

THE PUTNAM COUNTY LEGISLATURE

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

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



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

**AGENDA**

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

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

**Monday 6:30pm April 29, 2024**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance of Minutes – March 25, 2024**
- 4. Correspondence/County Auditor**
  - a. Sales Tax Report**
  - b. Board In Revenue Report**
  - c. Transfer/Revenue Report**
  - d. 2024 Contingency/Sub-Contingency Report**
- 5. Correspondence/ Commissioner of Finance**
  - a. Overtime/Temporary Report**
  - b. Approval/ Budgetary Amendment 23A095/ Finance/ Year End Entry #4**
  - c. Approval/ Budgetary Amendment 24A026/ Veterans Service Agency/ Peer to Peer Program/ Comply with State Aid (Also reviewed in Rules)**
  - d. Approval/ Budgetary Amendment 24A028/ DPW/ Insurance Recoveries from Guardrail Damages (Also reviewed in Physical)**
  - e. Approval/ Budgetary Amendment 24A029/DPW/ Three (3) Positions Related to this request: Automotive Division Temp Position, Reclass to Senior Account Clerk and Soil & Water District Manager Salary Increase (Also reviewed in Personnel)**
  - f. Approval/ Budgetary Amendment 24A030/ Bureau of Emergency Services and Sheriff's Department/ Reallocation of NY State Homeland Security Grant (SHSP) Funds to Purchase Equipment for the Sheriff's Department (Also reviewed in Protective)**

- g. Approval/Budgetary Amendment 24A032/ Department of Social Services/ Child Advocacy Center**
- 6. Approval/ Fund Transfer 24T078/ Settlement of Litigation/ Marc Manzoello vs. County of Putnam et al. (Also reviewed in Rules)**
- 7. Approval/ Budgetary Transfer 24T079/ Department Social Services/ Funding for Administrative and Legal Training for 2024 (Also reviewed in Personnel)**
- 8. Approval/ Fund Transfer 24T089/ Finance/ Tilly's Table Insurance**
- 9. Approval/ Semi-Annual Mortgage Tax Payments/ October 1, 2023 – March 31, 2024**
- 10.FYI/ County's Deposit & Investment Policies/ First Quarter Ending - 03/31/2024**
- 11.FYI/ 2024 Guardrail & Property Damage Table**
- 12.Other Business**
- 13.Adjournment**





**c. Approval/ Budgetary Amendment 24A017/ Health Dept./ Grant Award – Enhanced Laboratory Capacity (ELC) Covid 19 (Also reviewed in Health)**

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

**d. Approval/ Budgetary Amendment 24A019/ Dept. of Social Services/ Align Mental Health Budget with NYS OMH (Office of Mental Health) 2024 State Aid Authorization (Also reviewed in Health)**

Chairman Castellano questioned if the County is receiving two (2) equal payments of State aid.

Commissioner Lewis stated no, the amounts on the budgetary amendment represent the appropriate program budget being aligned with the amount being received from the State.

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

**e. Approval/ Budgetary Amendment 24A020/ Dept. of Social Services/ Utilize Opioid Abatement Funds to Purchase Laptop for Dual Recovery Coordinator (Also reviewed in Health)**

Commissioner Lewis stated \$1,000 was allocated in the Department of Social Services 2024 budget, however the price of the laptop has increased.

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

**f. Approval/ Budgetary Amendment 24A022/ Emergency Services/ 2022 & 2023 Grant Award – SICG (Statewide Interoperable Communications Grant) (Also reviewed in Protective)**

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

**g. Approval/ Budgetary Amendment 24A023/ Planning Dept./ Utilize Part of NY & CT CRRSA Distribution Funds to Cover Excess Cost of 4 Transit Vans & Bus (Also reviewed in Physical)**

Chairman Castellano requested clarification on the vehicles being purchased.

Commissioner Lewis stated four (4) transit vans and one (1) bus are being purchased.



Chairman Castellano stated having a better fleet will allow the County to provide better transportation for residents.

Commissioner Lewis stated this budgetary amendment is covering the excess cost of \$47,000 over the original proposal.

Legislative Counsel Robert Firriolo clarified that the resolution for this item will clearly state the number of vehicles being purchased.

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

**h. Approval/ Budgetary Amendment 24A024/ Dept. of Social Services/ Reclassification/ Deputy Commissioner/ Salaries of Director of Mental Health and Child Protective Services (Also reviewed in Personnel)**

Commissioner Lewis stated Commissioner of the Department of Social Services Sara Servadio and Fiscal Manager Kristen Wunner spoke at length about this request. He stated they had a great candidate with the proper certifications, however based on CSEA (Civil Service Employment Association) contract, if the new employee were to be hired at a higher grade the employees at step 1 would automatically need to be bumped up. He stated after doing some number crunching, it was determined that it would be advantageous to shift the money by providing the other three (3) caseworkers an increase now rather than in January 2025. He stated vacancy savings will be used for the increases and there will still be overall savings. He stated they also proposed a \$5,500 decrease in the salary for the Deputy Commissioner of the Department of Social Services and the Youth Bureau to be applied toward the salary for the Director of Mental Health with the intention of attracting a qualified candidate.

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

**i. Approval/ Budgetary Amendment 24A025/ Senior Resources/ Utilize Jane Lobdell Bequeathment Funds to Purchase Handicap Van for Medical Transportation (Also reviewed in Health)**

Chairman Castellano stated the Lobdell family has been very generous to the County and he is grateful for these donations.

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

**j. Approval/ Budgetary Amendment 24A027/ Probation/ Funding Received from NYS Governor's Traffic Committee's 2023-24 Aid to Localities Stop DWI Program (Also reviewed in Protective)**

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

**Item #6 – Approval/ Fund Transfer 24T030/ Dept. of Social Services/ Cover 2022 2<sup>nd</sup> – 4<sup>th</sup> Quarter Division of Juvenile Justice & Opportunities for Youth Facility Chargebacks (Also reviewed in Health)**

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

**Item #7 – Approval/ Fund Transfer 24T032/ DPW/ Prorated Cost of Project between Putnam County and Terravest International Property/ 332 Clock Tower Commons/ Pump & Installation Fees (Also reviewed in Physical)**

Chairman Castellano stated the address of 332 Clocktower Commons is for the corporation. He stated the project is located on Zimmer Road by Ace Endico in Southeast.

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

**Item #8 – Approval/ Fund Transfer 24T040/ Law Dept./ TD Auto Finance Settlement (Also reviewed in Rules)**

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

**Item #9 – Approval/ Budgetary Transfer 24T053/ Probation/ NYS Division of Criminal Justice Services Funding for Pretrial Services (Also reviewed in Protective)**

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

**Item #10 – Approval/ Fund Transfer 24T056/ Sheriff/ Corrections/ Cover Projected Overtime (Also reviewed in Personnel)**

Chairman Castellano stated vacancy savings are being utilized to cover overtime costs in the Corrections Facility. He stated this same reasoning applies to agenda items #10, #11, and #12.

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

**Item #11 – Approval/ Fund Transfer 24T057/ Sheriff/ Corrections/ Cover Projected Overtime (Also reviewed in Personnel)**

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

**Item #12 – Approval/ Fund Transfer 24T058/ Sheriff/ Corrections/ Cover Projected Overtime (Also reviewed in Personnel)**

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

**Item #13 – Approval/ Budgetary Transfer 24A069/ DPW/ Amend 20CP01/ Access Control/ Board of Elections/ Prior to June Primary Election**

Chairman Castellano made a motion to revise the agenda to address item #13 after item #15a; Seconded by Legislator Gouldman. All in favor.

**Item #14 – FYI/ 2024 Guardrail & Property Damage Table – Duly Noted**

**Item #15 – Other Business**

**a. Approval/ DPW/ Use of Capital Facility Reserve/ Amend 20CP01/ Access Control**

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

Commissioner Lewis stated this project is to install security access control at various facilities including the Board of Elections prior to the June primary election.

Legislator Addonizio questioned what the other facilities are.

Commissioner Lewis stated he does not have that information.

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

**Item #13 – Approval/ Budgetary Transfer 24A069/ DPW/ Amend 20CP01/ Access Control/ Board of Elections/ Prior to June Primary Election**

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



**Item #15 – Other Business**

**b. Approval/ Budgetary Transfer 23T524/ Additional Funding for  
Remainder of 2023**

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

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

**Item #16 – Adjournment**

There being no further business at 6:57pm, Chairman Castellano made a motion to  
adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.

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2. Roll Call
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  - a. Sales Tax Report
  - b. Board In Revenue Report
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  - d. 2024 Contingency/Sub-Contingency Report
5. Correspondence/ Commissioner of Finance
  - a. Overtime/Temporary Report
  - b. Approval/ Budgetary Amendment 24A013/ Health Dept./ Grant Award – MRC STTRONG (Medical Reserve Corp – State, Territory, & Tribal Nations, Representative Organizations for Next Generation) (Also reviewed in Health)
  - c. Approval/ Budgetary Amendment 24A017/ Health Dept./ Grant Award – Enhanced Laboratory Capacity (ELC) Covid 19 (Also reviewed in Health)
  - d. Approval/ Budgetary Amendment 24A019/ Dept. of Social Services/ Align Mental Health Budget with NYS OMH (Office of Mental Health) 2024 State Aid Authorization (Also reviewed in Health)
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  - 13. **Approval/ Budgetary Transfer 24A069/ DPW/ Amend 20CP01/ Access Control/ Board of Elections/ Prior to June Primary Election**
  - 14. **FYI/ 2024 Guardrail & Property Damage Table**
  - 15. **Other Business**
  - 16. **Adjournment**



#4a

Sales Tax	Year												+or(-) Same Period
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024		
January**	\$ 3,910,113	\$ 4,117,955	\$ 4,235,351	\$ 4,472,651	\$ 4,699,597	\$ 4,966,930	5,536,978	4,810,372	6,071,784	6,673,020	7,112,139	439,119	
February	3,270,383	3,234,919	3,828,416	3,797,974	4,062,844	4,228,841	4,573,894	4,483,277	5,047,591	5,979,925	6,138,980	159,055	
March	5,708,091	4,670,041	5,932,547	5,174,049	5,383,664	5,792,011	5,949,514	8,065,989	8,250,002	7,952,761	7,642,006	(310,755)	
April**	4,077,701	4,248,878	4,354,716	4,344,286	4,696,971	4,674,670	3,538,226	5,264,056	6,424,074	6,652,126			
May	5,793,860	6,075,331	5,946,190	6,367,505	6,807,221	7,425,730	5,011,290	7,975,256	9,113,026	10,361,506			
June	4,053,988	3,621,035	4,666,527	3,983,941	4,182,456	4,557,885	5,146,439	6,789,670	4,685,857	5,311,513			
July**	4,320,542	4,558,502	4,372,322	4,952,664	4,835,632	5,266,612	4,871,906	6,094,635	6,393,098	6,737,854			
August	4,179,098	4,312,904	4,286,170	4,754,633	4,815,929	5,368,556	4,918,555	6,017,886	6,254,546	6,609,400			
September	5,997,983	5,347,273	6,377,884	5,821,648	7,067,806	7,331,396	9,125,106	8,508,962	8,459,469	9,682,066			
October	4,179,344	4,311,976	4,555,008	4,449,271	4,840,611	5,244,815	4,917,403	5,730,039	6,397,048	6,520,201			
November*	4,513,878	4,190,564	4,407,709	4,616,873	4,715,091	4,959,534	4,492,906	5,514,058	6,265,506	6,722,976			
December	5,881,014	5,264,022	6,092,242	6,056,492	7,037,269	6,186,904	8,678,973	8,798,537	8,601,579	9,246,964			
Actual	\$ 55,885,996	\$ 53,953,400	\$ 59,055,082	\$ 58,791,988	\$ 63,145,092	\$ 66,003,884	66,761,192	78,052,738	81,963,580	88,450,310	20,893,125		
Budget/(Rev)	\$ 52,495,824	\$ 53,953,400	\$ 54,739,000	\$ 57,366,282	\$ 58,513,608	\$ 60,484,333	65,705,798	60,404,887	65,000,000	74,750,000	77,500,000		
Over/(Under)/Budget	3,390,172	(0)	4,316,082	1,425,706	4,631,484	5,519,551	1,055,394	17,647,851	16,963,580	13,700,310	(56,606,875)	287,419	





YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2024 3 24LT01	Highway - Parks	10711000	54710		MAINT AND REPAIRS	10,000.00 D	COVER PARK BLDGS NORMAL MAINT.
2024 3 24LT01	Contingency	10199000	54985		SUB CONTINGENCY HGWY M and R	10,000.00 C	COVER PARK BLDGS NORMAL MAINT.
2024 3 24LT02	Tilly Foster	10084000	54710		MAINT AND REPAIRS	10,000.00 D	COVER TILLY BLDG MAINT.
2024 3 24LT02	Contingency	10199000	54985		SUB CONTINGENCY HGWY M and R	10,000.00 C	COVER TILLY BLDG MAINT.
2024 3 24T047	EMS Dispatch	13398900	54782		SOFTWARE ACCESSORIES	6,000.00 D	SOFTWARE PROGRAM FOR DISPATCH
2024 3 24T047	EMS Dispatch	13398900	54540		RADIO COMMUNICATIONS	6,000.00 C	SOFTWARE PROGRAM FOR DISPATCH
2024 3 24T048	Law	10142000	54125		LEGAL SERVICES	1,540.00 C	SPECIAL SERVICES
2024 3 24T048	Law	10142000	54682		SPECIAL SERVICES	1,540.00 D	SPECIAL SERVICES
2024 3 24T049	Sheriff - Patrol	17311000	51093	10144	OVERTIME	8,792.00 C	TO CVR SHERIFF PORTION OF VCS
2024 3 24T049	Sheriff - Patrol	17311000	54782		SOFTWARE ACCESSORIES	8,792.00 D	TO CVR SHERIFF PORTION OF VCS
2024 3 24T050	Real Property	10135500	54635		CELLPHONES	31.25 D	PAY REAL PROP DIR PHONE BILL
2024 3 24T050	Real Property	10135500	51093		OVERTIME	31.25 C	PAY REAL PROP DIR PHONE BILL
2024 3 24T054	EMS Dispatch	13398900	54989		MISCELLANEOUS	1,300.00 D	DISPATCH FINGERPRINTING

#4c.



YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 3 24T054	EMS Dispatch	13398900	54510		MACHINE MAINTENANCE	1,300.00	C	DISPATCH FINGERPRINTING
2024 3 24T055	Early Intervention	10405900	52130		COMPUTER EQUIPMENT	400.00	C	REPLACE OLDER CHAIR
2024 3 24T055	Early Intervention	10405900	52110		FURNITURE AND FURNISHINGS	400.00	D	REPLACE OLDER CHAIR
2024 3 24T059	OSR	10762000	54989		MISCELLANEOUS	3,983.24	C	OSR BUSES - SEE ATTACHED EMAIL
2024 3 24T059	OSR	10677900	52650		MOTOR VEHICLES	3,983.24	D	OSR BUSES - SEE ATTACHED EMAIL
2024 3 24T060	Board of Elections	10145000	52180		OTHER EQUIPMENT	6,548.00	D	STAINLESS STEEL SHELVES
2024 3 24T060	Board of Elections	10145000	54314		POSTAGE	6,548.00	C	STAINLESS STEEL SHELVES
2024 3 24T061	Sheriff	10311000	54311		PRINTING AND FORMS	100.00	C	COVER FED EX CHARGES
2024 3 24T061	Sheriff	10311000	54314		POSTAGE	100.00	D	COVER FED EX CHARGES
2024 3 24T062	Mental Health Legal	10033000	54989		MISCELLANEOUS	350.00	D	CLIENT NECESSITIES-SNACKS-ETC
2024 3 24T062	Mental Health Legal	10431000	54311		PRINTING AND FORMS	500.00	C	CLIENT TRANSPORT & NECESSITIES
2024 3 24T062	Mental Health Legal	10033000	54670		TRAVEL NON EMPLOYEES	150.00	D	BUS PASSES - CLIENT TRANSPORT
2024 3 24T063	Sheriff - Patrol	17311000	54410		SUPPLIES AND MAT	580.00	C	ADD'L TIXS AND BUSINESS CARDS
2024 3 24T063	Sheriff - Patrol	17311000	54311		PRINTING AND FORMS	580.00	D	ADD'L TIXS AND BUSINESS CARDS

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 3 24T064	Probation	10314000	54311		PRINTING AND FORMS	100.00	C	SHREDDER MAINTENANCE AGREEMENT
2024 3 24T064	Probation	10314000	54510		MACHINE MAINTENANCE	100.00	D	SHREDDER MAINTENANCE AGREEMENT
2024 3 24T065	Health - Tobacco	11018000	54488		RABIES	1,500.00	D	TB PATIENT BILLS
2024 3 24T065	Health - Nursing	11401000	54410		SUPPLIES AND MAT	500.00	C	TB PATIENT BILLS
2024 3 24T065	Health - Nursing	11401000	54330		MEDICAL SUPPLIES	1,000.00	C	TB PATIENT BILLS
2024 3 24T066	Health - Tobacco	11018000	54989		MISCELLANEOUS	16.85	D	DRY ICE FOR SHIPPING
2024 3 24T066	Health - Tobacco	11018000	54314		POSTAGE	16.85	C	DRY ICE FOR SHIPPING
2024 3 24T067	Highway - Parks	10711000	54782		SOFTWARE ACCESSORIES	4,873.10	D	RECDESK PROGRAM FOR PARK
2024 3 24T067	ENGINEERING	10144000	54782		SOFTWARE ACCESSORIES	4,873.10	C	RECDESK PROGRAM FOR PARK
2024 3 24T068	Office for Disabled	10198900	54310		OFFICE SUPPLIES	100.00	D	PRINT CART & OFF SUPPLIES
2024 3 24T068	Office for Disabled	10198900	54311		PRINTING AND FORMS	100.00	C	PRINT CART & OFF SUPPLIES
2024 3 24T070	Real Property	10135500	54640		EDUCATION AND TRAINING	500.00	D	TRAINING FOR THE DIRECTOR
2024 3 24T070	Real Property	10135500	51093		OVERTIME	500.00	C	TRAINING FOR THE DIRECTOR
2024 3 24T071	Health - Education State	21401000	54410		SUPPLIES AND MAT	50.00	D	REPLACE BROKEN FOOTREST

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 3 24T071	Health - Education State	21401000	54510		MACHINE MAINTENANCE	50.00	C	REPLACE BROKEN FOOTREST
2024 3 24T072	Health - EHS	12401000	54314		POSTAGE	90.00	C	INCREASE IN FORM PRICES
2024 3 24T072	Health - EHS	12401000	54311		PRINTING AND FORMS	90.00	D	INCREASE IN FORM PRICES
2024 3 24T073	Personnel	10143000	54640		EDUCATION AND TRAINING	500.00	C	CIVIL SERVICE LAW BOOKS
2024 3 24T073	Personnel	10143000	54313		BOOKS AND SUPPLEMENTS	500.00	D	CIVIL SERVICE LAW BOOKS
2024 3 24T074	DSS Admin	10102000	52130		COMPUTER EQUIPMENT	3,600.00	D	COST COMPUTER MONITORS CWS
2024 3 24T074	DSS Overhead	10120000	52130		COMPUTER EQUIPMENT	3,600.00	C	COST COMPUTER MONITORS CWS
2024 3 24T075	Emergency Services	10398900	54540		RADIO COMMUNICATIONS	10,000.00	C	FUNDS NEEDED FEMA CONSULTANTS
2024 3 24T075	Emergency Services	10398900	54646	52309	CONTRACTS	10,000.00	D	FUNDS NEEDED FEMA CONSULTANTS
2024 3 24T076	County Clerk	10141000	52120		OFFICE EQUIPMENT	600.00	C	TO COVER COST OF 3 DESK RISERS
2024 3 24T076	County Clerk	10141000	52110		FURNITURE AND FURNISHINGS	600.00	D	TO COVER COST OF 3 DESK RISERS
2024 3 24T077	Youth Court	10087000	54410		SUPPLIES AND MAT	100.00	D	FOR FUTURE PURCHASES
2024 3 24T077	Youth Court	10087000	54989		MISCELLANEOUS	100.00	C	RE-ALLOCATE FUNDS
2024 3 R#69/24	DSS Admin	10102000	51000		PERSONNEL SERVICES	5,266.00	D	CPS (2194)

YEAR	PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024	3 R#69/24	Mental Health Legal	10431000	58002		SOCIAL SECURITY	1,892.00	C	DEP COMM (0101)
2024	3 R#69/24	DSS Admin	10102000	51000		PERSONNEL SERVICES	5,266.00	D	CPS (2120)
2024	3 R#69/24	DSS Admin	10102000	58002		SOCIAL SECURITY	403.00	D	CPS (2120)
2024	3 R#69/24	DSS Admin	10102000	51000		PERSONNEL SERVICES	24,735.00	D	DEP COMM (0125)
2024	3 R#69/24	DSS Admin	10102000	58002		SOCIAL SECURITY	1,892.00	D	DEP COMM (0125)
2024	3 R#69/24	DSS Admin	10102000	51000		PERSONNEL SERVICES	5,266.00	C	DEP COMM (0101)
2024	3 R#69/24	DSS Admin	10102000	58002		SOCIAL SECURITY	403.00	C	DEP COMM (0101)
2024	3 R#69/24	DSS Admin	10102000	51000		PERSONNEL SERVICES	5,266.00	C	CPS (2118)
2024	3 R#69/24	DSS Admin	10102000	58002		SOCIAL SECURITY	403.00	D	CPS (2194)
2024	3 R#69/24	Social Services	10601000	446101		ADM SOCIAL SERVICES	13,313.50	C	FEDERAL SHARE
2024	3 R#69/24	Mental Health Legal	10431000	51000		PERSONNEL SERVICES	24,735.00	C	DEP COMM (0101)
2024	3 R#69/24	Mental Health Legal	10431000	434873		MH ST AID LOCAL ASSISTANCE	13,313.50	D	FEDERAL SHARE
2024	3 R#69/24	DSS Admin	10102000	58002		SOCIAL SECURITY	403.00	C	CPS (2118)
2024	3 R#70/24	Jail	10008000	58002		SOCIAL SECURITY	3,427.88	D	COVER RELATED FICA

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2024 3 R#70/24	Corrections	10315000	51000		PERSONNEL SERVICES	44,809.00 C	COVER PROJECTED OT
2024 3 R#70/24	Corrections	10315000	58002		SOCIAL SECURITY	3,427.88 C	COVER RELATED FICA
2024 3 R#70/24	Jail	10008000	51093		OVERTIME	44,809.00 D	COVER PROJECTED OT
2024 3 R#71/24	Corrections	10315000	51000		PERSONNEL SERVICES	43,747.00 C	COVER PROJECTED OT_FEBRUARY
2024 3 R#71/24	Corrections	10315000	51093		OVERTIME	43,747.00 D	COVER PROJECTED OT_FEBRUARY
2024 3 R#72/24	Corrections	10315000	51000		PERSONNEL SERVICES	14,320.00 C	COVER PROJECTED OT_THRU 3/8
2024 3 R#72/24	Corrections	10315000	51093		OVERTIME	14,320.00 D	COVER PROJECTED OT_THRU 3/8
2024 3 R#73/24	Capital Projects	55997000	53000	51711	CAPITAL EXPENDITURES	47,458.00 D	CRRSAA - TRANSIT BUS
2024 3 R#73/24	Capital Projects	55997000	53000	52103	CAPITAL EXPENDITURES	47,458.00 C	CRRSAA - TRANSIT BUS
2024 3 R#73/24	Capital Projects	55997000	445894	51711	MAYBROOK BIKEWAY PH B	47,458.00 C	CRRSAA - TRANSIT BUS
2024 3 R#73/24	Capital Projects	55997000	445894	52103	MAYBROOK BIKEWAY PH B	47,458.00 D	CRRSAA - TRANSIT BUS
2024 3 R#83/24	OSR	10677300	427050		GIFTS AND DONATIONS	70,000.00 C	LOBDELL
2024 3 R#83/24	OSR	10677300	52650		MOTOR VEHICLES	70,000.00 D	LOBDELL
2024 3 R#85/24	Capital Projects	53097000	53000	51601	CAPITAL EXPENDITURES	6,000,000.00 D	SICG FORMULA 2022

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2024 3 R#85/24	Capital Projects	53097000	53000	51601	CAPITAL EXPENDITURES	422,645.00 D	SICG FORMULA 2023
2024 3 R#85/24	Capital Projects	53097000	433971	51601	ST AID PUBLIC SAFETY CAP PROJ	422,645.00 C	SICG FORMULA 2023
2024 3 R#85/24	Capital Projects	53097000	433971	51601	ST AID PUBLIC SAFETY CAP PROJ	6,000,000.00 C	SICG FORMULA 2023
2024 3 R#86/24	Probation DWI	10331500	54385	10219	UNIFORMS	350.00 D	NYS GTSC STOP DWI ST AID
2024 3 R#86/24	Probation DWI	10331500	52180	10219	OTHER EQUIPMENT	3,000.00 D	NYS GTSC STOP DWI ST AID
2024 3 R#86/24	Probation DWI	10331500	433890	10219	STATE AID PUB SAFETY OTHER	16,500.00 C	NYS GTSC STOP DWI ST AID
2024 3 R#86/24	Probation DWI	10331500	54640	10219	EDUCATION AND TRAINING	2,000.00 D	NYS GTSC STOP DWI ST AID
2024 3 R#86/24	Probation DWI	10331500	54329	10219	PROMOTIONAL MATERIALS	6,000.00 D	NYS GTSC STOP DWI ST AID
2024 3 R#86/24	Probation DWI	10331500	54664	10219	ADVERTISING	5,150.00 D	NYS GTSC STOP DWI ST AID
2024 3 R#87/24	Probation	10314000	52130		COMPUTER EQUIPMENT	2,443.00 D	PROBATION -PRETRIAL
2024 3 R#87/24	Probation	10314000	51093		OVERTIME	25,000.00 D	PROBATION -PRETRIAL
2024 3 R#87/24	Probation	10314000	54635		CELLPHONES	5,000.00 D	PROBATION -PRETRIAL
2024 3 R#87/24	Probation	10314000	54646		CONTRACTS	12,000.00 D	PROBATION -PRETRIAL
2024 3 R#87/24	Contingency	10199000	54987		SUB CONT BUTTERFIELD	130,809.00 C	PROBATION -PRETRIAL

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 3 R#87/24	Contingency	10199000	54980		GENERAL CONTINGENCIES	86,366.00	D	PROBATION -PRETRIAL
2024 3 R#95/24	Capital Projects	55197000	532001	51509	ACCESS CONTROL	50,000.00	D	CP2001
2024 3 R#95/24	Capital Projects	55197000	53000	51509	CAPITAL EXPENDITURES	50,000.00	C	CP2001
2024 3 R#96/24	Highway Facilities	10511100	54631		ELECTRIC	45,152.00	D	COVER YE ACCRUAL
2024 3 R#96/24	Highway Facilities	10511100	54630		NATURAL GAS	26,203.00	C	COVER YE ACCRUAL
2024 3 R#96/24	Jail Maintenance	10011000	54630		NATURAL GAS	18,949.00	C	COVER YE ACCRUAL
					Debits			7,059,408.82
					Credits			7,059,408.82



#4d.

