

THE PUTNAM COUNTY LEGISLATURE

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

Toni E. Addonizio *Chairwoman*  
Neal L. Sullivan *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
Carl L. Albano	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Neal L. Sullivan	Dist. 9

**REGULAR MEETING  
OF THE  
PUTNAM COUNTY LEGISLATURE  
HELD VIA AUDIO WEBINAR PURSUANT TO TEMPORARY EMERGENCY ORDERS**

**Tuesday                      September 1, 2020                      7:00 P.M.**

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

**PROCLAMATIONS**

(For Informational Purposes Only – Proclamations will be Mailed to Relevant Parties)

**National Recovery Month – September 2020**

**9/11 Day of Service & Remembrance**

4. Approval of Minutes – Public Hearing Agr. District – July 1, 2020 Revised
5. Correspondence
  - a) County Auditor
6. Pre-filed resolutions:

**PROTECTIVE SERVICES COMMITTEE**

(Chairman Jonke, Legislators Nacerino & Sullivan)

- 6a. Approval/ Budgetary Amendment (20A043)/ Finance/ Legal Aid Society
- 6b. Approval/ Fund Transfer (20T143)/ Bureau of Emergency Services/ Dispatcher Temporary Line

**HEALTH, SOCIAL, EDUCATIONAL & ENVIRONMENTAL COMMITTEE**  
(Chairwoman Sayegh, Legislators Addonizio & Albano)

- 6c. **Approval/ Budgetary Amendment (20A045)/ Social Services/ National Children's Alliance Grant Funding/ Child Advocacy Center (CAC)**

**RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE**  
(Chairman Sullivan, Legislators Albano & Castellano)

- 6d. **Approval/ Records Retention & Disposition Schedule**
- 6e. **Approval/ Appointment/ Putnam County Home Improvement Board**

**PHYSICAL SERVICES COMMITTEE**  
(Chairman Albano, Legislators Gouldman & Nacerino)

- 6f. **Approval/ Budgetary Amendment (20A041)/ Planning/ Utilizing Federal Unified Planning Work Programs (UPWP) Funds/ Special Services**
- 6g. **Approval/ Budgetary Amendment (20A044)/ Commissioner of Finance/ Closeout Completed Capital Projects**
- 6h. **Approval/ Putnam County Veterans' Residence / Lease Agreement Renewals**
- 6i. **Approval/ Highways & Facilities/ Use of Capital Facility Reserve (20CP05)**  
(County Office Building Exterior Rehabilitation)
- 6j. **Approval/ Lead Agency/ SEQRA Determination/ Stoneleigh Avenue/ Drewville Road Intersection Reconstruction Project (PIN 8761.97)**

**AUDIT & ADMINISTRATION COMMITTEE**  
(Chairman Castellano, Legislators Gouldman & Sayegh)

- 6k. **Approval Budgetary Amendment (20A046)/ Health Department/ Reorganization**
- 7. **Other Business**
- 8. **Recognition of Legislators**
- 9. **Adjournment**

# Proclamation

## National Recovery Month – September 2020

**WHEREAS**, Behavioral health is an essential part of one's overall wellness; and

**WHEREAS**, Prevention of mental and substance use disorders works, treatment is effective, and people recover in our area and around the nation; and

**WHEREAS**, Preventing and overcoming mental and substance use disorders is essential to achieving healthy lifestyles, both physically and emotionally; and

**WHEREAS**, We must encourage relatives and friends of people with mental and substance use disorders to implement preventive measures, recognize the signs of a problem, and guide those in need to appropriate treatment and recovery support services; and

**WHEREAS**, To help more people achieve and sustain long-term recovery, the U.S. Department of Health and Human Services (HHS), the Substance Abuse and Mental Health Services Administration (SAMHSA), the White House Office of National Drug Control Policy (ONDCP), the Putnam County Executive, and the Putnam County Legislature invite all residents of Putnam County to participate in National Recovery Month; now therefore

**RESOLVED**, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim September 2020 as *National Recovery Month* and together with the Prevention Council of Putnam and the Putnam County Communities that Care Coalition encourage all Putnam County residents to observe this month with appropriate programs, activities, and ceremonies to support this year's *Recovery Month*.

MaryEllen Odell, Putnam County Executive

Toni Addonizio, Chairwoman, Putnam County Legislature

# Proclamation

## 9/11 Day of Service & Remembrance

**WHEREAS**, On September 11, 2001, the peace and security of our nation was shattered by terrorist attacks that killed many innocent people at the World Trade Center towers in New York City, at the United States Pentagon, and in the pristine fields of Shanksville, Pennsylvania. Although the terrorists' goal was to strike a powerful blow to the hearts of all Americans and tear at the fabric of our nation, arising from the very ashes of that tragedy came a remarkable spirit of unity, compassion, and determination that will never be forgotten, just as we will never forget those who were lost and injured on that day, and those who came to service during the rescue and recovery effort and in defense of our Nation both at home and abroad; and

**WHEREAS**, people of all ages and walks of life, across America, and around the world, collectively witnessed an event of immense tragedy on September 11, 2001; and

**WHEREAS**, an unprecedented, historic bonding of Americans ascended from the collective shock, unifying the Country in an outpouring of national spirit, pride, selflessness, generosity, courage, and service; and

**WHEREAS**, many brave people heroically, tirelessly, and courageously participated in an extraordinarily difficult and dangerous rescue and recovery effort, in some cases voluntarily putting their own well-being at risk; and

**WHEREAS**, on September 11, 2009, the President of the United States issued the Patriot Day Proclamation officially and permanently designating September 11<sup>th</sup> as a National Day of Service & Remembrance, and calling upon all interested Americans to participate in this observance through moments of silence, the flying of the flag of the United States at half-staff, as well as community service and charitable activities in tribute and remembrance; now therefore be it

**RESOLVED**, that the Putnam County Executive and the Putnam County Legislature recognize the Putnam Communities that Care Coalition, the Mental Health Association in Putnam, the Joseph Dwyer Vet2Vet Program, and the Putnam County Veterans Service Agency for coordinating a community event that will invite and welcome residents to write "Thank You" letters to First Responders, Veterans both abroad and at home, Police Officers, and Firefighters and express their sincere observance and appreciation for the outpouring of dedicated service. September 11<sup>th</sup> will never, and should never be just another day in the hearts and minds of all Americans and people around the world.

MaryEllen Odell, Putnam County Executive

Toni Addonizio, Chairwoman, Putnam County Legislature

#4

PUBLIC HEARING  
ON INCLUSION IN THE AGRICULTURAL DISTRICT  
HELD BY THE  
PUTNAM COUNTY LEGISLATURE  
VIA AUDIO WEBINAR PURSUANT TO TEMPORARY EMERGENCY ORDERS

Wednesday                      July 1, 2020                      6:00 P.M.

The meeting was called to order at 6:04 P.M. by Chairwoman Addonizio who led in the Pledge of Allegiance. Upon roll call, Legislators Montgomery, Gouldman, Nacerino, Albano, Jonke, Castellano, Sayegh, Sullivan and Chairwoman Addonizio were present. Also present was Legislative Counsel Firriolo.

Chairwoman Addonizio requested the Clerk to read the Public Notice:

**LEGAL NOTICE**

NOTICE IS HEREBY GIVEN that pursuant to Article 25-AA of the Agriculture and Markets Law of the State of New York, Section 303-b, that one or more requests have been received by the Putnam County Legislature for inclusion of predominately viable agricultural land within Putnam County's certified Agricultural District.

FURTHER NOTICE is hereby given that the Putnam County Agriculture and Farmland Protection Board has considered these requests for inclusion and reported that the parcels for inclusion would serve the public interest by assisting in maintaining a viable agricultural industry within the District.

FURTHER NOTICE is hereby given that the parcels requested for inclusion are:

Town of Philipstown:

Horsemen's Trail Farm (David Vickery) – Tax Map #16.12.-1-5.2 (6.77 acres) Tax Map #16.12.-1-5.3 (4.8 acres) Total Acreage: 11.57

Town of Putnam Valley:

Valley View Farm – Cimarron Ranch (Alexander Kaspar) – Tax Map #72.-1-47 (25.18 acres) Tax Map #72.-1-50 (113.10 Acres) Total Acreage: 138.28

Town of Southeast:

Pro Brothers Farm (Christian Provetto & Kirsten Banga) – Tax Map #47.-3-27 (1.3 acres) Total Acreage: 1.3

Total acreage in petitions: 151.15

FURTHER NOTICE is hereby given that a Public Hearing will be held on Wednesday, July 1, 2020 at 6:00 P.M. to consider these requests for inclusion and the recommendations of the Putnam County Agriculture and Farmland Protection Board. The Public Hearing will be held by audio conference pursuant to the Governor's Executive Orders during the current state of emergency. Persons may submit written testimony prior to the hearing by mail addressed to: Clerk of the Legislature, 40 Gleneida Ave., Carmel NY 10512, or by email to: [putcoleg@putnamcountyny.gov](mailto:putcoleg@putnamcountyny.gov). Persons wishing to testify during the hearing should register in advance for the audio conference by following the instructions on the Legislature's website (<http://www.putnamcountyny.com/legi/>).

**BY ORDER OF THE PUTNAM COUNTY LEGISLATURE**  
**Diane Schonfeld**  
**Clerk**

**Chairwoman Addonizio read the procedure for making comments at the Public Hearing.**

**Chairwoman Addonizio read the following correspondence received for the public hearing: 1) Alexander Kaspar – Cimarron Ranch & Valley View Farm Putnam Valley – dated July 1, 2020. 2) Town of Putnam Valley Supervisor Sam Oliverio, Jr. – dated May 11, 2020 addressed to Lauri Taylor. 3) Town of Southeast Supervisor Tony Hay – dated July 1, 2020 – Pro Brothers Farm property.**

**Chairwoman Addonizio recognized Alexander Kaspar.**

**Alexander Kaspar requested to have Town of Putnam Valley Supervisor, Sam Oliverio, Jr. to speak first.**

**Supervisor Oliverio stated that when he was a Putnam County Legislator, in 2007 the Legislature put forth a ruling that any applications for the Agricultural District that have outstanding violations must be denied. He stated that based on that, the Town of Putnam Valley vehemently asks this board not to award Agricultural District status to Mr. Kaspar. He stated that the main reason is the 10-acre parcel that has polluted soil which Judge Andrew O'Rourke and Judge Victor Grossman have ordered to be remediated. He stated that once the bankruptcy is settled, the town will go back to court to have it remediated. He stated that this ground has been polluted for approximately 14 years. He stated that they were actually able to get a buyer for this property; Hudson Highlands. They offered \$1 million for the property with the understanding that they would remediate the property and pay off any debt on the property. However, Mr. Kaspar declared bankruptcy which derailed this purchase. He explained that when Mr. Kaspar stated that the town has opposed his selling of the property; it is absolutely incorrect. He stated that the town supported selling the property and even had a buyer. He stated that the town was in contract with the buyer to secure that property to make it pristine. He stated that the residents suffered for many years having trucks going up and down dumping construction debris and huge tree trunks on this once pristine property. He stated that stone walls and trees were taken down. He asks that the Legislature to deny this Agricultural District designation.**

**Alexander Kaspar from Putnam Valley stated that he never objected to any sale. He stated that the bankruptcy occurred before the sale and has nothing to do with the sale or anything else. It is a completely different matter of some money he was owed; a couple of million dollars that he is trying to get. He objected to the fact that he was never able to get any kind of permits to do anything. He explained that when his letter was read, there was information that was left unread which were two (2) references from the Putnam County Historical Society regarding historic barns. 1) That "no historic barns were ever listed in Putnam Valley, and 2) none were designated as such. He stated that he provided the email and phone number for Dan Richie, the Putnam County Historian. He stated that he spent time talking to him and getting this information in writing. He stated that it is a fact that there are no historic farms in Putnam Valley. He stated that, at one time, there might have been one (1) in Putnam County. He stated that he was on the Agriculture & Farmland Protection Board serving as Chair for more than three (3) years. He stated that he agrees with the Town of Southeast that 1.3 acres is actually the**

smallest parcel in the New York State if it is allowed to be included. He believed it was way too small. He stated that his tax map parcel #72.-1-50 has no violations on it and never did. He stated that the Town of Putnam Valley attorney put it in writing in several places that approximately 4 to 5 acres of land has been disturbed and/or allegedly polluted. He stated that the Hudson Highland Land Trust was purchasing two (2) parcels and excluding parcel 72.-1-47 because of the alleged pollution. They were buying 72.-1-50 and 83-11, the big 239-acre parcel because there were no pollutants on it. He stated that it was in the contract of sale with Hudson Highland Land Trust. He stated that they were not able to purchase the property because they didn't have the money; they didn't receive the \$800,000 grant which they applied for; which is also on the record.

Mr. Dunford, stated that with regard to Pro Brothers Farm, Mr. Kaspar made an interesting comment pertaining to the 1.3 acre parcel. He stated that Supervisor Hay's letter makes a clear point that the zoning laws have been broken and his family has tried to get along with their neighbor and not complain about certain things, however this has gotten completely out of hand. He did not think anyone here, if they do a physical inspection, would like their neighbor to have going on what Pro Brothers Farm has going on at this point.

Chairwoman Addonizio asked if Kathleen Abels was on the line. There was no answer.

Chairwoman Addonizio asked if Christian Provetto was on the line. There was no answer.

Chairwoman Addonizio asked if Eric Gross would like to make a comment. There was no answer.

Legislator Montgomery questioned if Legislators had the opportunity to speak.

Chairwoman Addonizio explained that this was a Public Hearing. There was no opportunity for Legislators to comment at this hearing.

Legislator Montgomery asked when the public would be able to be engaged and involved in Legislative meetings. She believed there was plenty of technology available that would allow for public comment and for Legislators to speak. Legislator Montgomery questioned why the Legislators are on the webinar if not to speak.

Legislator Nacerino stated that the Legislators are listening.

Chairwoman Addonizio explained that the public hearing gives the Legislature the opportunity to listen to the public and that is the way the Legislature's public hearings have always been conducted. She stated that the Legislators will have the opportunity to discuss and vote on this item at the upcoming Full Legislative meeting.

There being no further comments, at 6:39 P.M., Chairwoman Addonizio made a motion to adjourn; seconded by Legislators Jonke and Albano. All in favor.

Respectfully submitted by Diane Schonfeld, Clerk.

THE PUTNAM COUNTY LEGISLATURE

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

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**AGENDA  
PUBLIC HEARING  
ON INCLUSION IN THE AGRICULTURAL DISTRICT  
TO BE HELD BY THE  
PUTNAM COUNTY LEGISLATURE  
VIA AUDIO WEBINAR PURSUANT TO TEMPORARY EMERGENCY ORDERS**

**Wednesday                      July 1, 2020                      6:00 P.M.**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Reading of Public Notice**
- 4. Procedure for Comment /Legislative Chairwoman Addonizio**
- 5. Public Comment**
- 6. Adjournment**

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

**Francine Romeo**  
*Deputy County Auditor*



**COUNTY AUDITOR**

**# 5a**  
County Office Building  
40 Gleneida Avenue  
Carmel, New York 10512  
Main (845)808-1040  
Fax (845)808-1900

**TO:** Putnam County Legislature

**FROM:** Michele Alfano-Sharkey  
County Auditor *MAS*

**DATE:** August 24, 2020

**RE:** Refund of Taxes

This is the report for August 24, 2020 provided by Real Property Tax Law- Section 556, Paragraph (c).

There was no activity during this reporting period.

