward to continuing to work with you as a valuable partner in this endeavor.

Please find attached the allowable use of funds document, a summary of program resources and commitments, a listing of important events and deadlines, Safe Harbour program contact information, and the 2022 program report and 2023 program plan template. Please submit the program report, plan, and budget to our office by December 16, 2022 so it may be reviewed in advance of program spending. 2023 claiming instructions will be sent out in a separate mailing.

Thank you again for your continued commitment to developing a county-wide system response to child trafficking and exploitation. If you have any further questions, please contact our office at 518-474-4110 or via e-mail at humantrafficking@ocfs.ny.gov.

Sincerely,

Nina Aledort, PhD
Deputy Commissioner

Att. (5)
CC:

Director of Services
Clare Rigano, Putnam County Safe Harbour Coordinator
Sheletha Chang, OCFS Westchester Regional Office Director
Christine Anderson, OCFS Bureau of Health and Well-Being, Anti-Trafficking & Runaway and Homeless Youth Services Coordinator

Balcer, Grace (DFA)

From: Piazza, Jr., Michael J (DFA)
Sent: Thursday, December 15, 2022 12:35 PM
To: Servadio, Sara (DFA); Behler, Marla (EXT-DFA5-A37); Balcer, Grace (DFA)
Subject: FW: Putnam County 2023 Safe Harbour Plan and Budget - Approval
Attachments: Safe Harbour Key Contact 2022 12.13.22.pdf; 2023 Claiming Instructions.pdf; 2023 Safe Harbour Allowable Use of Funds .pdf

Michael Piazza
Commissioner
Putnam County Departments of Mental Health, Social Services and Youth Bureau
110 Old Route 6
Carmel NY 10512
845 808 1500 xt 45201

From: Lukowski, Shannon (OCFS) <Shannon.Lukowski2@ocfs.ny.gov>
Sent: Thursday, December 15, 2022 10:25 AM
To: Piazza, Jr., Michael J (DFA) <Michael.PiazzaJr@dfa.state.ny.us>
Cc: Rigano, Clare (EXT-DFA5-U15) <crigano@greenchimneys.org>; Marocco, Frank (DFA) <Frank.Marocco@dfa.state.ny.us>; Anderson, Christine (OCFS) <Christine.Anderson@ocfs.ny.gov>
Subject: Putnam County 2023 Safe Harbour Plan and Budget - Approval

Dear Commissioner Piazza,

OCFS is pleased to continue partnering with Putnam County in 2023 on Safe Harbour: NY programming. This message serves as approval of the Putnam County 2023 Safe Harbour program plan and budget. In the 2022 report we were happy to read that Putnam County Safe Harbour is partnering with community agencies in Putnam County to best meet the needs of at-risk youth. A Safe Harbour statewide points of contact list is attached for your review. A 2023 Claiming Instructions document is also attached along with our allowable use of funds document.

Please review the attached contact list to ensure our Office has the correct individual listed as your Safe Harbour Coordinator. If a change needs to be made, please let us know.

Reminders and other notes:

- Safe Harbour allocations are issued as preliminary. OCFS retains the ability to evaluate program spending throughout the program year. Programs with underspent and under claimed funds are subject to redistribution to other programs based on demonstrated need.
- Any public awareness or outreach materials published using Safe Harbour funds require prior approval from OCFS.
- The Safe Harbour: NY SharePoint site contains lots of resources and example documents created by other counties. We will continue to add documents to create a robust resource library of what works for programs statewide. For access to the SharePoint site please contact Shannon Lukowski at Shannon.Lukowski2@ocfs.ny.gov.

- The OCFS human trafficking webpage is another available resource to use for anti-human trafficking program support and information. Please visit <http://ocfs.ny.gov/main/humantrafficking/default.asp> to learn more.

OCFS is excited to support Putnam County's advance programming to address the needs of trafficked and commercially sexually exploited children and youth.