## 2024 Contingency Report

		<b>2,547,527.00</b>
<b><u>Beginning Balance 1/1/24</u></b>		
Res26	Sheriff Scaap funds	56,489.00
Res87	Pretrial Grant	86,366.00
<b>Subtotal General Contingency</b>		<b><u>\$ 2,690,382.00</u></b>
<b>Deductions:</b>		
Res24	Reclass Senior Caseworker	(18,055.00)
Res28	Contract Puma	(63,050.45)
Res39	Runaway & Homeless Youth Allocation	(19,462.00)
Res41	Planning Section 5307/5339 Allocation	(32,631.00)
Res46	Insurance	(13,218.00)
Res52	Courthouse- HVAC	(435,000.00)
Res68	PBA contract settlement	(569,983.00)
Res74	DPW -prorated cost pump & installation fees	(20,720.00)
Res89	TD Auto settlement	(102,500.00)
		<b>(1,274,619.45)</b>
<b>Total</b>		<b><u>\$ 1,415,762.55</u></b>
<b><u>Proposed Deductions:</u></b>		
24T078	Litigation	(250,000.00)
		<b>(250,000.00)</b>
<b>Pending Balance 4/29/24</b>		<b><u>\$1,165,762.55</u></b>

Note:

R= resolution

A= proposed budgetary amendment

# **2024 Subcontingency Report**

4981- Subcontingency ( Peer Influence Peers)

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

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

**Deductions:**

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

**Proposed Deductions:**

**Pending Balance 4/29/24** \$36,000.00

Note:

R= resolution

A= proposed budgetary amendment

# 2024 Subcontingency Report

4982- (Salaries)

**Beginning Balance 1/1/24** **\$ 12,725.00**

**Subtotal Subcontingency** **\$ 12,725.00**

**Deductions:**

**Total** **0.00**  
**\$ 12,725.00**

**Proposed Deductions:**

**Pending Balance 4/29/24** **\$12,725.00**

Note:

R= resolution

A= proposed budgetary amendment



# 2023 Subcontingency Report

4985- Maintenance & Repairs

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

**Subtotal Subcontingency** \$ 45,000.00

**Deductions:**

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

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

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

**Proposed Deductions:**

**Pending Balance 4/29/24** \$25,000.00

Note:

R= resolution

A= proposed budgetary amendment

# **2024 Subcontingency Report**

4998- Subcontingency (IT & GIS)

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

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

**Deductions:**

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

**Proposed Deductions:**

**Pending Balance 4/29/24** **\$54,000.00**

Note:

R= resolution

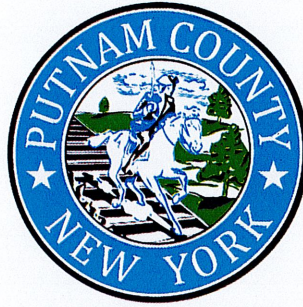
A= proposed budgetary amendment

(FR: Comm. Lewis)

Audit 4/29/24

#5a

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

**MEMORANDUM**

TO: Diane Schonfeld, Legislative Clerk

FROM: Michael J. Lewis, Commissioner of Finance – *MJL*

RE: **Overtime/Temporary Help Recap for Audit & Administrative Committee Meeting**

DATE: April 24, 2024

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Please include the attached report in the Audit & Administrative Committee Meeting for its next meeting on April 29, 2024. Report is through April 24, 2024.

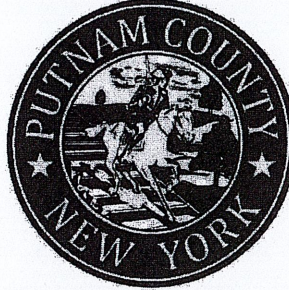
2024 APR 24 AM 11:33  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY



ORG	OBJ	PROJECT	DEPT	ACCOUNT DESCRIPTION	2024 ORIGINAL BUDGET	2024 REVISED BUDGET	2024 YTD ACTUAL	AVAILABLE BUDGET	% USED
10120000	51094		DSS OVERHEAD	TEMPORARY	40,000.00	40,000.00	18,405.61	21,594.39	46.00
10131000	51093		FINANCE	OVERTIME	17,500.00	17,500.00	8,044.95	9,455.05	46.00
10143000	51094		PERSONNEL	TEMPORARY	45,000.00	45,000.00	24,421.35	20,578.65	54.30
10168000	51094		IT/GIS	TEMPORARY	25,000.00	25,000.00	14,828.45	10,171.55	59.30
10398900	51094		BES - BUREAU	TEMPORARY	25,000.00	25,000.00	11,212.50	13,787.50	44.90
10401000	51094		HEALTH - ADMIN	TEMPORARY	16,558.00	16,558.00	9,537.31	7,020.69	57.60
10614100	51093		DSS - HEAP	OVERTIME	-	4,550.00	3,998.74	551.26	87.90
11401000	51093		HEALTH - NURSING	OVERTIME	23,000.00	23,000.00	11,433.56	11,566.44	49.70
13311000	51093	52224	PCSO - COMMUNICATIONS ARPA	OVERTIME	-	-	6,710.85	(6,710.85)	100.00
26401001	51094	10173	HEALTH - NYS PUB HEALTH CORPS	TEMPORARY	22,200.00	17,800.00	9,986.22	7,813.78	56.10



MICHAEL J. LEWIS  
Commissioner of Finance



cc: all  
A+A

Reso #56

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Amendment – 23A095  
DATE: April 16, 2024

2024 APR 17 PM 1:54  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

CAPITAL FUND:

Increase Appropriations:

SEE ATTACHED SHEET \$ 10,031.00

Increase Estimated Revenues:

SEE ATTACHED SHEET \$ 10,031.00

GENERAL FUND:

Increase Appropriations:

SEE ATTACHED SHEET \$ 33,814.00

Decrease Appropriations:

SEE ATTACHED SHEET \$ 33,814.00

**DEBT SERVICE FUND:**

**Increase Appropriations:**

SEE ATTACHED SHEET \$ 33,814.00

**Increase estimated revenues:**

SEE ATTACHED SHEET \$ 33,814.00

Fiscal Impact - 2023 - \$ 0

Fiscal Impact - 2024 - \$ 0

This Resolution is to record year end journal entry #4 as per the attached spreadsheet.

FUND	ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	INCREASE APPROPRIATIONS	DECREASE APPROPRIATIONS	INCREASE ESTIMATED REVENUES	DECREASE ESTIMATED REVENUES	JUSTIFICATION
05	58989000	423891	50344	EOH FUNDS - WATER QUALITY	-	-	10,031.00	-	INTEREST ON WQIP FUND FOR FY 2023
05	58989000	53000	50344	EOH WATER QUALITY CAPITAL	\$ 10,031.00	-	-	-	INTEREST ON WQIP FUND FOR FY 2023
				TOTAL CAPITAL FUND	\$ 10,031.00	\$ -	10,031.00	\$ -	
01	10311000	52680	10201	OTHER EQUIPMENT	-	33,814.00	-	-	RECLASS INSTALLMENT PURCHASE DEBT FOR AXON BWC
01	10990100	59057		TRANSFER OUT DEBT SERVICE	33,814.00	-	-	-	RECLASS INSTALLMENT PURCHASE DEBT FOR AXON BWC
				TOTAL GENERAL FUND	\$ 33,814.00	\$ 33,814.00	\$ -	\$ -	
10	V9710000	428501		TRANSFER FROM GENERAL	-	-	33,814.00	-	RECLASS INSTALLMENT PURCHASE DEBT FOR AXON BWC
10	V9710000	56162		IPA - AXON BWC 2023 PRINCIPAL	33,814.00	-	-	-	RECLASS INSTALLMENT PURCHASE DEBT FOR AXON BWC
				TOTAL DEBT SERVICE	\$ 33,814.00	\$ -	33,814.00	\$ -	





cc: all  
Rules  
A+A

Reso  
#5c

MICHAEL LEWIS  
Commissioner Of Finance

SHEILA BARRETT  
First Deputy Commissioner of  
Finance

DEPARTMENT OF FINANCE

March 20, 2024

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

Dear Mrs. Schonfeld,

Pursuant to Resolution 46 Section 5.1-B, dated February 14, 2010, the following request to amend the Putnam County Veterans Affairs 2024 budget has been submitted for approval.

2024 MAR 21 AM 11:02  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Increase Revenues:

10651000 437895 10105 Veterans Peer to Peer Program \$ 199,800

Increase Appropriations:

10651000 54646 10105 Veterans Peer to Peer Program – Contracts \$ 199,800

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

This amendment to the Veteran's 2024 Peer to Peer Pilot Program is required to comply with the latest State aid levels. These funds are to be used to assist veterans suffering from post-traumatic stress syndrome or other related combat stress disorders through individual and small group peer-to-peer counseling methods. The program is to be administered by the Putnam County Office of Veterans Affairs and the NYS Office of Mental Health.

The NYS OMH Attachment A – Funding Source Allocation Table Year 2024 Amendment:2 – 12/19/23, Veteran P2P Pilot Program is attached for reference.

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 **24A026**

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



**Attachment A**  
**Funding Source Allocation Table**  
 County Code: 40 County Name: Putnam  
 Year: 2024 Amendment: 2 - 12/29/2023 4:03:06 PM

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

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

**Remarks**

Effective 1/1/2024, PROS Residual State Aid and PROS Vocational Initiative funding recalculated based upon monthly census data reported in CALRS, CY 2023 funding increases are PFCOS PROSper SA \$34,624 Voc \$55,011.  
 Effective 04/01/2023, PROS Residual State Aid and PROS Vocational Initiative funding is being increased based upon the 4% COLA effective 04/01/2023. CY 2023 funding increases PFCOS PROSper SA \$1,088 Voc \$1,696.

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

**Remarks**

Effective 1/1/24, 2 beds and \$54,749 are being moved from FSC 200C to FSC 078.  
 Effective 4/1/23, a \$930 per bed COLA and a \$1,812 per bed stipend increase are being allocated for 76 SH beds. The first year value of this increase is \$156,294. The full annual value \$208,392.

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

Funding Source	Code	Type	Prior Letter Allocation	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value from Prior Letter	Annualized Value Changes from Prior Letter	Fiscal Year Revised Annualized Value	Beds
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**Remarks**  
An Increase of \$7,400 represents the 4/1/23 - 3/31/24 value of a 4% COLA, effective 4/1/23. The full annual value is \$7,400.  
Funding in the amount of \$185,000 in the SFY 23-24 Enacted Budget for the period of 4/1/2023-3/31/2024, will be used for the Veteran Peer to Peer Support Service Program for veteran suffering from post-traumatic stress syndrome, other related combat stress disorders, or having counseling needs, using individual and small group peer to peer counseling methods. T provider should use the program code 0690 on all CMH financial reporting documents.

Clinical Infrastructure-Adult	039P	GS	\$61,957	\$0	\$61,957	\$62,560	\$0	\$62,560	
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**Remarks**  
An Increase of \$1,805 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$2,408.

CMHS Kids COVID Relief Funds	044C	F	\$0	\$0	\$0	\$0	\$0	\$0	
Clinical Infrastructure-C&F	046A	GS	\$77,167	\$0	\$77,167	\$77,916	\$0	\$77,916	

**Remarks**  
An Increase of \$2,247 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$2,996.

Community Support Programs-C&F	046L	GS	\$319,809	\$0	\$319,809	\$322,914	\$0	\$322,914	
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**Remarks**  
An Increase of \$9,315 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$12,420.

Supported Housing	078	GS	\$2,188,926	\$0	\$2,188,926	\$2,173,872	\$0	\$2,173,872	76
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**Guardian Revival, Inc.**

**Program Budget Rxxx 2024 - Joseph P. Dwyer Vet2Vet Program of Putnam County**

**Compensation**

Boots & Paws Program Director	\$40,000.00
Veteran Connect Program Coordinator	\$43,000.00
Outreach Coordinator	\$24,000.00
Total Compensation	\$107,000.00

Payroll Taxes	\$20,880.00
Employee Benefits	\$0.00
Total Compensation	\$127,880.00

**OTPS**

Training & Development	\$9,120.00
Another Summit Program Expense	\$10,000.00
Boots and Paws Program Expense	\$5,000.00
Technology, AV, Software	\$18,547.13
Total OTPS	\$42,667.13

Total Vet2Vet Budget	\$170,547.13
Agency Admin Allocation at 17.15236%	
Agency Admin Allocation	\$29,252.87
<b>Total Vet2Vet Budget</b>	<b>\$199,800.00</b>

**Funding**

JPD Vet2Vet Budget	\$192,400.00
COLA for 2023	\$7,400.00
Total Funding	\$199,800.00

1065000.437895.10105

106510000.54646.101



cc: all  
A+A  
Phys

Reso  
#5d.