# 60a

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ BUDGETARY AMENDMENT / FINANCE/ LEGAL AID SOCIETY**

**WHEREAS, the Commissioner of Finance has requested a budgetary amendment (20A043) to account for NYS Indigent Legal Services Second Update Quality Improvement and Caseload Reduction Agreement; and**

**WHEREAS, the contract term runs from 7/01/17 through 6/30/20; and**

**WHEREAS, the County acts as a pass through for these funds; and**

**WHEREAS, the Protective Services Committee and the Audit & Administration Committee have reviewed and approved said budgetary amendment; now therefore be it**

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

**Increase Estimated Appropriations:**

**25117000 54950                      Legal Aid Society                      200,000**

**Increase Estimated Revenues:**

**25117000 430251                      State Aid – Indigent Legal Services                      200,000**

**2020 Fiscal Impact – 0 –**

**2021 Fiscal Impact – 0 –**

Legislator Albano \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Legislator Sullivan \_\_\_\_\_  
Chairwoman Addonizio \_\_\_\_\_



*cc: all  
Prot  
A+H*

*RESO*

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 - **20A043**  
Date: July 29, 2020

2020 JUL 30 AM 11:29  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Increase estimated appropriations:**

25117000 54950 Legal Aid Society 200,000

**Increase estimated revenues:**

25117000 430251 State Aid - Indigent Legal Services 200,000

Fiscal Impact - 2020 - 0

Fiscal Impact - 2021 - 0

This Resolution is necessary to account for NYS Indigent Legal Services Second Update Quality Improvement and Caseload Reduction Agreement. The contract term runs from 7/1/17 - 6/30/20, as per the attached correspondence. The County acts as a pass through for these funds. Please forward to the appropriate committee.

Approved:

Mary Ellen Odell  
County Executive

**STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE**

<p>STATE AGENCY (Name &amp; Address):</p> <p><b>NYS Office of Indigent Legal Services A. E. Smith Building, 11th Floor 80 South Swan Street Albany, NY 12210</b></p>	<p>BUSINESS UNIT/DEPT. ID: <b>OLS01 1350200</b></p> <p>CONTRACT NUMBER: <b>C2ND637</b></p> <p>CONTRACT TYPE:</p> <p><input checked="" type="checkbox"/> <b>Multi-Year Agreement</b>  <input type="checkbox"/> Simplified Renewal Agreement  <input type="checkbox"/> Fixed Term Agreement</p>
<p>CONTRACTOR SFS PAYEE NAME:</p> <p><b>Putnam, County of</b></p>	<p>TRANSACTION TYPE:</p> <p><input checked="" type="checkbox"/> <b>New</b>  <input type="checkbox"/> Renewal  <input type="checkbox"/> Fixed Term Agreement</p>
<p>CONTRACTOR DOS INCORPORATED NAME:</p>	<p>PROJECT NAME:</p> <p><b>Second Upstate Quality Improvement and Caseload Reduction</b></p>
<p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p><b>NYS Vendor ID Number: 1000002443 Federal Tax ID Number: 14-6002759 DUNS Number (if applicable):</b></p>	<p>AGENCY IDENTIFIER:</p> <p>CFDA NUMBER (Federally funded grants only):</p>
<p>CONTRACTOR PRIMARY MAILING ADDRESS:</p> <p>Putnam County Dept. of Planning, Development, and Transportation 841 Fair Street Carmel, NY 10512</p> <p>CONTRACTOR PAYMENT ADDRESS:</p> <p><input type="checkbox"/> Check if same as primary mailing address</p> <p>Putnam County Finance Department 40 Gleneida Ave., Room 202 Carmel, NY 10512</p> <p>CONTRACTOR MAILING ADDRESS:</p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p>	<p>CONTRACTOR STATUS:</p> <p><input type="checkbox"/> For Profit  <input checked="" type="checkbox"/> <b>Municipality, Code: 370100000000</b>  <input type="checkbox"/> Tribal Nation  <input type="checkbox"/> Individual  <input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption Status/Code:</p> <p><input type="checkbox"/> Sectarian Entity</p>

**STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE**

<p><b>CURRENT CONTRACT TERM:</b></p> <p><b>From: July 1, 2017</b> <b>To: June 30, 2020</b></p> <p><b>CURRENT CONTRACT PERIOD:</b></p> <p><b>AMENDED TERM:</b></p> <p>From: _____ To: _____</p> <p><b>AMENDED PERIOD:</b></p> <p>From: _____ To: _____</p>	<p><b>CONTRACT FUNDING AMOUNT</b> (<i>Multi-year</i> – enter total projected amount of the contract; <i>Fixed Term/Simplified Renewal</i> – enter current period amount):</p> <p><b>CURRENT: \$300,000.00</b></p> <p><b>AMENDED:</b></p> <p><b>FUNDING SOURCE(S):</b></p> <p><input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Other</p>
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*FOR MULTI-YEAR AGREEMENTS ONLY – CONTRACT PERIOD AND FUNDING AMOUNT:*  
(Out years represent projected funding amounts)

#	CURRENT PERIOD	CURRENT AMOUNT	AMENDED PERIOD	AMENDED AMOUNT
1				
2				
3				
4				
5				

**ATTACHMENTS PART OF THIS AGREEMENT:**

Attachment A:       A-1 Program-Specific Terms and Conditions  
     A-2 Federally Funded Grants

Attachment B:       B-1 Expenditure Based Budget  
     B-2 Performance Based Budget  
     B-3 Capital Budget  
     B-1(A) Expenditure Based Budget (Amendment)  
     B-2(A) Performance Based Budget (Amendment)  
     B-3(A) Capital Budget (Amendment)

Attachment C: Work Plan

Attachment D: Payment and Reporting Schedule

Other:

IN WITNESS WHEREOF, the parties hereto have executed or approved this Master Contract on the dates below their signatures.

CONTRACTOR:

County of Putnam

By:

MaryEllen Odell

Printed Name

Title:

County Executive

Date:

11/7/19

STATE AGENCY:

NYS Office of Indigent Legal Services

By:

William J. Leahy

Printed Name

Title:

Director - Office of Indigent Legal Services

Date:

5/20/20

STATE OF NEW YORK

County of Putnam

On the 7<sup>th</sup> day of November, 2019, before me personally appeared MaryEllen Odell, to me known, who being by me duly sworn, did depose and say that ~~he~~/she resides at Putnam County, New York, that ~~he~~/she is the County Executive of the County Of Putnam, the contractor described herein which executed the foregoing instrument; and that ~~he~~/she signed ~~his~~/her name thereto as authorized by the contractor named on the face page of this Master Contract.

(Notary)

SANDRA M. FUSCO  
NOTARY PUBLIC STATE OF NEW YORK  
No. 02FU6168807  
QUALIFIED IN PUTNAM COUNTY  
COMMISSION EXPIRES JUNE 18, 2022

ATTORNEY GENERAL'S SIGNATURE

STATE COMPTROLLER'S SIGNATURE

Printed Name

Title:

Date:

APPROVED

DEPT. OF AUDIT & CONTROL

Printed Name

Jun 17 2020

Carmen Story

Title:

Date:

FOR THE STATE COMPTROLLER

Contract Number: C2ND637

Page 1 of 1

Master Contract for Grants, Signature Page

#66

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ FUND TRANSFER/ BUREAU OF EMERGENCY SERVICES/ DISPATCHER  
TEMPORARY LINE**

**WHEREAS, the Commissioner of the Bureau of Emergency Services has requested a fund transfer (20T143) to cover Temporary costs due to Dispatcher Vacancies; and**

**WHEREAS, the Protective Services Committee, the Personnel Committee and the Audit & Administration Committee have reviewed and approved said fund transfer; now therefore be it**

**RESOLVED, that the following fund transfer be made:**

<b>10014000 52110</b>	<b>Furniture</b>	<b>10,000</b>
<b>10398900 51093</b>	<b>Overtime</b>	<b>5,707</b>
<b>10398900 54640</b>	<b>Education &amp; Training</b>	<b>9,412</b>
<b>10398900 54675</b>	<b>Travel</b>	<b>3,950</b>
<b>10014000 54989</b>	<b>Miscellaneous</b>	<b><u>2,224</u></b>
		<b>31,293</b>
<b>13398900 51094</b>	<b>Temporary</b>	<b>29,069</b>
<b>13398900 58002</b>	<b>FICA</b>	<b><u>2,224</u></b>
		<b>31,293</b>

**2020 Fiscal Impact – 0 –  
2021 Fiscal Impact – 0 –**

Legislator Albano \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Legislator Sullivan \_\_\_\_\_  
Chairwoman Addonizio \_\_\_\_\_

(See Letter of Necessity Attached)

CC: all RESO  
Protective Peers  
8/11/20  
8/13/20  
Audit  
8/12/20

COUNTY OF PUTNAM  
FUND TRANSFER REQUEST

TO: Commissioner of Finance  
FROM: Kenneth Clair, Commissioner  
DEPT: Bureau of Emergency Services  
DATE: 8/10/2020

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2020 AUG 11 PM 12:52

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# / NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10014000 52110 Furniture	13398900 51094 Temporary	\$10,000.00	Cover Dispatch Temporary Line
10398900 51093 Overtime	13398900 51094 Temporary	\$5,707.00	
10398900 54640 Education and Training	13398900 51094 Temporary	\$9,412.00	
10398900 54675 Travel	13398900 51094 Temporary	\$3,950.00	
10014000 54989 Miscellaneous	13398900 58002 FICA	\$2,224.00	
		\$31,293.00	

20 Fiscal Impact \$ \_\_\_\_\_

20 Fiscal Impact \$ \_\_\_\_\_

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

20T143  
(REVISED)



**PUTNAM COUNTY  
BUREAU OF EMERGENCY SERVICES**



MaryEllen Odell, County Executive

Kenneth W. Clair  
Commissioner

Casey B. Quake  
Director of EMS

Robert A. Lipton  
Deputy Commissioner

**MEMORANDUM**

**To:** Paul E. Jonke, Chairman Protective Services Committee  
Ginny Nacerino, Chairwoman Personnel

**From:** Kenneth W. Clair, Commissioner *[Signature]*

**Re:** August Protective Services Meeting

**Date:** August 10, 2020

The Putnam County Bureau of Emergency Services is requesting a budgetary transfer in the amount of \$31,293.00 to (Dispatch) Temporary Line 13398900 51094. This transfer is necessary to be approved this month to cover expenses incurred as a result of our current staffing situation and the anticipated need for temporary staffing for the duration of this fiscal year. That situation is described below.

On February 6, 2020 Dispatcher William O'dell resigned as a full-time dispatcher . On April 11, 2020 Dispatcher Robert Shannon passed away in the midst of a public health crisis bringing our already minimal staffing to a critical low of 11 Dispatchers. Following Dispatcher Shannon's passing we were fortunate to receive a call, on April 15, 2020 from a former Dispatcher, Sandra Kanuk, offering her part-time return to assist us. With minimal training required to re-acclimate her to the Communications Center this was an offer we simply could not refuse. The hours she's worked have been instrumental in maintaining our ability to function as the county's public safety answering point, however our staffing remains at a critical low and additional dispatchers were/are needed to return our staffing to an acceptable minimum.

On April 27, 2020 three part time dispatchers were hired to contribute to that need. These three gentleman are being trained and mentored now, and awaiting full-time hire in the immediate future.

Staffing must take into consideration not only the physical need to fill shifts and the ability to staff the Communications Center but also the health and well-being of our current staff, the need for additional staffing during surge events and general considerations such as time-off/sick-time, etc.

#6C

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ BUDGETARY AMENDMENT / SOCIAL SERVICES/ NATIONAL CHILDREN'S ALLIANCE GRANT FUNDING/ CHILD ADVOCACY CENTER (CAC)**

**WHEREAS, the Commissioner of Social Services has requested a budgetary amendment (20A045) to allocate unspent grant funds initially allocated to Personnel in the approved grant budget awarded by the National Children's Alliance for the period of January 1, 2020 through December 31, 2020; and**

**WHEREAS, the unspent funds resulted from an unfilled grant position from 3/02/20 through 4/20/20, and a reduction in hours from 9.5 hours per week to 9 hours per week; and**

**WHEREAS, the funds will be used for the purpose of fingerprinting individuals assigned to the Child Advocacy Center (CAC), a requirement to meet the CAC's accreditation standards; and**

**WHEREAS, the Health, Social, Educational & Environmental Committee and the Audit & Administration Committee have reviewed and approved said budgetary amendment; now therefore be it**

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

**Increase Estimated Revenues:**

**22073000 446132 National Children's Alliance 1,068**

**Increase Appropriations:**

**22073000 OEOP National Children's Alliance  
54989 Miscellaneous 1,068**

**2020 Fiscal Impact – 0 –  
2021 Fiscal Impact – 0 –**

- Legislator Albano \_\_\_\_\_
- Legislator Castellano \_\_\_\_\_
- Legislator Gouldman \_\_\_\_\_
- Legislator Jonke \_\_\_\_\_
- Legislator Montgomery \_\_\_\_\_
- Legislator Nacerino \_\_\_\_\_
- Legislator Sayegh \_\_\_\_\_
- Legislator Sullivan \_\_\_\_\_
- Chairwoman Addonizio \_\_\_\_\_

WILLIAM J. CARLIN, Jr. CPA  
Commissioner of Finance



cc: add  
Health  
A+A

Reso

ANITA Z. GILBERT  
Chief Deputy Commissioner of Finance

SHEILA BARRETT  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

August 12, 2020

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 request to amend the 2020 Department of Social Services budget.

Increase Estimated Revenues:

22073000 446132 National Children's Alliance \$ 1,068

Increase Appropriations:

22073000 OEOP National Children's Alliance  
54989 Miscellaneous \$ 1,068

2020 Fiscal Impact -0-  
2021 Fiscal Impact -0-

This amendment includes unspent grant funds initially allocated to Personnel in the approved grant budget awarded by the National Children's Alliance for the period January 1, 2020 through December 31, 2020. The funds will be used for the purpose of fingerprinting individuals assigned to the CAC, a requirement to meet the CAC's accreditation standards.

AUTHORIZATION:

Date Department 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

20A045

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

cc: All

8/13  
HealthMg.  
OtherBee.

**Michele Alfano-Sharkey**

---

**From:** Balcer, Grace (DFA) <Grace.Balcer@dfa.state.ny.us>  
**Sent:** Wednesday, August 12, 2020 2:10 PM  
**To:** Michele Alfano-Sharkey  
**Cc:** michael.piazzajr@dfa.state.ny.us; Marla Behler  
**Subject:** DSS Budget Amendment \$1,068 - National Childrens Alliane Grant

Michele,

Please request that the recently submitted budget amendment referenced above be placed on the agenda of the Health Committee meeting scheduled for Thursday, August 13<sup>th</sup> in order to expedite the process of fingerprinting individuals assigned to the CAC, a requirement to meet the CAC's accreditation standards.

*- This will allow the County to process reimbursements - (M. Sharkey)*

Your consideration will be appreciated.

