

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

**AGENDA**  
**AUDIT & ADMINISTRATION COMMITTEE MEETING**  
**To Be Held via Audio Webinar Pursuant to Temporary Emergency Orders**

**Members: Chairman Castellano, Legislators Gouldman & Sayegh**

**Thursday** 6:30pm **October 22, 2020**

1. Pledge of Allegiance
2. Roll Call
3. Approval of Minutes – September 24, 2020
4. Correspondence/County Auditor (Attached for Information Only)
  - a. Sales Tax Report
  - b. Board In Revenue Report
  - c. Transfer/Revenue Report
  - d. 2020 Contingency/Sub-Contingency Report
5. Correspondence/Commissioner of Finance
  - a. Overtime/Temporary Report (Attached for Information Only)
  - b. Approval/ Budgetary Amendment 20A058/ Sheriff's Dept./ Overtime Expenses Reimbursed per Contract with Drug Enforcement Administration-Tactical Diversion Squad Task Force
  - c. Approval/ Budgetary Amendment 20A060/ Sheriff's Dept./ Reimbursement from ELCO Claims Services to Offset Cost of Repairing Sheriff's Vehicle
  - d. Approval/ Budgetary Amendment 20A061/ Highway/ Reimbursement Received from Cincinnati Insurance Companies to Offset Cost of Repairing DSS Vehicle

- e. **Approval/ Budgetary Amendment 20A062/ Sheriff's Dept./ Recognize Reimbursement Received for ERT Training Overtime Expense**
- f. **Approval/ Budgetary Amendment 20A063/ Emergency Services/ Receipt of 2020 SICG-Formula Grant Award**
- 6. **Approval/ Fund Transfer 20T202/ Health Dept./ Vaccines for 2020-2021 Flu Season**
- 7. **Approval Fund Transfer 20T203/ Board of Elections/ General Election 2020 Mandated Post Card Mailing**
- 8. **Approval/ Fund Transfer 20T210/ Board of Elections/ Anticipated COVID Related Printing & Supply Costs**
- 9. **Approval/ Fund Transfer 20T213/ Sheriff's Dept./ Cover Projected Overtime Costs in Patrol**
- 10. **Approval/ Fund Transfer 20T216/ Sheriff's Dept./ Overtime Expenses from July**
- 11. **Approval/ Fund Transfer 20T218/ Sheriff's Dept./ Overtime Expenses from August**
- 12. **Approval/ Fund Transfer 20T220/ Law Dept./ Risk Management/ Cover Excess Liability Coverage Invoices for November & December due to Rate Increase**
- 13. **Approval/ Fund Transfer 20T221/ Sheriff's Dept./ Overtime Expenses from September**
- 14. **Approval/ Fund Transfer 20T223/ Highway/ Veterinarian Services through Year End**
- 15. **Approval/ Fund Transfer 20T225/ Board of Elections/ General Election 2020 Staff Overtime**
- 16. **Approval/ Ratification of the 2020 Real Property Tax Sale**
- 17. **Other Business**
- 18. **Adjournment**

#3

**AUDIT & ADMINISTRATION COMMITTEE MEETING**  
**To Be Held via Audio Webinar Pursuant to Temporary Emergency Orders**

**Members: Chairman Castellano, Legislators Gouldman & Sayegh**

**Thursday September 24, 2020**  
**(Immediately following Protective Services Mtg. beginning at 6:00pm)**

The meeting was called to order via audio webinar at 6:38pm by Chairman Castellano who lead in the Pledge of Allegiance. Upon roll call Committee Members Gouldman, Sayegh & Chairman Castellano were present.

**Item #3 – Approval of Minutes – August 24, 2020**

The minutes were approved as submitted.

**Item #4 – Correspondence/County Auditor (Attached for Information Only)**

**a. Sales Tax Report**

Legislator Gouldman questioned if the sales tax report includes tax collected from online sales.

Commissioner of Finance William Carlin stated yes, the online sales tax is included.

- b. Board In Revenue Report – Duly Noted**
- c. Transfer/Revenue Report – Duly Noted**
- d. 2020 Contingency/Sub-Contingency Report – Duly Noted**

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

**a. Overtime/Temporary Report (Attached for Information Only) – Duly Noted**

**b. Approval/ Budgetary Amendment 20A051/ Highways & Facilities/ Department Reorganization (Also reviewed in Personnel)**

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

**c. Approval/ Budgetary Amendment 20A052/ Finance/ Fund Estimated Unemployment Costs through December 31, 2020 (Also reviewed in Personnel)**

Chairman Castellano questioned how \$170,000 was estimated.

Commissioner Carlin stated the \$170,000 is what has been paid to date, with the fourth quarter being estimated.

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

- d. Approval/ Budgetary Amendment 20A053/ Planning Dept./ Adjust Capital Budget Accounts to Most Recent Estimates/ Peekskill Hollow Road, Sodom Road Bridge, & Fair Street Reconstruction (Also reviewed in Physical)**

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

- e. Approval/ Budgetary Amendment 20A054/ Planning Dept./ Adjust Capital Budget to Include Funding for Peekskill Hollow Road, PIN #8757.48 (Also reviewed in Physical)**

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

- f. Approval/ Budgetary Amendment 20A055/ Planning Dept./ Soil & Water/ Use Soil & Water Conservation District Trust Funds for Engineering & Design Services of Green Infrastructure in front of Tilly Foster Farm Creamery (Also reviewed in Physical)**

Legislator Sayegh stated she is on the Soil & Water Conservation District Board and this is a great project with funding coming from the New York State Soil & Water Conservation Committee. She stated this will enhance green infrastructure and will be beneficial to the environment.

Chairman Castellano made a motion to approve Budgetary Amendment 20A055; Seconded by Legislator Sayegh. All in favor.

- g. Approval/ Budgetary Amendment 20A056/ Planning Dept./ Soil & Water/ Use Soil & Water Conservation District Trust Funds to Purchase Several Pieces of Equipment (Also reviewed in Physical)**

Legislator Sayegh stated \$80,000 from the State of New York 2019 Performance Measures Fund is being used for these purchases. She stated a slope mower will be purchased, which can get in and out of basins and drainage ditches, and quads will be purchased which will be used on trails and the bike path. She stated this is a great use of Soil & Water funds.

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

**Item #6 – Approval/ Fund Transfer 20T153/ Health Dept./ Cover COVID Related Expenses for Cleaning and Preparing Buses (Also reviewed in Health)**

Legislator Gouldman stated it is important to keep the transit vehicles clean, especially during the COVID-19 pandemic.

Legislator Sayegh stated part of this is also preparing the 26 Early Intervention buses for use, since they have not been used since March. She stated the new regulations require that the vehicles be cleaned after each run.

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

**Item #7 – Approval/ Fund Transfer 20T164/ Sheriff's Dept./ Cover Increase in Cell Phone Subscriber/ PESH Mitigation/ LMR Equipment for Call Integration/ Radio Interface LMR & Cell Equipment (Also reviewed in Protective)**

Legislator Gouldman stated this is a serious issue and will help the deputies.

Legislator Sayegh stated communication is paramount to protect the Sheriff's deputies and she is glad to see this equipment being utilized.

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

**Item #8 – Approval/ Fund Transfer 20T166/ Sheriff's Dept./ Canine Stipend for Transfer of Sergeant to Community & Youth (Also reviewed in Protective)**

Chairman Castellano made a motion to approve Fund Transfer 20T166; Seconded by Legislator Sayegh. All in favor.

**Item #9 – Approval/ Fund Transfer 20T175/ Highways & Facilities/ Purchase Office Trailer for Winter Use (Also reviewed in Physical)**

Legislator Gouldman stated having a trailer is important to ensure workers are able to be present to clean up after a weather event.

Chairman Castellano made a motion to approve Fund Transfer 20T175; Seconded by Legislator Gouldman. All in favor.

**Item #10 – Approval/ Budgetary Transfer 20T181/ Highways & Facilities/ Overtime due to Cleanup of Summer Storms (Also reviewed in Physical)**

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

**Item #11 – Approval/ Fund Transfer 20T182/ Board of Elections/ Poll Worker Protective Shields**

Legislator Sayegh questioned if the cost of this will be covered by grant funding.

Commissioner Carlin stated he is unsure if FEMA (Federal Emergency Management Agency) will cover this, but the County will request that they do. He stated FEMA put out new guidelines as of September 15, 2020. He stated these purchases are still being tracked so the argument can be made about how much the COVID-19 pandemic has cost the County.

Legislator Sayegh questioned if it is known how much the County will be spending on COVID-19 related expenses.

Commissioner Carlin stated all expenditures are being put together so the report can be run and the total cost will be known.

Chairman Castellano made a motion to approve Fund Transfer 20T182; Seconded by Legislator Sayegh. All in favor.

**Item #12 – Approval/ Fund Transfer 20T190/ Finance/ Fund Contract Line for 2020 Financing Costs**

Commissioner Carlin stated the County took advantage of record low interest rates, which were around 1%. He stated the County borrowed more than we have in previous years. He stated the County saved more than the financing cost will be.

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

**Item #13 – Approval/ Fund Transfer 20T192/ Finance/ Youth Bureau/ Cover Temporary for Remainder of 2020 (Also reviewed in Personnel)**

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

**Item #14 – Approval/ Fund Transfer 20T193/ Personnel/ Department Reorganization (Also reviewed in Personnel)**

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

**Item #15 – Approval/ Local Law to Amend Chapter 41, Section 41-5 of the Code of Putnam County Entitled “Deposit & Investment Policy”**

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

**Item #16 – Outside Auditor/ RFP**

Chairman Castellano made motion to move agenda item #16 to the end of the agenda; Seconded by Legislator Sayegh. All in favor.

**Item #17 – Other Business**

**a. Approval/ Fund Transfer 20T195/ Bureau of Emergency Services/ Purchase AED Machines for County Buildings/ Equipment for Dive Team**

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

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

**b. Approval/ Fund Transfer 20T200/ Board of Elections/ Absentee Ballot Printing, Collection Bags, & Postage**

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

Legislator Gouldman questioned if the number is based on current absentee requests, or if it is an estimate of the total amount.

Chairman Castellano stated this is an estimated cost. He stated a letter of necessity was sent from the Board of Elections speaking to the time sensitive nature of this request due to the upcoming election. He stated he believes absentee ballots can be requested through the end of October.

Legislator Sayegh questioned if this is considered a COVID-19 related cost.

Commissioner Carlin stated yes, it is.

Legislator Sayegh stated early voting begins on October 24, 2020 and runs through October 31, 2020 and absentee ballot requests are due October 27, 2020.

Commissioner Carlin stated this is the first year that anyone is eligible for an absentee ballot if they are uncomfortable physically going to a polling place.

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

**Item #16 – Outside Auditor/ RFP**

At 7:07pm Chairman Castellano made motion to go into executive session; Seconded by Legislator Gouldman. All in favor.

At 7:26pm Chairman Castellano made a motion to come out of executive session; Seconded by Legislator Gouldman. All in favor.

No action was taken.

Chairman Castellano stated the recommendation of the Outside Auditor RFP Committee is to name PKF O'Connor Davies as the outside auditor for Putnam County.

Legislator Gouldman stated this is a good decision, PKF O'Connor Davies has been working with the County for seven (7) years and he is confident in the decision to continue using their services.

Legislator Sayegh stated PKF O'Connor Davies is well qualified, they are one of the top firms in the Hudson Valley region. She stated they know Putnam County quite well and they bring a wealth of information.

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

**Item #18 – Adjournment**

There being no further business at 7:28pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Sayegh. All in favor.

Respectfully submitted by Administrative Assistant, Beth Green.