MICHAEL LEWIS  
Commissioner Of Finance

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

March 21, 2024

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

2024 MAR 26 AM 11:29  
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 2024 Department of Public Works budget:

**Increase Revenues:**

**10511000 426801                      DPW Rd/Bridges – Insurance Recoveries                      \$15,197.50**

**Increase Expenses:**

**10511000 54410                      DPW Rd/Bridges – Supplies & Materials                      \$ 6,661.50**

**10511000 54647                      DPW Rd/Bridges – Sub-Contractors                      8,536.00**

**\$15,197.50**

2024 Fiscal Impact - 0

2025 Fiscal Impact – 0

The PC DPW has been compensated for guardrail damages resulting from two separate accidents. This amendment is required for the County to proceed with the repairs.

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                      **24A028**

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

Progressive – Ck# 6007714651 - \$4,573.90

Utica National Insurance Group – Ck# 2223811 - \$10,623.60

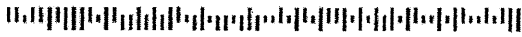
Progressive  
PO Box 2930  
Clinton, IA 52733-2930



511417 19987 1 MB 0.571 CMBPI01X 074 019987

Page 1 of 1

PUTNAM COUNTY CO LAW DEPT  
ATTN CLAIM 235670  
48 GLENEIDA AVE  
CARMEL, NY 10512



ADVICE FOR PAYMENT 6007714651		
Payee: Putnam County co Law Dept	Payment Date	02/27/2024
	Total Payment Amount	\$4,573.90
	Total Number of Invoices	1

If you have any questions regarding this payment, please call us at 1-800-274-4499.

Details							
Claim Number: 237236615	Name: PUTNAM COUNTY,	Date of Loss: 10/10/2023	Invoice Number: 123881131	Company: Progressive Max Insurance Company			
Type	Description	*Coverage	Reference	Identifier	Service Dates	Deductible	Payment Amount
Repair	Subrogation	PD	N/A	GUARDRAIL	N/A	\$0.00	\$4,573.90

Total Payment Amount	\$4,573.90
----------------------	------------

**\*Full Description of Coverage:**

PD - Property Damage Liability





**JOHN B. CHERICO**  
*First Deputy County Attorney*

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

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



**CONOR McKIERNAN**  
*Senior Deputy County Attorney*


**HEATHER M. ABISSI**  
*Senior Deputy County Attorney*

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

**C. COMPTON SPAIN**  
*County Attorney*

**DEPARTMENT OF LAW**

**TO:** Michael Lewis, Finance  
**FROM:** Mat C Bruno, Risk Manager  
**DATE:** March 12, 2024  
**RE:** Property Damage Reimbursement



Enclosed please find Utica National Insurance Group check # dated 3/06/2024, in the amount of \$10,623.60 made payable to Putnam County representing payment for the property damage claim below:

Claim Number	Date of Accident	Reimbursement	Ins. Co	Driver
	01/12/2024	\$10,623.60	Utica National Insurance Group	

*UTICA NATIONAL INS*

*# 10,623.60*

Please credit the Department of Public Works for this payment.

Thank you.

MCB/da

48 GLENEIDA AVENUE, CARMEL, NEW YORK 10512

Tel. (845) 808-1150 / Fax (845) 808-1903\*

\*This office will not accept service via facsimile





# Putnam County DPW

Road Name: Croton Falls Rd

Police Report # BL-01052-24

Materials Description	Quantities	Material Cost (Each)	Total:	Equipment Description	Equip Cost Per	Hrs. Of use	Cost:	Date: 12/01/2024
Box Beam	4	\$ 687.60	\$ 2,750.40	(1) Post Pounder W/2 Operators	\$422.66	6	\$2,536.00	
W-Beam Rail	0	\$ -	\$ -	(1) Pickup truck & trailer	\$35.00	6	\$210.00	
Post	12	\$ 87.40	\$1,048.80	(1) Mechanics Truck	\$25.00	6	\$150.00	
Hardware	0	\$ -	\$ -	(2) Flaggers & Equipment for Traffic Control	\$350.00	6	\$2,100.00	
Shelf Angles	12	\$ 16.95	\$ 203.40					
Type I End	1	\$ 715.00	\$ 715.00					
Pair Splice Plated	4	\$ 140.00	\$ 560.00					
<b>Total Materials:</b>			<b>\$ 5,277.60</b>	<b>Total</b>	<b>\$832.66</b>			
<b>Equipment/Labor:</b>						<b>0</b>	<b>\$4,996.00</b>	
								<b>Total: \$10,623.60</b>

Notes:

Administrative Fee \$350.00

Material: \$5,277.60

Equip/Labor: \$4,996.00

MICHAEL J. LEWIS  
Commissioner of Finance



*email  
Pers  
A+A*

*Reso  
#5e*

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: **Budgetary Amendment – 24A029**  
DATE: April 3, 2024

2024 APR -3 AM 11:33  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

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

<u>GENERAL FUND:</u>			
<b><u>INCREASE APPROPRIATIONS:</u></b>			
10874500 51000 (107)	PERSONNEL SERVICES - SOIL & WATER DISTRICT MGR		\$ 17,800.00
10874500 58002 (107)	SOCIAL SECURITY		1,362.00
10711000 51000 (111)	PERSONNEL SERVICES - DPW PARKS - SR ACCT CLERK		4,168.00
			<b>\$ 23,330.00</b>
<b><u>DECREASE APPROPRIATIONS:</u></b>			
10711000 51094	DPW PARKS - TEMPORARY		\$ 4,168.00
<b><u>INCREASE ESTIMATED REVENUES:</u></b>			
10874500 439105	SOIL & WATER - PERFORMANCE MEASURE (PART C)		\$ 19,162.00
<b><u>COUNTY ROAD:</u></b>			
<b><u>INCREASE APPROPRIATIONS:</u></b>			
10511000 59055	TRANSFER OUT - ROAD MACHINERY		\$ 26,913.00
<b><u>DECREASE APPROPRIATIONS:</u></b>			
10511000 51000 (101)	PERSONNEL SERVICES - CONSTRUCTION MAT & HWY DISP		\$ 25,000.00
10511000 58002 (101)	SOCIAL SECURITY		1,913.00
			<b>\$ 26,913.00</b>

		<b>ROAD MACHINERY:</b>			
<b>INCREASE APPROPRIATIONS:</b>					
10513000 51094	TEMPORARY			\$	25,000.00
10513000 58002	SOCIAL SECURITY				1,913.00
				<b>\$</b>	<b>26,913.00</b>
<b>INCREASE ESTIMATED REVENUES:</b>					
10513000 428601	TRANSFER IN - COUNTY ROAD			<b>\$</b>	<b>26,913.00</b>
	2024 Fiscal Impact	\$	0		
	2025 Fiscal Impact	\$	0		

Please refer to the attached memorandum from Commissioner Feighery regarding these DPW personnel requests.

Joseph Bellucci  
Deputy Commissioner



Thomas Feighery  
Commissioner

DEPARTMENT OF PUBLIC WORKS

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

**MEMORANDUM**

TO: Michael Lewis, Commissioner of Finance  
Diane Schonfeld, Legislative Clerk

FROM: Thomas Feighery, Commissioner, Department of Public Works  
Joe Bellucci, Deputy Commissioner, Department of Public Works

DATE: April 2, 2024 *Thomas Feighery Joseph Bellucci*

RE: DPW Personnel Funding

Commissioner Lewis,

Please review the attached documents outlining DPW Personnel matters to be presented at the next Personnel Committee Meeting on 4/9. The attachments include three (3) employee and position background descriptions, overall justification and fiscal and/or budgetary impacts.

Thank you for your consideration with this matter.

cc: James Burpoe, Deputy County Executive  
Paul Eldridge, Personnel Officer  
Michele Sharkey, Auditor



## DPW Personnel Movement 2024

### **Steve Odell:**

#### *Background:*

Steve worked for the Department as an Auto Mechanic for 34 years and retired in 2021. Early on in 2023, we had reached out to Steve to ask whether he'd be willing to return on a part time as needed basis to account for vacancies in the Automotive Division. He was brought on in a part-time capacity for 2 days a week at \$30/hr. Since his return, Steve has been extremely helpful in a variety of ways.

#### *Fiscal Impact/Budget Implications:*

Plan to fully budget for and fund the Mechanic's Temp Personnel line within the 2025 budget and beyond. To cover the current shortfall, a \$26,912.50 fund transfer from the DPW County Roads fund vacant position 5110 10101 will be processed to cover both the shortfall and the remaining costs throughout the year.

#### *Justification:*

Steve's extensive mechanical experience and institutional knowledge of the Department is enough to justify an extension of his services. In recent years, the Division has had to accommodate a growing fleet and with a fully staffed automotive division, the Department intends to conduct more in-house vehicular repairs as opposed to outsourcing them. Having and utilizing these capabilities "in house" will ultimately save the County money. In addition to his experience, Steve will be a more than suitable fill in for full time employees come the summer months when vacation time is taken more frequently.

---

### **Neal Tomann:**

#### *Background:*

Neal has been with the County since 2022 as the provisional Soil & Water District Manager. In order for the provisional status to be changed to permanent, Neal must pass the S&W test which has been ordered by Personnel. The position and its associated budget had previously been under the purview of the Planning Department but has since been transferred to the DPW.

#### *Fiscal Impact/Budgetary Implications:*

Neal's current salary is \$82,200/yr and when compared to adjacent Counties, this falls well below the average for this position within the area. The S&W District Program includes a \$60,000/yr reimbursable expense line which can include salaries for District employees. The CAT A funding has a minimum expense threshold of \$120,000 that must be reached to receive the \$60,000. An increase in salary will help reach the threshold to secure the full \$60,000. There is potential CAT B & C funding that may be utilized. The utilization of these funds has been brought to the attention of the Finance Department, who had indicated that S&W account currently contains upwards of \$720,000, which can be utilized for Personnel Services and would not result in any Fiscal impact. Neal is agreeable to a yearly salary of \$100,000, which would require a \$19,161.70 fund transfer from the S&W line.

*Justification:*

Neal's experience and legal background help tremendously with the tasks associated with this position and program. In addition to managing the S&W District effectively, Neal has been overseeing the dam repair and improvement Capital Projects, Agricultural Board issues and general Project Management for the Department. These tasks also require a significant amount of after hours work in the form of regular Board meetings (County, Town, Agricultural and S&W) along with constant constituent-related outreach.

---

**Senior Account Clerk (Parks Division):**

*Background & Justification:*

Currently the Park has a position of Park Attendant. This position was created many years ago to meet the needs of the park at that time. The position required minimum computer, accounting, and file management when first established. It was a position created for in-person or phone interaction with the public. Receipts and bank deposits were handwritten, and cash and checks were the only type of payments accepted. All purchases, rentals, reservations, and other transactions were required to be in-person at the park office.

Now as we move forward into 2024 the Parks Division of the DPW has changed drastically over the years. Additions of Tilly Foster Farm, Putnam Golf Course, Camp Wilbur Herrlich, miles of bike path, development of Conservation Areas such as Micheal Ciaiola, Fred Dill Wildlife Sanctuary and numerous others, maintenance agreements with NYCDEP for Lake Gleneida and East of Hudson, taking on all the county facility grounds maintenance and snow removal from the Facilities Division are just some examples of how much the Parks Division has grown. Additional staffing has helped meet the workload but the clerical, accounting and technical office aspects that come with the additional workload have not kept up. It became overwhelmingly clear that the skillset needed to manage all the reservations, rentals, invoices, accounting, records management, work orders, vacation calendars, timesheets, schedules, social media, etc. and interact with the public daily in-person, via email or phone was not being met. The skillset needed to properly execute all the necessary tasks far exceed the job specification of a Park Attendant. Working with the DPW administration, the Personnel Department and Finance Department, it was determined that this position should be classified as a Senior Account Clerk due to the monetary aspects of the job.

An incumbent in this position will meet all the needs of the Parks Division as well as work closely with the Administration/support staff within the rest of the DPW Department ensuring uniformity by assisting with timebank, purchasing, social media, annual reports, budgeting, workorders, presentations and all other technical aspects of the Department. The incumbent would work closely with the Finance Department to ensure proper accounting and records management are up to standard, work with the Law/Risk Department for the approvals of contracts, certificates of insurance and indemnity agreements insuring they kept updated and meet the County requirements, assist the Tourism Department organizing and promoting events and promoting the use of County properties, and most importantly be a competent, helpful, friendly representative of the County interfacing with the Public.

*Fiscal Impact/Budget Implications:*

To account for the increase in salary associated with the new position, a fund transfer from the Parks Temp line in the amount of \$2,432 (prorated) will be executed.