Sincerely,

Shannon Lukowski

Youth Development Specialist

Bureau of Health & Well-Being

Division of Youth Development and Partnerships for Success

New York State Office of Children and Family Services

52 Washington Street, Room 338 North, Rensselaer, New York 12144

518-474-8486

Shannon.Lukowski2@ocfs.ny.gov

ocfs.ny.gov

OCFS 2023 Safe Harbour Budget Template

Putnam

Contact Name: Frank Morocco

Personnel Services	Amount \$	Notes
Personnel Services (project staff, salaries)	\$35,000.00	administrative costs: portion of staff salaries, supervision, oversight
Fringe (max 30%)		
Other (explain)		
Total Personnel Services	\$35,000.00	
Other Than Personnel Services		
Contracted services (include contractor and services provided in notes column)		
Public Awareness Campaign (development and publishing)		
Printing (program materials, etc.)	\$350.00	outreach presentations and presentation materials and refreshment
Office Supplies		
Equipment & Technology		
Wrap around funds / client assistance (food, clothing, hygiene products, transportation, phones, fee-for-service care, etc.)	\$8,000.00	basic necessities for youth including reserved shelter bed, food, clothing
Staff Training and Development		
Staff Travel (to attend trainings, etc.)		
Other (Explain in notes column)		
Total Other Than Personnel Services	\$8,350.00	
Total	\$43,350.00	

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

Personnel Request
#5

TO: William Carlin Jr – Commissioner of Finance

FROM: Michael Lewis – Chief Deputy Finance Commissioner

DEPT: County Road Fund – Highway Department

DATE: 12/22/2022

22T387

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10511000 51000 Personnel Services (Position # 511010106)	10514200 54410 County Snow - Supplies & Material	\$16,985.00	PURCHASE of SALT STOCKPILE
10511000 51000 Personnel Services (Position # 511010101)	10514200 54410 County Snow - Supplies & Material	\$43,015.00	PURCHASE of SALT STOCKPILE
10511000 51000 Personnel Services (Position # 511010116)	10514400 54410 State Snow - Supplies & Material	\$32,308.00	PURCHASE of SALT STOCKPILE
10511000 51000 Personnel Services (Position # 511010101)	10514400 54410 State Snow - Supplies & Material	\$ 7,692.00	PURCHASE of SALT STOCKPILE

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2022 Fiscal Impact \$_0__

2023 Fiscal Impact \$_0__

Department Head Signature/Designee Date

AUTHORIZATION:

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

Date County Executive/Designee: \$5,000.01 - \$10,000.00

22T387

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

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

cc: all
Heath FH
A+A - sign

sign
#6

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: Grace Balcer

DEPT: Social Services

2022

DATE: 1/3/23

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10610900 54435 (EAF CW FC FNP)	10611900 54415 (Adoptive Subsidy)	\$11,800	Funds needed to cover two state mandated COLAs Issued in 2022.

Total \$11,800

2022 Fiscal Impact \$ 0

2023 Fiscal Impact \$ 0

Grace Balcer 1/3/23
Department Head Signature/Designee Date

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

22T391

cc: all
A+A

Reso
#7

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: Grace Balcer

DEPT: Social Services

2022

DATE: 1/3/23

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# / NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10610900 54436 (EAF CW FC JD PIN)	10612300 54414 (Care at Private Institution)	\$241,500	Funds needed to reclassify/ transfer expenses to correct account due to incorrect eligibility coding.
Total		\$241,500	

2022 Fiscal Impact \$ 0

2023 Fiscal Impact \$ 0

Grace Balcer 1/3/23
Department Head Signature/Designee Date

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

22T392



cc: all
Pers.
A+19

#8

Recd

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: William J. Carlin, Jr., Commissioner of Finance *WJC*

Re: Budgetary Transfer - 23T002

Date: January 5, 2023

2023 JAN 12 PM 3:59
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the County Executive, the following transfer is required.

Increase estimated appropriations:

10123000 51000 (102)	Personnel Svcs - Dep County Executive	24,625
10123000 51000 (107)	Personnel Svcs - Dir of Communications	83,000
10123000 51000 (108)	Personnel Svcs - Dir of Comp- int govt rel	75,000
10123000 58001	NYS Retirement	9,297
10123000 58002	FICA	10,174
10123000 58003	Disability Insurance	220
10123000 58004	Workers Compensation Insurance	310
10123000 58006	Dental	1,228
10123000 58007	Life Insurance	914
10123000 58009	Vision	107
10123000 58011	Flex	2,165
10149000 51000 (195)	Personnel Svcs - Stipend <i>Acting Admin. Assistant</i>	11,903
10144000 51000 (195)	Personnel Svcs - Stipend <i>Acting Deputy Admin. Asst.</i>	7,417
10802000 51000 (195)	Personnel Services (Stipend) <i>Acting Admin. Asst.</i>	12,000
10168000 54783	Licensing Software (CRM)*	40,000
	<i>Constituent Relationship Management</i>	278,360