Respectfully,

*Grace M. Balcer*

Fiscal Manager  
Putnam County Depts. Of  
Social Service, Mental Health & Youth Bureau  
110 Old Route Six, Bldg. 2  
Carmel, NY 10512  
845 808-1500 x 45210

2020 AUG 12 PM 2:56  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

MARYELLEN ODELL  
County Executive

MICHAEL J. PIAZZA, Jr.  
Commissioner  
37A298@dfa.state.ny.us

JOSEPH A. DeMARZO  
Deputy Commissioner  
Joseph.Demarzo@putnamcountyny.gov

GRACE M. BALCER  
Fiscal Manager  
37A279@dfa.state.ny.us



JOANNA GRAINGER  
Director of Eligibility  
37A252@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

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

**MEMORANDUM**

**TO:** William Carlin  
Commissioner of Finance

**FROM:** Grace Balcer  
Fiscal Manager  

**DATE:** 8/10/20

**RE:** 2020 DSS Budgetary Amendment

Your approval is requested to amend the 2020 DSS budget to include unspent grant funds that were initially allocated to Personnel in the approved grant budget awarded by National Children’s Alliance for the period January 1, 2020 through December 31, 2020. The unspent grant funds resulted from an unfilled grant position from 3/2/20 to 4/20/20, and a reduction in hours from 9.5 hrs./wk. to 9 hrs./wk. These funds will be used for the purpose of fingerprinting individuals assigned to the CAC, a requirement to meet the CAC’s accreditation standards. (Supporting documentation attached.)

Increase Appropriations:

22073000	OEOP Nat. Child Alliance	
54989	Misc.	\$1,068

Increase Estimated Revenues:

22073000	OEOP Nat. Child Alliance	
446132	Nat. Child Alliance	1,068
CFDA #: 16,834		
	Fiscal Impact (20)	-0-
	Fiscal Impact (21)	-0-

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

cc: M. Behler



MARYELLEN ODELL  
*County Executive*

MICHAEL J. PIAZZA, Jr.  
*Commissioner*  
37A298@dfa.state.ny.us

JOSEPH A. DeMARZO  
*Deputy Commissioner*  
Joseph.Demarzo@putnamcountyny.gov

GRACE M. BALCER  
*Fiscal Manager*  
37A279@dfa.state.ny.us

JOANNA GRAINGER  
*Director of Eligibility*  
37A252@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

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

March 3, 2020

Ms. Heather Leary, Program Associate  
National Children's Alliance  
516 C Street NE  
Washington DC 20002

Dear Ms. Leary:

Please be advised that the Child Advocacy Center of Putnam County, a program of the Putnam County Department of Social Services, is working with the County Personnel Department to address the fingerprinting requirements. We have developed a policy for new employees to be fingerprinted but appreciate your patience while we research potential conflicts with this new regulation for existing staff in regards to New York State Civil Service Law.

Once confirmed, we will move forward with having all staff, volunteers and team members fingerprinted as needed.

Sincerely,

Michael J. Piazza, Jr.  
Commissioner



NATIONAL  
CHILDREN'S  
ALLIANCE

National Children's Alliance  
516 C Street NE  
Washington DC 20002  
202 548 0090 telephone  
202 548 0099 facsimile

I, MICHAEL PIAZZA, the Authorized Representative for CAC, hereby certify that we:

Are Currently

or

Are **Not** Currently

in compliance with the Fingerprinting Requirements for all individuals who have the potential to interact with minors during the 2020 grant year. Please note that anyone who enters the CAC has a potential to interact with a minor. This includes, but is not limited to, volunteer, board members, consultants, and interns.

The details of this requirement can be found in further detail on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

3/3/20

**Balcer, Grace (DFA)**

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**From:** Marla Behler <Marla.Behler@putnamcountyny.gov>  
**Sent:** Monday, August 03, 2020 10:01 AM  
**To:** Balcer, Grace (DFA)  
**Subject:** RE: NCA county budget amend  
**Attachments:** signed finger printing compliance and letter.pdf

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

Grace,

Attached is the letter and compliance document for our current grant that Mike submitted regarding plans to have staff finger printed.

Per our accreditation standards, here is the statement regarding background training. Verbal communication with NCA indicates that new federal guidelines require that the background check be done through finger printing but I haven't seen it documented yet.

***E. The CAC has, and demonstrates compliance with, written screening policies for staff and volunteers that include criminal background, sex offender registration, and child abuse registry checks and provides training and supervision to staff and volunteers.***

**STATEMENT OF INTENT:** Due to the sensitive and high-risk nature of CAC work, it is imperative that, at a minimum, the CAC conducts a formal screening process for staff. This process should be documented in a written policy. Staff must receive initial and ongoing training and supervision relevant to their role.

Volunteers perform a wide variety of functions within CACs. Sometimes, CACs can attract people who may not be emotionally prepared for the activities of the CAC and/or may attract potential or actual offenders. Due to the sensitive and high-risk nature of CAC work, it is imperative that, at a minimum, the CAC conducts a formal screening process for onsite volunteers as well. Volunteers must receive training and supervision relevant to their role.

Let me know if there is anything else you need for this.

Marla Behler, MS, LMSW  
Program Coordinator  
CAC of Putnam County  
121 Main Street  
Brewster, NY 10509  
845-808-1400 x44120 (phone)  
845-808-1925 (fax)  
[www.putnamcac.org](http://www.putnamcac.org)

Like us on Facebook @ <http://www.facebook.com/putnamcac>

Follow us on Twitter @ <https://twitter.com/PutnamCAC>



# 6ed

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ RECORDS RETENTION & DISPOSITION SCHEDULE**

**WHEREAS, the office of the Putnam County Clerk has reviewed the new LGS-1 Records Retention and Disposition Schedule provided by the New York State Archives and Records Administration, and**

**WHEREAS, the office of the Putnam County Clerk has stated its belief that the LGS-1 schedule meets the needs of Records Management in Putnam County; now therefore be it**

**RESOLVED, By the Legislature of Putnam County that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein; and be it further**

**RESOLVED, that in accordance with Article 57-A:(a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods; and be it further**

**RESOLVED, this LGS-1 schedule supersedes and replaces any other schedule previously adopted by the County of Putnam. This resolution shall go into effect immediately and is expected to have no fiscal impact.**

Legislator Albano \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Legislator Sullivan \_\_\_\_\_  
Chairwoman Addonizio \_\_\_\_\_

CC: All Rules

**Elizabeth Green**

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**From:** Michael Bartolotti  
**Sent:** Thursday, August 13, 2020 2:49 PM  
**To:** Elizabeth Green  
**Subject:** Sample Resolution Adopting New Records Retention and Disposition Schedule  
**Attachments:** lgs-1\_model\_resolution\_form new retention schedule.pdf

Beth,  
As per our conversation, attached please find a model resolution provided by the NYS Archives and Records Administration ("SARA") pertaining to the new Records Retention and Disposition Schedule.

SARA has worked diligently on this project over the years to streamline the multiple schedules and the numerous sections therein into one comprehensive and concise resource for all local governments (County, City/Town/Village, School Districts). The final product is the new LGS-1 Records Retention and Disposition Schedule.

This office has reviewed said schedule and believes that it meets the needs of Records Management in Putnam County.

As such, we respectfully request that the use of this schedule be approved by the County Legislature in accordance with NYS Arts and Cultural Affairs Law.

Should you or any members of the Legislature have any questions please do not hesitate to contact me.

Thank you very much.

Mike

Michael C. Bartolotti  
Putnam County Clerk  
40 Gleneida Avenue, Room 100  
Carmel, New York 10512  
845-808-1142 extension 49303

## APPROVAL/ RECORDS RETENTION & DISPOSITION SCHEDULE

**WHEREAS**, the office of the Putnam County Clerk has reviewed the new LGS-1 Records Retention and Disposition Schedule provided by the New York State Archives and Records Administration, and

**WHEREAS**, the office of the Putnam County Clerk has stated its belief that the LGS-1 schedule meets the needs of Records Management in Putnam County; now therefore be it

**RESOLVED**, By the Legislature of Putnam County that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein; and be it further

**RESOLVED**, that in accordance with Article 57-A:(a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods; and be it further

**RESOLVED**, this LGS-1 schedule supersedes and replaces any other schedule previously adopted by the County of Putnam. This resolution shall go into effect immediately and is expected to have no fiscal impact.

## ***MODEL RESOLUTION***

**RESOLVED**, By the \_\_\_\_\_ [title of governing body] of \_\_\_\_\_ [local government name] that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.



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

Additional  
#5

MICHAEL C. BARTOLOTTI  
*County Clerk*

JAMES J. McCONNELL  
*First Deputy County Clerk*

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MEMORANDUM

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**TO:** NANCY MONTGOMERY, LEGISLATOR DISTRICT #1  
**CC:** MARYELLEN ODELL, COUNTY EXECUTIVE  
NEAL SULLIVAN, LEGISLATOR DISTRICT #9  
**FROM:** MICHAEL C. BARTOLOTTI, PUTNAM COUNTY CLERK  
**SUBJECT:** RECORDS RETENTION AND DISPOSITION SCHEDULE  
**DATE:** AUGUST 20, 2020

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LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2020 AUG 20 PM 1:06

I am in receipt of your memorandum dated August 17, 2020 in which you request some specific information regarding the subject matter. I thought it would be helpful to provide you with a bit of background on this matter to consider.

Putnam County began its records management program in approximately 1990. Before Putnam could embark on said program, the Records Retention and Disposition Schedule Promulgated by New York State Archives ("Retention Schedule") had to be adopted by the County Legislature as per New York State Arts and Cultural Affairs Law. You may review the current CO-2 Retention Schedule at [http://www.archives.nysed.gov/common/archives/files/mr\\_pub\\_co2.pdf](http://www.archives.nysed.gov/common/archives/files/mr_pub_co2.pdf).

Upon the adoption of the CO-2 Retention Schedule by the County Legislature, Putnam County was then able to legally manage the inactive records of all Putnam County Agencies. The management of said records includes, identification and cataloguing of the records in accordance with the Retention Schedule, and the proper destruction of the records once they have met the retention period stated in the Retention Schedule.

In addition, the adoption of the Retention Schedule makes the County eligible for Local Government Records Management Improvement Fund ("LGRMIF") grants to assist in records management. Over the years Putnam County Records Management has secured numerous grants which has kept our County and its partnering municipalities at the forefront of inactive records management.

On August 1, 2020, New York State Archives released their new Records Retention and Disposition Schedule LGS-1. You may review the LGS-1 Retention Schedule at <http://www.archives.nysed.gov/common/archives/files/lgs1.pdf> . This Retention Schedule will be replacing the CO-2 Retention Schedule used by County governments as well as the MU-1, MI-1 and ED-1 Retention Schedules. This new Retention Schedule is vastly superior to previous schedules because it has streamlined and consolidated the four local government schedules into a single schedule. This new Retention Schedule has created one reference with essentially the same sections and overlap. In sum, having one point of reference to manage a cooperative records center rather than 4 will be a huge efficiency for us. .

Since this is a new Retention Schedule, the County Legislature must adopt the new LGS-1 Retention Schedule in pursuant to New York State Arts and Cultural Affairs Law by January 1, 2021; the date when the current CO-2 Retention Schedule is set to expire. If the Legislature has not adopted a valid Retention Schedule, we would not be legally able to continue to manage and destroy the inactive records of the County of Putnam. In addition, Putnam County would no longer be able to avail itself of any LGRMIF grant projects and funding.

I hope that this brief explanation of this matter is helpful in your analysis and considering the information provided I look forward to your support of this measure.

THE PUTNAM COUNTY LEGISLATURE

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

Toni E. Addonizio *Chairwoman*  
Neal L. Sullivan *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
Carl L. Albano	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Neal L. Sullivan	Dist. 9

**MEMORANDUM**

**DATE:** August 17, 2020

**TO:** Michael Bartolotti  
Putnam County Clerk

**CC:** MaryEllen Odell  
Putnam County Executive

**FROM:** Nancy Montgomery *NM/eg*  
Legislator, District #1

**RE:** Records Retention and Disposition Schedule

The Rules, Enactments & Intergovernmental Relations Committee will be considering your request for a new Records Retention and Disposition Schedule at its August 20, 2020 meeting. I am pleased to see us standardizing records operation in keeping with New York State model ordinances. Great work. Respectfully, I request a copy of the current Retention and Disposition Schedule. Reviewing this document would help understand how the adoption of this code affects said schedule. It would also be helpful to have the current Retention and Disposition Schedule with notation for how that schedule would be affected by the proposed resolution.

Thank you for your attention to this request.

#6e

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ APPOINTMENT/ PUTNAM COUNTY HOME IMPROVEMENT BOARD**

**RESOLVED, that the following be appointed to the Putnam County Home Improvement Board:**

**Maria Catherine Donovan, Town of Carmel, as a Citizen Representative, for the remainder of a two (2) year term, said term to expire December 31, 2020.**

**And be it further**

**RESOLVED, that this appointment comply with any requirements to file an Oath of Office pursuant to the New York State Public Officers Law.**

Legislator Albano \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Legislator Sullivan \_\_\_\_\_  
Chairwoman Addonizio \_\_\_\_\_



cc: all Rules

Michael Budzinski, P.E.  
Director

Christopher Cusanelli  
Chairman

Charles Hull  
Vice Chairman

Peter Domin  
Paul Harnish  
Steve Korin  
Christopher Lyons  
John Morrison  
Michael Porcelli

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

Linda DiBella, Secretary  
Home Improvement Board  
(845) 808-1617 x46024

**MEMORANDUM**

DATE: August 13, 2020  
TO: Hon. Toni Addonizio  
Putnam County Legislature  
FROM: Linda DiBella  
Secretary, Home Improvement Board  
RE: Recommendation to Appoint Maria Catherine Donovan, Esq. to Home Improvement Board

2020 AUG 13 PM 1:52  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

The Putnam County Home Improvement Board makes a recommendation to the legislature requesting the appointment of Maria Catherine Donovan Esq. to fill the vacant position of Citizen pursuant to Section 135-6 of the Putnam County Code.

The Board met on Wednesday, August 12, 2020. The five (5) members present voted unanimously to recommend Maria Catherine Donovan to fill the vacated position of Christopher Diaz whose term was from January 1, 2019 through December 31, 2020.

We are asking that the Rules Committee place this item on the agenda for the August 20, 2020 meeting.

Attached please find Maria Catherine Donovan's letter of intent as well as her resume.

Thank you for your consideration.

CC: Michael Budzinski  
Consumer Affairs, Weights & Measurers

Diane Schonfeld  
Legislative Clerk

# **Maria Catherine Donovan, Esq.**

| Carmel, NY 10512 |

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May 4, 2020

ATTN: Ms. Linda DiBella  
110 Old Route 6  
Building #3  
Carmel, NY 10512

## **RE: Home Improvement Board position**

Dear Ms. DiBella,

I am submitting my resume and letter of interest for the vacant position on the Putnam County Home Improvement Board. I am a licensed attorney with a background in municipal law and a resident of Putnam County. I believe my experience will be an asset to the Board and I would be honored for the opportunity to serve the people, in this manner.

As an attorney with experience in public service, I understand how to serve the community, evaluate and respond to complaints, and perform due diligence, all while upholding high ethical standards. I am well-versed in matters directly affecting the board including code enforcement and municipal regulations. I believe my experience in the public sector, combined with my legal acumen, will allow me to serve the Board and aid it in carrying out its responsibility to the people of Putnam County.

I would welcome the opportunity to further discuss my experience with the Board and/or its representatives. I thank you for your time and consideration. I can be reached at

Thank you,

- Maria

# Maria Catherine Donovan, Esq.

| Carmel, NY 10512 |

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## PROFESSIONAL EXPERIENCE

**William Raveis Real Estate, Somers, New York**  
*Associate Broker*

March 2020 - current

- Analyze properties for potential buyers and sellers, including evaluating market conditions and reviewing comparable properties for pricing.
- Design short and long-term marketing strategies, particularly for high-end properties.
- Maintain client confidentiality throughout home-buying process.
- Liaise with individuals throughout the home-buying purchase, including vendors, subcontractors, home inspectors, and interior designers.