## FUND TRANSFERS NEEDED FOR DPW PERSONNEL MOVEMENTS 2024

April 2, 2024

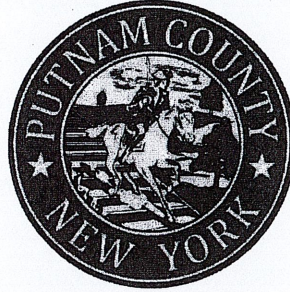
STEVE ODELL DPW ROAD MACHINERY MOVE FUNDS TO COVER TEMP LINE			
<b>FROM</b>			
10511000 51000	DPW COUNTY ROADS PERSONNEL SERVICES		25,000.00
511010101	CONSTR MAT & HWY DISP		
<b>TO</b>			
10513000 51094	DPW RD MACH TEMP		25,000.00
<b>FROM</b>			
10511000 58002	DPW RD FICA		1,912.50
<b>TO</b>			
10513000 58002	DPW RD MACHINERY FICA		1,912.50
		26,912.50	26,912.50

RECLASS FOR PARK ATTENDANT TO SENIOR ACCOUNT CLERK G 10 PRO RATED FOR JUNE -DEC 2024			
<b>FROM</b>			
10711000 51094	DPW PARK TEMPORARY		2,432.00
<b>TO</b>			
10711000 51000	DPW PARKS -PERSONNEL SERVICES		
7110 10111	SENIOR ACCOUNT CLERK G1 STP 1		2,432.00
		2,432.00	2,432.00

NEAL TOMMANN SOIL & WATER SALARY INCREASE			
<b>FROM</b>			
07000 .290965	SOIL & WATER TRUST ACCOUNT		17,800.00
<b>TO</b>			
10874500 51000	SOIL & WATER PERSONNEL SERVICES		
8020-10107	SOIL & WATER DISTRICT MANAGER		17,800.00
<b>FROM</b>			
07000 .290965	SOIL & WATER TRUST ACCOUNT		1,361.70
<b>TO</b>			
10874500 58002	SOIL & WATER FICA		1,361.70
		19,161.70	19,161.70



MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

cc: all  
Prof  
A+A

Reso  
#5R

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: **Budgetary Amendment – 24A030**  
DATE: April 11, 2024

2024 APR 11 AM 4:11  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Putnam County Sheriff's Department, the following budgetary amendment is recommended.

<u>GENERAL FUND:</u>			
<u>INCREASE APPROPRIATIONS:</u>			
17311000 52195 10210	PCSO RD PATROL - RESCUE EQUIPMENT		\$ 7,500.00
17311000 52695 10210	PCSO RD PATROL - RESCUE EQUIPMENT		10,000.00
17311000 52680 10210	PCSO RD PATROL - OTHER EQUIPMENT		18,925.00
17311000 52180 10210	PCSO RD PATROL - OTHER EQUIPMENT		5,731.00
			<b>\$ 42,156.00</b>
<u>DECREASE APPROPRIATIONS:</u>			
10364501 54646 10210	PCSO DHSES - CONTRACTS		<b>\$ 42,156.00</b>
<u>INCREASE ESTIMATED REVENUES:</u>			
17311000 440891 10210	PCSO - SHSP 2023		<b>\$ 42,156.00</b>
<u>DECREASE ESTIMATED REVENUES:</u>			
10364501 440891 10210	PCSO DHSES - SHSP 2023		<b>\$ 42,156.00</b>
	2024 Fiscal Impact \$ 0		
	2025 Fiscal Impact \$ 0		

Please refer to the attached memorandum from First Sergeant Keith regarding these budgetary transfer requests.



PUTNAM COUNTY SHERIFF'S OFFICE  
INTER-OFFICE MEMORANDUM

April 11, 2024

**TO:** Sheriff Kevin J. McConville

**FROM:** First Sergeant Timothy Keith

**SUBJECT: BUDGET TRANSFER REQUEST**

The below budget transfers are requested to amend \$42,156.00 in 2023 New York State Homeland Security Grant (SHSP-23) funding originally appropriated into fund 10364501 54646 10210 (Contracts) into the appropriate equipment budget lines per the original SHSP-23 project budget submitted to NYS DHSES.

\$7,500.00 **From** line 01 10364501 54646 10210 (Contracts)

**to** line 01 1731100 52195 10210 (Rescue Equipment)

*Purchase various breaching equipment under \$5000*

\$10,000.00 **From** line 01 10364501 54646 10210 (Contracts)

**to** line 01 1731100 52695 10210 (Rescue Equipment)

*Purchase "Off the X" Patron Hydraulic breaching apparatus (\$9950.00)*

\$18,925.00 **From** line 01 10364501 54646 10210 (Contracts)

**to** line 01 1731100 52680 10210 (Other Equipment)

*Purchase (2) Point Blank Vanguard Rifle Shields*

\$5,731 **From** line 01 10364501 54646 10210 (Contracts)

**to** line 01 1731100 52180 10210 (Other Equipment)


*Purchase helmets and ballistic vests for SRT*

P-1

PUTNAM COUNTY SHERIFF'S OFFICE  
INTER-OFFICE MEMORANDUM

April 1, 2024

**TO:** Sheriff Kevin J. McConville

**FROM:** First Sergeant Timothy Keith 

**SUBJECT: BUDGET TRANSFER REQUEST**

The below budget transfers are requested to amend \$42,156.00 in 2023 New York State Homeland Security Grant (SHSP-23) funding originally appropriated into fund 10364501 54646 10210 (Contracts) into the appropriate equipment budget lines per the original SHSP-23 project budget submitted to NYS DHSES.

\$7,500.00 **From** line 01 10364501 54646 10210 (Contracts)  
**to** line 01 1731100 52195 10210 (Rescue Equipment)

\$10,000.00 **From** line 01 10364501 54646 10210 (Contracts)  
**to** line 01 1731100 52695 10210 (Rescue Equipment)

\$18,925.00 **From** line 01 10364501 54646 10210 (Contracts)  
**to** line 01 1731100 52680 10210 (Other Equipment)

\$5,731 **From** line 01 10364501 54646 10210 (Contracts)  
**to** line 01 1731100 52180 10210 (Other Equipment)

4/1/24 Approved 

## Michael Lewis

---

**From:** Robert Lipton  
**Sent:** Tuesday, April 9, 2024 10:26 AM  
**To:** Michael Lewis  
**Subject:** FW: SHSP 23  
**Attachments:** DOC040124.pdf

Mike,

This is to clean up our own internal budget lines. The State budget are set the way we need them to be, this puts our budget lines in sync with the State.

Bob

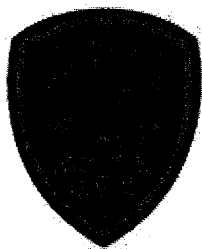
---

**From:** Timothy Keith <Timothy.Keith@putnamcountyny.gov>  
**Sent:** Monday, April 01, 2024 3:23 PM  
**To:** Robert Lipton <Robert.Lipton@putnamcountyny.gov>; Heidi Zatkovich <Heidi.Zatkovich@putnamcountyny.gov>  
**Cc:** Thomas Lindert <Thomas.Lindert@putnamcountyny.gov>  
**Subject:** SHSP 23

Good afternoon Bob,

The Undersheriff has approved the attached budgetary transfer/amendment request for the \$42,156 which was earmarked for equipment but was put into a contracts line on SHSP 23. He has requested that BES draft the memo to Mike Lewis since you administer the grant. Please let me know if I can be of any further assistance.

-Tim



**First Sergeant Timothy Keith**  
**Putnam County Sheriff's Office**  
3 County Center  
Carmel, New York 10512  
(845) 225-4300 ext. 42239  
(845) 223-9672 (cell)  
[Timothy.Keith@putnamcountyny.gov](mailto:Timothy.Keith@putnamcountyny.gov)



PUTNAM COUNTY LEGISLATURE

Resolution #223

Introduced by Legislator: Joseph Castellano on behalf of the Audit & Administration Committee at a Regular Meeting held on November 8, 2023.

page 1

APPROVAL/ BUDGETARY AMENDMENT (23A060)/ EMERGENCY SERVICES/ FY2023 STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT

WHEREAS, at the April 17, 2023 Protective Services Committee meeting, Emergency Services Commissioner, Robert Lipton, informed the Committee of the FY2023 State Homeland Security Program (SHSP) grant opportunity; and

WHEREAS, on September 14, 2023, Putnam County was awarded \$234,731 under this FY2023 (SHSP) grant; and

WHEREAS, funding is provided by the U.S. Department of Homeland Security, Federal Emergency Agency (FEMA) and administered by the NYS Division of Homeland Security and Emergency Services (DHSES) on behalf of FEMA; and

WHEREAS, per Federal guidelines, at least 35% (\$82,156) of the award must be directed towards law enforcement terrorism prevention activities; and

WHEREAS, there are no matching funds required and the performance period for this grant is September 1, 2023 through August 31, 2026; and

WHEREAS, the Commissioner of Emergency Services has requested a budgetary amendment (23A060) to account for said grant award; and

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

RESOLVED, that the following budgetary amendment be made:

Increase Appropriations:

10398901 54330 10210	Medical Supplies	20,000
10398901 52195 10210	Rescue Equipment	42,231
10398901 52695 10210	Rescue Equipment	90,344
10364501 54646 10210	Contracts	<u>82,156</u>
		234,731

Increase Estimated Revenues:

10398901 440891 10210	Federal Aid – FY23 SHSP	152,575
10364501 440891 10210	Federal Aid – FY23 SHSP	<u>82,156</u>
		234,731

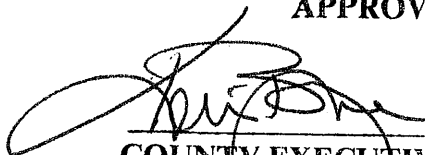
2023 Fiscal Impact – 0 –

2024 Fiscal Impact – 0 –

BY POLL VOTE: ALL AYES. LEGISLATOR CROWLEY WAS ABSENT. MOTION CARRIES.

APPROVED

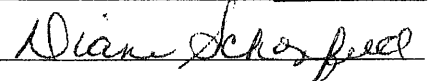
State of New York  
ss:  
County of Putnam

  
COUNTY EXECUTIVE

11/20/23  
DATE

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on November 8, 2023.

Dated: November 13, 2023

Signed: 

Diane Schonfeld  
Clerk of the Legislature of Putnam County

MICHAEL J. LEWIS  
Commissioner Of Finance



cc: all  
AVA OK Amy

SHEILA M. BARRETT  
First Deputy Commissioner Of Finance

Reso.  
#5g.

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk  
From: Sheila M. Barrett, First Deputy Commissioner of Finance *SNB*  
Re: Budgetary Amendment - 24A032  
Date: April 18, 2024

At the request of the Department of Social Services, the following budgetary transfer is required.

**Increase estimated revenue:**

22071000.446131 OEOP Crime Victims' Board \$39,473

**Increase estimated appropriations:**

22071000.52110	Furniture	\$7,157
22071000.52130	Computer Equipment	5,500
22071000.54640	Education and Training	8,917
22071000.54646	Contracts	16,070
22071000.54675	Travel	250
22071000.55370	Chargeback Automotive	1,579

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

2024 APR 19 AM 9:42  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

This Resolution is required to account for revenue from NYS Office of Victim Advocacy awarded to Putnam County as per the attached correspondence.

Approved:

Kevin M. Byrne  
County Executive



KEVIN BYRNE  
County Executive

SARA SERVADIO  
Commissioner

NICOLLE MCGUIRE  
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

April 17, 2024

TO: Michael Lewis, Commissioner of Finance

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

SUBJECT: DSS 2024 Budgetary Amendment

Your approval is requested to amend the 2024 DSS budget to include expenses other than Personnel Services funded in accordance with the following contract renewal awarded to the Child Advocacy Center (CAC) for the period 10/01/2023 – 09/30/2024.

OVS 01-C11348GG-1080200, a multi-year agreement by the NYS Office of Victim Advocacy (OVS), CVDA #16.575, 10/01/2023-09/30/2024.

**Increase Estimated Revenue:**

22071000	OEOP CRIME VCTM	
446131	CRIME VICTIMS BOARD	\$39,473
	Total Revenue	\$39,473

**Increase Estimated Appropriations:**

22071000	OEOP CRIME VCTM	
52110	FURNITURE	\$7,157
52130	COMPUTER EQUIPMENT	\$5,500
54640	EDUCATION AND TRAINING	\$8,917
54646	CONTRACTS	\$16,070
54675	TRAVEL	\$250
55370	CHRGBK AUTOMOTIVE	\$1,579
	Total Estimated Appropriations	\$39,473
	Fiscal Impact (24)	- 0 -
	Fiscal Impact (25)	- 0 -

Thank you for your time and consideration of this request.