Decrease estimated appropriations:

10123000 51000 (104)	Personnel Svcs - Dir Constituent Services	46,643
10123000 58008	Health	44,401
10134500 51000 (106)	Personnel Svcs - Purchaser	63,611
10134500 58001	NYS Retirement	3,730
10134500 58002	FICA	4,866
10134500 58004	Workers Compensation Insurance	774
10134500 58006	Dental	1,994

10134500 58008	Health	26,677
10134500 58009	Vision	242
10134500 54783	Licensing Software	50,000
10199000 54981	Subcontingency - <i>County Executive Office</i>	30,000
10199000 54982	Subcontingency <i>Highway</i>	38,825
10149000 51000 (101)	Personnel Services (Commissioner) <i>Highway</i>	11,903
10802000 51000 (101)	Personnel Services (Commissioner) <i>Planning</i>	12,000
10144000 51000 (102)	Personnel Services (Project Manager) <i>Highway Eng</i>	7,417
		<u>343,083</u>
<u>Increase:</u>		
10199000 54980	Contingency	64,724

Fiscal Impact - 2023 - \$ (\$ 64,724)

Fiscal Impact - 2024 - \$ 0

This Resolution is required to allocate funding for the County Executive Office pursuant to the request of the County Executive. The staff titles and annual salaries, retroactive to January 1, 2023 shall be:

<u>Job Title</u>	<u>2023 Annual Salary</u>
County Executive	\$176,022
Deputy County Executive	\$154,000
Chief of Staff (CEO)	\$86,107
Confidential Secretary	\$62,100
Director of Communications	\$83,000
Director of Compliance & Intergovernmental Relations	\$75,000


The stipends are also retroactive to 1/01/2023. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive



PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

TO: Ms. Diane Schonfeld, Clerk of the County Legislature
FROM: Kevin M. Byrne, County Executive 
DATE: January 12, 2023
SUBJECT: Budgetary Transfer-23T002

Attached please find the above referenced budgetary transfer to reallocate existing 2023 county funding to reflect our need for streamlining the structure and staffing of the County Executive's Office. Additionally, this proposed transfer will address other needs that will enhance our county government's operations and compensate managers and department heads who are taking on added responsibilities on a temporary basis. Please note that all changes work within the previous administration's 2023 budget framework as passed by the Legislature. The transfer does not affect the tax levy or pull from the general fund. In fact, the total budget transfer proposal results in a **net savings of over \$64,000** to the county budget.

I respectfully request your support in passing this package to better enable our county government to support our managers who are temporarily filling other management roles; enhance our capabilities to serve constituents in both the Legislative and Executive branches; and professionalize our county government with the addition of a Communications Director and Director of Compliance and Intergovernmental Relations. These two director positions will be based in the County Executive's office and are highly needed positions that will support and interface with all other county departments, ensure compliance with federal, state, and local laws, and provide timely information to the public. These proposed changes will permit us to continue to deliver core government services while also developing more creative, transparent, and efficient solutions that will enhance both communications and constituent engagement.

STIPENDS

This request includes funding for three temporary stipends to compensate individuals who are filling additional roles including the Acting Administrator of Highway and Facilities, the Acting Deputy Administrator of Highway and Facilities, and the Acting Administrator of the Department of Planning, Development and Public Transportation. Each of these stipends equal to a 10% increase to the

individual's original base salary. The additional responsibilities and work they are taking on will also provide the county with a substantive temporary savings from vacant management lines, not reflected in this proposal

Please note that we are currently recruiting for the Commissioner of Highway and Facilities and for the Commissioner of Planning, Development and Public Transportation. Both positions are currently posted online. We will be performing an extensive search and conducting due diligence in evaluating candidates for these two critical departments which will take some time.