**Castellan Real Estate Partners, New York, New York**  
*Director of Investor Relations*

April 2019 – March 2020

- Developed long-term investor outreach strategies.
- Designed, drafted, and produced monthly communiques to institutional investors and family offices.
- Spearheaded quarterly earnings report process, including presentation to investors, analysts, and press.
- Developed, edited, and managed the firm's website.
- Managed strategic communication as liaison between the firm's senior management and investors.

**City of Mount Vernon, Mount Vernon, New York**  
*Strategic Director*

January 2016 – January 2019

- Handled municipal matters with state and federal agencies, including the New York State Department of Environmental Conservation, the United States Department of Justice, and the United States Department of Housing and Urban Development.
- Implemented policy agenda for executive branch, focusing on high-priority items such as budget, public safety, infrastructure, development, social policy, and arts and culture initiatives.
- Oversaw executive office operations.
- Developed stakeholder relationships with constituencies in the business, industrial, political, non-profit, civic, and religious sectors.
- Spearheaded campaign on infrastructure, resulting in state agency expediting timetable to repair and reopen aging bridges within the municipality.
- Managed communication strategy for executive branch, including use of print media, social media, news interviews, television, and radio to inform external stakeholders of administration's position on key issues.
- Supervised constituent services and outreach, including managing town hall forums and constituent meet-and-greets.
- Coordinated official calendar, scheduled meetings and conferences, and drafted and approved correspondence, policies, op-eds, white papers, constituent briefing packets, and legislation.
- Managed staff to successfully execute a variety of public events, including press conferences, public hearings, and community social events.
- Presided over Executive Branch legislative strategy that includes successful outcomes such as passage of new LED streetlight program, implementation of a community policing program that resulted in 32 percent reduction in crime rates, and renegotiation of municipal cable contract.

**New York Affordable Reliable Electricity Alliance, New York, New York**      January 2015 – December 2015  
*Media Content Director*

- Managed coalition building for energy group incorporating leading labor unions, business organizations, energy providers, and utilities within New York State.
- Developed campaigns, testimonials, and public comments for clients before the New York Public Service Commission and the Nuclear Regulatory Commission.
- Produced op-eds for publication in national and regional media outlets.
- Spearheaded rapid response media strategy, including drafting “letters to the editor,” blog posts, press releases, and social media postings.
- Created talking points and messaging guidance in advance of public events for clients.
- Oversaw the development of position papers on energy, environment, and infrastructure.

**Empire Government Strategies, Uniondale, New York**      February 2013 – January 2015  
*Director of Public Policy*

- Drafted proposed legislation and firm position papers on a variety of topics, including health care, energy, infrastructure, tax, finance, food & beverage, and economic development.
- Developed successful grassroots advocacy campaigns.
- Guided corporate clients through successful public relations campaigns, including the transition of major utility company into the Long Island region.
- Managed clients through the state MWBE certification process and represented clients undergoing appeals.
- Analyzed legislation in the New York State legislature and provided strategic counsel for firm partners and clients.
- Drafted opinion pieces for publication in major media outlets including *Huffington Post*, *NY Post*, and *Newsday*.
- Identified and secured grants for clients, including wastewater treatment plants and manufacturers.
- Coordinated the firm’s social media outreach, including developing e-newsletters and managing Facebook & Twitter presence.
- Published a comprehensive policy report for New York state legislators on the state’s constitutional convention process.

**Family Research Council, Washington, D.C.**      January 2007 – November 2009  
*Media Coordinator*

- Produced and wrote scripts for *Washington Watch Weekly*, a weekly radio show heard broadcast the United States and Canada on over two hundred radio stations.
- Drafted press releases, constituent outreach emails, organization statements and letters to the editor.
- Organized press conferences featuring Members of Congress and prominent policy experts.
- Wrote and edited opinion columns for national distribution, including *The New York Times*, *Wall Street Journal*, *Politico*, *The Washington Post* and *The Washington Times*
- Managed media and press outreach for organization’s annual event, attended by over 2,000 constituents.

## EDUCATION

**Hofstra University School of Law, Hempstead, New York**  
*J.D.*, May 2014

**New York University, New York, NY**  
*B.A.*, Dramatic Literature, Theatre and History of the Cinema, May 2006

**ADDITIONAL QUALIFICATIONS/AREAS OF INTEREST**

Member in good standing of the New York Bar (2015)

Member, Government Affairs Professionals

American Red Cross – Eastern Division, Government Operations volunteer





cc: all  
Phys  
A+A  
Aug.

RESO

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 - 20A041  
Date: July 21, 2020

2020 JUL 22 AM 9:41  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of Planning, Development and Public Transportation, the following budgetary amendment is required.

**Increase estimated appropriations:**

10802000 54682 Special Services 294,252

**Increase estimated revenues:**

10802000 449895 Fed Aid - UPWP 294,252

Fiscal Impact - 2020 - \$ 0  
Fiscal Impact - 2021 - \$ 0

This Resolution is required to provide for data management services, such as traffic counts, utilizing Federal UPWP funds as per the attached documentation. Please forward to the appropriate committee.

Approved:

Mary Ellen Odell  
County Executive



**PROGRAM, FINANCE AND ADMINISTRATION COMMITTEE (PFAC)**

**RESOLUTION #503  
AMENDMENTS TO THE STATE FISCAL YEAR (SFY) 2020-2021  
UNIFIED PLANNING WORK PROGRAMS (UPWP)**

**WHEREAS**, the New York Metropolitan Transportation Council (NYMTC) is a regional council of governments, which is the metropolitan planning organization (MPO) for New York City, Long Island and the lower Hudson Valley; and

**WHEREAS**, pursuant to 23 CFR 450.308, NYMTC, in cooperation with the State and operators of publicly owned transit, is responsible for developing UPWPs, which document planning activities to be performed with funds provided under Title 23 U.S.C., and Title 49 U.S.C. Chapter 53; and

**WHEREAS**, NYMTC's SFY 2020-2021 UPWP, which was adopted by NYMTC on February 27, 2020 identifies federally funded planning programs and projects to be undertaken by NYMTC's staff and its member agencies; and

**WHEREAS**, NYMTC's staff and member agencies are now carrying out their SFY 2020-2021 UPWP projects and need to amend projects as noted in the attached Amendment Actions Summary; and

**WHEREAS**, the requested amendment impacts the use of funds previously programmed in the SFY 2019-2020 UPWP; and

**WHEREAS**, NYMTC staff has determined that the funds are available to be reprogrammed through this amendment to the SFY 2020-2021 UPWP; and

**WHEREAS**, NYMTC staff has reviewed the proposed revision and determines that it is consistent with NYMTC's regional goals and desired outcomes as presented in the Federal Fiscal Years 2018-2045 Regional Transportation Plan.

**NOW, THEREFORE, BE IT RESOLVED** that PFAC hereby adopts the amendment described above to the SFY 2020-2021 Unified Planning Work Program as summarized in the attached table.

This resolution shall take effect on the thirtieth day of April of two thousand and twenty.

**ADOPTION:** \_\_\_\_\_

PFAC Resolution #503, April 30, 2020

State Fiscal Year 2020-2021 UPWP Amendment Actions Summary

Action Requested by Putnam County

PTPN20200.B02

Data Management

Add funds

169,752

224,500

394,252

Previously programmed but unspent funds for this task are being brought into the UPWP. No new funding is requested.

# 69

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ BUDGETARY AMENDMENT / COMMISSIONER OF FINANCE/ CLOSEOUT  
COMPLETED CAPITAL PROJECTS**

**WHEREAS, the Commissioner of Finance has requested a budgetary amendment (20A044) in order to closeout completed Capital Projects; and  
WHEREAS, the Physical Services Committee and the Audit & Administration Committee has reviewed and approved said budgetary amendment; now therefore be it  
RESOLVED, that the following budgetary amendment be made:**

**CAPITAL FUND:**

**Increase Estimated Appropriations:**

<b>59901000 53000 50357</b>	<b>Transfer to General Fund</b>	<b>79.51</b>
<b>59901000 53000 50357</b>	<b>Transfer to General Fund</b>	<b>838.50</b>
<b>59901000 53000 50357</b>	<b>Transfer to General Fund</b>	<b>10,000.00</b>
<b>59901000 53000 50357</b>	<b>Transfer to General Fund</b>	<b><u>6,476.68</u></b>
		<b>17,394.69</b>

**Decrease Estimated Appropriations:**

<b>58760000 51094 51315</b>	<b>FEMA – Snake Hill Rd</b>	<b>25,046.25</b>
<b>58760000 53000 51315</b>	<b>FEMA – Snake Hill Rd</b>	<b>312,476.47</b>
<b>58760000 58002 51315</b>	<b>FEMA – Snake Hill Rd</b>	<b>1,916.01</b>
<b>58760000 53000 51428</b>	<b>FEMA – Maybrook Fence</b>	<b>39,161.28</b>
<b>55997000 52680 51512</b>	<b>OSR – Bus</b>	<b>838.50</b>
<b>57997000 53000 51607</b>	<b>Sportsman Center Study</b>	<b>10,000.00</b>
<b>53197000 53000 51620</b>	<b>Jail Security System</b>	<b>6,476.68</b>
<b>55197000 53000 51805</b>	<b>Tip Project Mgmt – 2018</b>	<b>100,000.00</b>
<b>55197000 53000 51807</b>	<b>Grant Matched Programs</b>	<b>8,000,000.00</b>
<b>55197000 53000 51808</b>	<b>Airport Park Grant</b>	<b>126.52</b>
<b>55197000 53000 51901</b>	<b>Bridges &amp; Culverts</b>	<b>500,000.00</b>
<b>55197000 53000 51902</b>	<b>Infrastructure</b>	<b>1,000,000.00</b>
<b>55197000 52660 51904</b>	<b>Equipment</b>	<b>500,000.00</b>
<b>55197000 53000 51905</b>	<b>Tip Project Mgmt – 2019</b>	<b>100,000.00</b>
<b>55197000 53000 51907</b>	<b>Grant Matched Programs</b>	<b>12,707,000.00</b>
<b>57997000 53000 51908</b>	<b>PCGC – Roof Replacement</b>	<b>100,000.00</b>
<b>57997000 53000 51909</b>	<b>PCGC – HVAC &amp; Plumbing</b>	<b>100,000.00</b>
<b>55197000 53000 52002</b>	<b>Highway Infrastructure</b>	<b><u>500,000.00</u></b>
		<b>24,003,041.71</b>

Legislator Albano \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Legislator Sullivan \_\_\_\_\_  
Chairwoman Addonizio \_\_\_\_\_

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
 Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
 Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**Decrease Estimated Revenues:**

<b>58760000 445971 51315</b>	<b>Fed Aid – FEMA – Snake Hill Rd</b>	<b>339,438.73</b>
<b>58760000 445971 51425</b>	<b>Fed Aid – FEMA – Maybrook Fence</b>	<b>39,161.28</b>
<b>55997000 428601 51512</b>	<b>Transfer from General Fund</b>	<b>838.50</b>
<b>57997000 428601 51607</b>	<b>Transfer from General Fund</b>	<b>10,000.00</b>
<b>53197000 428601 51620</b>	<b>Jail Security System</b>	<b>6,476.68</b>
<b>05000 45710I 51805</b>	<b>Serial Bond Proceeds</b>	<b>10,000.00</b>
<b>55197000 435971 51805</b>	<b>State Aid – TIP Project Manager</b>	<b>10,000.00</b>
<b>55197000 445971 51805</b>	<b>Fed Aid – TIP Project Manager</b>	<b>80,000.00</b>
<b>05000 45710I 51807</b>	<b>2018 Bond Proceeds</b>	<b>800,000.00</b>
<b>55197000 435971 51807</b>	<b>State Aid – Grant Matched Projects</b>	<b>800,000.00</b>
<b>55197000 445971 51807</b>	<b>Fed Aid – Grant Matched Projects</b>	<b>6,400,000.00</b>
<b>55197000 435979 51808</b>	<b>State Aid – Airport Park Grant</b>	<b>126.52</b>
<b>05000 45710J 51901</b>	<b>Bond Proceeds – 2019</b>	<b>500,000.00</b>
<b>05000 45710J 51902</b>	<b>Bond Proceeds – 2019</b>	<b>1,000,000.00</b>
<b>05000 45710J 51904</b>	<b>Bond Proceeds – 2019</b>	<b>500,000.00</b>
<b>55197000 435971 51905</b>	<b>State Aid – TIP Project Manager</b>	<b>10,000.00</b>
<b>55197000 445971 51905</b>	<b>Fed Aid – TIP Project Manager</b>	<b>90,000.00</b>
<b>05000 45710J 51907</b>	<b>Bond Proceeds – 2019</b>	<b>2,541,400.00</b>
<b>55197000 435971 51907</b>	<b>State Aid – Grant Matched Projects</b>	<b>2,541,400.00</b>
<b>55197000 445971 51907</b>	<b>Fed Aid – Grant Matched Projects</b>	<b>7,624,200.00</b>
<b>05000 45710J 51908</b>	<b>Bond Proceeds – 2019</b>	<b>100,000.00</b>
<b>05000 45710J 51909</b>	<b>Bond Proceeds – 2019</b>	<b>100,000.00</b>
<b>05000 45710K 52002</b>	<b>Bond Proceeds – 2020</b>	<b>500,000.00</b>
		<b><u>24,003,041.71</u></b>

**Increase Estimated Revenues:**

<b>59901000 428601 50357</b>	<b>Transfer to General Fund</b>	<b>838.50</b>
<b>59901000 428601 50357</b>	<b>Transfer to General Fund</b>	<b>10,000.00</b>
<b>59901000 428601 50357</b>	<b>Transfer to General Fund</b>	<b>6,476.68</b>
<b>59901000 428601 50357</b>	<b>Transfer to General Fund</b>	<b>79.51</b>
		<b><u>17,394.69</u></b>

Legislator Albano \_\_\_\_\_  
 Legislator Castellano \_\_\_\_\_  
 Legislator Gouldman \_\_\_\_\_  
 Legislator Jonke \_\_\_\_\_  
 Legislator Montgomery \_\_\_\_\_  
 Legislator Nacerino \_\_\_\_\_  
 Legislator Sayegh \_\_\_\_\_  
 Legislator Sullivan \_\_\_\_\_  
 Chairwoman Addonizio \_\_\_\_\_

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**GENERAL FUND:**

**Increase Estimated Appropriations:**

**10199000 54980                      Contingency                      17,394.69**

**Increase Estimated Revenues:**

**10131000 428501                      Transfer from Capital Fund                      17,394.69**

**2020 Fiscal Impact – (17,394.69)**

**2021 Fiscal Impact – 0 –**

Legislator Albano \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Legislator Sullivan \_\_\_\_\_  
Chairwoman Addonizio \_\_\_\_\_



cc: all  
Physical Reso

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  
Re: Budgetary Amendment - 20A044  
Date: August 10, 2020

*WJC*

2020 AUG 11 PM 12:21  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**CAPITAL FUND:**

**Increase Estimated Appropriations:**

59901000 53000 50357	Transfer to General Fund	79.51
59901000 53000 50357	Transfer to General Fund	838.50
59901000 53000 50357	Transfer to General Fund	10,000.00
59901000 53000 50357	Transfer to General Fund	6,476.68
		<u>17,394.69</u>