**Attachments:**

CAC OVS Victim Assistance Program Grant Detail

State of New York Contract for Grants Attachment B-1(A) – Expenditure Based Budget Amendment  
Summary 10/01/2023-09/30/2024

State of New York Contract for Grants Attachment C – Work Plan 10/01/2023-09/30/2024

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

*Nicolle McGuire*

CHILD ADVOCACY CENTER - OVS VICTIM ASSISTANCE PROGRAM GRANT  
 CONTRACT NUMBER #OVS01-C11348GG-1080200  
 10/01/2023-09/30/2024

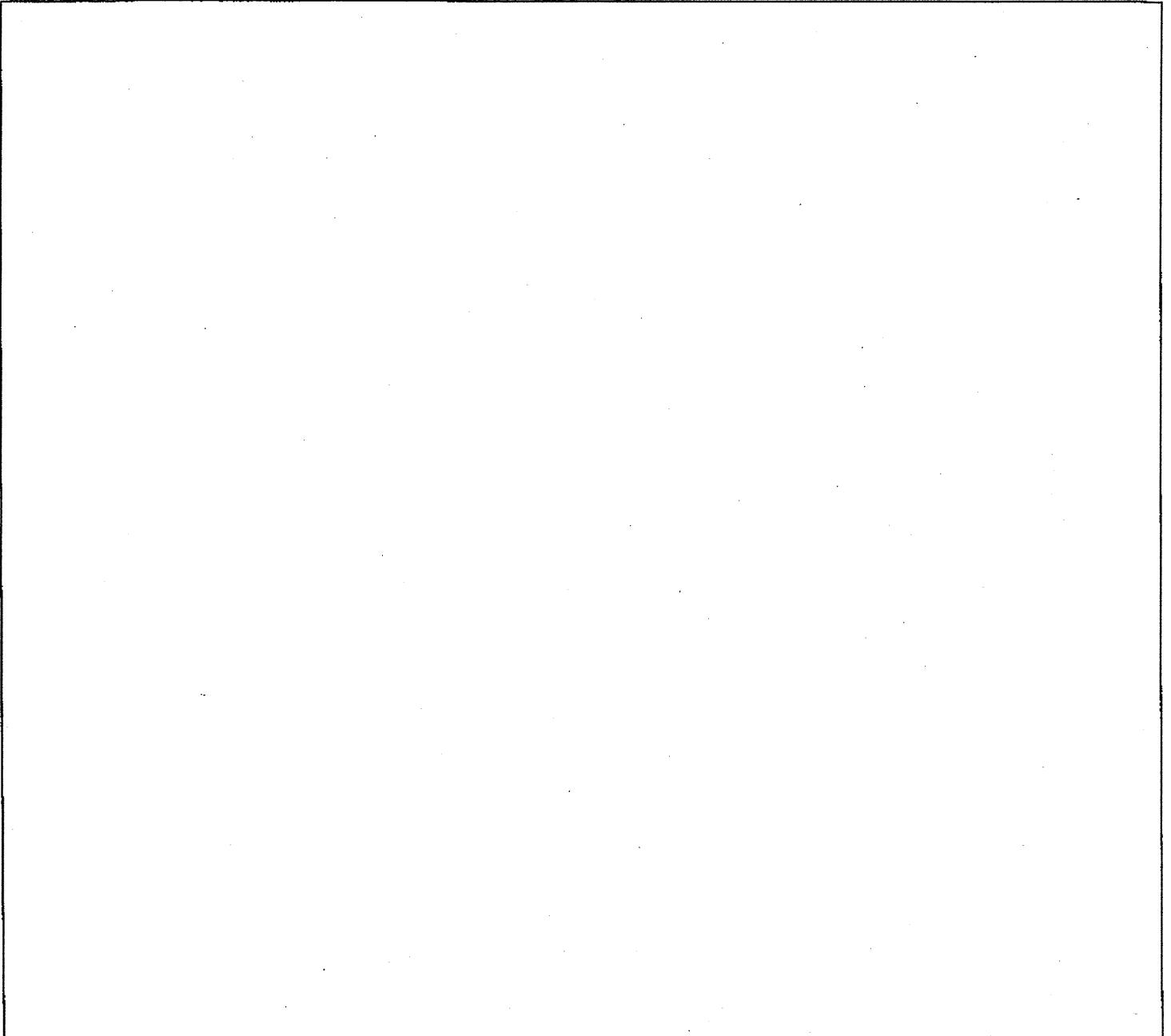
	APPROVED GRANT BUDGET	MUNIS REVISED BUDGET	BUDGETARY AMENDMENT
52110 FURNITURE	7,157	-	7,157
52130 COMPUTER EQUIPMENT	5,500	-	5,500
54310 OFFICE SUPPLIES	400	1,500	N/A
54410 SUPPLIES AND MATERIALS	400	1,500	N/A
54635 CELL PHONES	2,180	2,180	N/A
54640 EDUCATION AND TRAINING	11,250	2,333	8,917
<b>54646 CONTRACTS</b>	<b>141,730</b>	<b>125,660</b>	<b>16,070</b>
PUTNAM NORTHER WESTCHESTER			
WOMEN'S RESOURCE CENTER	132,430	125,660	6,770
PAINTING	9,300	-	9,300
54675 TRAVEL	750	500	250
54989 MISCELLANEOUS	300	300	N/A
55370 CHARGEBACK AUTOMOTIVE	2,279	700	1,579
55870 CHARGEBACK AUTO ALL CTY VEHICLE	200	200	N/A
	<u>172,146</u>	<u>134,873</u>	<u>39,473</u>

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT  
SUMMARY**

PROJECT NAME: FY22 Victim Assistance  
 CONTRACTOR NAME: PUTNAM COUNTY OF  
 CONTRACT PERIOD NUMBER: 2  
 CONTRACT PERIOD: From: 10/01/2023  
 To: 09/30/2024

CATEGORY OF EXPENSE	GRANT FUNDS			MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
	CURRENT BUDGET	CHANGE	REVISED BUDGET				
<b>1) Personal Services</b>							
a) SALARY	\$194,099.97	\$0.00	\$194,099.97	\$87,666.08	45%	\$0.00	\$281,766.05
b) FRINGE	\$68,397.00	(\$22,807.00)	\$45,790.00	\$26,423.00	58%	\$0.00	\$72,213.00
<b>Subtotal</b>	<b>\$262,696.97</b>	<b>(\$22,807.00)</b>	<b>\$239,889.97</b>	<b>\$114,089.08</b>	<b>48%</b>	<b>\$0.00</b>	<b>\$353,979.05</b>
<b>2) Non Personal Services</b>							
a) CONTRACTUAL	\$125,660.00	\$6,769.80	\$132,429.80	\$0.00	0%	\$0.00	\$132,429.80
b) TRAVEL	\$7,120.44	\$4,880.00	\$12,000.44	\$0.00	0%	\$0.00	\$12,000.44
c) EQUIPMENT	\$1,500.00	\$11,157.20	\$12,657.20	\$0.00	0%	\$0.00	\$12,657.20
d) SPACE/PROPERTY RENT	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
e) SPACE/PROPERTY OWN	\$9,300.00	\$0.00	\$9,300.00	\$0.00	0%	\$0.00	\$9,300.00
f) UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
g) OPERATING EXPENSES	\$5,759.00	\$0.00	\$5,759.00	\$0.00	0%	\$0.00	\$5,759.00
h) OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$149,339.44</b>	<b>\$22,807.00</b>	<b>\$172,146.44</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$0.00</b>	<b>\$172,146.44</b>
<b>Total</b>	<b>\$412,036.41</b>	<b>\$0.00</b>	<b>\$412,036.41</b>	<b>\$114,089.08</b>	<b>28%</b>	<b>\$0.00</b>	<b>\$526,125.49</b>

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT  
JUSTIFICATION**





**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT  
PERSONAL SERVICES DETAIL WORKSHEET**

SALARY									
POSITION TITLE	ANNUALIZED SALARY PER POSITION	STANDARD WORK WEEK (HOURS)	PERCENT OF EFFORT FUNDED	NUMBER OF MONTHS FUNDED	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Volunteer (Match 100% - \$13,500)	\$13,500.00	15.00	100.00	12	\$0.00	\$13,500.00	0%	\$0.00	\$13,500.00
2. Senior Bilingual Victim Advocate	\$69,699.00	35.00	100.00	3	\$17,424.75	\$0.00	0%	\$0.00	\$17,424.75
3. Victim Advocate	\$64,575.00	35.00	100.00	3	\$16,143.75	\$0.00	0%	\$0.00	\$16,143.75
4. Forensic Interviewer/Community Outreach Worker	\$56,408.00	35.00	90.00	3	\$12,691.80	\$0.00	0%	\$0.00	\$12,691.80
5. Senior Bilingual Victim Advocate	\$73,184.00	35.00	100.00	9	\$54,888.00	\$0.00	0%	\$0.00	\$54,888.00
6. Victim Advocate	\$66,512.00	35.00	100.00	1	\$5,542.67	\$0.00	0%	\$0.00	\$5,542.67
7. Forensic Interviewer/Community Outreach Worker	\$60,519.00	35.00	90.00	9	\$40,850.33	\$0.00	0%	\$0.00	\$40,850.33
8. Program Director (Match 40% - \$9,279)	\$92,790.00	35.00	40.00	3	\$0.00	\$9,279.00	0%	\$0.00	\$9,279.00
9. Program Director (Match 40% - \$28,672.20)	\$95,574.00	35.00	40.00	9	\$0.00	\$28,672.20	0%	\$0.00	\$28,672.20
10. Office Manager (Match 75% - \$8,854.88)	\$47,226.00	30.00	75.00	3	\$0.00	\$8,854.88	0%	\$0.00	\$8,854.88
11. Office Manager (Match 75% - \$27,360)	\$48,640.00	30.00	75.00	9	\$0.00	\$27,360.00	0%	\$0.00	\$27,360.00
12. Victim Advocate	\$69,838.00	35.00	100.00	8	\$46,558.67	\$0.00	0%	\$0.00	\$46,558.67
<b>Sub Total</b>					\$194,099.97	\$87,666.08	45%	\$0.00	\$281,766.05
FRINGE									
TYPE/DESCRIPTION									
1. Fringe Benefits for funded staff					\$45,790.00	\$26,423.00	58%	\$0.00	\$72,213.00
<b>Sub Total</b>					\$45,790.00	\$26,423.00	58%	\$0.00	\$72,213.00
<b>Personal Services Total</b>					\$239,889.97	\$114,089.08	48%	\$0.00	\$353,979.05

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT  
PERSONAL SERVICES DETAIL WORKSHEET**

**PERSONAL SERVICES NARRATIVE - SALARY**

"CAC Senior Bilingual Victim Advocate: Funding requested is for a full-time senior bilingual victim advocate to provide direct services to clients and assist with training and supervision of the victim advocate, student interns and volunteers. Salary is based on position title and grade determined by the Putnam County Personnel Department. Cost of living increase effective January 1, 2023, is based on county approved budget. Position works a 35-hour work week and 100% of time is dedicated to this contract. CAC Victim Advocate: Funding requested is for full-time victim advocate to provide direct services to clients in addition to receiving regular supervision and skills training. Salary is based on position title and grade determined by the Putnam County Personnel Department. Cost of living increase effective January 1, 2023, is based on county approved budget. Longevity increase based on county contract goes into effect 2/5/2024. Position works a 35-hour work week and 100% of time is dedicated to this project. Forensic Interviewer/Community Outreach Worker: Funding is for a full-time Forensic Interviewer/Community Outreach Worker to coordinate and conduct forensic interviews, facilitate monthly case review meetings with team members, facilitate forensic interviewing peer review meetings, oversee outreach initiatives to educate and identify crime victims. Time will also be dedicated to attending relevant trainings and professional development opportunities and receiving supervision. Salary is determined by Putnam County Personnel Department. Position works a 35-hour work week and 90% of time is dedicated to this contract. 10% will be funded by alternate sources. Volunteer: Volunteers assist with case management which includes providing direct services to clients as well as assisting with community outreach and entering cases in our data base. Volunteer match is based on \$25.00 per hour x 15 hours per week x 44 weeks. Program Director: coordinates direct services and supervises direct service staff and office manager, does budget and amendment negotiation as well as payment work and PMT work, while also providing direct services to clients as needed. Coordinates and participates in multi-disciplinary team and victim service coalitions and crisis response teams. Office Manager: provides direct services as well as supervision to volunteers new direct service staff, while also assisting with collecting and assembling PMT data. Assists with coordination of the multidisciplinary team and attends team meetings. Also attends relevant trainings and professional development, as well as receiving supervision themselves. "

**PERSONAL SERVICES NARRATIVE - FRINGE**

"The fringe benefit rate for this project is currently budgeted based on the projected 2023 - 2024 Putnam County approved fringe benefit rate of 24.06%. Funding is being requested to cover 100 % fringe for the victim advocate, senior bilingual advocate, and 90% for the forensic interviewer/prevention outreach worker assigned to this project. "

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT  
NON-PERSONAL SERVICES DETAIL WORKSHEET - CONTRACTUAL**

CONTRACTUAL TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Putnam Northern Westchester Women's Resource Center	\$132,429.80	\$0.00	0%	\$0.00	\$132,429.80
<b>Total</b>	\$132,429.80	\$0.00	0%	\$0.00	\$132,429.80

**CONTRACTUAL NARRATIVE**

"CAC will contract with the Putnam/Northern Westchester Women s Resource Center to designate 2 full-time clinicians (1 being bilingual) to the CAC. Responsibilities will include assessing trauma on CAC clients and provide evidence-supported, standardized, trauma-focused mental health services for the child victim. They may also assist with the forensic interviews and will attend monthly case review meetings to provide client updates and education for team members regarding the impact of trauma. Positions will be contracted as: 1 Full Time Clinician: \$53,045 + 22% fringe rate for 12 months = \$64,714.9 x 2. An additional \$1,500 will be awarded to each position to compensate for their additional work covering forensic interviews while that position is vacant.