STAFF ADJUSTMENTS

An adjustment is included for the Deputy County Executive line which will result in a net savings overall for this position. The salary adjustment will place the pay rate at a level comparable to the Deputy's prior rate of pay as Office of General Services Commissioner with Orange County, his previous employer. The Deputy's health insurance line will be decreased by \$28,000 as this individual has waived his health insurance coverage with Putnam County. As noted, this results in a significant net savings from the previously budgeted amount for the position.

The creation of two new positions (Communications Director and Director of Compliance and Intergovernmental Relations), as referenced earlier, are to enhance our county government services, ensure compliance, provide transparent communications, and greater professionalize our county government. The position of Communications Director will be a lateral move from the existing Director of Constituent Services, a position which will be eliminated. In addition, this individual has declined family health coverage resulting in \$27,583 in savings to the County. Detailed job specifications for these two positions are enclosed with this proposal.

CONSTITUENT SERVICES

The new \$40,000 budget line is for licensing software to seek out a new opportunity to purchase a professional Constituent Relationship Management (CRM) system that can support both the County Executive's Office and the County Legislature in managing, tracking, communicating, and responding to constituent services and requests.

COST SAVINGS

In addition to the various savings mentioned above to fund these changes, additional cost-cutting measures that will support this restructure include:

1. The elimination of the Director of Constituent Services position in the County Executive's Office. The Chief of Staff will continue to manage constituent services, supported by the office's Confidential Secretary. This is in addition to active oversight of constituent casework by both the County Executive and Deputy County Executive.
2. The elimination of licensing software previously budgeted at \$50,000 for the Purchasing Department. This software is no longer attainable at the budgeted price as numerous nearby counties have ended their agreement with the

provider. It is also redundant as the County can continue to use the BidNet service from the state at no additional cost.

3. The elimination of the newly created, unfilled "Purchaser" position in the Purchasing Department. Given the size of the County, this position was deemed unnecessary. Added support by both the Deputy County Executive and Director of Compliance and Intergovernmental Relations, specifically as it pertains to reviewing and monitoring contracts and ARPA projects, are expected to supplement the department.
4. A decrease in \$68,825 from two subcontingency accounts in the County Executive's office and in the Department of Highway & Facilities.

We request the staff titles, annual salaries, and stipends be retroactive to January 1, 2023.

Again, the above budgetary changes result in a significant net savings to Putnam County's budget and Putnam County's taxpayer. Thank you for your prompt and thoughtful consideration. Please reach out to my office should you have any questions.

enc: Budget Transfer Resolution – 23T002
Job description – Director of Communications
Job description – Director of Compliance and Intergovernmental Relations



WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: William J. Carlin, Jr., Commissioner of Finance *WJC*

Re: Budgetary Transfer - **23T002**

Date: January 5, 2023

At the request of the County Executive, the following transfer is required.

Increase estimated appropriations:

10123000 51000 (102)	Personnel Svcs - Dep County Executive	24,625
10123000 51000 (107)	Personnel Svcs - Dir of Communications	83,000
10123000 51000 (108)	Personnel Svcs - Dir of Comp- int govt rel	75,000
10123000 58001	NYS Retirement	9,297
10123000 58002	FICA	10,174
10123000 58003	Disability Insurance	220
10123000 58004	Workers Compensation Insurance	310
10123000 58006	Dental	1,228
10123000 58007	Life Insurance	914
10123000 58009	Vision	107
10123000 58011	Flex	2,165
10149000 51000 (195)	Personnel Svcs - Stipend	11,903
10144000 51000 (195)	Personnel Svcs - Stipend	7,417
10802000 51000 (195)	Personnel Services (Stipend)	12,000
10168000 54783	Licensing Software (CRM)	40,000
		<hr/> 278,360

Decrease estimated appropriations:

10123000 51000 (104)	Personnel Svcs - Dir Constituent Services	46,643
10123000 58008	Health	44,401
10134500 51000 (106)	Personnel Svcs - Purchaser	63,611
10134500 58001	NYS Retirement	3,730
10134500 58002	FICA	4,866
10134500 58004	Workers Compensation Insurance	774
10134500 58006	Dental	1,994