**Decrease Estimated Appropriations:**

58760000 51094 51315	FEMA - Snake Hill Rd	25,046.25
58760000 53000 51315	FEMA - Snake Hill Rd	312,476.47
58760000 58002 51315	FEMA - Snake Hill Rd	1,916.01
58760000 53000 51428	FEMA - Maybrook Fence	39,161.28
55997000 52680 51512	OSR - Bus	838.50
57997000 53000 51607	Sportsman Center Study	10,000.00
53197000 53000 51620	Jail Security System	6,476.68
55197000 53000 51805	Tip Project Mgmt - 2018	100,000.00
55197000 53000 51807	Grant Matched Programs	8,000,000.00
55197000 53000 51808	Airport Park Grant	126.52
55197000 53000 51901	Bridges & Culverts	500,000.00
55197000 53000 51902	Infrastructure	1,000,000.00
55197000 52660 51904	Equipment	500,000.00
55197000 53000 51905	Tip Project Mgmt - 2019	100,000.00
55197000 53000 51907	Grant Matched Programs	12,707,000.00
57997000 53000 51908	PCGC - Roof Replacement	100,000.00
57997000 53000 51909	PCGC - HVAC & Plumbing	100,000.00
55197000 53000 52002	Highway Infrastructure	500,000.00
		<u>24,003,041.71</u>

**Decrease Estimated Revenues:**

58760000 445971 51315	Fed Aid - FEMA - Snake Hill Rd	339,438.73
58760000 445971 51428	Fed Aid - FEMA - Maybrooke Fence	39,161.28
55997000 428601 51512	Transfer From General Fund	838.50
57997000 428601 51607	Transfer From General Fund	10,000.00
53197000 428601 51620	Jail Security System	6,476.68
05000 45710I 51805	Serial Bond Proceeds	10,000.00
55197000 435971 51805	State Aid - TIP Project Manager	10,000.00
55197000 445971 51805	Fed Aid - TIP Project Manager	80,000.00
05000 45710I 51807	2018 Bond Proceeds	800,000.00
55197000 435971 51807	State Aid - Grant Matched Projects	800,000.00
55197000 445971 51807	Fed Aid - Grant Matched Projects	6,400,000.00
55197000 435979 51808	State Aid - Airport Park Grant	126.52
05000 45710J 51901	Bond Proceeds - 2019	500,000.00
05000 45710J 51902	Bond Proceeds - 2019	1,000,000.00
05000 45710J 51904	Bond Proceeds - 2019	500,000.00
55197000 435971 51905	State Aid - TIP Project Manager	10,000.00
55197000 445971 51905	Fed Aid - TIP Project Manager	90,000.00
05000 45710J 51907	Bond Proceeds - 2019	2,541,400.00
55197000 435971 51907	State Aid - Grant Matched Projects	2,541,400.00
55197000 445971 51907	Fed Aid - Grant Matched Projects	7,624,200.00
05000 45710J 51908	Bond Proceeds - 2019	100,000.00
05000 45710J 51909	Bond Proceeds - 2019	100,000.00
05000 45710K 52002	Bond Proceeds - 2020	500,000.00
		<u>24,003,041.71</u>

**Increase Estimated Revenues:**

59901000 428601 50357	Transfer to General Fund	838.50
59901000 428601 50357	Transfer to General Fund	10,000.00
59901000 428601 50357	Transfer to General Fund	6,476.68
59901000 428601 50357	Transfer from General Fund	<u>79.51</u>
		17,394.69

**GENERAL FUND:**

**Increase Estimated Appropriations:**

10199000 54980	Contingency	17,394.69
----------------	-------------	-----------

**Increase Estimated Revenues:**

10131000 428501	Transfer From Capital Fund	17,394.69
-----------------	----------------------------	-----------

Fiscal Impact - 2020 - \$ (17,394.69)  
Fiscal Impact - 2021 - \$ 0

This Resolution is required to closeout completed capital projects.  
Please forward to the appropriate committee.

Approved : : \_\_\_\_\_  
MaryEllen Odell, County Executive

#6h'

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/PUTNAM COUNTY VETERANS' RESIDENCE/LEASE AGREEMENT RENEWALS**

**WHEREAS, the County of Putnam is the owner of certain real property, including the building situated thereon, located at 9 Drew Lane, Carmel, New York 10512, which is known as the Putnam County Veterans' Residence; and**

**WHEREAS, the Putnam County Veterans' Residence is operated as a communal residence for veterans who meet the established eligibility criteria; and**

**WHEREAS, the County of Putnam previously entered into separate lease agreements with the veterans listed in the attached Schedule "A", for single-residence rooms in the Putnam County Veterans' Residence; and**

**WHEREAS, said lease agreements expired on July 31, 2020 and the County of Putnam is desirous of renewing same for a period of one (1) year; now therefore be it**

**RESOLVED, that the County of Putnam approves the renewal of the leases between the County and the veterans listed in the attached Schedule "A"; and be it further**

**RESOLVED, that the County Executive is authorized to execute renewal lease agreements with the veterans listed in the attached Schedule "A", for said single-residence rooms in the Putnam County Veterans' Residence at the rental amounts listed in the attached Schedule "A", which renewal leases shall be in substantial conformance with the form attached hereto as Schedule "B"; and be it further**

**RESOLVED that the County Attorney is authorized to take whatever legal action is necessary to effectuate said renewal lease agreements in the manner approved herein and as written.**

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

Legislator Albano \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Legislator Sullivan \_\_\_\_\_  
Chairwoman Addonizio \_\_\_\_\_

#6i

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ HIGHWAYS & FACILITIES/ USE OF CAPITAL FACILITY RESERVE (20CP05)**  
(County Office Building Exterior Rehabilitation)

**WHEREAS, by Resolutions #55, #56, #81 and #120 of 2020, the Putnam County Legislature approved the use of the Capital Project Reserve fund for projects: 20CP01, 20CP02, 20CP03 and 20CP04, for a total expenditure not to exceed \$304,000; and**

**WHEREAS, the Commissioner of Highways & facilities has proposed the use of \$190,000 from the Capital Facility Reserve to fund Project #20CP05 – County Office Building Exterior Rehabilitation, to allow for the continuation of said program last funded in 2013; and**

**WHEREAS, the Commissioner of Highways & Facilities has requested \$125,000 be used for contingency, if necessary, to correct any unknown conditions that may be found during the course of the project, and \$65,000 be used for critical consultant construction administration and inspection costs; and**

**WHEREAS, the consulting firm will work closely with the contractor to ensure work is being done per scope and only to the extent necessary; and**

**WHEREAS, the Physical Services Committee has reviewed and approved this request; now therefore be it**

**RESOLVED, that the Putnam County Legislature approves and authorizes the expenditure of \$190,000 from the County Facility Reserve fund budget line 55197000 53000 51509 as follows:**

**20CP05 – County Office Building Exterior Rehabilitation**

**Project cost not to exceed \$190,000**

Legislator Albano \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Legislator Sullivan \_\_\_\_\_  
Chairwoman Addonizio \_\_\_\_\_

cc: all physical

Fred Pena  
Commissioner



John Tully  
Deputy Commissioner

DEPARTMENT OF  
HIGHWAYS & FACILITIES  
842 Fair Street  
Carmel, New York 10512  
Phone: 845-878-6331 Fax: 845-808-1908

MEMORANDUM

TO: Diane Schonfeld  
Clerk, County Legislature

FROM: Alexis Hawley  
Assistant Supervisor of Planning & Design *AHH*

CC: Fred Pena, PE  
Commissioner

John Tully  
Deputy Commissioner

William Carlin  
Commissioner of Finance

DATE: August 12, 2020

RE: Physical Services Committee – 20CP05 – County  
Office Building Exterior Rehabilitation

2020 AUG 13 PM 2:15  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Please approve the necessary resolution to authorize 20CP05 in an amount not to exceed \$190,000.

On July 15, 2020, bids were opened for the County Office Building Exterior Rehabilitation project. The project will replace the parapet and roof and clean, repaint and repair the exterior of the entire facility. The low bid amount was \$783,000, just \$17,000 short of the full project budget of \$800,000. In order to see the project through to completion, we are requesting additional funding for consulting costs and for potential project contingency costs.

Contingency monies would be used to cover the cost to correct any unknown conditions that may be found during the course of the project. We request a contingency amount of \$125,000 which is factored as a percentage of the project costs. These monies would only be expended if conditions necessitated.

We are also requesting funding for critical consultant construction administration and inspection costs. The consulting firm will work closely with the contractor to ensure work is being done per scope and only to the extent necessary. These efforts by the consultant will be supported by County staff. We estimate consulting costs to be no more than \$65,000.

As such, we are respectfully requesting approval to use Capital funds in an amount not to exceed \$190,000 to allow us to move forward with the rehabilitation of the County Office Building .

Thank you for your consideration.

#6j

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**LEAD AGENCY/ SEQRA DETERMINATION/ STONELEIGH AVENUE/ DREWVILLE ROAD INTERSECTION RECONSTRUCTION PROJECT (PIN 8761.97)**

**WHEREAS, the Putnam County Legislature is considering the approval of a Putnam County Highways and Facilities project that involves the reconstruction of the intersection at Stoneleigh Avenue and Drewville Road, in the Town of Carmel, into a single lane roundabout (the "Project"); and**

**WHEREAS, the purpose of the Project is to, among other things, improve overall traffic conditions while reducing delays, allowing better access for emergency vehicles to the Putnam Hospital Center located approximately one-half mile south of the aforesaid intersection, such related reconstruction to include, without limitation, the construction of (i) a fill-type retaining wall on the western approach with significant grading on the eastern approach thereby allowing the road to be graded away from said intersection to provide a flatter approach as vehicles enter the roundabout, (ii) new drainage and stormwater systems, such stormwater improvements to include a new detention pond, modifications to an existing pond, dry swale, and hydrodynamic separators, and closed drainage improvements that will eliminate future erosion that continues to damage the existing shoulders of the intersection, and (iii) implementation of miscellaneous improvements to Project-area guiderails, signage, and landscaping, (collectively, the "Proposed Action"); and**

**WHEREAS, the Proposed Action is subject to review under the State Environmental Quality Review Act ("SEQRA") and the Regulations promulgated thereunder ("SEQRA 6 NYCRR Part 617"); and**

**WHEREAS, other potential involved or interested agencies have been identified in connection with the Proposed Action; and**

**WHEREAS, the Putnam County Legislature hereby declares its intent to act as the Lead Agency under the procedures and requirements of SEQRA; and**

**WHEREAS, a full Environmental Assessment form (EAF) has been prepared for the Project, along with supporting documentation, which is attached hereto and made a part hereof; and**

**WHEREAS, the Putnam County Legislature, after a review of SEQRA 6 NYCRR Part 617 *et seq.*, finds that the Proposed Action is an Unlisted action; now therefore be it**

**RESOLVED, that the Putnam County Legislature will conduct a coordinated SEQRA environmental review for the Proposed Action in connection with the Project; and be it further**

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

Legislator Albano \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Legislator Sullivan \_\_\_\_\_  
Chairwoman Addonizio \_\_\_\_\_



cc: All

Phy's Svcs 8/20

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

*www.putnamcountyny.com*

**841 Fair Street  
Carmel, NY 10512**

**Sandra M. Fusco  
Commissioner**

**Phone: (845) 878-3480  
Fax: (845) 808-1948**

**MEMORANDUM**

**TO:** Carl Albano  
Chair, Physical Services Committee

**CC:** Toni Addonizio  
Chair, Putnam County Legislature

**FROM:** Sandra M. Fusco, Commissioner  
Department of Planning, Development and Public Transportation

**DATE:** August 12, 2020

**RE:** Resolution: Stoneleigh Avenue/Drewville Road Reconstruction Project

2020 AUG 12 AM 11:37  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Attached hereto is a Resolution in connection with the above referenced matter, which the undersigned respectfully requests be placed on the agenda of the Physical Services Committee Meeting, scheduled on August 20, 2020, for consideration and approval by the Legislature.

Thank you.

**cc:** MaryEllen Odell/County Executive  
Thomas Feighery/Deputy County Executive  
William J. Carlin/Commissioner of Finance  
Jennifer S. Bumgarner/County Attorney  
Fred Pena/Commissioner of Highways and Facilities  
John Tully/Deputy Commissioner of Highways and Facilities  
Barbara Barosa/Putnam County Planning

Approved

**LEAD AGENCY/ SEQRA DETERMINATION/ STONELEIGH AVENUE/ DREWVILLE ROAD INTERSECTION RECONSTRUCTION PROJECT (PIN 8761.97)**

WHEREAS, the Putnam County Legislature is considering the approval of a Putnam County Highways and Facilities project that involves the reconstruction of the intersection at Stoneleigh Avenue and Drewville Road, in the Town of Carmel, into a single lane roundabout (the "Project"); and

WHEREAS, the purpose of the Project is to, among other things, improve overall traffic conditions while reducing delays, allowing better access for emergency vehicles to the Putnam Hospital Center located approximately one-half mile south of the aforesaid intersection, such related reconstruction to include, without limitation, the construction of (i) a fill-type retaining wall on the western approach with significant grading on the eastern approach thereby allowing the road to be graded away from said intersection to provide a flatter approach as vehicles enter the roundabout, (ii) new drainage and stormwater systems, such stormwater improvements to include a new detention pond, modifications to an existing pond, dry swale, and hydrodynamic separators, and closed drainage improvements that will eliminate future erosion that continues to damage the existing shoulders of the intersection, and (iii) implementation of miscellaneous improvements to Project-area guiderails, signage, and landscaping, (collectively, the "Proposed Action"); and

WHEREAS, the Proposed Action is subject to review under the State Environmental Quality Review Act ("SEQRA") and the Regulations promulgated thereunder ("SEQRA 6 NYCRR Part 617"); and

WHEREAS, other potential involved or interested agencies have been identified in connection with the Proposed Action; and

WHEREAS, the Putnam County Legislature hereby declares its intent to act as the Lead Agency under the procedures and requirements of SEQRA; and

WHEREAS, a full Environmental Assessment form (EAF) has been prepared for the Project, along with supporting documentation, which is attached hereto and made a part hereof; and

WHEREAS, the Putnam County Legislature, after a review of SEQRA 6 NYCRR Part 617 *et seq.*, finds that the Proposed Action is an Unlisted action; now therefore be it

RESOLVED, that the Putnam County Legislature will conduct a coordinated SEQRA environmental review for the Proposed Action in connection with the Project; and be it further

RESOLVED, that this Resolution shall take effect immediately.