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  18. Adjournment



BOARD IN REVENUE

	2010	2011	2012	2013	2014*	2015*	2016*	2017*	2018*	2019*	2020	+or(-) Same Period
January	5,565.00	23,310.00	11,730.00	46,390.00	8,370.00	22,190.00	43,680.00	47,160.00	54,980.00	52,490.00	74,950.00	22,460.00
February	6,660.00	25,200.00	9,670.00	41,930.00	9,180.00	17,970.00	41,610.00	41,280.00	52,760.00	45,070.00	72,300.00	27,230.00
March	8,370.00	43,330.00	9,890.00	43,140.00	11,640.00	26,490.00	41,400.00	50,480.00	59,820.00	50,795.00	70,650.00	19,855.00
April	8,100.00	49,425.00	14,020.00	40,800.00	16,490.00	30,930.00	37,670.00	55,060.00	53,730.00	50,490.00	68,400.00	17,910.00
May	8,100.00	46,220.00	27,090.00	23,800.00	17,100.00	35,580.00	39,120.00	61,070.00	49,860.00	52,975.00	63,150.00	10,175.00
June	14,890.00	45,300.00	52,700.00	10,800.00	16,760.00	37,160.00	45,700.00	59,190.00	39,060.00	48,300.00	61,050.00	12,750.00
July	51,165.00	44,350.00	53,380.00	11,960.00	17,140.00	43,010.00	52,480.00	64,540.00	37,260.00	47,840.00	86,550.00	38,710.00
August	55,720.00	47,430.00	54,860.00	10,260.00	16,740.00	43,340.00	49,600.00	62,650.00	37,530.00	50,180.00	92,250.00	42,070.00
September	29,825.00	16,670.00	43,240.00	7,560.00	16,830.00	48,370.00	46,290.00	61,050.00	36,180.00	43,600.00	91,200.00	47,600.00
October	22,900.00	13,170.00	48,090.00	7,270.00	20,130.00	54,340.00	40,340.00	57,380.00	41,850.00	71,750.00		
November	20,430.00	12,900.00	46,360.00	9,090.00	18,600.00	45,700.00	34,120.00	56,580.00	43,080.00	71,400.00		
December	20,340.00	15,985.00	50,830.00	8,530.00	21,940.00	42,260.00	39,600.00	56,600.00	46,780.00	76,700.00		
Actual	252,065.00	383,290.00	421,860.00	261,530.00	190,920.00	447,340.00	511,610.00	673,040.00	552,890.00	661,590.00	680,500.00	
Budget	285,000.00	781,100.00	450,000.00	217,000.00	129,600.00	155,000.00	525,000.00	484,760.00	535,000.00	550,600.00	908,000.00	
Revised Budget	285,000.00	345,000.00	450,000.00	232,590.00								
Surplus/(Deficit)	(32,935.00)	38,290.00	(28,140.00)	28,940.00	61,320.00	292,340.00	(13,390.00)	188,280.00	17,890.00	110,990.00	(227,500.00)	238,760.00

2014 revenue includes US Marshalls  
 2015 revenue includes US Marshalls  
 2016 revenue includes US Marshalls  
 2017 revenue includes US Marshalls  
 2018 revenue includes US Marshalls  
 2019 revenue includes US Marshalls  
 2020 revenue includes US Marshalls

#41b

# 2020 Transfer/Revenue Report - September

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2020 9 20A034A	Board of Elections	10145000	440890	10158	FEDERAL AID CARES ACT	131,670.15	C	CORRECT FUNDING SOURCE - BOE
2020 9 20A034A	Board of Elections	10145000	43089L	10158	STATE AID CARES ACT	131,670.15	D	CORRECT FUNDING SOURCE - BOE
2020 9 20A055	Planning - Soil	10874500	54682		SPECIAL SERVICES	13,000.00	D	INSITE ENGINEERING-TFFCREAMERY
2020 9 20A055	Planning - Soil	10874500	439105		PERFORMANCE MEASURE	13,000.00	C	INSITE ENGINEERING-TFFCREAMERY
2020 9 20A057	Health - Immun.	11017000	58002		SOCIAL SECURITY	1,536.00	D	SUPLMNTL FUNDING FOR IAP 20-21
2020 9 20A057	Health - Immun.	11017000	51094		TEMPORARY	15,680.00	D	SUPLMNTL FUNDING FOR IAP 20-21
2020 9 20A057	Health - Immun.	11017000	434720		ST AID SPECIAL HEALTH PROGRAM	15,292.00	C	SUPLMNTL FUNDING FOR IAP 20-21
2020 9 20A057	Health - Immun.	11017000	444011		FEDERAL AID	6,313.00	C	SUPLMNTL FUNDING FOR IAP 20-21
2020 9 20A057	Health - Immun.	11017000	51093		OVERTIME	4,389.00	D	SUPLMNTL FUNDING FOR IAP 20-21
2020 9 20T170	Finance	10131000	54634		TELEPHONE	200.00	C	XFER TO 10651100 54634
2020 9 20T170	Veterans Home	10651100	54634		TELEPHONE	200.00	D	XFER FROM 10131000 54634
2020 9 20T171	District Attorney	10116500	52120		OFFICE EQUIPMENT	1,500.00	D	PURCHASE ROLLING FILE BOXES
2020 9 20T171	District Attorney	10116500	54329		PROMOTIONAL MATERIALS	1,500.00	C	PURCHASE ROLLING FILE BOXES
2020 9 20T173	Sheriff - Patrol	17311000	55370		CHRGBK AUTOMOTIVE	3,000.00	C	COVER 2ND QTR. CHGBK AUTOMOTIV
2020 9 20T173	Sheriff - Youth	16311000	55370		CHRGBK AUTOMOTIVE	3,000.00	D	COVER 2ND QTR. CHGBK AUTOMOTIV

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YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2020 9 20T173	Sheriff	10311000	55370		CHRGBK AUTOMOTIVE	3,000.00	C	COVER 2ND QTR. CHGBK AUTOMOTIV
2020 9 20T173	Sheriff - Communications	13311000	55370		CHRGBK AUTOMOTIVE	3,000.00	D	COVER 2ND QTR. CHGBK AUTOMOTIV
2020 9 20T174	DSS Food Stamps	10107000	54634		TELEPHONE	75.00	D	XFER FROM 13398900 54634
2020 9 20T174	OEOP CAC	22070000	54634		TELEPHONE	310.00	D	XFER FROM 13398900 54634
2020 9 20T174	Highway Facilities	10511100	54634		TELEPHONE	1,700.00	D	XFER FROM 13398900 54634
2020 9 20T174	DMV	10141100	54634		TELEPHONE	100.00	D	XFER FROM 13398900 54634
2020 9 20T174	Legislature	10101001	54634		TELEPHONE	390.00	D	XFER FROM 13398900 54634
2020 9 20T174	Mental Health DDP Alcohol	10031000	54634		TELEPHONE	30.00	D	XFER FROM 13398900 54634
2020 9 20T174	EMS Dispatch	13398900	54634		TELEPHONE	2,665.00	C	XFER TO VARIOUS PHONE LINES
2020 9 20T174	Office for Disabled	10198900	54634		TELEPHONE	60.00	D	XFER FROM 13398900 54634
2020 9 20T175	Highway County Snow	10514200	52680		OTHER EQUIPMENT	13,435.00	D	FOR PURCH OF OFFICE TRAILER
2020 9 20T175	Highway County Snow	10514200	54410		SUPPLIES AND MAT	13,435.00	C	FOR PURCH OF OFFICE TRAILER
2020 9 20T177	Coroner	10118500	52140		AUDIO VISUAL EQUIPMENT	400.00	D	TO PURCHASE TRANSCRIBER
2020 9 20T177	Coroner	10118500	54646		CONTRACTS	400.00	C	TO PURCHASE TRANSCRIBER
2020 9 20T178	Health - EHS	12401000	58002		SOCIAL SECURITY	383.00	D	FICA
2020 9 20T178	Health Admin	10401000	51094		TEMPORARY	5,000.00	C	FUND P/T EHS AIDE FOR 2020

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2020 9 20T178	Health - EHS	12401000	51094		TEMPORARY	5,000.00 D	FUND P/T EHS AIDE FOR 2020
2020 9 20T178	Health Admin	10401000	58002		SOCIAL SECURITY	383.00 C	FICA
2020 9 20T179	Health Admin	10401000	54310		OFFICE SUPPLIES	500.00 D	FUND ACCOUNT THRU END OF 2020
2020 9 20T179	Health Admin	10401000	54640		EDUCATION AND TRAINING	250.00 C	MNTHLY COSTS MORE THAN ANTICIP
2020 9 20T179	Health Admin	10401000	54634		TELEPHONE	250.00 D	MNTHLY COSTS MORE THAN ANTICIP
2020 9 20T179	Health Admin	10401000	54640		EDUCATION AND TRAINING	500.00 C	FUND ACCOUNT THRU END OF 2020
2020 9 20T180	Sheriff - Narcotics	14311000	54640		EDUCATION AND TRAINING	3.00 C	PRICE CHANGE ON QUOTE
2020 9 20T180	Sheriff - Narcotics	14311000	52140		AUDIO VISUAL EQUIPMENT	3.00 D	PRICE CHANGE ON QUOTE
2020 9 20T182	Board of Elections	10145000	54410		SUPPLIES AND MAT	4,471.00 C	POLLWORKER PROTECTIVE SHIELDS
2020 9 20T182	Board of Elections	10145000	54410	10158	SUPPLIES AND MAT	971.00 D	POLLWORKER PROTECTIVE SHIELDS
2020 9 20T182	Board of Elections	10145000	54410	10158	SUPPLIES AND MAT	4,471.00 D	POLLWORKER PROTECTIVE SHIELDS
2020 9 20T182	Board of Elections	10145000	54782		SOFTWARE ACCESSORIES	971.00 C	POLLWORKER PROTECTIVE SHIELDS
2020 9 20T182	Board of Elections	10145000	54640		EDUCATION AND TRAINING	3,430.00 C	POLLWORKER PROTECTIVE SHIELDS
2020 9 20T182	Board of Elections	10145000	54410	10158	SUPPLIES AND MAT	3,430.00 D	POLLWORKER PROTECTIVE SHIELDS
2020 9 20T183	Board of Elections	10145000	54310		OFFICE SUPPLIES	639.78 C	COVID EXPENSES
2020 9 20T183	Board of Elections	10145000	54310	10158	OFFICE SUPPLIES	639.78 D	COVID EXPENSES

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2020 9 20T184	Youth Court	10087000	54311		PRINTING AND FORMS	100.00	C	XFER TO COVER PURCHASE
2020 9 20T184	Youth Court	10087000	54989		MISCELLANEOUS	358.00	D	XFER TO COVER PURCHASE
2020 9 20T184	Youth Court	10087000	54640		EDUCATION AND TRAINING	358.00	C	XFER TO COVER PURCHASE
2020 9 20T184	Youth Court	10087000	54989		MISCELLANEOUS	125.00	D	XFER TO COVER PURCHASE
2020 9 20T184	Youth Court	10087000	54313		BOOKS AND SUPPLEMENTS	125.00	C	XFER TO COVER PURCHASE
2020 9 20T184	Youth Court	10087000	54989		MISCELLANEOUS	100.00	D	XFER TO COVER PURCHASE
2020 9 20T185	Board of Elections	10145000	52130		COMPUTER EQUIPMENT	700.00	D	PRINTER FOR EARLY VOTING
2020 9 20T185	Board of Elections	10145000	52120		OFFICE EQUIPMENT	700.00	C	PRINTER FOR EARLY VOTING
2020 9 20T186	Youth Bureau	10731000	55370		CHRGBK AUTOMOTIVE	200.00	D	XFER TO COVER FUTURE CHGBKS
2020 9 20T186	Youth Bureau	10731000	55370		CHRGBK AUTOMOTIVE	400.00	D	XFER TO COVER FUTURE CHGBKS
2020 9 20T186	Youth Bureau	10731000	55675		CHRGBK TRAVEL	400.00	C	XFER TO COVER FUTURE CHGBKS
2020 9 20T186	Youth Bureau	10731000	55314		CHRGBK POSTAGE	200.00	C	XFER TO COVER FUTURE CHGBKS
2020 9 20T187	Historian	10751000	54313		BOOKS AND SUPPLEMENTS	1,250.00	D	FUNDS NEEDED FOR MEMBERSHIPS
2020 9 20T187	Historian	10751000	54782		SOFTWARE ACCESSORIES	1,250.00	C	FUNDS NEEDED FOR MEMBERSHIPS
2020 9 20T188	Sheriff - Youth	16311000	52130		COMPUTER EQUIPMENT	473.00	C	PURCHASE WEB CAMS FOR SRO'S
2020 9 20T188	Sheriff - Youth	16311000	54782		SOFTWARE ACCESSORIES	473.00	D	PURCHASE WEB CAMS FOR SRO'S