10134500 58008	Health	26,677
10134500 58009	Vision	242
10134500 54783	Licensing Software	50,000
10199000 54981	Subcontingency	30,000
10199000 54982	Subcontingency	38,825
10149000 51000 (101)	Personnel Services (Commissioner)	11,903
10802000 51000 (101)	Personnel Services (Commissioner)	12,000
10144000 51000 (102)	Personnel Services (Project Manager)	7,417
		<u>343,083</u>

Increase:

10199000 54980	Contingency	64,724
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Fiscal Impact - 2023 - \$ (\$ 64,724)

Fiscal Impact - 2024 - \$ 0

This Resolution is required to allocate funding for the County Executive Office pursuant to the request of the County Executive. The staff titles and annual salaries, retroactive to January 1, 2023 shall be:

<u>Job Title</u>	<u>2023 Annual Salary</u>
County Executive	\$176,022
Deputy County Executive	\$154,000
Chief of Staff (CEO)	\$86,107
Confidential Secretary	\$62,100
Director of Communications	\$83,000
Director of Compliance & Intergovernmental Relations	\$75,000

The stipends are also retroactive to 1/01/2023. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive

1/12/23

DIRECTOR OF COMMUNICATIONS

DISTINGUISHING FEATURES OF THE CLASS: The Director of Communications acts as a member of the County Executive's team and is responsible for developing and managing the delivery of a comprehensive engagement strategy and communication plan for community outreach, public relations, public information, and media relations that amplify the County's priorities and drives engagement across internal and external communities; while clearly defining objectives, timelines, and measures for success. The incumbent develops and implements the branding for County departments and programs and serves as the County's liaison for media outlets; fielding questions, ensuring accurate coverage, and planning for media appearances by County officials. The Communications Director works directly with and assists the County Executive and department heads to develop and issue key information about County government, serving as a leader and advisor in all communications as needed. The Director plays a critical role in building public trust through various communications programs and initiatives and advancing transparency and accountability of Putnam County government. The Director ensures that critical public information is accessible in different languages, pursuant to policies on language access. The Director works as member of the County Executive's staff with wide leeway for independent judgment.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Directs staff and contracted vendors in the coordination, development and implementation of internal and external communications, public information and community relations activities (i.e., broadcasting or streaming of meetings, website, social marketing programs, special events, etc.);
- Supports County Executive and other organizational leaders in the development of communications, including speeches, presentations and print/digital communications.
- Oversees the creation of background briefing documents for the County Executive before major interviews, meetings and presentations;
- Advises and counsels management and staff on policies, plans, and practices that affect the County's relationship with the public;
- Coordinates, plans, and manages integrated internal and external communication activities;
- Interacts with County Executive, elected officials and staff across multiple departments and agencies to coordinate messaging and public information for special projects and during emergency events;
- Develops key messages, press releases, social media, website content, print and electronic communication;
- Assists departments with the development and implementation of communication strategies and crisis communications;
- Provides accessible, easily understood information about Putnam County services and programs using various communication strategies, tools, and tactics, including language translation;
- Anticipates media responses, prepares spokesperson(s) and responds to media inquiries;
- Administers and manages public and employee information programs;
- Provides oversight and direction for digital communications, including the website, e-newsletters, digital signage, intranet, and social media;
- Plans, organizes, and directs efforts that enhance Putnam County's image in the community through relationship building, special events, branding, and information sharing;
- Manages the dissemination of prompt, accurate information during emergency situations;
- Develops and recommends new communication methods to better achieve County goals, including fostering core values and marketing County services to residents, community groups, and other external organizations;
- Coordinates public events, including open houses, ceremonies, and other public functions;

Responds to requests to produce video programming and photography;
Advises and trains County staff and officials in effective use of media;
Engages departments in community outreach and education events;
May act as lead Public Information Officer or a team member of the PIO team responsible for communication functions during emergency or crisis events;
Performs related duties as necessary

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the organization, functions, laws, policies, regulations, programs and goals of Putnam County government; thorough knowledge of public relations principles and practices as they pertain to internal and external communication needs of a large organization; thorough knowledge of current communications trends in a government setting, including extensive knowledge of the use of social media; thorough knowledge and ability in graphic design and software; superior oral and written communications skills; ability to create and articulate messages to a wide range of audiences; ability to manage multiple projects; ability to design and execute process where none exists; ability to interact effectively with senior leadership, elected officials, community leaders and external constituencies; ability to deliver complex messages in simple, concise and understandable ways; exceptional writing and presentation skills; excellent organizational and strong project management skills; excellent editing and proofreading skills; excellent interpersonal skills; self-starter, able to establish priorities and work independently; attention to detail that drives high quality outputs; comfortable with change and uses feedback to drive personal growth and development; consistently acts with integrity and maintains a high degree of confidentiality; high-energy and optimistic; Initiative, courtesy, integrity and tact.