**Full Environmental Assessment Form  
Part 1 - Project and Setting**

**Instructions for Completing Part 1**

**Part 1 is to be completed by the applicant or project sponsor.** Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either “Yes” or “No”. If the answer to the initial question is “Yes”, complete the sub-questions that follow. If the answer to the initial question is “No”, proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

**A. Project and Applicant/Sponsor Information.**

Name of Action or Project: Stoneleigh Avenue /Drewville Road Intersection Reconstruction Project (PIN 8761.97)		
Project Location (describe, and attach a general location map): Town of Carmel, Putnam County NY Stoneleigh Ave/Drewville Rd Intersection (Lat 41°23'21.47"N Long 73°39'48.32"W)		
Brief Description of Proposed Action (include purpose or need): The project will involve the reconstruction of the intersection of Stoneleigh Avenue and Drewville Road into a single lane roundabout. The purpose of the project is to improve overall traffic conditions while reducing delays, thereby improving access for emergency vehicles to the Putnam Hospital Center, which is located a half mile south of the intersection. As part of the reconstruction, a fill type retaining wall will be constructed on the western approach, with significant regrading of the eastern approach. The work will provide a flatter approach as drivers enter the roundabout. New drainage and stormwater systems will also be constructed. The stormwater improvements include a new detention pond, modifications to an existing pond, dry swale, and hydrodynamic separators. The closed drainage improvements will eliminate erosion that currently occurs at the existing shoulders of the intersection. There will also be miscellaneous improvements to guiderails, signage, and landscaping.		
Name of Applicant/Sponsor: Putnam County Legislature, Chairwoman Toni Addonizio		Telephone: (845) 808-1020
		E-Mail: putcoleg@putnamcountyny.gov
Address: 40 Gleneida Avenue		
City/PO: Carmel	State: NY	Zip Code: 10512
Project Contact (if not same as sponsor; give name and title/role): Barbara Barosa, AICP, Senior Planner		Telephone: (845)878-3480 x48107
		E-Mail: barbara.barosa@putnamcountyny.gov
Address: Putnam County Department of Planning, 2 Route 164		
City/PO: Patterson	State: NY	Zip Code: 12563
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

**B. Government Approvals**

<b>B. Government Approvals, Funding, or Sponsorship.</b> (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)		
<b>Government Entity</b>	<b>If Yes: Identify Agency and Approval(s) Required</b>	<b>Application Date (Actual or projected)</b>
a. City Counsel, Town Board, or Village Board of Trustees <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Town of Carmel Coordination for Easements and Sewer Pump Station impacts	NA
b. City, Town or Village Planning Board or Commission <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
c. City, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
d. Other local agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	NYCDEP	9/2020
e. County agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
g. State agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	NYS DOT, NYS DEC, SHPO	9/2020
h. Federal agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	USFWS	6/2020
i. Coastal Resources. <ul style="list-style-type: none"> <li>i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>iii. Is the project site within a Coastal Erosion Hazard Area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> </ul>		

**C. Planning and Zoning**

<b>C.1. Planning and zoning actions.</b>	
Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <ul style="list-style-type: none"> <li>• If Yes, complete sections C, F and G.</li> <li>• If No, proceed to question C.2 and complete all remaining sections and questions in Part 1</li> </ul>	
<b>C.2. Adopted land use plans.</b>	
a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, identify the plan(s): NYC Watershed Boundary _____ _____ _____	
c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, identify the plan(s): Putnam County Agricultural & Farmland Protection Plan _____ _____ _____	

**C.3. Zoning**

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance.  Yes  No  
 If Yes, what is the zoning classification(s) including any applicable overlay district?  
Commercial and Residential

b. Is the use permitted or allowed by a special or conditional use permit?  Yes  No

c. Is a zoning change requested as part of the proposed action?  Yes  No  
 If Yes,  
 i. What is the proposed new zoning for the site? \_\_\_\_\_

**C.4. Existing community services.**

a. In what school district is the project site located? Carmel Central School District

b. What police or other public protection forces serve the project site?  
Town of Carmel Police Department

c. Which fire protection and emergency medical services serve the project site?  
Carmel Fire District

d. What parks serve the project site?  
N/A

**D. Project Details**

**D.1. Proposed and Potential Development**

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)? Roadway improvement project

b. a. Total acreage of the site of the proposed action? \_\_\_\_\_ 10.62 acres  
 b. Total acreage to be physically disturbed? \_\_\_\_\_ 3.16 acres  
 c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? \_\_\_\_\_ 2.25 acres

c. Is the proposed action an expansion of an existing project or use?  Yes  No  
 i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % \_\_\_\_\_ Units: \_\_\_\_\_

d. Is the proposed action a subdivision, or does it include a subdivision?  Yes  No  
 If Yes,  
 i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types) \_\_\_\_\_  
 ii. Is a cluster/conservation layout proposed?  Yes  No  
 iii. Number of lots proposed? \_\_\_\_\_  
 iv. Minimum and maximum proposed lot sizes? Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

e. Will the proposed action be constructed in multiple phases?  Yes  No  
 i. If No, anticipated period of construction: \_\_\_\_\_ 4 months  
 ii. If Yes:  
 • Total number of phases anticipated \_\_\_\_\_  
 • Anticipated commencement date of phase 1 (including demolition) \_\_\_\_\_ month \_\_\_\_\_ year  
 • Anticipated completion date of final phase \_\_\_\_\_ month \_\_\_\_\_ year  
 • Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

f. Does the project include new residential uses?  Yes  No  
 If Yes, show numbers of units proposed.

	One Family	Two Family	Three Family	Multiple Family (four or more)
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)?  Yes  No  
 If Yes,

i. Total number of structures \_\_\_\_\_  
 ii. Dimensions (in feet) of largest proposed structure: \_\_\_\_\_ height; \_\_\_\_\_ width; and \_\_\_\_\_ length  
 iii. Approximate extent of building space to be heated or cooled: \_\_\_\_\_ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage?  Yes  No  
 If Yes,

i. Purpose of the impoundment: Stormwater treatment pond in the northeast corner of the intersection  
 ii. If a water impoundment, the principal source of the water:  Ground water  Surface water streams  Other specify: Stormwater  
 iii. If other than water, identify the type of impounded/contained liquids and their source.  
 \_\_\_\_\_  
 iv. Approximate size of the proposed impoundment. Volume: \_\_\_\_\_ .0101 million gallons; surface area: \_\_\_\_\_ .018 acres  
 v. Dimensions of the proposed dam or impounding structure: \_\_\_\_\_ Varies height; \_\_\_\_\_ Varies length  
 vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): Earth Fill

**D.2. Project Operations**

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)  Yes  No  
 If Yes:

i. What is the purpose of the excavation or dredging? \_\_\_\_\_  
 ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?  
 • Volume (specify tons or cubic yards): \_\_\_\_\_  
 • Over what duration of time? \_\_\_\_\_  
 iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 iv. Will there be onsite dewatering or processing of excavated materials?  Yes  No  
 If yes, describe. \_\_\_\_\_  
 \_\_\_\_\_  
 v. What is the total area to be dredged or excavated? \_\_\_\_\_ acres  
 vi. What is the maximum area to be worked at any one time? \_\_\_\_\_ acres  
 vii. What would be the maximum depth of excavation or dredging? \_\_\_\_\_ feet  
 viii. Will the excavation require blasting?  Yes  No  
 ix. Summarize site reclamation goals and plan: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area?  Yes  No  
 If Yes:

i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): NYS Wetland ID LC-63  
 \_\_\_\_\_  
 \_\_\_\_\_

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:  
 The wetland disturbance will be caused by the construction of a new 48" culvert beneath Drewville Road along with placement of culvert end sections and stone aprons at both the inlet and outlet. There will be additional disturbance to the wetland present in the existing detention pond located adjacent to the Springside Commons Condominiums. The impacts are necessary to shift the pond to the east to mitigate impacts of the roundabout.

iii. Will the proposed action cause or result in disturbance to bottom sediments?  Yes  No  
 If Yes, describe: Impacts to the existing detention pond.

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation?  Yes  No  
 If Yes:

- acres of aquatic vegetation proposed to be removed: \_\_\_\_\_
- expected acreage of aquatic vegetation remaining after project completion: \_\_\_\_\_
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): \_\_\_\_\_
- \_\_\_\_\_
- proposed method of plant removal: \_\_\_\_\_
- if chemical/herbicide treatment will be used, specify product(s): \_\_\_\_\_

v. Describe any proposed reclamation/mitigation following disturbance: \_\_\_\_\_

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c. Will the proposed action use, or create a new demand for water?  Yes  No  
 If Yes:

i. Total anticipated water usage/demand per day: \_\_\_\_\_ gallons/day

ii. Will the proposed action obtain water from an existing public water supply?  Yes  No  
 If Yes:

- Name of district or service area: \_\_\_\_\_
- Does the existing public water supply have capacity to serve the proposal?  Yes  No
- Is the project site in the existing district?  Yes  No
- Is expansion of the district needed?  Yes  No
- Do existing lines serve the project site?  Yes  No

iii. Will line extension within an existing district be necessary to supply the project?  Yes  No  
 If Yes:

- Describe extensions or capacity expansions proposed to serve this project: \_\_\_\_\_
- \_\_\_\_\_
- Source(s) of supply for the district: \_\_\_\_\_

iv. Is a new water supply district or service area proposed to be formed to serve the project site?  Yes  No  
 If, Yes:

- Applicant/sponsor for new district: \_\_\_\_\_
- Date application submitted or anticipated: \_\_\_\_\_
- Proposed source(s) of supply for new district: \_\_\_\_\_

v. If a public water supply will not be used, describe plans to provide water supply for the project: \_\_\_\_\_

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: \_\_\_\_\_ gallons/minute.

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d. Will the proposed action generate liquid wastes?  Yes  No  
 If Yes:

i. Total anticipated liquid waste generation per day: \_\_\_\_\_ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

iii. Will the proposed action use any existing public wastewater treatment facilities?  Yes  No  
 If Yes:

- Name of wastewater treatment plant to be used: \_\_\_\_\_
- Name of district: \_\_\_\_\_
- Does the existing wastewater treatment plant have capacity to serve the project?  Yes  No
- Is the project site in the existing district?  Yes  No
- Is expansion of the district needed?  Yes  No

- Do existing sewer lines serve the project site?  Yes  No
- Will a line extension within an existing district be necessary to serve the project?  Yes  No

 If Yes:
 

- Describe extensions or capacity expansions proposed to serve this project: \_\_\_\_\_

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site?  Yes  No  
 If Yes:
 

- Applicant/sponsor for new district: \_\_\_\_\_
- Date application submitted or anticipated: \_\_\_\_\_
- What is the receiving water for the wastewater discharge? \_\_\_\_\_

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans):  
 \_\_\_\_\_  
 \_\_\_\_\_

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction?  Yes  No  
 If Yes:
 

- How much impervious surface will the project create in relation to total size of project parcel?  
 \_\_\_\_\_ Square feet or 1.428 acres (impervious surface)  
 \_\_\_\_\_ Square feet or 1.554 acres (parcel size)
- Describe types of new point sources. None - the impervious area of the project will only change a minor amount.
- Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?  
A closed drainage system will be constructed that will collect water and direct it into either a detention pond in the northeast corner of the intersection or hydrodynamic separators that are to be installed on Drewville Road. A small roadside swale is proposed for the eastern approach of Drewville Road.

- If to surface waters, identify receiving water bodies or wetlands: \_\_\_\_\_  
The hydrodynamic separators will empty into wetland LC-63 and its stream channel. The detention pond will empty into the Croton Falls Reservoir as it currently does.
- Will stormwater runoff flow to adjacent properties?  Yes  No

iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater?  Yes  No

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f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations?  Yes  No  
 If Yes, identify:
 

- Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)  
heavy equipment during construction
- Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)  
power generation
- Stationary sources during operations (e.g., process emissions, large boilers, electric generation)  
none

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g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit?  Yes  No  
 If Yes:
 

- Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year)  Yes  No
- In addition to emissions as calculated in the application, the project will generate:
  - \_\_\_\_\_ Tons/year (short tons) of Carbon Dioxide (CO<sub>2</sub>)
  - \_\_\_\_\_ Tons/year (short tons) of Nitrous Oxide (N<sub>2</sub>O)
  - \_\_\_\_\_ Tons/year (short tons) of Perfluorocarbons (PFCs)
  - \_\_\_\_\_ Tons/year (short tons) of Sulfur Hexafluoride (SF<sub>6</sub>)
  - \_\_\_\_\_ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs)
  - \_\_\_\_\_ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)?  Yes  No

If Yes:

i. Estimate methane generation in tons/year (metric): \_\_\_\_\_

ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): \_\_\_\_\_

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i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations?  Yes  No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): \_\_\_\_\_

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j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services?  Yes  No

If Yes:

i. When is the peak traffic expected (Check all that apply):  Morning  Evening  Weekend  
 Randomly between hours of \_\_\_\_\_ to \_\_\_\_\_.

ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): \_\_\_\_\_

iii. Parking spaces: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Net increase/decrease \_\_\_\_\_

iv. Does the proposed action include any shared use parking?  Yes  No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: \_\_\_\_\_

vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site?  Yes  No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles?  Yes  No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes?  Yes  No

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k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy?  Yes  No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: \_\_\_\_\_

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): \_\_\_\_\_

iii. Will the proposed action require a new, or an upgrade, to an existing substation?  Yes  No

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l. Hours of operation. Answer all items which apply.

<p>i. During Construction:</p> <ul style="list-style-type: none"> <li>• Monday - Friday: <u>8am - 7pm, Potential night work</u></li> <li>• Saturday: _____</li> <li>• Sunday: _____</li> <li>• Holidays: _____</li> </ul>	<p>ii. During Operations:</p> <ul style="list-style-type: none"> <li>• Monday - Friday: _____ 24 hours</li> <li>• Saturday: _____ 24 hours</li> <li>• Sunday: _____ 24 hours</li> <li>• Holidays: _____ 24 hours</li> </ul>
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m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both?  Yes  No

If yes:

i. Provide details including sources, time of day and duration:  
 Construction activities will produce temporary noise which exceeds ambient noise levels. Construction is expected to be limited to the construction phase during normal daytime hours between 8 am to 7 pm Monday- Friday. Due to construction impacts on area traffic, night work at the intersection may occur.

ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen?  Yes  No  
 Describe: Approximately 40 trees will be removed between the project and Springside Commons Condominiums. The County has been in contact with the developer who still owns about 11 units and has ensured him that pine trees or natural screening will be replaced.

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n. Will the proposed action have outdoor lighting?  Yes  No

If yes:

i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:  
 \_\_\_\_\_

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen?  Yes  No  
 Describe: Approximately 40 trees will be removed between the project and Springside Commons Condominiums. The County has been in contact with the developer who still owns about 11 units and has ensured him that pine trees or natural screening will be replaced.

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o. Does the proposed action have the potential to produce odors for more than one hour per day?  Yes  No  
 If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures:  
 \_\_\_\_\_  
 \_\_\_\_\_

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p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage?  Yes  No

If Yes:

i. Product(s) to be stored \_\_\_\_\_

ii. Volume(s) \_\_\_\_\_ per unit time \_\_\_\_\_ (e.g., month, year)

iii. Generally, describe the proposed storage facilities:  
 \_\_\_\_\_

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q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation?  Yes  No

If Yes:

i. Describe proposed treatment(s):  
 \_\_\_\_\_  
 \_\_\_\_\_

ii. Will the proposed action use Integrated Pest Management Practices?  Yes  No

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r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)?  Yes  No

If Yes:

i. Describe any solid waste(s) to be generated during construction or operation of the facility:

- Construction: \_\_\_\_\_ tons per \_\_\_\_\_ (unit of time)
- Operation : \_\_\_\_\_ tons per \_\_\_\_\_ (unit of time)

ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:

- Construction: \_\_\_\_\_
- Operation: \_\_\_\_\_

iii. Proposed disposal methods/facilities for solid waste generated on-site:

- Construction: \_\_\_\_\_
- Operation: \_\_\_\_\_

s. Does the proposed action include construction or modification of a solid waste management facility?  Yes  No

If Yes:

i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): \_\_\_\_\_

ii. Anticipated rate of disposal/processing:

- \_\_\_\_\_ Tons/month, if transfer or other non-combustion/thermal treatment, or
- \_\_\_\_\_ Tons/hour, if combustion or thermal treatment

iii. If landfill, anticipated site life: \_\_\_\_\_ years

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t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste?  Yes  No

If Yes:

i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: \_\_\_\_\_

ii. Generally describe processes or activities involving hazardous wastes or constituents: \_\_\_\_\_

iii. Specify amount to be handled or generated \_\_\_\_\_ tons/month

iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: \_\_\_\_\_

v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility?  Yes  No

If Yes: provide name and location of facility: \_\_\_\_\_

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility: \_\_\_\_\_

**E. Site and Setting of Proposed Action**

**E.1. Land uses on and surrounding the project site**

a. Existing land uses.

i. Check all uses that occur on, adjoining and near the project site.

Urban  Industrial  Commercial  Residential (suburban)  Rural (non-farm)

Forest  Agriculture  Aquatic  Other (specify): hospital

ii. If mix of uses, generally describe: \_\_\_\_\_

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b. Land uses and covertypes on the project site.