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2020 9 20T189	Board of Elections	10145000	54313		BOOKS AND SUPPLEMENTS	395.00	C	SCREENS FOR EARLY VOTING
2020 9 20T189	Board of Elections	10145000	54410	10158	SUPPLIES AND MAT	395.00	D	SCREENS FOR EARLY VOTING
2020 9 20T191	Consumer Affairs	10661000	52120		OFFICE EQUIPMENT	176.00	C	OFFICE SUPPLIES LINE SHORTAGE
2020 9 20T191	Consumer Affairs	10661000	54310		OFFICE SUPPLIES	176.00	D	OFFICE SUPPLIES LINE SHORTAGE
2020 9 20T194	Central Services	10161000	55370		CHRGBK AUTOMOTIVE	100.00	D	AUTOMOTIVE CHARGEBACK
2020 9 20T194	Central Services	10161000	55371		CHRGBK GASOLINE	100.00	C	AUTOMOTIVE CHARGEBACK
2020 9 20T196	Sheriff - Patrol Marine	17003000	51093		OVERTIME	4,000.00	D	COVER MARINE OT OVERAGE
2020 9 20T196	Sheriff - Patrol Weight	17002000	51093		OVERTIME	4,000.00	C	COVER MARINE OT OVERAGE
2020 9 20T196	Sheriff - Patrol Weight	17002000	58002		SOCIAL SECURITY	306.00	C	COVER MARINE OT OVERAGE
2020 9 20T196	Sheriff - Patrol Marine	17003000	58002		SOCIAL SECURITY	306.00	D	COVER MARINE OT OVERAGE
2020 9 20T197	IT	10168000	54382		COMPUTER	9,000.00	C	RENEWAL OF ADOBE LICENSING
2020 9 20T197	IT	10168000	54783		LICENSING SOFTWARE	9,000.00	D	RENEWAL OF ADOBE LICENSING
2020 9 20T198	Health - Tobacco	11018000	54488		RABIES	30.00	D	FINAL COPAY FOR OCULAR TB PAT
2020 9 20T198	Health - Tobacco	11018000	54670		TRAVEL NON EMPLOYEES	30.00	C	FINAL COPAY FOR OCULAR TB PAT
2020 9 20T199	Office for Disabled	10198900	52110		FURNITURE AND FURNISHINGS	154.00	D	REALLOCATE FND5 - CHAIR PURCH
2020 9 20T199	Office for Disabled	10198900	54311		PRINTING AND FORMS	154.00	C	REALLOCATE FND5 - CHAIR PURCH

YEAR	PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2020	9 20T201	EMS Indian Point	10014000	52110		FURNITURE AND FURNISHINGS	909.00	D	PURCHASE TRAINING TABLES
2020	9 20T201	EMS Indian Point	10014000	54989		MISCELLANEOUS	909.00	C	PURCHASE TRAINING TABLES
2020	9 B149CP20	Capital Projects	55197000	53000	51509	CAPITAL EXPENDITURES	190,000.00	C	R 148 - COB EXTERIOR REHAB.
2020	9 B149CP20	Capital Projects	55197000	532005	51509	CAPITAL PROJECT COB EXTERIOR	190,000.00	D	R 148 - COB EXTERIOR REHAB.
2020	9 R#152/20	Highway - Parks	10711000	58002		SOCIAL SECURITY	229.00	D	20A051 HIGHWAY REORGANIZATION
2020	9 R#152/20	Highway Admin	10149000	51000		PERSONNEL SERVICES	24,294.00	D	20A051 HIGHWAY REORGANIZATION
2020	9 R#152/20	Highway Facilities	10511100	51000		PERSONNEL SERVICES	2,141.00	D	20A051 HIGHWAY REORGANIZATION
2020	9 R#152/20	Highway - Parks	10711000	51000		PERSONNEL SERVICES	2,999.00	D	20A051 HIGHWAY REORGANIZATION
2020	9 R#152/20	Highway Facilities	10511100	58002		SOCIAL SECURITY	164.00	D	20A051 HIGHWAY REORGANIZATION
2020	9 R#152/20	Contingency	10199000	54982		SUB CONTINGENCY SALARIES	20,824.00	C	20A051 HIGHWAY REORGANIZATION
2020	9 R#152/20	Highway Roads & Bridges	10511000	51000		PERSONNEL SERVICES	11,339.00	C	20A051 HIGHWAY REORGANIZATION
2020	9 R#152/20	Highway Roads & Bridges	10511000	58002		SOCIAL SECURITY	866.00	C	20A051 HIGHWAY REORGANIZATION
2020	9 R#152/20	Finance	10131000	428551		TRANSFER FROM ROAD FUND	12,205.00	C	20A051 HIGHWAY REORGANIZATION
2020	9 R#152/20	Highway Road Machinery	10513000	51000		PERSONNEL SERVICES	1,248.00	D	20A051 HIGHWAY REORGANIZATION
2020	9 R#152/20	Highway Road Machinery	10513000	58002		SOCIAL SECURITY	95.00	D	20A051 HIGHWAY REORGANIZATION
2020	9 R#152/20	Highway Road Machinery	10513000	428601		TRANSFER FROM OTHER FUND	1,343.00	C	20A051 HIGHWAY REORGANIZATION

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2020 9 R#152/20	Cty Rd Transfer	02990100	59030		TRANSFER TO GF	12,205.00	D	20A051 HIGHWAY REORGANIZATION
2020 9 R#152/20	Highway Admin	10149000	58002		SOCIAL SECURITY	1,859.00	D	20A051 HIGHWAY REORGANIZATION
2020 9 R#152/20	To Road	10990100	59055		TRANSFER TO ROAD MACHINE	1,343.00	D	20A051 HIGHWAY REORGANIZATION
2020 9 R#153/20	Contingency	10199000	54980		GENERAL CONTINGENCIES	74,000.00	C	20A052 UNEMP INS THROUGH 12-31
2020 9 R#153/20	Unemployment Ins.	10905000	440890		FEDERAL AID CARES ACT	96,000.00	C	20A052 UNEMP INS THROUGH 12-31
2020 9 R#153/20	Unemployment Ins.	10905000	58050		UNEMPLOYMENT INS	170,000.00	D	20A052 UNEMP INS THROUGH 12-31
2020 9 R#154/20	Youth Bureau	10731000	51094		TEMPORARY	7,000.00	D	COVER TEMP FOR REMAINDER 2020
2020 9 R#154/20	Youth Bureau	10731000	51000	10114	PERSONNEL SERVICES	7,000.00	C	COVER TEMP FOR REMAINDER 2020
2020 9 R#155/20	Personnel	10143000	51000		PERSONNEL SERVICES	15,689.00	C	TRANSFER TO DIFFERENT TITLE
2020 9 R#155/20	Personnel	10143000	51000		PERSONNEL SERVICES	15,689.00	D	TRANSFER TO DIFFERENT TITLE
2020 9 R#156/20	Planning - Soil	10874500	52680		OTHER EQUIPMENT	55,700.00	D	S&W TRUST FUNDS-SLOPE MOWER
2020 9 R#156/20	Planning - Soil	10874500	439105		PERFORMANCE MEASURE	80,000.00	C	S&W TRUST FUNDS-PURCH EQUIP
2020 9 R#156/20	Planning - Soil	10874500	52650		MOTOR VEHICLES	22,000.00	D	S&W TRUST FUNDS-2 QUADS
2020 9 R#156/20	Planning - Soil	10874500	52180		OTHER EQUIPMENT	2,300.00	D	S&W TRUST FUNDS-HAULINGTRAILER
2020 9 R#157/20	To Road	10990100	59010		TRANSFER TO ROAD FUND	32,295.00	D	20T181 HIGHWAY STORM OT
2020 9 R#157/20	Highway Roads & Bridges	10511000	428601		TRANSFER FROM OTHER FUND	32,295.00	C	20T181 HIGHWAY STORM OT

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2020 9 R#157/20	Highway Roads & Bridges	10511000	58002		SOCIAL SECURITY	2,295.00	D	20T181 HIGHWAY STORM OT
2020 9 R#157/20	Contingency	10199000	54980		GENERAL CONTINGENCIES	32,295.00	C	20T181 HIGHWAY STORM OT
2020 9 R#157/20	Highway Roads & Bridges	10511000	51093		OVERTIME	30,000.00	D	20T181 HIGHWAY STORM OT
2020 9 R#159/20	Capital Projects	05000	45710L	50241	2021 SERIAL BONDS	100,000.00	C	PIN 8756.04 SODOM RD BR
2020 9 R#159/20	Capital Projects	05000	45710L	50245	2021 SERIAL BONDS	80,000.00	C	PIN 8757.48 PK HL RD
2020 9 R#159/20	Capital Projects	55997000	53000	51622	CAPITAL EXPENDITURES	410,000.00	D	20A053 FAIR ST PIN 8756.09
2020 9 R#159/20	Capital Projects	55197000	53000	50241	CAPITAL EXPENDITURES	100,000.00	D	20A053 SODOM RD BR PIN 8756.04
2020 9 R#159/20	Capital Projects	55197000	53000	50245	CAPITAL EXPENDITURES	80,000.00	D	20A053 PKHLRD PIN 8757.48
2020 9 R#159/20	Capital Projects	05000	45710L	51622	2021 SERIAL BONDS	410,000.00	C	PIN 8756.09 FAIR STREET
2020 9 R#162/20	Capital Projects	05000	45710L	50245	2021 SERIAL BONDS	1,000,000.00	C	20A054 PEEKSKILL HOLLOW RD
2020 9 R#162/20	Capital Projects	55197000	53000	50245	CAPITAL EXPENDITURES	5,000,000.00	D	20A054 PEEKSKILL HOLLOW RD
2020 9 R#162/20	Capital Projects	55197000	445971	50245	FEDERAL AID TRANSP CAP PROJ	4,000,000.00	C	20A054 PEEKSKILL HOLLOW RD
2020 9 R#170/20	EMS Fed	10398901	52195	10148	RESCUE EQUIPMENT	5,000.00	D	PURCHASE DIVE EQUIPMENT
2020 9 R#170/20	EMS Fed	10398901	52695	10148	RESCUE EQUIPMENT	5,000.00	C	PURCHASE DIVE EQUIPMENT
2020 9 R#170/20	EMS Fed	10398901	52195	10148	RESCUE EQUIPMENT	17,000.00	D	PURCHASE AED MACHINES
2020 9 R#170/20	EMS Fed	10398901	52695	10148	RESCUE EQUIPMENT	17,000.00	C	PURCHASE AED MACHINES

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2020 9 R#171/20	Finance	10131000	54646		CONTRACTS	17,000.00 D	XFER FROM 10199000 54980
2020 9 R#171/20	Contingency	10199000	54980		GENERAL CONTINGENCIES	17,000.00 C	XFER TO 10131000 54646
2020 9 R#172/20	Board of Elections	10145000	52680	10158	OTHER EQUIPMENT	3,368.00 C	ABSENTEE BALLOT PRINTING
2020 9 R#172/20	Board of Elections	10145000	54311	10158	PRINTING AND FORMS	3,368.00 D	ABSENTEE BALLOT PRINTING
2020 9 R#172/20	Board of Elections	10145000	52680	10158	OTHER EQUIPMENT	1,325.00 C	PURCHASE BAGS ABSENTEE BALLOT
2020 9 R#172/20	Board of Elections	10145000	54410	10158	SUPPLIES AND MAT	1,325.00 D	PURCHASE BAGS ABSENTEE BALLOTS
2020 9 R#172/20	Board of Elections	10145000	52680	10158	OTHER EQUIPMENT	7,000.00 C	POSTAGE MAILING ABSENTEE BALLOTS
2020 9 R#172/20	Board of Elections	10145000	54314	10158	POSTAGE	7,000.00 D	POSTAGE MAILING ABSENTEE BALLOTS
					Debits		6,439,347.93
					Credits		6,439,347.93