MINIMUM QUALIFICATIONS:

- a) Master's Degree, or higher, and two (2) years of paid experience in a position with substantial public information responsibility; or
- b) Bachelor's Degree, and four (4) years of paid experience in a position with substantial public information responsibility; or
- c) Associate's degree in Communications, English, Journalism, Public Relations, Public Administration, Marketing, Public or Business Administration, Political Science, Social Sciences or a related field, and four (4) years of paid experience in a position with substantial public information responsibility.

PLEASE NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

DIRECTOR OF COMPLIANCE AND INTERGOVERNMENTAL RELATIONS

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for conducting professional level work and maintaining communications with County departments and local government and community agencies on behalf of the County Executive to ensure functional, legal, and financial compliance with all applicable federal, state, county and local laws, regulations, and standards. These responsibilities include the oversight and review of contracts for consideration and assuring the terms of the contracts are being met while the contract is in effect. In addition, this position assists in the direction of the procurement process within County departments and monitors the use of government support funding by County departments and local agencies. This position supports the County Executive and Deputy County Executive in maintaining relationships with elected officials, external stakeholders, and key decision makers and provides skilled advice, guidance, and direction. Duties are performed in the Office of the County Executive, under the direction of the County Executive or Deputy County Executive, with wide leeway for independent judgment. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Monitors and audits the use of American Rescue Plan Act (ARPA) and other support funds, totaling over 24 million dollars, by county and non-county agencies in completing projects and providing services to their respective jurisdictions, to ensure compliance with federal, state, and local laws; Identifies compliance issues, and directs follow up and investigations of the same; Monitors County contracts, ensures the maintenance of contract continuity and negotiates contract extensions;

Monitors the processes of writing requests for proposals, soliciting sealed bids and bid openings; Serves as contract liaison between Putnam County and various providers including subcontractors and other county departments and agencies;

Assists in the development of written administrative policies and procedures. Monitors compliance systems to ensure their effectiveness;

Evaluates industry trends and best practices to assess feasibility for implementation into current department processes;

Provides guidance to Commissioner of Purchasing and Central Services on behalf of the County Executive's Office in the formulation of policies and procedures and makes recommendations regarding purchasing matters;

Reviews requests for the purchase of goods and services and recommends substitutions where savings in costs or improved delivery will result;

Analyzes request for quote (RFQ), request for proposal (RFP) and RFB documents for conformance with specification and proposal, price data and other factors affecting the quality and delivery of goods and services;

Engages with local non-county governmental agencies to ensure compliance with all applicable federal, state and local regulations;

Fosters cooperative relations with external stakeholders including, but not limited to, federal, state, and local elected officials, community organizations, civic associations, and non-profits.

Researches, drafts, and edits policies, proposed legislation, memoranda, white papers, and reports at the direction of the County Executive and Deputy County Executive.

Manages external meeting and hearing preparation including briefing memos.

DIRECTOR OF COMPLIANCE AND INTERGOVERNMENTAL RELATIONS (cont'd)

Participates in meetings with various constituency organizations, inter-department work groups, task forces, and federal state, and local officials and their staffs at the direction of the County Executive and/or Deputy County Executive.