Land use or Covertypes	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces	1.428	1.554	.126
• Forested	100+	100+	-6275
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)	N/A	N/A	N/A
• Agricultural (includes active orchards, field, greenhouse etc.)	N/A	N/A	N/A
• Surface water features (lakes, ponds, streams, rivers, etc.)	.206	.4224	.2164
• Wetlands (freshwater or tidal)	1.2	1.1604	-.0396
• Non-vegetated (bare rock, earth or fill)	N/A	N/A	.3247
• Other Describe: _____			

c. Is the project site presently used by members of the community for public recreation?  Yes  No  
*i. If Yes: explain:* There is an access point for the nearby Reservoir off of Drewville Road that will not be impacted.

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site?  Yes  No  
 If Yes,  
*i. Identify Facilities:*  
Putnam Hospital, Yorktown Medical Labs, DaVita Celia Dill Dialysis Center

e. Does the project site contain an existing dam?  Yes  No  
 If Yes:  
*i. Dimensions of the dam and impoundment:*  
 • Dam height: \_\_\_\_\_ feet  
 • Dam length: \_\_\_\_\_ feet  
 • Surface area: \_\_\_\_\_ acres  
 • Volume impounded: \_\_\_\_\_ gallons OR acre-feet  
*ii. Dam's existing hazard classification:* \_\_\_\_\_  
*iii. Provide date and summarize results of last inspection:*  
 \_\_\_\_\_

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility?  Yes  No  
 If Yes:  
*i. Has the facility been formally closed?*  Yes  No  
 • If yes, cite sources/documentation: \_\_\_\_\_  
*ii. Describe the location of the project site relative to the boundaries of the solid waste management facility:*  
 \_\_\_\_\_  
*iii. Describe any development constraints due to the prior solid waste activities:* \_\_\_\_\_

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste?  Yes  No  
 If Yes:  
*i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred:*  
 \_\_\_\_\_

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site?  Yes  No  
 If Yes:  
*i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply:*  Yes  No  
 Yes – Spills Incidents database Provide DEC ID number(s): 500573,1501030  
 Yes – Environmental Site Remediation database Provide DEC ID number(s): \_\_\_\_\_  
 Neither database  
*ii. If site has been subject of RCRA corrective activities, describe control measures:* \_\_\_\_\_  
*iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database?*  Yes  No  
 If yes, provide DEC ID number(s): \_\_\_\_\_  
*iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):*  
 \_\_\_\_\_

v. Is the project site subject to an institutional control limiting property uses?  Yes  No

- If yes, DEC site ID number: \_\_\_\_\_
- Describe the type of institutional control (e.g., deed restriction or easement): \_\_\_\_\_
- Describe any use limitations: \_\_\_\_\_
- Describe any engineering controls: \_\_\_\_\_
- Will the project affect the institutional or engineering controls in place?  Yes  No
- Explain: \_\_\_\_\_

---

**E.2. Natural Resources On or Near Project Site**

a. What is the average depth to bedrock on the project site? \_\_\_\_\_ Unknown feet

b. Are there bedrock outcroppings on the project site?  Yes  No  
 If Yes, what proportion of the site is comprised of bedrock outcroppings? \_\_\_\_\_ %

c. Predominant soil type(s) present on project site:

PnC Paxton fine sandy loam	_____	51.6 %
WdB Woodbribde loam	_____	30.0 %
LcB Leicester loam	_____	18.4 %

d. What is the average depth to the water table on the project site? Average: \_\_\_\_\_ Varies feet

e. Drainage status of project site soils:  Well Drained: \_\_\_\_\_ 80 % of site  
 Moderately Well Drained: \_\_\_\_\_ % of site  
 Poorly Drained \_\_\_\_\_ 20 % of site

f. Approximate proportion of proposed action site with slopes:  0-10%: \_\_\_\_\_ 75 % of site  
 10-15%: \_\_\_\_\_ 25 % of site  
 15% or greater: \_\_\_\_\_ % of site

g. Are there any unique geologic features on the project site?  Yes  No  
 If Yes, describe: \_\_\_\_\_

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)?  Yes  No

ii. Do any wetlands or other waterbodies adjoin the project site?  Yes  No

If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency?  Yes  No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name \_\_\_\_\_ Classification \_\_\_\_\_
- Lakes or Ponds: Name \_\_\_\_\_ Classification \_\_\_\_\_
- Wetlands: Name NYS Wetland, Federal Waters, Federal Waters Approximate Size NYS Wetland (in a...
- Wetland No. (if regulated by DEC) LC-63

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies?  Yes  No  
 If yes, name of impaired water body/bodies and basis for listing as impaired: \_\_\_\_\_

---

i. Is the project site in a designated Floodway?  Yes  No

j. Is the project site in the 100-year Floodplain?  Yes  No

k. Is the project site in the 500-year Floodplain?  Yes  No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer?  Yes  No  
 If Yes:  
 i. Name of aquifer: \_\_\_\_\_

m. Identify the predominant wildlife species that occupy or use the project site: \_\_\_\_\_  
white tailed deer \_\_\_\_\_ opossum \_\_\_\_\_ other urban wildlife \_\_\_\_\_  
coyote \_\_\_\_\_ beaver \_\_\_\_\_  
raccoon \_\_\_\_\_ fox \_\_\_\_\_

n. Does the project site contain a designated significant natural community?  Yes  No  
If Yes:  
i. Describe the habitat/community (composition, function, and basis for designation): \_\_\_\_\_  
ii. Source(s) of description or evaluation: \_\_\_\_\_  
iii. Extent of community/habitat:  
• Currently: \_\_\_\_\_ acres  
• Following completion of project as proposed: \_\_\_\_\_ acres  
• Gain or loss (indicate + or -): \_\_\_\_\_ acres

o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species?  Yes  No  
If Yes:  
i. Species and listing (endangered or threatened): \_\_\_\_\_  
Northern Long-eared Bat Indiana Bat

p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern?  Yes  No  
If Yes:  
i. Species and listing: \_\_\_\_\_

q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing?  Yes  No  
If yes, give a brief description of how the proposed action may affect that use: \_\_\_\_\_  
The proposed action will not impact recreational use of the Croton Falls Reservoir

**E.3. Designated Public Resources On or Near Project Site**

a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304?  Yes  No  
If Yes, provide county plus district name/number: \_\_\_\_\_

b. Are agricultural lands consisting of highly productive soils present?  Yes  No  
i. If Yes: acreage(s) on project site? \_\_\_\_\_  
ii. Source(s) of soil rating(s): \_\_\_\_\_

c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark?  Yes  No  
If Yes:  
i. Nature of the natural landmark:  Biological Community  Geological Feature  
ii. Provide brief description of landmark, including values behind designation and approximate size/extent: \_\_\_\_\_

d. Is the project site located in or does it adjoin a state listed Critical Environmental Area?  Yes  No  
If Yes:  
i. CEA name: \_\_\_\_\_  
ii. Basis for designation: \_\_\_\_\_  
iii. Designating agency and date: \_\_\_\_\_

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  Yes  No  
 If Yes:  
 i. Nature of historic/archaeological resource:  Archaeological Site  Historic Building or District  
 ii. Name: \_\_\_\_\_  
 iii. Brief description of attributes on which listing is based: \_\_\_\_\_

f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?  Yes  No

g. Have additional archaeological or historic site(s) or resources been identified on the project site?  Yes  No  
 If Yes:  
 i. Describe possible resource(s): \_\_\_\_\_  
 ii. Basis for identification: \_\_\_\_\_

h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource?  Yes  No  
 If Yes:  
 i. Identify resource: \_\_\_\_\_  
 ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): \_\_\_\_\_  
 iii. Distance between project and resource: \_\_\_\_\_ miles.

i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666?  Yes  No  
 If Yes:  
 i. Identify the name of the river and its designation: \_\_\_\_\_  
 ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666?  Yes  No

**F. Additional Information**

Attach any additional information which may be needed to clarify your project.

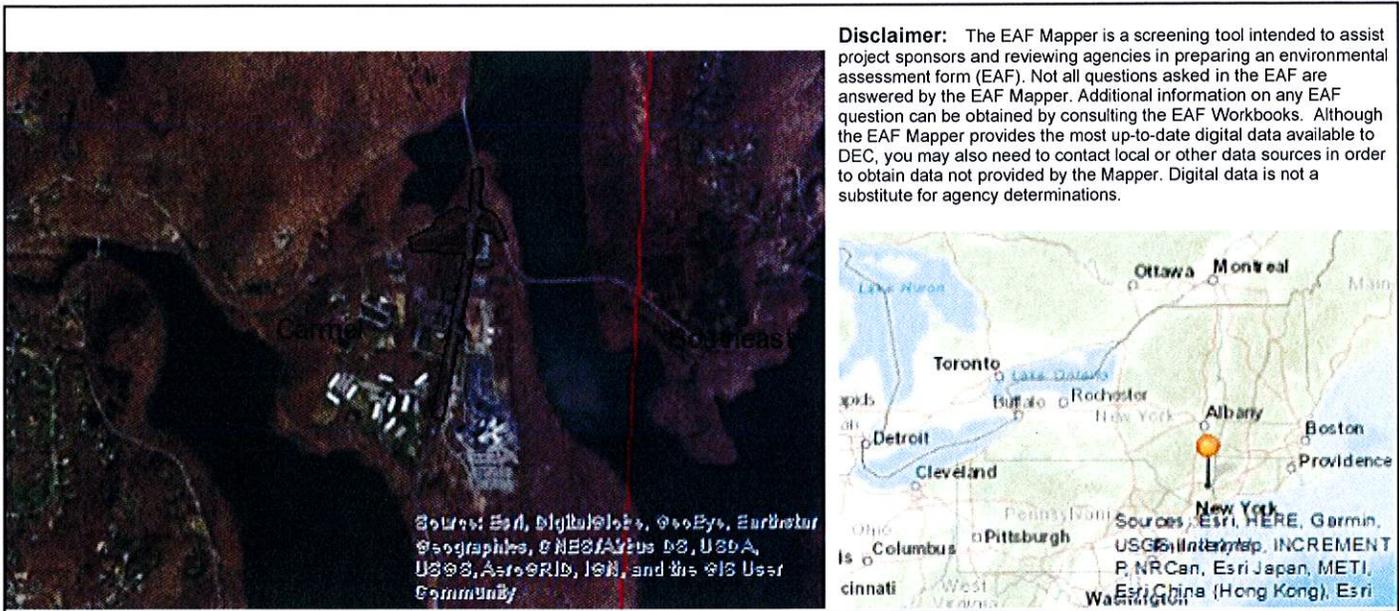
If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

**G. Verification**

I certify that the information provided is true to the best of my knowledge.

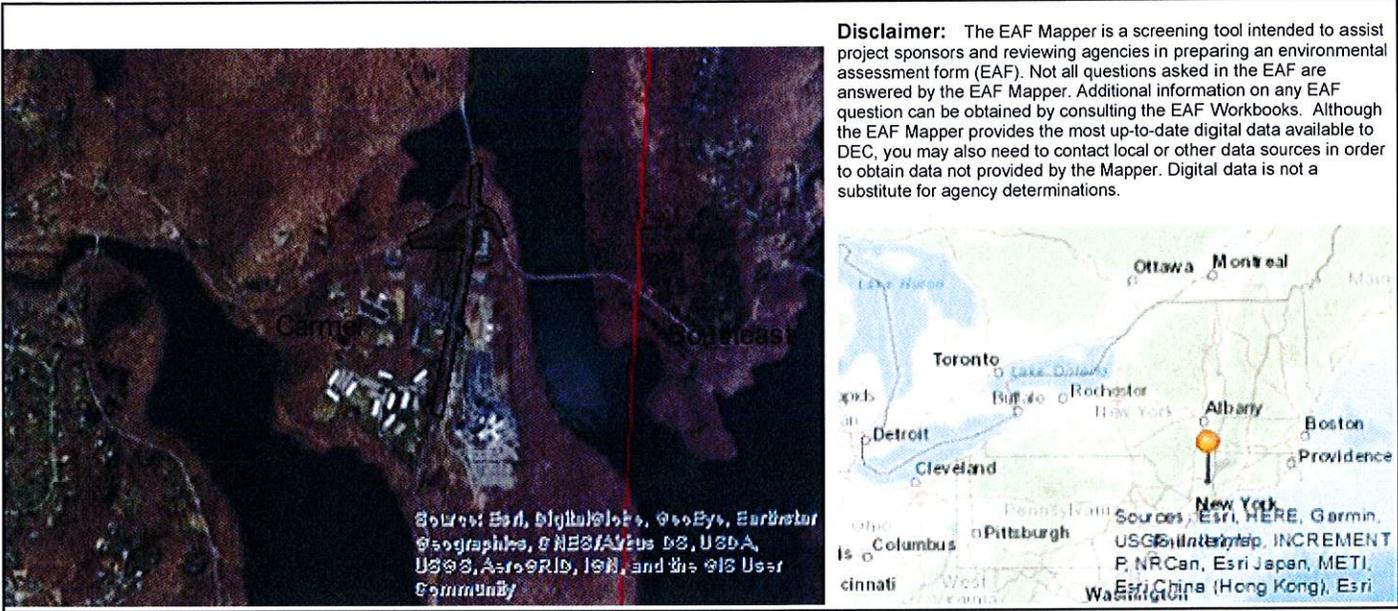
Applicant/Sponsor Name Chairwoman Toni Addonizio Date \_\_\_\_\_