#2/d

## 2020 Contingency Report

<b><u>Beginning Balance 1/1/20</u></b>		<b>\$ 1,685,000.00</b>
Res42	Tourism- decrease in State Aid	7,708.00
Res94	Vacancy Control (January-March)	130,893.00
Res113	Livescan Grant	28,901.00
Res136	Vacancy Control (April- June)	406,605.00
Res137	Health Department reorganization	125,463.00
Res146	Closeout Capital Projects	17,394.69
Res150	Health Department reorganization	43,176.00
<b>Subtotal General Contingency</b>		<b>\$ 2,445,140.69</b>

### **Deductions:**

Res30	Computer Equipment- DMV	(9,500.00)
Res31	Veteran's Radio Communications	(2,000.00)
Res73	Sheriff's Department PBA contract settlement	(865,090.00)
Res90	COVID-19	(221,144.00)
Res91	CSEA contract settlement- Dispatchers	(78,696.00)
Res103	PCSEA Contract settlement	(490,374.00)
Res106	Electronic Monitoring costs	(5,000.00)
Res153	Federal Aid- Cares Act- Unemployment Insurance	(74,000.00)
Res157	Overtime- Road fund	(32,295.00)
Res171	Finance Department- 2020 financing costs	(17,000.00)

### **Total**

(1,795,099.00)

**\$ 650,041.69**

### **Proposed Deductions:**

20T220	To fund General & Excess Liability rate increase	(15,000.00)
--------	--	-------------

(15,000.00)

### **Pending Balance 10/22/20**

**\$635,041.69**



# 2020 Subcontingency Report

4983- Special Services (District Attorney)

**Beginning Balance 1/1/20** \$ 30,000.00

**Subtotal Subcontingency** \$ 30,000.00

**Deductions:**

Res125 Budget adjustment due to economic effects of COVID-19 Pandemic (15,000.00)

**Total** (15,000.00)  
\$ 15,000.00

**Proposed Deductions:**

**Pending Balance 10/22/20** \$15,000.00

Note:

R= resolution

A= proposed budgetary amendment

# 2020 Subcontingency Report

4985- Maintenance & Repairs

**Beginning Balance 1/1/20** \$ 15,000.00

**Subtotal Subcontingency** \$ 15,000.00

**Deductions:**

20LT01 Normal park maintenance nail, paint etc. (9,000.00)

**Total** \$ 6,000.00

**Proposed Deductions:**

**Pending Balance 10/22/20** \$6,000.00

Note:

R= resolution

A= proposed budgetary amendment

**2020 Subcontingency Report**

4986- Sheriff

**Beginning Balance 1/1/20** \$ 32,962.00

**Subtotal Subcontingency** \$ 32,962.00

**Deductions:**

Res46 Sheriff Deputy - Upgrade to Sergeant (17,962.00)

**Total** \$ 15,000.00

**Proposed Deductions:**

**Pending Balance 10/22/20** 0.00  
**\$15,000.00**

Note:

R= resolution

A= proposed budgetary amendment

**KEY**

LICENSE PLATE READERS 15,000.00  
UPGRADE - SHERIFF DEPUTY 17,962.00  
**TOTAL SUBCONTINGENCY 32,962.00**

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



#5a CC: All A+A

ANITA Z. GILBERT  
*Chief Deputy Commissioner Of Finance*

SHEILA M. BARRETT  
*Deputy Commissioner Of Finance*

DEPARTMENT OF FINANCE

**MEMORANDUM**

TO: Diane Schonfeld, Legislative Clerk

DATE: October 9, 2020

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

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

2020 OCT - 9 PM 2:58  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

Enclosure

Overtime Temporary - RECAP - 2020

As of Date: October 9, 2020

Org Description	Org	Object	Project	Acct. Description	2019 Actual	2020 Original Budget	2020 Revised Budget	2020 Actual	2020 Distributed Budget	2020 Available	2020 Percent
DSS - JD & PINS	10612300	51093		OVERTIME	21,013.70	0.00	13,196.00	12,800.86	10,263.56	395.14	97.01%
Emergency Services - Bureau	10398900	51094		TEMPORARY	20,737.57	26,000.00	26,000.00	22,083.26	20,222.22	3,916.74	84.94%
Emergency Services - Dispatch	13398900	51093		OVERTIME	112,698.71	120,000.00	120,000.00	112,779.23	93,333.33	7,220.77	93.99%
Health - Administration	10401000	51094		TEMPORARY	48,918.26	24,249.00	15,585.00	14,516.98	12,121.67	1,068.02	93.15%
Health - Early Intervention	10405900	51094		TEMPORARY	4,280.38	14,296.00	18,296.00	17,607.33	14,230.22	688.67	96.24%
Health - PH Emergency Preparedness	26401001	51094	10066	TEMPORARY	2,200.00	2,500.00	8,082.10	6,662.24	6,286.08	1,419.86	82.43%
Health - PH Emergency Preparedness	26401001	51093	10066	OVERTIME	(13.68)	0.00	119,505.00	113,208.14	92,948.33	6,296.86	94.73%
Highway - Roads & Bridges	10511000	51093		OVERTIME	63,940.92	50,000.00	50,000.00	67,573.76	38,888.89	(17,573.76)	135.15%
Sheriff - Bicycle Patrol	17004000	51093		OVERTIME	20,099.58	25,000.00	25,000.00	21,651.52	19,444.44	3,348.48	86.61%
Sheriff - ERT Callouts	17311000	51093	10102	OVERTIME	74,508.37	55,000.00	55,000.00	49,058.40	42,777.78	5,941.60	89.20%
Sheriff - Marine Patrol	17003000	51093		OVERTIME	68,569.29	65,000.00	69,000.00	67,093.94	53,666.67	1,906.06	97.24%
Transportation - PART	95630000	51094		TEMPORARY	31,725.00	32,760.00	32,760.00	29,070.00	25,480.00	3,690.00	88.74%

\*New Departments in Bold.

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



cc: all  
A+A - Oct. #56 sign

ANITA Z. GILBERT  
Chief Deputy Commissioner Of Finance

SHEILA BARRETT  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

September 17, 2020

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

2020 SEP 18 PM 4:38  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following budgetary amendment which was submitted for approval:

<b><u>Increase Revenue:</u></b>		
<b>14311000 443890</b>	<b>Sheriff Narcotics – Public Safety Other</b>	<b><u>\$6,747.08</u></b>
<b><u>Increase Appropriation:</u></b>		
<b>14311000 51093</b>	<b>Sheriff Narcotics – Overtime</b>	<b><u>\$6,747.08</u></b>

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

This resolution is required to cover overtime expenses which are reimbursed per contract between the Putnam County Sheriff's Department and the Drug Enforcement Administration-Tactical Diversion Squad Task Force.

AUTHORIZATION:

_____	_____	
Date	Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00	
_____	_____	
Date	County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00	
_____	_____	
Date	Chairperson Audit/Designee: \$0 - \$10,000.00	
_____	_____	
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00	<b>20A058</b>





ROBERT L. LANGLEY, JR.  
SHERIFF

PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300



KEVIN M. CHEVERKO  
UNDERSHERIFF

September 15, 2020

Drug Enforcement Administration  
New York Division  
Attn: Arian R. Monkhouse  
Elaine Des Champs

In accordance with the terms and conditions stated in the agreement between the Drug Enforcement Administration-Tactical Diversion Squad Task Force and the Putnam County Sheriff's Office, section 6, please accept this letter as a request for reimbursement to the Putnam County Sheriff's Office in the amount of \$4135.60 for overtime expenses incurred by Investigator from 03/01/20-06/01/2020.

Said funds should be forwarded to the Putnam County General Fund. I trust you have the proper account and routing numbers on file. Should you have any questions please contact me via cell phone 845-222-9779 or email [thomas.corless@putnamcountyny.gov](mailto:thomas.corless@putnamcountyny.gov). Also, please notify me when the money has been transferred.

Professionally yours,

Thomas M. Corless  
Senior Investigator  
Narcotics Enforcement Unit

TMC

*Contract 10/1/19-  
9/30/20  
\$4135.60*



PUTNAM COUNTY  
 OFFICE OF THE SHERIFF  
 AND  
 CORRECTIONAL FACILITY  
 THREE COUNTY CENTER  
 CARMEL, NEW YORK 10512  
 845-225-4300



ROBERT L. LANGLEY, JR.  
 SHERIFF

KEVIN M. CHEVERKO  
 UNDERSHERIFF

September 15, 2020

Drug Enforcement Administration  
 New York Division  
 Attn: Arian R. Monkhouse  
 Elaine Des Champs

In accordance with the terms and conditions stated in the agreement between the Drug Enforcement Administration-Tactical Diversion Squad Task Force and the Putnam County Sheriff's Office, section 6, please accept this letter as a request for reimbursement to the Putnam County Sheriff's Office in the amount of \$6,441.99 for overtime expenses incurred by Investigator [redacted] from 06/01/20-09/01/2020.

Said funds should be forwarded to the Putnam County General Fund. I trust you have the proper account and routing numbers on file. Should you have any questions please contact me via cell phone 845-222-9779 or email [thomas.corless@putnamcountyny.gov](mailto:thomas.corless@putnamcountyny.gov). Also, please notify me when the money has been transferred.

Professionally yours,

Thomas M. Corless  
 Senior Investigator  
 Narcotics Enforcement Unit

TMC

*Contract 10/1/19 - 9/30/20*

*Balance left on*

*Contract \$ 2611.48*

10/1/19 - 9/30/20

**DRUG ENFORCEMENT ADMINISTRATION  
WESTCHESTER RESIDENT OFFICE  
AND  
PUTMAN COUNTY SHERIFF'S OFFICE  
TACTICAL DIVERSION SQUAD TASK FORCE AGREEMENT**

This agreement is made this 1<sup>st</sup> day of October, 2019, between the United States Department of Justice, Drug Enforcement Administration (hereinafter "DEA"), and the Putnam County Sheriff's Office (hereinafter "PCSO"). The DEA is authorized to enter into this cooperative agreement concerning the use and abuse of controlled substances under the provisions of 21 U.S.C. Section 873.

WHEREAS there is evidence that trafficking in controlled substance pharmaceuticals and/or listed chemicals exists in the area and that such illegal activity has a substantial and detrimental effect on the health and general welfare of the people of Westchester County and the Hudson Valley region, the parties hereto agree to the following:

1. The DEA Westchester Tactical Diversion Squad Task Force (hereinafter "TDS Task Force") will perform the activities and duties described below:
  - a. Investigate, disrupt and dismantle individuals and/or organizations involved in diversion schemes (e.g., "doctor shopping," prescription forgery, and prevalent retail-level violators) of controlled pharmaceuticals and/or listed chemicals in Westchester County and the Hudson Valley region;
  - b. Investigate, gather and report intelligence data relating to trafficking of controlled pharmaceuticals and/or listed chemicals; and
  - c. Conduct undercover operations where appropriate and engage in other traditional methods of investigation in order that the TDS Task Force's activities will result in effective prosecution before the courts of the United States and the State of New York.
2. To accomplish the objectives of the TDS Task Force, the PCSO agrees to detail one (1) experienced officer to the TDS Task Force for a period of not less than two (2) years. During this period of assignment, the PCSO Officer will be under the direct supervision and control of a DEA Supervisory Special Agent assigned to the TDS Task Force.
3. The PCSO Officer assigned to the TDS Task Force shall adhere to DEA policies and procedures. Failure to adhere to DEA policies and procedures shall be grounds for dismissal from the TDS Task Force.
4. The PCSO Officer assigned to the TDS Task Force shall be deputized as a Task Force Officer of DEA pursuant to 21 U.S.C. Section 878.