Prepares special reports for presentation at meetings within state, county, or local jurisdictions of the County;

Responsible for special projects as assigned by the County Executive and/or Deputy County Executive

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of intergovernmental relationships between federal, state, and local governments; thorough knowledge of the principals and practices of public administration; thorough knowledge of federal, state, and local laws relating to the work; good knowledge of County department and outside agency functions and operations; good knowledge of community organization techniques; good knowledge of effective public and community relations techniques; good knowledge of department procedures and office equipment; ability to analyze and collect data on County needs; ability to organize and maintain accurate data and records; ability to establish and maintain effective working relationships; ability to effectively communicate with the public and work with outside agencies; ability to work with diverse populations; ability to follow oral and written instructions; ability to communicate effectively both orally and in writing; ability to independently solve problems; ability to coordinate group discussions; initiative; resourcefulness; good judgment; initiative; diplomacy; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) A Juris Doctorate, or equivalent, and two (2) years of experience evaluating policies and/or procedures for public sector agencies for compliance with laws, rules, and regulations; or
- b) Master's degree in Business, Finance, Law, or Public Administration, and four (4) years of experience evaluating policies and/or procedures for public sector agencies for compliance with laws, rules, and regulations; or
- c) Bachelor's degree in Business, Finance, Law, or Public Administration, and six (6) years of experience evaluating policies and/or procedures for public sector agencies for compliance with laws, rules, and regulations.

PLEASE NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

cc: all
Pers
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3250
#9

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: Michael J. Piazza, Jr.

DEPT: Social Services

2023

DATE: 1/18/23


I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# /NAME	AMOUNT	PURPOSE
10105000 51000 (Personal Svcs. 601005102) (Social Services Medicaid Unit)	10105000 51094 (Temporary)	\$33,800	To rehire retiree (Sr. Public Health Nurse) part-time to make home visits for those individuals receiving personal care services through Medicaid.
Total		\$33,800	

2023 JAN 20 PM 4:49
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2023 Fiscal Impact \$ 0

2024 Fiscal Impact \$ 0

 1/19/23

Department Head Signature/Designee Date

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

231011

A+A Jan

#10

APPROVAL/PUTNAM COUNTY'S REQUEST TO EXTEND THE 1% INCREASED COUNTY SALES TAX FOR AN ADDITIONAL THREE YEARS

WHEREAS, in light of the current and ongoing fiscal challenges facing Putnam County government, it is appropriate to maintain revenues by renewing the previously authorized one (1%) percent County sales tax increase; and

WHEREAS, in accordance with Chapter 113 of the Laws of 2011 and pursuant to Resolution #41 of 2011, Resolution #88 of 2013 and Resolution #38 of 2015, the Putnam County Legislature approved the introduction and passage of legislation for the continued authorization of Putnam County's sales tax to be increased from three (3%) percent to four (4%) percent for period September 1, 2007, through November 30, 2017; and

WHEREAS, in accordance with Resolution #27 of 2017, the Putnam County Legislature approved the introduction and passage of legislation for the continued authorization of Putnam County's sales tax to be increased from three (3%) percent to four (4%) percent for period December 1, 2017, through November 30, 2019, however the State of New York subsequently extended that increase through November 30, 2020; and

WHEREAS, by Resolution #68 of 2020, the Putnam County Legislature approved the introduction and passage of legislation for the continued authorization of Putnam County's sales tax to be increased from three (3%) percent to four (4%) percent for period December 1, 2020, through November 30, 2023, which authorization is about to expire and needs to be renewed ; and

WHEREAS, the Putnam County Executive and Putnam County Legislature further determine that as an alternative to dramatically raising real property taxes in Putnam County, it is necessary to renew the expiring one (1%) percent County sales tax increase; now therefore be it

RESOLVED, that the Putnam County Executive and Putnam County Legislature hereby support and request the introduction and passage of legislation authorizing the renewal of the expiring one (1%) percent County sales tax increase for an additional three (3) years, that is, for the period December 1, 2023, through November 30, 2026; and be it further

RESOLVED, that the Clerk of the Putnam County Legislature is hereby directed to forward a copy of this Resolution to our State representatives in the State Legislature as well as the Governor and leadership of our State Legislature.

#11

**APPROVAL – AUTHORIZATION – LEGISLATORS TO ATTEND FEBRUARY NEW YORK
STATE ASSOCIATION OF COUNTIES CONFERENCE**

WHEREAS, six (6) Legislators have requested permission to attend the New York State Association of Counties Conference to be held in Albany, New York in February 2023 for registration and lodging total expenditure of approximately \$883 per person; and

WHEREAS, the Audit & Administration Committee has reviewed and approved their requests; now therefore be it

RESOLVED, that the Putnam County Legislature authorizes six (6) Legislators to attend the New York State Association of Counties Conference to be held in Albany, New York in February 2023.