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT  
NON-PERSONAL SERVICES DETAIL WORKSHEET - TRAVEL**

TRAVEL TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. staff travel, team training and conference attendance	\$12,000.44	\$0.00	0%	\$0.00	\$12,000.44
<b>Total</b>	\$12,000.44	\$0.00	0%	\$0.00	\$12,000.44

**TRAVEL NARRATIVE**

"Funds will be used to send project staff to various trainings approved by OVS. Such trainings include the OVS conference, National Children's Advocacy Center trainings, NCA approved Forensic Interview training and other relevant conferences. Funds will also cover mileage reimbursement for required travel to carry out responsibilities related to this project. Budgeted amount is an estimate to support costs associated with attendance at training activities and prior approval will be requested prior to attendance. "

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT  
NON-PERSONAL SERVICES DETAIL WORKSHEET - EQUIPMENT**

EQUIPMENT TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Furniture	\$7,157.20	\$0.00	0%	\$0.00	\$7,157.20
2. Computer equipment	\$5,500.00	\$0.00	0%	\$0.00	\$5,500.00
<b>Total</b>	<b>\$12,657.20</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$0.00</b>	<b>\$12,657.20</b>

EQUIPMENT NARRATIVE
<p>"Computer equipment for project staff. Budgeted amount will be used to purchase 2 computer monitors and keyboard for program staff, and two new computers, 1 for the waiting area for clients to complete satisfaction surveys and 1 for program staff.</p> <p>Furniture: Funds will be used to purchase furniture for our therapy room, a small table for the outreach worker position and a cabinet for the forensic interview room</p>



**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT  
NON-PERSONAL SERVICES DETAIL WORKSHEET - SPACE/PROPERTY OWN**

SPACE/PROPERTY OWN TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Painting	\$9,300.00	\$0.00	0%	\$0.00	\$9,300.00
<b>Total</b>	\$9,300.00	\$0.00	0%	\$0.00	\$9,300.00

**SPACE/PROPERTY OWN NARRATIVE**

Funding will be used to paint client bathrooms and back entrance to improve the appearance. This is essential as it affects the overall experience of the clients who park in the back lot, and this is often the first point of contact. Poor lighting, a lack of paint, and an overall uninviting atmosphere can trigger negative memories and emotions in clients. Improving the area to make it more welcoming, not only helps children and families feel more comfortable, but can also serve as a symbol of hope and safety, encouraging them to seek out the support they need. The proposed cost for the painting will be prorated based on our current prorating percentage. The balance of the painting will be covered by alternate funding sources.

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT  
NON-PERSONAL SERVICES DETAIL WORKSHEET – OPERATING EXPENSES**

OPERATING EXPENSES TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Office and Program Supplies	\$800.00	\$0.00	0%	\$0.00	\$800.00
2. Cell phones	\$2,180.00	\$0.00	0%	\$0.00	\$2,180.00
3. Vehicle Maintenance	\$2,479.00	\$0.00	0%	\$0.00	\$2,479.00
4. Criminal Background Checks	\$300.00	\$0.00	0%	\$0.00	\$300.00
<b>Total</b>	<b>\$5,759.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$0.00</b>	<b>\$5,759.00</b>

**OPERATING EXPENSES NARRATIVE**

Cell Phones: Cell phones will be provided to the 5 positions proposed in this application (2 victim advocates, 2 mental health providers, forensic interviewer/outreach worker) to carry out their job responsibilities. The budgeted amount is based on current annual county rate of \$436.00 per phone = \$2,180 Office and Program Supplies: (\$800.00) Funds will be used to purchase supplies specific to this project such as pens, paper, printing supplies, therapy supplies, and other items needed to carry out job responsibilities. Budgeted amount is based on funds spent in previous budget year. Vehicle Expenses (\$2,479) Ongoing vehicle expenses include insurance (\$200 per year), maintenance (\$700/vehicle), Gas (\$4.50 gal = \$1,579 per year). Criminal background checks (\$300): expenses related to background checks required of staff

## ATTACHMENT C – WORK PLAN

### SUMMARY

PROJECT NAME: FY22 Victim Assistance  
CONTRACTOR NAME: PUTNAM COUNTY OF  
CONTRACT PERIOD NUMBER: 2  
CONTRACT PERIOD: From: 10/01/2023  
To: 09/30/2024

Problem Statement The CAC provides services to child victims of sexual abuse, physical abuse, domestic violence, human trafficking and DUI/DWI cases encompassing several priority funding categories. To provide comprehensive services to meet the needs of child victims and achieve the goals in our strategic plan, the Center hopes to maintain funding for two full-time victim advocates, a forensic interviewer/outreach worker and increase our mental health services capacity through a subcontract with the Putnam/Northern Westchester Women s Resource Center (PNWRRC) for two full-time clinicians. Since our last OVS contract, CAC staff provided over 17,000 services to new and existing clients. These impressive numbers illustrate the complex needs of our population. The time following a disclosure is difficult as families are thrown into a state of crisis. A child s disclosure is the beginning of a long and complicated process involving Child Protective Services (CPS), law enforcement, the judicial system, medical care, psychosocial intervention, and most importantly, a victim advocate to provide case management. Since the start of the pandemic, increased numbers of CAC clients needing imminent psychiatric evaluations and assessments for suicidal ideation resulted in more intensive case management. To ensure positive outcomes for our victims, continued funding for two full-time CAC victim advocates is essential.

Having a licensed clinician assigned to the CAC to provide trauma assessments and treatment at the outset of the investigation has led to a 42% increase in clients following through with therapy. In 2021, the CAC therapist provided 172 therapy sessions for clients, a 30 % increase since 2019! However, scheduling restraints make it difficult for the therapist to attend forensic interviews which often conflict with therapy sessions. The clinician also provides back up for the forensic interviewer. Last year the therapist conducted 25% of forensic interviews resulting in clients being referred to alternate therapists and placed on long waiting lists. Furthermore, in 2020 the CAC conducted a community needs assessment to examine the strengths and needs of our county and how the CAC s services fit in. An overarching trend found that access to mental health care is significantly lower than the state average, emphasizing the need to increase capacity to provide trauma informed evidence based mental health services through contracting for an additional full-time bilingual clinician.

OVS currently funds one forensic interviewer who also serves as the CAC s community outreach worker. Forensic interviews facilitate information gathering from children to determine whether abuse occurred and the nature of the allegations. This specialized field requires continual training, practice and participation in peer review. The CAC s previous model when multidisciplinary team members (MDT) conducted interviews blurred professional roles. Team members did not have the time and resources to meet the demands required of a forensic interviewer. The continuation of a forensic interviewer/outreach worker at the CAC allows for skill specialization and enhances our ability to obtain a statement from a child in a manner that is a child-sensitive, unbiased, developmentally and culturally appropriate and legally sound. The skills acquired as a forensic interviewer also benefit our outreach efforts to identify crime victims. Research shows disclosures increase when children participate in prevention programs. The recent enactment of Erin s Law, mandating sexual abuse prevention education in schools, will likely increase program requests resulting in increased disclosures and case referrals. Also, adult education and awareness programs are crucial to identify risk factors and encourage increased reporting. To continue these important activities, we are requesting continued funding for our outreach worker.

Proposed services, Implementation and Evaluation The CAC services children and their family members. In 2021, the CAC updated its three-year strategic plan which is the framework for this application. Plan goals include: increase program capacity to improve the delivery of services to clients, explore options for immediate and long-term succession and program sustainability, provide a trauma informed team response utilizing best practices that are

supportive to victims and family members, and prevent child abuse through community outreach, education and awareness. The CAC receives referrals from child protective services, law enforcement, probation and the district attorney's office. The forensic interviewer (FI) will be the point person for these referrals. This will ensure all disciplines are notified in a timely manner, recognizing that the minutes after the initial outcry of a child victim is the optimum time to conduct investigative tasks for the purpose of gleaning the most detailed information (Johnson, 2009). Once the interview is scheduled, the victim advocate will reach out to the families to explain the process and prepare them for their upcoming visit. At the CAC, the FI will facilitate the pre/post team meetings with the family as defined in the protocol and ensure that the client satisfaction survey is completed: Pre-Meeting: Team members meet with relevant caretakers prior to conducting forensic interviews to gain background information, explain each member's role and share what to expect during their visit. Post Check-In: The team will reconvene to review results of the interview and identify next steps in the investigation, follow-up and prosecution. Team members will conduct a joint meeting with the child and non-offending caretaker to answer questions, explain next steps and assess their emotional and physical safety prior to departure. Families will be provided with the opportunity to give feedback through our evaluation survey. Currently these meetings and surveys occur inconsistently depending on the team members assigned to the case. Having a staff member assume this responsibility will ensure greater compliance. The information gathered will provide valuable insight to review cases for team issues that may be causing delays in the team's ability to respond immediately, which is an important evaluation technique for CACs (Johnson, 2009). The FI will prepare the agenda for case review which requires expertise in the dynamics of child abuse and victim services as well as knowledge of current cases to achieve concrete case planning results. Case review meetings include representatives from all MDT disciplines. While the main goal is to coordinate information and decision-making about cases at different stages of the investigation and track case dispositions, it also provides an opportunity for members to: offer valuable information regarding victim's needs, identify high risk cases needing further outreach by a victim advocate and address potential duplication of services. Creating a trauma informed organization and addressing vicarious trauma in staff is a priority. Vicarious trauma is an occupational challenge for the fields of victim services. A vicarious trauma-informed organization recognizes these challenges and proactively addresses the impact of vicarious trauma through policies, procedures, practices, and programs (Office of Victims of Crime, OJP, n.d.). As per NCA accreditation standards, the CAC should maintain practices in identifying vicarious trauma as well as strategies for building resiliency in workers to reduce employee burnout and improve employee retention. The requested staff positions are key components to alleviating vicarious trauma by keeping caseloads manageable and maintaining a high functioning workforce. The victim advocates and the forensic interviewer/outreach worker will work under the program director to ensure client's needs are addressed and prevent victims from falling through the cracks in the system through direct case management and supervision. While the MDT concept maximizes the efficiency of each discipline in the criminal justice system, the advocates need to be adept in all areas so they can educate clients about criminal court, family court, protective orders, the medical component, the emotional dynamics specific to victimization, as well as community resources. It is vital to maintain our two current victim advocate positions, responsible for the following services: Crisis assessment and intervention, risk assessment and safety planning and support at all stages of involvement with CAC. Assess individual needs, cultural considerations for child/family and ensure those needs are addressed. Participate in case review to communicate the unique needs of the child and family. Educate clients about the system response. Provide updates to the family on case status, continuances, dispositions, sentencing, and offender release. Provide court education/support/accompaniment. Educate and provide access to victims rights and compensation. Secure transportation to interviews, court, treatment, medical appointments as it relates to the crime. Provide case management. Provide referrals for trauma focused evidence-supported mental health and specialized medical treatment. A critical responsibility of the victim advocate is to support the victim and family members at all levels. The victim advocate joins the CPS worker and law enforcement investigator on home visits to provide a comprehensive and integrated response to domestic violence and child abuse cases. The advocate's presence relieves police, CPS workers and prosecutors from having to provide support for the victims during the investigation and prosecution. The advocate's role as a liaison between the family and the team maximizes the efficiency of each discipline: allowing each professional to concentrate on his/her area of expertise resulting in increased case prosecution and disposition. Research shows that people with greater social supports, like those provided by a victim advocate, adjust better to life changes than do those experiencing the same events but with little support (Edelson & Schechter, 1995). Edelson and Schechter's study indicates that in cases of child abuse when the non-offending caretaker was paired with an advocate, more than 50% of these caretakers cooperated fully with law enforcement enabling a more comprehensive investigation. A holistic trauma informed approach will be integrated into client services. Through a contract with PNWRRC, we hope to increase capacity and add a full-time bilingual mental health provider to assist in providing specialized trauma

focused mental health services. This includes crisis intervention, trauma-specific assessment, use of standardized measures, family engagement, individualized evidence-informed treatment appropriate for the clients, referral to community services as needed and clinical supervision. It is well documented that children who have experienced trauma are at greater risk for developing behavioral problems, truancy, drug and alcohol abuse and violence. Without treatment, post-traumatic stress reactions can persist into adulthood. Family members are often key to the child's recovery and ongoing protection. Their mental health is important in their capacity to support the child. Counseling for caregivers may focus on support and coping strategies, education about the dynamics of abuse, dealing with issues of self-blame and grief, as well as parenting education. Siblings will be included in the overall family assessment. Empirically based resource tools will be used to assess the impact of trauma on the victims and non-offending family members, as well as to assess treatment needs for the child and family. One such modality, Eye Movement Desensitization and Reprocessing therapy (EMDR), helps trauma survivors re-process disturbing thoughts and memories through an eight-phase treatment that includes the use of eye movements. EMDR has been found to provide stable and profound treatment effects in a short period of time. To further illustrate the CAC's commitment to implementing evidence-based practices, the CAC provides Trauma Focused Cognitive Behavioral Therapy (TF-CBT). This modality is an evidence-based treatment for children and adolescents impacted by trauma and their caregivers that incorporates trauma-sensitive interventions with cognitive behavioral, family, and humanistic principles and techniques (National Child Traumatic Stress Network, n.d.). Evidenced based practices are also a focus for our outreach and awareness initiatives. The CAC offers the Monique Burr Foundation for Children (MBF) Prevention Education Programs. These are comprehensive, research-based, primary prevention programs that educate and empower students, school personnel, and caregivers with information and universal Safety Rules as well as strategies to identify, resist and report all types of victimization. The outreach worker will partner with schools to resume and expand this initiative. This includes responding to on-site disclosures of abuse and assisting with appropriate referrals. The outreach worker will also provide community public awareness presentations and enhance outreach to identify crime victims through social media platforms. The position will assist in recruiting volunteers and student interns and collaborate with other community organizations to support CAC clients. The addition of a part-time forensic interviewer this past contract period enhanced our ability to obtain a statement from a child in a manner that is: child-sensitive, unbiased, developmentally and culturally appropriate, and legally sound. All interviews at the CAC are recorded, providing a permanent evidentiary record of exactly what occurred with the child during the interview. This specialized field requires continual training, practice and participation in peer review. Forensic interviewers also need to have a strong understanding of child development, the dynamics of abuse, the disclosure process, suggestibility, and be culturally competent. The new clinician will also be trained as a forensic interviewer to provide back-up and peer support for other interviewers. When responding to allegations of child abuse, we know that there is a limited window of opportunity, and it is imperative that we coordinate the team response immediately to assess safety. As Detective Mike Johnson points out, the investigative window of opportunity is the precious minutes that occur either during or immediately after the initial outcry of a child victim of sexual abuse. Windows of opportunity are not contingent upon caseloads, schedules or notification procedures. When the child is ready to be protected, the child protection team must be ready to respond (Johnson, 2009). Having both the forensic interviewer and program coordinator for back-up will help ensure 24/7 coverage. The forensic interviewer's primary goal will be to provide a safe and supportive environment for child victims to speak about their abuse and assist the child in the healing process. The CAC forensic interviewer will: Conduct and/or observe the interview when appropriate. Assess client needs and assist with appropriate referrals. Provide crisis intervention and counseling. Participate in team meetings and monthly case review meetings. Participate in peer reviews for MDT members. Attend relevant training. Maintain required documentation. Provide information and assist with OVS compensation claims when indicated. All staff assigned to this project will maintain appropriate documentation of services required by the Office of Victim Services and input the data into the CAC's computer tracking system. This includes every service type and contact made with clients. Reports are generated quarterly. The program director will supervise and review advocates' work and conduct written performance evaluations to assess and enhance the quality-of-service delivery. The CAC program director will monitor quarterly reports and performance measures which will also be reviewed by the CAC Management Advisory Board to ensure that the CAC is on target and operating according to grant specifications and meeting goals and objectives. The CAC of Putnam County participates in New York's Outcome Measurement System (OMS) for CAC's. OMS is a client-centered approach to planning and assessing program performance. This important process involves a series of surveys to assess client's experience and satisfaction. There are four satisfaction surveys administered: two for clients and two for staff and MDT members. The first is the client initial visit survey to assesses the client's primary visit. It covers interactions with staff, information provided, services received and future expectations. Follow-up surveys are given when