5. To accomplish the objectives of the TDS Task Force, DEA has assigned three (3) Special Agents and one (1) Diversion Investigator to the TDS Task Force. DEA will also, subject to the availability of annual Diversion Control Fee Account (DCFA) funds or any continuing resolution thereof, provide necessary funds, vehicles, and equipment to support the activities of the DEA Special Agents and PCSO Officer assigned to the TDS Task Force. This support will include: vehicles, office space, office supplies, travel funds, funds for the purchase of evidence and information, investigative equipment, training, and other support items as available DCFA funds permit. TDS Task Force Officers must record their work hours via DEA's activity reporting system.
6. During the period of assignment to the TDS Task Force, the PCSO will be responsible for establishing the salary and benefits, including overtime, of the Officer assigned to the TDS Task Force, and for making all payments due them. DEA will, subject to availability of funds, reimburse the PCSO for overtime payments made by it to the PCSO Officer assigned to the TDS Task Force for overtime, up to a sum equivalent to 25 percent of the salary of a GS-12, step 1, (RUS) Federal employee (currently \$18,649.00) per officer, per year. Task Force Officers' overtime "shall not include any costs for benefits, such as retirement, FICA, and other expenses."
7. In no event will the PCSO charge any indirect cost rate to DEA for the administration or implementation of this agreement.
8. The PCSO shall maintain on a current basis complete and accurate records and accounts of all obligations and expenditures of funds under this agreement in accordance with generally accepted accounting principles and instructions provided by DEA to facilitate on-site inspection and auditing of such records and accounts.
9. The PCSO shall permit and have readily available for examination and auditing by DEA, the United States Department of Justice, the Comptroller General of the United States, and any of their duly authorized agents and representatives, any and all records, documents, accounts, invoices, receipts, or expenditures relating to this agreement. The PCSO shall maintain all such reports and records until all audits and examinations are completed and resolved, or for a period of three (3) years after termination of this agreement, whichever is later.
10. The PCSO shall comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, as amended, and all requirements imposed by or pursuant to the regulations of the United States Department of Justice implementing those laws, 28 C.F.R. Part 42, Subparts C, F, G, H and I.
11. The PCSO agrees that an authorized officer or employee will execute and return to DEA the attached OJP Form 4061/6, Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. The PCSO acknowledges that this agreement will not take effect and no Federal funds will be awarded to the PCSO by DEA until the completed certification is received.

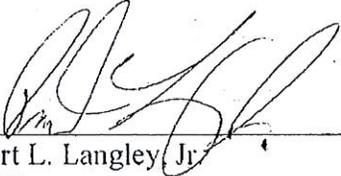
12. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, the PCSO shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money and (2) the dollar amount of Federal funds for the project or program.
13. The term of this agreement shall be from the date specified in the opening paragraph until September 30, 2020. This agreement may be terminated by either party on thirty (30) days' advance written notice. Billings for all outstanding obligations must be received by DEA within ninety (90) days of the date of termination of this agreement. DEA will be responsible only for obligations incurred by the PCSO during the term of this agreement.

For the Drug Enforcement Administration:

  
\_\_\_\_\_  
Raymond P. Donovan  
Special Agent in Charge  
New York Division

Date: 9/3/19

For the Putnam County Sheriff's Office:

  
\_\_\_\_\_  
Robert L. Langley, Jr.  
Sheriff

Date: 01/02/20

Putnam County Sheriff's Office DUNS No.: \_\_\_\_\_

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



#5c  
cc: All  
A+A sign

ANITA Z. GILBERT  
Chief Deputy Commissioner Of Finance

SHEILA BARRETT  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

September 23, 2020

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

2020 OCT 16 AM 11:59  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2020 Putnam County Sheriff Department budget:

**Increase Revenues:**

**17311000 426801 Sheriff Patrol – Insurance Recoveries \$5,222.06**

**Increase Expenses:**

**17311000 54370 Sheriff Patrol – Automotive \$5,222.06**

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

This amendment recognizes reimbursement received from ELCO Claims Services to offset the cost of repairing one of the Sheriff's vehicles involved in an accident May 16, 2020.

AUTHORIZATION:

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

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

\_\_\_\_\_  
Date Chairperson Audit/Designee: \$0 - \$10,000.00 **20A060**

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

ELCO Claims Services ~ Check # 000365275 ~ \$5,222.06

**ANDREW W. NEGRO**  
*First Deputy County Attorney*

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

**DINA M. DIBLASI**  
*Senior Deputy County Attorney*



**CONRAD J. PASQUALE**  
*Senior Deputy County Attorney*

**AMBER WODRASKA**  
*Deputy County Attorney*

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

**JENNIFER S. BUMGARNER**  
*County Attorney*

**DEPARTMENT OF LAW**

**MEMORANDUM:**

**TO:** Anita Z. Gilbert, Deputy Commissioner of Finance  
**FROM:** Mat C. Bruno, Sr., Manager Risk & Compliance   
**DATE:** September 8, 2020  
**RE:** Vehicle Accident Claim Reimbursement

Enclosed please find ELCO Claims Services check #0000365275 in the amount of \$5222.06 representing payment for the accident listed below. The Sheriff Department is expecting credit for the check.

Accident Number	Date of Accident	Damage	Reimbursement	Ins. Co	Driver
12	5/16/20	\$5222.06	\$5222.06	ELCO Claims Services	Joseph Spennato

Thank you.

MCB/da  
Enc.

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

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

17311000 54370  
17311000 426801

cc:all  
A+PA

sign

#5d



WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance

ANITA Z. GILBERT  
Chief Deputy Commissioner Of Finance

SHEILA BARRETT  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

October 7, 2020

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

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following amendment to the Highway Department's 2020 budget.

2020 OCT 14 AM 11:14  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Increase Appropriations:

10513000	Highway-Road Machinery	
54370	Automotive	<u>\$5,865.00</u>

Increase Revenue:

10513000	Highway-Road Machinery	
426802	Insurance Recoveries - Auto	<u>\$5,865.00</u>

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

This amendment recognizes reimbursement received from The Cincinnati Insurance Companies to offset the cost of repairing one of the Department of Social Services' vehicles involved in an accident on June 30, 2020.

AUTHORIZATION:

20A061

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

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

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



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

**ANDREW W. NEGRO**  
*First Deputy County Attorney*

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

**DINA M. DIBLASI**  
*Senior Deputy County Attorney*



**CONRAD J. PASQUALE**  
*Senior Deputy County Attorney*

**AMBER WODRASKA**  
*Deputy County Attorney*

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

**JENNIFER S. BUMGARNER**  
*County Attorney*

## DEPARTMENT OF LAW

### MEMORANDUM:

**TO:** Anita Z. Gilbert, Deputy Commissioner of Finance  
**FROM:** Mat C. Bruno, Sr., Manager Risk & Compliance  
**DATE:** August 6, 2020  
**RE:** Vehicle Accident Claim Reimbursement

Enclosed please find The Cincinnati Insurance Companies check #214177271 in the amount of \$5865.00 representing payment for the accident listed below. The Department of Social Services is expecting credit for the check.

Accident Number	Date of Accident	Damage	Reimbursement	Ins. Co	Driver
13	6/30/20	\$6015.24	\$5865.00	The Cincinnati Insurance Companies	Peter Harrington

Thank you.

MCB/da  
Enc.

48 GLENEIDA AVENUE, CARMEL, NEW YORK 10512

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

*Repair will be done through Highway + Stan's Auto Body*



PUTNAM COUNTY  
 48 GLENEIDA AVE  
 CARMEL NY 10512-1702

Check No 214177271

Invoice No	Claim Number	Date of Loss	Claimant	Amount
	3581459	06/30/2020	Eileen Kelly	5,865.00
<i>COVERAGE:</i> PROPERTY DAMAGE		<i>FOR:</i> Property damage payment; 2015 DODG Grand Caravan SE; VI		
<i>BENTYPE:</i> Loss		<i>PAYRSN:</i> Auto Body Repair		

Total: 5,865.00

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



cc:all  
A+A

#5e sign

ANITA Z. GILBERT  
Chief Deputy Commissioner Of Finance

SHEILA BARRETT  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

September 28, 2020

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

2020 OCT -2 PM 4:02  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following budgetary amendment 20A062 which was submitted for approval:

**Increase Revenue:**

17311000 422601 10102 Sheriff Patrol ERT Trng- Outside Svcs \$20,400.00

**Increase Appropriation:**

17311000 51093 10102 Sheriff Patrol - ERT Trng - Overtime \$18,950.00  
17311000 58002 10102 Sheriff Patrol - ERT Trng - FICA 1,450.00  
\$20,400.00

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

This resolution is required to recognize reimbursement received for ERT training overtime expense.

AUTHORIZATION:

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

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

Date Chairperson Audit/Designee: \$0 - \$10,000.00 **20A062**

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

Putnam County Ck #513018 ~ \$20,400



ROBERT L. LANGLEY, JR.  
SHERIFF

PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300



KEVIN M. CHEVERKO  
UNDERSHERIFF

**2020 ERT TRAINING**

DATE: 9/25/2020

Mr. William J. Carlin Jr.  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, N.Y. 10512

Dear Commissioner Carlin:

Check #00513018 in the amount of \$20,400.00

**From: COUNTY OF PUTNAM, PAYABLE TO PC SHERIFF'S DEPT.**

Please increase revenue account#: 17311000.422601.10102 **\$20,400.00**  
(Sheriff Patrol ERT Trng-Outside Services)

Additionally, increase expenditure accounts:  
17311000.51093.10102 **\$18,950.00**  
(Sheriff Patrol ERT Trng-Overtime)

17311000.58002.10102 **\$ 1450.00**  
(Sheriff Patrol ERT Trng-FICA)

Very truly yours,

Kevin M. Cheverko  
Undersheriff



cc: all  
A+A  
#5 F 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 - **20A063**  
Date: October 16, 2020

*WJC*

2020 OCT 16 PM 2:05  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**CAPITAL FUND:**

**Increase Estimated Appropriations:**

53097000 53000 51601 Interoperable Radio Project 590,058.00

**Increase Estimated Revenues:**

53097000 433971 51601 State Aid - Public Safety 590,058.00

**Decrease Estimated Appropriations:**

53097000 53000 52008 Interoperable Radio Project 590,058.00

**Decrease Estimated Revenues:**

53097000 433971 52008 State Aid - Public Safety 590,058.00

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

This Resolution is required to adjust the budget for the receipt of the 2020 SICG - Formula grant award as part of the Interoperable Radio project.

Please forward to the appropriate committee.

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

20A003

PUTNAM COUNTY LEGISLATURE

Resolution #40

Introduced by Legislator: Joseph Castellano on behalf of the Audit & Administration Committee at a Regular Meeting held on February 4, 2020.

page 1

**APPROVAL/ BUDGETARY AMENDMENT / BUREAU OF EMERGENCY SERVICES/ 2019 STATEWIDE INTEROPERABLE COMMUNICATIONS GRANT (SICG) AWARD**

**WHEREAS, by Resolution #222 of 2019, the Putnam County Legislature approved and authorized the Putnam County Bureau of Emergency Services to apply for a grant under the 2019 Statewide Interoperable Communications Grant (SICG) Program; and**

**WHEREAS, the Bureau of Emergency Services has requested a budgetary amendment (20A001) to adjust the budget for the receipt of the 2019 SICG-Formula Grant awarded through the New York State Homeland Security and Emergency Services in the amount of \$590,058; and**

**WHEREAS, this 2019 SICG-Formula Program concentrates on improving interoperability and operability of communications systems in New York State; and**

**WHEREAS, the performance period for this grant will be 24 months, beginning calendar year 2020 (January 1, 2020 – December 31, 2021), with the possibility of an extension; 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:**

**CAPITAL FUND:**

**Increase Estimated Appropriations:**

53097000 53000 52008                      SICG – 2019 Formula                      590,058

**Increase Estimated Revenues:**

53097000 433971 52008                      State Aid – Public Safety                      590,058

2020 Fiscal Impact – 0 –

2021 Fiscal Impact – 0 –

**BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.**

State of New York

ss:

County of Putnam



I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on February 4, 2020.