Signature \_\_\_\_\_ Title Chairwoman, Putnam County Legislature



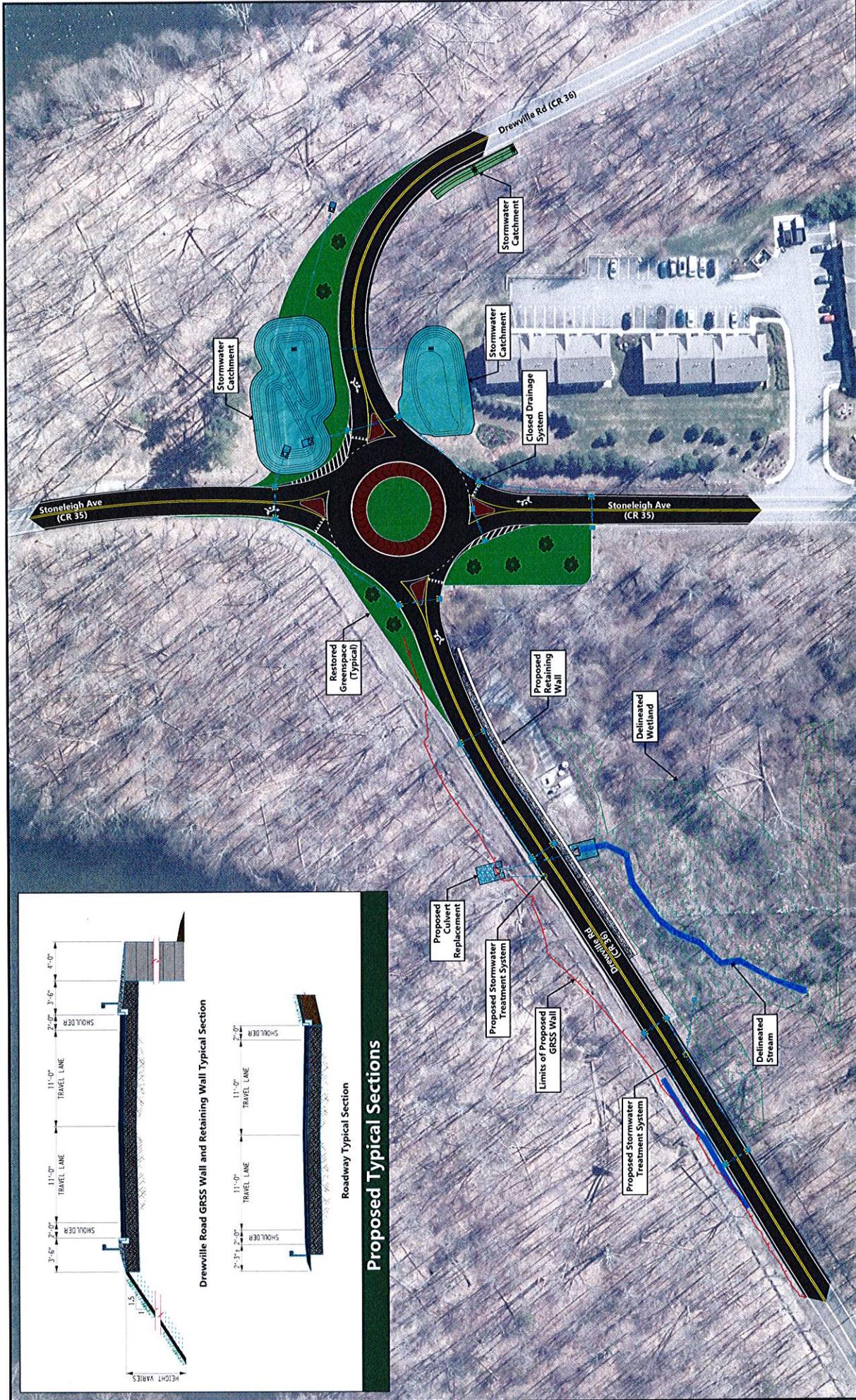
B.i.i [Coastal or Waterfront Area]	No
B.i.ii [Local Waterfront Revitalization Area]	No
C.2.b. [Special Planning District]	Yes - Digital mapping data are not available for all Special Planning Districts. Refer to EAF Workbook.
C.2.b. [Special Planning District - Name]	NYC Watershed Boundary
E.1.h [DEC Spills or Remediation Site - Potential Contamination History]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Listed]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Environmental Site Remediation Database]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.iii [Within 2,000' of DEC Remediation Site]	No
E.2.g [Unique Geologic Features]	No
E.2.h.i [Surface Water Features]	Yes
E.2.h.ii [Surface Water Features]	Yes
E.2.h.iii [Surface Water Features]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
E.2.h.iv [Surface Water Features - Wetlands Name]	NYS Wetland, Federal Waters
E.2.h.iv [Surface Water Features - Wetlands Size]	NYS Wetland (in acres):13.7
E.2.h.iv [Surface Water Features - DEC Wetlands Number]	LC-63
E.2.h.v [Impaired Water Bodies]	No
E.2.i. [Floodway]	No
E.2.j. [100 Year Floodplain]	Yes

E.2.k. [500 Year Floodplain]	Yes
E.2.l. [Aquifers]	No
E.2.n. [Natural Communities]	No
E.2.o. [Endangered or Threatened Species]	Yes
E.2.o. [Endangered or Threatened Species - Name]	Northern Long-eared Bat
E.2.p. [Rare Plants or Animals]	No
E.3.a. [Agricultural District]	No
E.3.c. [National Natural Landmark]	No
E.3.d [Critical Environmental Area]	No
E.3.e. [National or State Register of Historic Places or State Eligible Sites]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.3.f. [Archeological Sites]	No
E.3.i. [Designated River Corridor]	No



B.i.i [Coastal or Waterfront Area]	No
B.i.ii [Local Waterfront Revitalization Area]	No
C.2.b. [Special Planning District]	Yes - Digital mapping data are not available for all Special Planning Districts. Refer to EAF Workbook.
C.2.b. [Special Planning District - Name]	NYC Watershed Boundary
E.1.h [DEC Spills or Remediation Site - Potential Contamination History]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Listed]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Environmental Site Remediation Database]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.iii [Within 2,000' of DEC Remediation Site]	No
E.2.g [Unique Geologic Features]	No
E.2.h.i [Surface Water Features]	Yes
E.2.h.ii [Surface Water Features]	Yes
E.2.h.iii [Surface Water Features]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
E.2.h.iv [Surface Water Features - Wetlands Name]	NYS Wetland, Federal Waters
E.2.h.iv [Surface Water Features - Wetlands Size]	NYS Wetland (in acres):13.7
E.2.h.iv [Surface Water Features - DEC Wetlands Number]	LC-63
E.2.h.v [Impaired Water Bodies]	No
E.2.i. [Floodway]	No
E.2.j. [100 Year Floodplain]	Yes

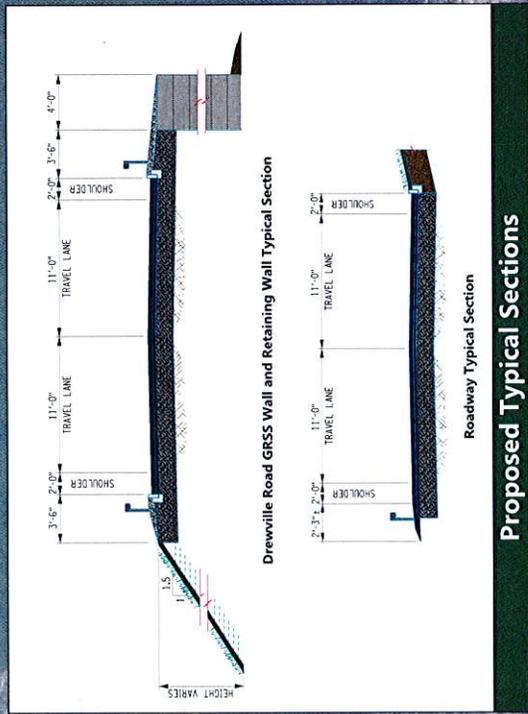
E.2.k. [500 Year Floodplain]	Yes
E.2.l. [Aquifers]	No
E.2.n. [Natural Communities]	No
E.2.o. [Endangered or Threatened Species]	Yes
E.2.o. [Endangered or Threatened Species - Name]	Northern Long-eared Bat
E.2.p. [Rare Plants or Animals]	No
E.3.a. [Agricultural District]	No
E.3.c. [National Natural Landmark]	No
E.3.d [Critical Environmental Area]	No
E.3.e. [National or State Register of Historic Places or State Eligible Sites]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.3.f. [Archeological Sites]	No
E.3.i. [Designated River Corridor]	No



**GPI**

**PIN 8761.97: Intersection at Stoneleigh Avenue and Drewville Road Roundabout & Drainage Layout**

**NEW YORK STATE OF OPPORTUNITY**  
 Department of Transportation



**Proposed Typical Sections**

#6K

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL BUDGETARY AMENDMENT / HEALTH DEPARTMENT/ REORGANIZATION**

**WHEREAS, at the Personnel Committee meeting held on August 13, 2020, the Committee reviewed and approved the Reorganizational proposal submitted by the Health Department; and**

**WHEREAS, the Commissioner of Finance has provided budgetary amendment (20A046) in order to implement said approved Health Department Reorganization; 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:**

**Increase Estimated Appropriations:**

12401000 51000 (12124)	Pers Srvs (Asst Public Health Eng.)	21,849
21401000 51094	Temporary	<u>13,279</u>
		35,128

**Decrease Estimated Appropriations:**

12401000 51000 (12101)	Pers Srvs (Director of Engineering)	84,257
12401000 58002	FICA	4,774
21401000 51000 (26101)	Pers Srvs (Spvsng Public Hlth Educator)	10,548
21401000 58002	FICA	<u>209</u>
		99,788

**Increase Estimated Revenues:**

21401000 434011	State-Aid Public Health	983
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**Decrease Estimated Revenues:**

12401000 434011	State-Aid Public Health	22,467
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**Increase Estimated Appropriations:**

10199000 54980	Contingency	43,176
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**2020 Fiscal Impact - \$43,176**  
**2021 Fiscal Impact - 0 -**

Legislator Albano \_\_\_\_\_  
Legislator Castellano \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Nacerino \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_  
Legislator Sullivan \_\_\_\_\_  
Chairwoman Addonizio \_\_\_\_\_



cc:all  
A+A

Reso

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

2020 AUG 18 AM 9:49  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

To: Diane Schonfeld, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance *WJC*  
Re: Budgetary Amendment - **20A046**  
Date: August 17, 2020

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

**Increase estimated appropriations:**

12401000 51000 (12124)	Personnel Services	21,849
21401000 51094	Temporary	13,279
		<hr/>
		35,128

**Decrease Estimated Appropriations:**

12401000 51000 (12101)	Personnel Services	84,257
12401000 58002	FICA	4,774
21401000 51000 (26101)	Personnel Services	10,548
21401000 58002	FICA	209
		<hr/>
		99,788

**Increase estimated revenues:**

21401000.434011	State-Aid Public Health	983
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**Decrease estimated revenues:**

12401000 434011	State-Aid Public Health	22,467
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**Increase estimated appropriations:**

10199000 54980	Contingency	43,176
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Fiscal Impact - 2020 - \$43,176  
Fiscal Impact - 2021 - \$ 0

This Resolution is required to provide for the funding for the Health Department reorganization as discussed at the August 13, 2020 committee meeting.

Please forward to the appropriate committee.

Approved:

MaryEllen Odell  
County Executive



**PUTNAM COUNTY DEPARTMENT OF HEALTH**

1 Geneva Road, Brewster, NY 10509 ■ 845-808-1390  
www.putnamcountyny.gov/health

A PHAB-ACCREDITED HEALTH DEPARTMENT

*cc: all  
Pers.*

**MaryEllen Odell**  
COUNTY EXECUTIVE

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

**MEMORANDUM**

**To:** Honorable Ginny Nacerino, Legislative Chair, Personnel Committee  
**CC:** Diane Shonfeld, Legislative Office  
**From:** William A. Orr, Jr., Fiscal Manager *WAO*  
**Date:** August 6, 2020  
**Re:** Proposed Personnel Changes in the Health Department

With support of MaryEllen Odell, and the guidance of Paul Eldridge, Dr. Nesheiwat would like to submit for your approval personnel changes for the Health Department.

The changes are labeled numerically on Table A and Table B, with respective savings and costs. Table C reflects our 2020 Budgetary Amendment with the net total of all requests. Table D reflects Justification to these changes. The requested changes, if approved, will be effective September 14, 2020.

Dr. Nesheiwat, Paul Eldridge, and I will attend the Personnel Committee Meeting to answer any questions.

WAO/mb

2020 AUG -6 PM 3: 25  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY



HEALTH DEPARTMENT  
PERSONNEL CHANGES

HEALTH EDUCATION

	2020		2021	
	BUDGET	PERSONNEL CHANGE COST/SAVINGS	REVISED BUDGET	PROPOSED PERSONNEL CHANGE COST/SAVINGS
8/4/2020				
EFFECTIVE DATE OF ALL CHANGES IS SEPTEMBER 14, 2020				

<b>3</b>	<b>SUPERVISING PH EDUCATOR</b>	SUPERVISING PUBLIC HEALTH EDUCATOR	\$96,217	(\$10,548)	\$85,669	\$87,443	(\$8,774)
		FRINGE	\$44,944	(\$9,400)	\$35,544	\$37,184	(\$7,760)
		INCUMBENT QUIT JULY 24, 2020					
		(Accruals end August 14th, 2020)					

		(Start Date September 14, 2020)					
		Fill position ASAP @ grade 24 step 1					
		2020 SALARY IS \$85,728					
		\$85,727 / 1834 HOURS = \$46.74 PER HOUR					
		\$46.74 X 35 HOURS X 16 WEEKS = \$26,174					
		INCUMBENT hourly is \$52.46					
		\$52.46 X 35 HOURS X 20 WEEKS = \$36,722					
		2020 savings is \$10,548					

<b>4</b>	<b>NEW POSITION EPIDEMIOLOGIST TEMPORARY</b>	EPIDEMIOLOGIST	\$0	\$13,279	\$13,279	\$43,870	\$43,870
		FRINGE	\$0	\$1,016	\$1,016	\$3,356	\$3,356
		PART TIME 21 HOUR POSITION					
		Hourly rate based on a Grade 21 step 1					

		Hourly rate is \$40.02					
		(Start Date September 14, 2020)					

	HEALTH ED EXPENSE SAVINGS	\$141,161	(\$5,653)	\$135,508	\$171,853	\$30,692
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	REVENUE ADJUSTMENT		\$983			\$12,635
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	<b>NET SAVINGS / COST</b>		<b>(\$6,636)</b>			<b>\$18,057</b>
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HEALTH DEPARTMENT

TABLE C

ENVIRONMENTAL HEALTH

2020 PROPOSED SAVINGS/COST  
2020 PROPOSED SAVINGS/COST

		ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT	2020 PROPOSED SAVINGS/COST	2020 PROPOSED SAVINGS/COST
INCREASE	EXPENSE					
DECREASE	REVENUE					
DECREASE	EXPENSE	12401000-51000-4010-12101	DIRECTOR OF ENGINEERING	(\$112,057)		
INCREASE	EXPENSE	12401000-51000-4010-12124	ASSISTANT PUBLIC HEALTH ENGINEER	\$21,849		
<b>TOTAL ENVIRONMENTAL HEALTH PERSONNEL</b>				<b>(\$90,208)</b>		
DECREASE	EXPENSE	VARIOUS FRINGE BENEFITS (TO BE INDIVIDUALLY ADJUSTED BY FINANCE)		(\$13,734)		
<b>TOTAL ENVIRONMENTAL HEALTH EXPENSE CHANGE</b>				<b>(\$103,942)</b>		
DECREASE	REVENUE	12401000-434011	ST-AID PUBLIC HEALTH	(\$32,475)		
<b>NET TOTAL</b>				<b>(\$71,467)</b>	<b>(\$71,467)</b>	<b>(\$35,503)</b>
<b>HEALTH EDUCATION</b>						
INCREASE	EXPENSE					
DECREASE	REVENUE					
DECREASE	EXPENSE	21401000-51000-401026101	SUPERVISING PUBLIC HEALTH EDUCATOR	(\$10,548)		
INCREASE	EXPENSE	21401000-51094	TEMPORARY	\$13,279		
<b>TOTAL HEALTH EDUCATION PERSONNEL</b>				<b>\$2,731</b>		
DECREASE	EXPENSE	VARIOUS FRINGE BENEFITS (TO BE INDIVIDUALLY ADJUSTED BY FINANCE)		(\$8,384)		
<b>TOTAL HEALTH EDUCATION EXPENSE CHANGE</b>				<b>(\$5,653)</b>		
NO CHANGE	REVENUE	21401000-434011		\$983		
<b>NET TOTAL</b>				<b>(\$6,636)</b>	<b>(\$6,636)</b>	<b>\$18,057</b>
					<b>(\$78,103)</b>	<b>(\$17,446)</b>

# **Putnam County Department of Health**

## **Table D: Justification for Personnel Changes**

### **Environmental Health**

1. **Director of Engineering Currently Vacant -- Eliminate**
2. **Assistant Public Health Engineer – New: Full-time Position.**

### **Health Education**

3. **Supervising Public Health Educator -- Incumbent. resigned on July 24, 2020.**  
Search for new Supervising Public Health Educator referenced on Table B to illustrate savings that will incur as we hire at same Grade, yet on Step 1.
4. **Temporary Line (Epidemiologist) – New: Part-Time Position, 21 hours per week, epidemiologist position.**