Dated: February 6, 2020

Signed: Diane Schonfeld

Diane Schonfeld  
Clerk of the Legislature of Putnam County

COUNTY OF PUTNAM

*cc: alle  
A+A*

*Sign  
#6*

FUND TRANSFER REQUEST # 831

TO: Commissioner of Finance  
FROM: William A. Orr, Jr., Fiscal Manager  
DEPT: Health  
DATE: September 25, 2020

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT	PURPOSE
10406500-54484 Comm Disease- Vaccines	11025000-54330 Flu-Med Supplies	\$6,250.00	Fund vaccines for 2020-2021 Flu Season.

2020 SEP 29 PM 4:46  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2020 Fiscal Impact \$ \_\_\_\_\_

2021 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

*20T202*

COUNTY OF PUTNAM  
FUND TRANSFER REQUEST

*cc: all  
A+A*

*Reso  
#7*

TO: COMMISSIONER OF FINANCE  
FROM: ANTHONY SCANNAPIECO / CATHERINE CROFT  
DEPT: BOARD OF ELECTIONS  
DATE: 9/29/2020

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10145000 52680 10158 OTHER EQUIP	10145000 54311 10158 PRINTING	\$ 6194.07	GE20 MANDATED POST CARD MAILING

\$6194.07

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2020 Fiscal Impact \$\_0\_\_

2021 Fiscal Impact \$\_0\_\_

\_\_\_\_\_  
Department Head Signature/Designee Date

AUTHORIZATION:

\_\_\_\_\_  
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

2020 OCT - 7 PM 1:39  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

*Handwritten scribbles at the bottom of the page.*



NTS Data Services, LLC  
 2079 Sawyer Dr.  
 Niagara Falls, NY 14304

INVOICE

800-458-3820 X 401  
 shanin.haskell@ntsdata.com

INVOICE TO  
 Putnam County Board of Elections  
 25 Old Route 6  
 CARMEL, NY 10512

INVOICE # 20791  
 TERMS Net 30 Days  
 INVOICE DATE 09/20/2020  
 DUE DATE 10/20/2020  
 PURCHASE ORDER 20001945

2020 SEP 25 PM 1:19  
 PUTNAM COUNTY  
 BOARD OF ELECTIONS

PRODUCT/SERVICE	QTY	RATE	AMOUNT
GE 20 Post Card Mailing			
Post Card Mailing	39,808	0.28	11,146.24
Postage Received \$10,186.06			
Postage Used \$5,386.99			
Post Card Postage-Refund	1	-4,799.07	-4,799.07
<b>BALANCE DUE</b>			<b>\$6,347.17</b>

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
A+A*

*Reso  
#8*

**TO: COMMISSIONER OF FINANCE  
FROM: ANTHONY SCANNAPIECO / CATHERINE CROFT  
DEPT: BOARD OF ELECTIONS  
DATE: 10/05/2020**

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

<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
<b>ACCOUNT#/NAME</b>	<b>ACCOUNT #/NAME</b>		
10145000 52680 10158 OTHER EQUIP (COVID)	10145000 54311 10158 PRINTING (COVID)	\$ 6000	anticipated COVID related printing costs
10145000 52680 10158 OTHER EQUIP (COVID)	10145000 54410 10158 SUPP & MAT (COVID)	\$ 2000	anticipated COVID related supply costs
10145000 52680 10158 OTHER EQUIP (COVID)	10145000 52130 10158 COMP EQUIP (COVID)	\$ 473	2 laptops for use on election day for remote court orders

**\$8,473**

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2020 Fiscal Impact \$\_0\_  
2021 Fiscal Impact \$\_0\_

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2020 OCT - 7 PM 1:39

\_\_\_\_\_  
Department Head Signature/Designee Date

**AUTHORIZATION:**

- \_\_\_\_\_  
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

*20T210*

## SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

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

**# 25091194.01**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 10/2/2020  
**Valid Through:** 11/1/2020  
**Account #:**

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** AnnMarie Walz  
**Email:** annmarie.walz@putnamcountyny.g

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

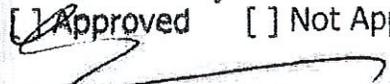
QUOTE PROVIDED TO:	SHIP TO:
AB#: 11855767 PUTNAM COUNTY V BOARD OF ELECTIONS 25 OLD ROUTE SIX CARMEL, NY 10512  (845) 226-0441	AB#: 15573407 PUTNAM COUNTY BOARD OF ELECTIONS 25 OLD ROUTE 6 CARMEL, NY 10512  (845) 808-4000 x41117

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	13.00 lbs	NET 30	NCPA 01-44

Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-44. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	2	41048716	R92RT	Latitude 3410 Core i5-10210U 1.6GHz / 8GB / 256GB PCIe / ax / BT / WC / 14" FHD / W10P64 Dell Distribution Systems-Non CTO	Dell Distribution Systems-Non CTO	\$ 836.13	\$ 1,672.26
<b>Subtotal</b>						\$	1,672.26
<b>Fee</b>						\$	0.00
<b>Shipping and Handling</b>						\$	0.00
<b>Tax</b>							Exempt!
<b>Total</b>						\$	1,672.26

**IT/GIS Dept. Reviewed**  
 Approved     Not Approved



# Connection™

PUBLIC SECTOR SOLUTIONS

we solve IT™

**ORDERING INFORMATION**  
**GovConnection, Inc. DBA Connection**  
**NCPA Contract # NCPA 01-44**  
**Contract Expiration: 31 October 2021**

Please contact your account manager with questions.

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

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

Please reference the Contract # on all purchase orders.

**TERMS & CONDITIONS**

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

WARRANTY: Manufacturer's Standard Commercial Warranty

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

*Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-44. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.*

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

Please forward your Contract or Purchase Order to:

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

QUESTIONS: Call 800-800-0019

FAX: 603.683.0374

20210

COUNTY OF PUTNAM

FUND TRANSFER REQUEST

*cc: all  
AWA*

*Reso  
#9*

TO: Commissioner of Finance

FROM: Sheriff Robert Langley Jr.

DEPT: Corrections Dept

DATE: October 6, 2020

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51094 (Jail: Temporary)	17311000.51093 (Sheriff Patrol: Overtime)	\$50,000.00	Cover projected OT costs in Patrol
10315000.58002 (Jail: FICA)	17311000.58002 (Sheriff Patrol: FICA)	\$3,825.00	Cover related FICA of OT costs in Patrol
10012000.51093 (Jail Staff Training: Overtime)	17311000.51093 (Sheriff Patrol: Overtime)	\$24,000.00	Cover projected OT costs in Patrol
10012000.58002 (Jail Staff Training: FICA)	17311000.58002 (Sheriff Patrol: FICA)	\$1,836.00	Cover related FICA of OT costs in Patrol
10009000.51093 (Jail Transport Svcs: Overtime)	17311000.51093 (Sheriff Patrol: Overtime)	\$15,000.00	Cover projected OT costs in Patrol
10009000.58002 (Jail Transport Svcs: FICA)	17311000.58002 (Sheriff Patrol: FICA)	\$1,148.00	Cover related FICA of OT costs in Patrol
10010000.51094 (Jail Food: Temporary)	17311000.51093 (Sheriff Patrol: Overtime)	\$5,000.00	Cover projected OT costs in Patrol
10010000.58002 (Jail Food: FICA)	17311000.58002 (Sheriff Patrol: FICA)	\$383.00	Cover related FICA of OT costs in Patrol

Total \$101,192.00

2020 Fiscal Impact \$ 0

2021 Fiscal Impact \$ 0

Department Head Signature/Designee

Date

LEGISLATURE  
PUTNAM COUNTY  
CARHEL, NY

2020 OCT - 9 AM 10: 18

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

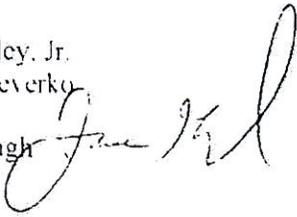
Date Audit & Administration Committee: \$10,000.01 - \$25,000.00

*20T2/3*

Putnam County Sheriff's Department

Inter - Office Memorandum

Date: October 2, 2020

To: Sheriff Robert L. Langley, Jr.  
 Attn: Undersheriff Kevin Cheverko  
 From: Captain James Greenough   
 Subject: **FUNDS TRANSFER**  
**OVERTIME JAIL TO ROAD PATROL**

Request the below funds transfers be approved to cover overtime costs that were not included or filled when preparing the 2020 budget. These cost were incurred due to having two Deputies in the Academy, two Deputies on Military Leave, two Deputies on 207C, Staffing Loss due to Covid-19, Staffing of Protests throughout the County, cost increases due to a new contract agreement and having the original Overtime Budget submission cut by \$104,000. Approving the below listed lines will cover projected overtime costs.

Reduce 10315000.51094 Temporary by \$50,000.00 and ✓  
 Increase 17311000.51093 Sheriff Patrol Overtime by \$50,000.00. ✓

Reduce 10315000.58002 Jail General FICA by \$3,825.00 and ✓  
 Increase 17311000.58002 Sheriff Patrol FICA by \$3,825.00. ✓

Reduce 10012000.51093 Jail Staff Training Overtime by \$24,000.00 and ✓  
 Increase 17311000.51093 Sheriff Patrol Overtime by \$24,000.00 ✓

Reduce 10012000.58002 Jail Staff Training FICA by \$1,836.00 and ✓  
 Increase 17311000.58002 Sheriff Patrol FICA by \$1,836.00. ✓

Reduce 10009000.51093 Jail Transport Services by \$15,000.00 and ✓  
 Increase 17311000.51093 Sheriff Patrol Overtime by \$15,000.00. ✓

Reduce 10009000.58002 Jail Transport Services FICA by \$1,148.00 and ✓  
 Increase 17311000.58002 Sheriff Patrol FICA by \$1,148.00 ✓

Reduce 10010000.51094 Jail Food Temporary by \$5,000.00 and ✓

20T213

Increase 17311000.51093 Sheriff Patrol Overtime by \$5,000.00.

Reduce 10010000.58002 Jail Food FICA by \$383.00 and  
Increase 17311000.58002 Sheriff Patrol FICA by \$383.00.

**RECEIVED AND FORWARDED FOR ACTION**

SGT \_\_\_\_\_  
LT \_\_\_\_\_  
LT \_\_\_\_\_  
CAPT \_\_\_\_\_  
US Henry S. [Signature]  
SHERIFF [Signature]

20T213

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
A+A*

*RESO  
#10*

**TO:** Commissioner of Finance

**FROM:** Sheriff Robert Langley Jr.

**DEPT:** Sheriff's Dept.

**DATE:** October 7, 2020

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10150 (Jail Personnel)	17311000.51093 (Sheriff Patrol Overtime)	\$3,058.00	To cover OT expenses from July due to 2 Deputies in the Academy, 2 on MIL, 2 on 207C, staffing loss due to COVID-19, staffing of protests throughout County, cost increases due to settlement of new contract and original OT budget submission cut by \$104,000.
10315000.58002 (Jail General: FICA)	17311000.58002 (Sheriff Patrol: FICA)	\$234.00	
	<b>Total</b>	<b>\$3,292.00</b>	

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

Department Head Signature/Designee \_\_\_\_\_ Date \_\_\_\_\_

2020 OCT 14 AM 11:11  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

**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

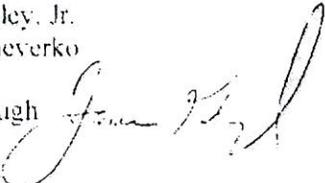
*20T216*

P-1

Putnam County Sheriff's Department

Inter - Office Memorandum

Date: October 2, 2020

To: Sheriff Robert L. Langley, Jr.  
 Attn: Undersheriff Kevin Cheverko  
 From: Captain James Greenough   
 Subject: FUNDS TRANSFER  
 OVERTIME JAIL.

Request the below funds transfers be approved to cover overtime costs that were incurred due to running the month of July 2020 with two Deputies in the Academy, two Deputies on Military Leave, two Deputies on 207C, Staffing Loss due to Covid-19, Staffing of Protests throughout the County, cost increases due to a new contract agreement and having the original Overtime Budget submission cut by \$104,000. Approving the below listed lines will cover projected overtime costs.

Reduce 10315000.10150 Open Personnel Line Funds by \$ 3,058.00.

and

Increase 17311000.51093 Sheriff Patrol Overtime by \$3,058.00.

Reduce 10315000.58002 Jail General FICA by \$234.00 and

Increase 17311000.58002 Sheriff Patrol FICA by \$234.00.

RECEIVED AND FORWARDED FOR ACTION

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



20T216

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
A+A*

*Res D  
#11*

**TO: Commissioner of Finance**

**FROM: Sheriff Robert Langley Jr.**

**DEPT: Sheriff's Dept.**

**DATE: October 7, 2020**

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

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000(10143) (Jail Personnel)	17311000.51093 (Sheriff Patrol Overtime)	\$2,059.00	To cover OT expenses from August due to 2 Deputies in the Academy, 2 on MIL, 2 on 207C, staffing loss due to COVID-19, staffing of protests throughout County, cost increases due to settlement of new contract and original OT budget submission cut by \$104,000.
10315000.51000(10150) (Jail Personnel)	17311000.51093 (Sheriff Patrol Overtime)	\$4,587.00	
10315000.58002 (Jail General: FICA)	17311000.58002 (Sheriff Patrol: FICA)	\$508.00	
	<b>Total</b>	<b>\$7,154.00</b>	

2020 OCT 14 PM 4:16  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

\_\_\_\_\_  
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

*2020.10.15*

Putnam County Sheriff's Department

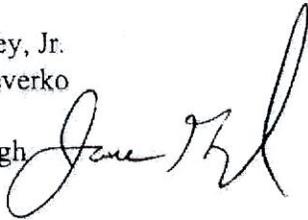
Inter - Office Memorandum

Date: October 2, 2020

To: Sheriff Robert L. Langley, Jr.

Attn: Undersheriff Kevin Cheverko

From: Captain James Greenough



Subject: FUNDS TRANSFER  
OVERTIME JAIL

Request the below funds transfers be approved to cover overtime costs that were incurred due to running the month of August 2020 with two Deputies in the Academy, two Deputies on Military Leave, two Deputies on 207C, Staffing Loss due to Covid-19, Staffing of Protests throughout the County, cost increases due to a new contract agreement and having the original Overtime Budget submission cut by \$104,000. Approving the below listed lines will cover projected overtime costs.

Reduce 10315000.10143 Open Personnel Line Funds by \$ 2,059.00.

Reduce 10315000.10150 Open Personnel Line Funds by \$ 4,587.00.

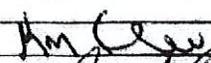
and

Increase 17311000.51093 Sheriff Patrol Overtime by \$6,646.00.

Reduce 10315000.58002 Jail General FICA by \$508.00 and

Increase 17311000.58002 Sheriff Patrol FICA by \$508.00.

RECEIVED AND FORWARDED FOR ACTION

SGT	_____
LT	_____
LT	_____
CAPT	
US	_____
SHERIFF	

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: aad  
A+H*

*Rest  
#12*

**TO: Commissioner of Finance**  
**FROM: Mat. C. Bruno, Sr., Risk Manager**  
**DEPT: Risk Management**  
**DATE: October 8, 2020**

2020 OCT 14 PM 4: 08  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

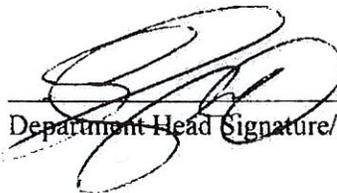
**I hereby request approval for the following transfer of funds:**

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
Contingency Fund <i>10199000 54980</i>	10191500 54830 Excess Liability	\$15,000.00	To cover Excess Liability Coverage Invoices for Nov/Dec. And any other Ins. Expenses for Remainder of 2020 (see attached)
	<b>Total</b>	<b>\$15,000.00</b>	

*Due to rate increase from 19/20 to 20/21 see attached*

**SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM**

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

  
 Department Head Signature/Designee 10-8-20  
Date

**AUTHORIZATION:**

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

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

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

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

*20T220*

**Anita Gilbert**

---

**From:** Mat Bruno  
**Sent:** Thursday, October 08, 2020 4:25 PM  
**To:** Anita Gilbert  
**Cc:** Jennifer Nygard  
**Subject:** RE: Budget Line Increase  
**Attachments:** DOC100820-10082020162005.pdf

Hi Anita:

Good afternoon. Thank you for speaking with me earlier today. Jenn and I factored a 6.4% increase from 2019 to 2020. ( See below chart showing specifics ) We do have some funds in the budget line at this time, but will require \$15,000.00 more to cover the remaining NYMIR invoice balances and whatever comes in from now until the end of the year. When you have a moment, would you be so kind as to start the process of adding \$15,000.00 to the Risk Budget line 10191500 54830 ( Excess Liability ).

While it's difficult to predict the factors which come into play with insurance costs, the majority of same is based on loss experience, exposures, final budgets, etc. There have been some increases due to Healthcare policy rate increases of 25% and some loss experience of the General Liability and Law Enforcement which also will affect the Public Officials and dribbles down to the Excess Liability. As a result, we see a 6.4% increase from 2019 to 2020. ( as indicated below )

Would you be so kind as to yield the \$15,000.00 from the contingency fund and transfer to the excess liability budget line. Attached is the Fund Transfer Request, 2019 and 2020 policy invoice figures and voucher.  
( hard copies to follow interoffice )

Ps: We may see a 6.5% increase in 2021 however at this time we will not be requesting a budget change for that.

<b><u>NYMIR INSURANCE POLICY INVOICES</u></b>			
	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>
January	\$57,565.87	\$56,772.48	\$65,116.80
Feb-April	\$172,870.52	\$178,426.34	
May-July	\$172,870.48	\$178,426.28	
Aug-Oct	\$181,002.66	\$198,089.30	
Nov-Dec	\$113,715.43	\$131,053.12	
	<b>\$698,024.96</b>	<b>\$742,767.52</b>	<b>\$791,047.40</b>
<b>With 6.5% increase</b>		<b>\$44,742.56</b>	<b>\$48,279.88</b>

Mat C. Bruno Sr.  
Risk Manager  
Putnam County Department of Law  
48 Gleneida Avenue  
Carmel, New York 10512  
(845) 808-1150 Ext. 49408  
Fax (845) 808-1903

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*JAT 10/8/20*

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---

**From:** Mat Bruno  
**Sent:** Wednesday, October 07, 2020 3:29 PM  
**To:** Anita Gilbert <Anita.Gilbert@putnamcountyny.gov>  
**Cc:** Jennifer Nygard <Jennifer.Nygard@putnamcountyny.gov>  
**Subject:** Budget Line Increase  
**Importance:** High

Hi Anita:

Good afternoon. I was just in a meeting with Jenn N. and based on our review of NYMIR's invoices and billing categories, it appears we will need a budget line increase in the amount of \$15,000.00.

After review of the invoices, there appears to be an increase from 2019-2020 of approximately 5%. We estimated that increase was approximately \$54,000.00 overall. With that being said, we do have some funds in the budget line at this time, but will require \$15,000.00 more to cover the remaining NYMIR invoice balances and whatever comes in from now until the end of the year.

When you have a moment this afternoon, would you be so kind as to add \$15,000.00 to the Risk Budget line 10191500 54830 ( Excess Liability ).

Spain Agency did indicate that even if exposures remained relatively the same, there could have been anywhere from a 5-10% increase accordingly. It looks as if that stood true for 2019-20 and perhaps for our future 2020-21 as well.

Thank you

Mat C. Bruno Sr.  
Risk Manager  
Putnam County Department of Law  
48 Gleneida Avenue  
Carmel, New York 10512  
(845) 808-1150 Ext. 49408  
Fax (845) 808-1903

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**NYMIR INSURANCE POLICY INVOICES**

	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>
January	\$57,565.87	\$56,772.48	\$65,116.80
Feb-April	\$172,870.52	\$178,426.34	
May-July	\$172,870.48	\$178,426.28	
Aug-Oct	\$181,002.66	\$198,089.30	
Nov-Dec	\$113,715.43	\$131,053.12	
	\$698,024.96	\$742,767.52	\$791,047.40
<b>With 6.5% increase</b>		<b>\$44,742.56</b>	<b>\$48,279.88</b>

20T 22A



# PUTNAM COUNTY VOUCHER

SHIP AND BILL TO:  
 DEPARTMENT: Putnam County Law Dept  
 ADDRESS: 48 Glensida Avenue  
Carmel, NY 10512

**VENDOR NUMBER:**

CLAIMANT NAME AND ADDRESS:  
**Brown & Brown of NY Inc**  
**dba Spain Agency**  
**625 Route 6**  
**Mahopac, NY 10541**

2020  
2021

ORG CODE	OBJECT CODE	PROJECT CODE	AMOUNT
10191500	54830		\$131,053.12
10191500	54830		\$65,116.80

LIST ALL INVOICE NUMBERS AND ATTACH ALL ORIGINAL INVOICES AND RECEIPTS

INVOICE DATE	INVOICE #	DESCRIPTION	CONTRACT #	UNIT PRICE	AMOUNT
11/1/2020	4085773	Installment HCOPUTN001	2020 54,026.43	2021 2,012.92	6,039.35
11/1/2020	4085768	Installment HGLPUTN001	\$2,416.83	\$123.99	370.22
11/1/2020	4085774	Installment MCAPUTN001	\$12,029.65	\$6,013.93	18,043.58
11/1/2020	4085776	Installment MECPUTN001	\$21,522.04	\$10,578.44	31,726.48
11/1/2020	4085771	Installment MIMPUTN001	\$5,354.33	\$2,676.77	8,031.10
11/1/2020	4085769	Installment MLEPUTN001	\$41,064.32	\$20,529.08	61,593.40
11/1/2020	4085770	Installment MOCPUTN002	\$45.84	\$22.91	68.75
11/1/2020	4085772	Installment MPLPUTN001	\$34,534.40	\$17,267.01	51,799.01
11/1/2020	4085775	Installment MPOPUTN001	\$16,872.54	\$8,035.06	24,107.60
NOV - JAN 2021 Term DEC.					
Fund transfer info: \$10,484.22 need to cover entire 2020 invoice.					
				TOTAL	201,779.49

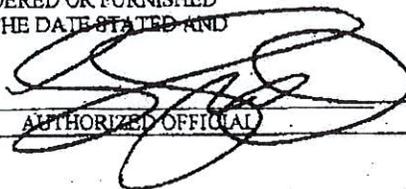
**CLAIMANT'S CERTIFICATION**

I, Catherine Sullivan CERTIFY THAT THE ABOVE ACCOUNT IN THE AMOUNT OF \$ 201,779.49 IS TRUE AND CORRECT; THAT THE ITEMS, SERVICES AND DISBURSEMENTS CHARGED WERE RENDERED TO OR FOR THE COUNTY OF PUTNAM ON THE DATES STATED; THAT NO PART HAS BEEN PAID OR SATISFIED, AND THAT THE AMOUNT CLAIMED IS ACTUALLY DUE.

DATE 10-2-2020 SIGNATURE Catherine Sullivan TITLE Account Executive

DEPARTMENT APPROVAL \_\_\_\_\_ APPROVAL FOR PAYMENT \_\_\_\_\_

THE ABOVE SERVICES WERE RENDERED OR FURNISHED TO THE COUNTY OF PUTNAM ON THE DATE STATED AND THE CHARGES ARE CORRECT.

DATE 10/5/20 AUTHORIZED OFFICIAL  AUDITED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

20T220

**Brown & Brown of New York Inc.**

625 Route 6  
 Mahopac, NY 10541  
 (845)628-4500

**INVOICE**

Putnam County
154681
10/02/2020
(845)628-4500
1 of 2

Putnam County  
 48 Gleneida Avenue  
 Carmel, NY 10512

\$	201,779.49

Thank You

Please detach and return with payment



Customer: Putnam County

4085773	11/01/2020	Installment	Policy #HCOPUTN001 08/01/2020-08/01/2021 New York Municipal Insurance Reciprocal Professional Liability	6,039.35
4085768	11/01/2020	Installment	Policy #HGLPUTN001 08/01/2020-08/01/2021 New York Municipal Insurance Reciprocal General Liability	370.22
4085774	11/01/2020	Installment	Policy #MCAPUTN001 08/01/2020-08/01/2021 New York Municipal Insurance Reciprocal Business Auto	18,043.58
4085776	11/01/2020	Installment	Policy #MECPUTN001 08/01/2020-08/01/2021 New York Municipal Insurance Reciprocal Excess Liability	31,726.48
4085771	11/01/2020	Installment	Policy #MIMPUTN001 08/01/2020-08/01/2021 New York Municipal Insurance Reciprocal Inland Marine (C)	8,031.10
4085769	11/01/2020	Installment	Policy #MLEPUTN001 08/01/2020-08/01/2021 New York Municipal Insurance Reciprocal Miscellaneous Professional Liability	61,593.40
4085770	11/01/2020	Installment	Policy #MOCPUTN002 08/01/2020-08/01/2021 New York Municipal Insurance Reciprocal General Liability	68.75

Thank You

Please Remit Payment Upon Receipt

Brown & Brown of New York Inc.  
 625 Route 6  
 Mahopac, NY 10541

(845)628-4500

info@bbhvins.com

10/02/2020

207220

**Brown & Brown of New York Inc.**

625 Route 6  
 Mahopac, NY 10541  
 (845)628-4500

**INVOICE**

Putnam County
154681
10/02/2020
(845)628-4500
2 of 2

Putnam County  
 48 Gleneida Avenue  
 Carmel, NY 10512

\$	201,779.49

Thank You

Please detach and return with payment



Customer: Putnam County

4085772	11/01/2020	Installment	Policy #MPLPUTN001 08/01/2020-08/01/2021 New York Municipal Insurance Reciprocal Package (C)	51,799.01
4085775	11/01/2020	Installment	Policy #MPOPOTN001 08/01/2020-08/01/2021 New York Municipal Insurance Reciprocal Errors and Omissions	24,107.60

\$ 201,779.49

Thank You

Please Remit Payment Upon Receipt

Brown & Brown of New York Inc.  
 625 Route 6  
 Mahopac, NY 10541

(845)628-4500

info@bbhvins.com

10/02/2020

20T220

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

CC: All  
Att

Reso  
#13

**TO:** Commissioner of Finance

**FROM:** Sheriff Robert Langley Jr.

**DEPT:** Sheriff's Dept.

**DATE:** October 7, 2020

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10143 (Jail Personnel)	17311000.51093 (Sheriff Patrol Overtime)	\$6,471.00	To cover OT expenses from September due to 2 Deputies in the Academy, 2 on MH, 2 on 207C, staffing less due to COVID-19, staffing of protests throughout County, cost increases due to settlement of new contract and original OT budget submission cut by \$105,000
10315000.51000.10144 (Jail Personnel)	17311000.51093 (Sheriff Patrol Overtime)	\$5,328.00	
10315000.51000.10150 (Jail Personnel)	17311000.51093 (Sheriff Patrol Overtime)	\$4,805.00	
10315000.58002 (Jail General: FICA)	17311000.58002 (Sheriff Patrol: FICA)	\$1,270.00	
	<b>Total</b>	<b>\$17,874.00</b>	

2020 OCT 16 AM 10:34  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

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

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

20T 221

Putnam County Sheriff's Department

Inter - Office Memorandum

Date: October 2, 2020

To: Sheriff Robert L. Langley, Jr.  
 Attn: Undersheriff Kevin Cheverko  
 From: Captain James Greenough *James Greenough*  
 Subject: FUNDS TRANSFER  
 OVERTIME JAIL

Request the below funds transfers be approved to cover overtime costs that were incurred due to running the month of September 2020 with two Deputies in the Academy, two Deputies on Military Leave, two Deputies on 207C, Staffing Loss due to Covid-19, Staffing of Protests throughout the County cost increases due to a new contract agreement and having the original Overtime Budget submission cut by \$104,000. Approving the below listed lines will cover projected overtime costs.

- Reduce 10315000.10143 Open Personnel Line Funds by \$ 6,471.00.
- Reduce 10315000.10144 Open Personnel Line Funds by \$ 5,328.00.
- Reduce 10315000.10150 Open Personnel Line Funds by \$ 4,805.00.
- and
- Increase 17311000.51093 Sheriff Patrol Overtime by \$16,604.00.

- Reduce 10315000.58002 Jail General FICA by \$1,270.00 and
- Increase 17311000.58002 Sheriff Patrol FICA by \$1,270.00.

RECEIVED AND FORWARDED FOR ACTION

SGT \_\_\_\_\_  
 LT \_\_\_\_\_  
 LT \_\_\_\_\_  
 CAPT *Kevin Cheverko*  
 US \_\_\_\_\_  
 SHERIFF *Robert L. Langley, Jr.*

20T221

cc: all A+A 3.97  
#14

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

**TO: Commissioner of Finance**  
**FROM: Jeanette Saccavino, Fiscal Manager**  
**DEPT: Highway**  
**DATE: October 8, 2020**

I hereby request approval for the following transfer of funds:

FROM	TO	AMOUNT	PURPOSE
ACCOUNT#/NAME 10084000 54146 10143 Tilly Feed (Agricul)	ACCOUNT #/NAME 10084000 54147 Tilly Vet Svcs/Supp	\$ 3696.00	for Veterinarian svcs through y/e
10084000 54300 10143 Tilly Misc (Agricul)	10084000 54147 Tilly Vet Svcs/Supp	\$ 1750.00	for Veterinarian svcs through y/e
10084000 54410 10143 Tilly Sup & Mat (Agricul)	10084000 54147 Tilly Vet Svcs/Supp	\$ 4054.00	for Veterinarian svcs through y/e
		<u>          </u> \$ 9500.00	

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2020 Fiscal Impact \$\_0\_  
2021 Fiscal Impact \$\_0\_

\_\_\_\_\_  
Department Head Signature/Designee

\_\_\_\_\_  
Date

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2020 OCT 16 AM 10:36

AUTHORIZATION: : (Electronic signatures)

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

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

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

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

20T223

## Melissa Kishbaugh

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**From:** Chris Ruthven  
**Sent:** Tuesday, October 13, 2020 12:45 PM  
**To:** Melissa Kishbaugh  
**Subject:** Unexpected farm animal expenses

Melissa

The Veterinarian expenses for Tilly Farm animals exceed the budgeted amount this year due to three unforeseeable issues

- Mini horse Sunny was very sick with laminitis and almost had to be put down early in the year. This caused us to have many vet visits, new medications, special hoof trimmings and x-rays, and even a second opinion from another vet hospital.
- Alpaca Sinbad's health is declining. Again we almost put him down to the point where we notified the CEO but one last vet visit and a new medication saved him.
- Most recently one of the big draft horses sustained a very serious foot injury which has required numerous vet visits and medications to prevent infection. These are still on-going and will continue to generate additional vet expenses.

As for feed expenses this was our first full year with the draft horses and we did not budget enough to cover a full year however in order to reduce feed expenses we put a bid out through purchasing to get the best possible pricing and have purchased our hay in bulk during the summer at it's lowest cost. Some of the hay we have purchased will last us till hay season next summer so we can continue to get it at the best price.

At this point we need enough money to pay our outstanding vet bills, future vet and farrier bills and monthly Agway bills for all other feeds besides hay and for bedding material. As you can see from our Agway bills, this comes out to about \$1,500 every 3-4 weeks. I can't even guess what the vet bill's will be. We can budget for routine examines, meds and vaccinations but not for unforeseen health issues.

Chris

*Christopher Ruthven*

Deputy Commissioner of Parks

[Chris.ruthven@Putnamcountyny.gov](mailto:Chris.ruthven@Putnamcountyny.gov)

Office 845-808-1994

Cell 845-656-6599

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

Rec'd  
#15  
CC: All  
A+A

**TO: COMMISSIONER OF FINANCE  
FROM: ANTHONY SCANNAPIECO / CATHERINE CROFT  
DEPT: BOARD OF ELECTIONS  
DATE: 10/15/2020**

I hereby request approval for the following transfer of funds:

FROM	TO		
ACCOUNT#/NAME	ACCOUNT #/NAME	AMOUNT	PURPOSE
10145000 51094 TEMPORARY	10145000 51093 OVERTIME	\$ 75,000	GE20 STAFF OVERTIME
		<b>\$75,000</b>	

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2020 Fiscal Impact \$\_0\_  
2021 Fiscal Impact \$\_0\_

\_\_\_\_\_  
Department Head Signature/Designee      Date

AUTHORIZATION:

\_\_\_\_\_  
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

2020 OCT 16 AM 10:38  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

11/11/20

cc: all  
AAA

#16



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

ANITA Z. GILBERT  
*Chief Deputy Commissioner Of Finance*

SHEILA BARRETT  
*Deputy Commissioner Of Finance*

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance *WJC*  
RE: Letter of Necessity – Ratification of the 2020 Real Property Tax Sale  
Date: October 16, 2020

2020 OCT 16 PM 12: 01  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Please accept this memorandum as a letter of necessity for the Legislature to consider the enclosed ratification of the 2020 Real Property Tax Sale at the October 22 Audit & Administration Committee meeting, and then hold a special meeting to ratify this resolution that same night.

As I mentioned last night, the County completed the 2020 Real Property Tax Sale, which was delayed months and held online due to the Covid-19 pandemic. We are requesting that the Legislature ratify the results of the sale now, so we can process the sales and deeds in the names of the new owners in time for the 2021 County/Town tax bills to be issued in their name. This will result in efficiencies in the tax collection process and result in increased tax collections.

I thank the Legislature for their consideration in this matter, and if there are any questions regarding the above, please do not hesitate to contact me.

CC: MaryEllen Odell, County Executive

APPROVAL/RATIFICATION OF THE 2020 REAL PROPERTY TAX SALE

WHEREAS, on September 28, 2020 and September 29, 2020, the County of Putnam held a public auction for its 2020 Real Property Tax Sale; and

WHEREAS, the County received bids on the parcels offered, as indicated by the listing attached hereto and made a part hereof as Schedule "A"; now therefore be it

RESOLVED, that the Putnam County Legislature, on behalf of the County of Putnam, hereby accepts the bid of the highest bidder on the parcels listed on the attached Schedule "A"; and be it further

RESOLVED, that the County Attorney is authorized to prepare a deed for each parcel to the highest bidder, said deed to be executed on behalf of the County by the County Executive; and be it further

RESOLVED, that upon delivery of the balance of the purchase price as indicated in the bid, along with the appropriate transfer tax, fees, and any property taxes due, as specified in the promulgated Terms and Conditions of the auction, the County Attorney is hereby authorized to deliver said deed to the highest bidder; and be it further

RESOLVED, that in the event any of the highest bidders fail to complete the transaction as specified in the promulgated Terms and Conditions of the auction, the County Attorney is authorized to complete the transaction with the second highest bidder in the same manner as set for the above.