clients continue with more extensive intervention and case management. The general team and case-specific surveys are for staff and MDT members to measure team effectiveness and the level of support and collaboration provided by the CAC. Additionally, the case specific survey allows the CAC to monitor the effectiveness of the CAC model relative to a specific case. All surveys are confidential and are tallied every six months. Results, along with the performance measures outlined below, are reviewed with staff and the Management Advisory Board to address areas of concern, gaps in service provision, and to develop a corrective action plan if indicated. Goal #1: Increase program capacity to improve the delivery of services to child abuse victims and their families from the initial disclosure through case disposition to reduce trauma experienced as a result of the crime. Objective: Continue to assign a victim advocate on 100% of cases seen at the center. Performance Measure: CAC office manager will track in our data base cases opened by a victim advocate versus total cases received at the CAC.

Time Frame: 10/1/22 9/30/23 Objective: Increase the number of clients who complete and submit a victim compensation application to ensure compensation for all innocent victims for out-of-pocket losses associated with the crime.

Performance Measure: Victim advocates will track in our data base; the number of OVS compensation applications submitted and compare it to the number of applications submitted during our last contract period.

Time Frame: 10/1/22 9/30/23 Objective: Provide services that are satisfactory (scoring above 80% on our Outcome Measurement System Survey) to at least 90% of clients seen at the CAC.

Performance Measure: Satisfaction will be measured through a series of client surveys described in this proposal titled Outcome Measurement System (OMS). Scores will be entered and calculated in Excel provided as part of the evaluation system.

Time Frame: 10/1/22 9/30/23 Objective: Increase the number of cases by a minimum of 10% that included a pre and post team meeting when there is an MDT forensic interview.

Performance Measure: The program coordinator will track in our data base, the number of pre and post team meetings on each case with a forensic interview and compare it to the number of such services during our last contract period.

Time Frame: 10/1/22-9/30/23 Goal #2: To promote healing to victims of trauma and their non-offending caretakers. Objective: Increase the number of clients who receive a trauma assessment and therapeutic needs screening by a CAC clinician by a minimum of 25%

Performance Measure: The assigned clinician will submit a completed evidence-based screening assessment form for all clients referred, which will be entered into our data base for tracking and adequate documentation.

Time Frame: 10/1/22 9/30/23 Objective: Increase the number of children referred for specialized medical evaluations with a trained forensic pediatrician on site by a minimum of 10% to ensure the child victim s comprehensive health and well-being.

Performance Measure: Referrals made and medical evaluations completed will be tracked in our data base and compared with number of referrals and medicals received in the previous year.

Time Frame: 10/1/22 9/30/23 Objective: Increase number of counseling sessions provided to our clients by 25%.

Performance Measure: The assigned clinician will track all counseling services in the CAC data base for tracking and adequate documentation and compare the number to the number seen in the previous year.

Time Frame: 10/1/22 9/30/23 Objective: 100% of clients seen at the CAC will be offered crisis intervention and support services within 24 hours of being referred to the CAC by a CAC Victim Advocate. Performance Measure: Staff will continue to document all services provided to clients. The number of crisis intervention and emotional support services will be compared with the number and date of opened cases to ensure immediate and ongoing support.

Time Frame: 10/1/22 9/30/23 Goal #3: To foster a trauma informed organization where all practices and services are viewed through the lens of trauma and all staff respond empathically to survivor needs, ensuring their physical and emotional safety, avoiding re-traumatization. Objective: Monitor current practices based on agency needs assessment conducted in 2021 and identify steps to become more trauma informed

Performance Measure: The program director will review the summary report and status update of the needs assessment and provide recommendations for improvement.

Time Frame: 10/1/22 -4/30/23 Objective: Though training and professional development, new CAC staff and team members will gain a better understanding of the impact of trauma.

Performance Measure: Pre and post tests will determine knowledge gained about trauma. Time Frame: 5/1/2022-7/31/2023 Objective: Review and update policies and procedures that foster trauma informed service delivery and include a process to monitor progress

and strategies for sustainability.

Performance Measure: The program director will continue to facilitate a work group consisting of staff and team members to check progress on implementation every six months which will be documented and presented to the Management Advisory Board.

Time Frame:

8/1/2022 -9/30/2023 Goal #4: To ensure all child abuse victims in Putnam County are identified and referred to appropriate resources in the community. Objective: Through a 25% increase in outreach and awareness activities, there will be a 10% increase in child abuse cases identified and referred to the CAC program.

Performance Measure: All cases will be tracked in the CAC data base and total number of referrals will be compared to previous contract period.

Time Frame: 10/1/22 9/30/23 Objective:

Through implementation of Child Safety Matters program and related trainings, participants will increase knowledge on how and why to report allegations of abuse to appropriate authorities

Performance Measure: Pre and post

tests will determine knowledge gained and steps to take in response to a child abuse disclosure.

Time Frame: 10/1/22 9/30/23

#### Organizational Capacity

The CAC of Putnam

County serves abused children (newborn 18 years) and their families who reside in Putnam County. Located 65 miles north of Manhattan, between Westchester and Dutchess counties, Putnam is a small suburban county that sits in the middle of the Lower Hudson Valley Region (reported as the fastest growing region in New York), bordered by Connecticut on the East and the Hudson River on the West. Putnam is characterized by its semi-rural development pattern. It is comprised of six towns and no cities. Small hamlets and village centers dot the landscape in a scattered settlement pattern. The CAC of Putnam County is located at 121 Main Street in the Village of Brewster. This location is ideal, walking distance from the Metro North train station, a taxi stand and a bus stop and within 10 miles of all four law enforcement agencies, child protective services, the district attorney's office, and the County Court House. Many CAC clients benefit from services provided by Community Action Program, an anti-poverty program dedicated to serving the residents of Putnam County housed in the same building as the CAC. While most of Putnam's population is Caucasian, the Latina population is rising dramatically and currently makes up 25% of the CAC's caseload. The CAC is committed to providing a coordinated response to child abuse allegations with sensitivity, understanding, and compassion, regardless of race, gender, gender identity, language, religion, sexual orientation, ability, or any other cultural descriptors. The services provided at the CAC are offered at no cost to families, so every family can receive access to high quality services and care. The CAC is a government-based program of the Putnam County Department of Social Services (DSS) that ensures appropriate legal and fiduciary governance of the CAC. The day-to-day operations and overall management of the CAC is the responsibility of Marla Behler, the program director. Ms. Behler, who holds a master's degree in social work, has been in her position since the CAC's inception. She has grown the program from one part-time position to nine positions and from an initial caseload of 45 to approximately 250 cases annually. Since opening, the CAC has assisted over 4,500 crime victims and their families. Under Ms. Behler's 23 years of leadership, in addition to developing and implementing a Victim Advocacy Program with OVS funding since 2003, the CAC of Putnam County has:

Initiated a

Computer Forensic Program. Created and coordinated a Child Fatality Review Team. Established a protocol to address the overlapping conditions of domestic violence and child abuse. Received accreditation from the National Children's Alliance five times. Achieved the highest level of approval for CACs from NY OCFS. Developed and implemented a diverse array of crime prevention and education programs. Developed a Safe Harbour program to respond to commercial child sexual exploitation (CSEC) and human trafficking. Developed and facilitated the Putnam County Suicide Prevention Task Force. The CAC director works closely with the Management Advisory Board which includes the Commissioner of the Department of Social Services/Mental Health/Youth Bureau, the Putnam County Executive, the District Attorney of Putnam County, the Sheriff of Putnam County, the Executive Director of PNWWRC, and other key agency representatives. The Advisory Board meets quarterly to ensure that the CAC is operating according to grant specifications and meeting milestones. In addition to the Management Advisory Board, key agencies have identified individuals to be members of the Multidisciplinary Child Abuse Investigative Team (MDT). Additionally, the CAC of Putnam County has developed a relationship and partnered with the US Attorney's Office and Homeland Security to assist in the federal prosecution of child abuse cases. Team members co-located at the CAC include: Three full-time child protective service workers, a full-time child therapist (through a contract with PNWWRC), a forensic interviewer/community outreach worker, two full-time victim advocates (one bilingual), a part-time office manager, a full-time program director. In a field where there is constant turnover and staff burnout, most staff members at the CAC are seasoned (10-20 years) demonstrating a true commitment to the work. This passion is evident in our clients' feedback which is positively related to the support personified by our advocates. As one mother of a victim wrote: Thank you from the bottom of my heart for your concern, support

and time. You have gone above and beyond. When something as horrific as what happened to me has occurred, it is a blessing to meet someone like you. It is a reminder of good and kindness in the world. The victim advocates currently assigned to the project will continue as employees of Putnam County Department of Social Services under the supervision of the program director. Ms. McIntyre-Nalbene, our bilingual senior victim advocate started at the CAC in 2000. Ms. Ross was reappointed as a CAC victim advocate in 2021, after leaving the position in 2019 to coordinate our Safe Harbour program. Both CAC advocates are seasoned professionals with a unique set of skills and expertise to meet the demands of this position and have positive working relationships in the community. Marissa Henderson, our forensic interviewer/outreach worker joined the CAC in November 2021. With a degree in public health and criminology, Marissa has quickly proven to be a great asset to our program. As a program of the Putnam County DSS, the CAC is under direct supervision of the Commissioner who has been a driving force for integrated and collaborative services since his original appointment in 1994. The department has demonstrated its ability to manage a grant of this type and size by its continued success. The CAC has been awarded multiple grants by New York State Office of Children and Family Services, a program development grant, training grant and eleven program support grants from the National Children's Alliance (NCA), as well as five grants and several contract extensions by New York State Office of Victim Services dating back to 2003. In 2021, the CAC was reaccredited, for the fifth time, by the National Children's Alliance (NCA), meeting all ten standards without any recommendations for improvement. This confirms the commitment to providing what is considered Best Practices for abused children on a national level. The CAC director participated in NCA's Accreditation Revision Project to ensure that the standards take into consideration the most current evidence-based practices. The program director's appointment to the Cultural Diversity and Victim Services & Advocacy Standard Committee is a testament to the CAC's reputation for delivering culturally relevant quality victim services to our clients. The CAC model is a collaborative effort to assist victims by bringing together representatives from local government and private agencies to coordinate and streamline services for child victims. In addition, CAC staff participate in community and professional groups at local, state, and national levels. The CAC is an active member of the Putnam County Runaway Youth Coalition, the Putnam/Northern Westchester BOCES Regional Crisis Team and Regional Suicide Safety in Schools Leadership Team and the CAC program director co-chairs the Putnam County Suicide Prevention Task Force with the executive director of the Putnam County Mental Health Association. CAC victim advocates and forensic interviewers participate in regional, state and national Peer Support Groups that collaborate with other CAC professionals to address current trends and strategies impacting the field and promote best practices to improve services for child abuse victims. There are two other victim service programs (PNWWRC and the Putnam County DA's Office) in our geographic catchment area. Both agencies are members of our MDT and Management Advisory Board. While the CAC is the only agency that focuses exclusively on child victims, it works closely with these other agencies to guarantee non-duplication of services and provide wrap around services. This coordinated approach ensures that all victim needs are being met and that cases are covered in the event of scheduling conflicts (i.e., if a CAC advocate is not able to attend a court proceeding, then arrangements are made to have an alternate support person from PNWWRC). The CAC also contracts with PNWWRC to provide specialized trauma focused mental health services with current OVS funding. Subcontracting for specialized positions is more cost effective. Additionally, the County does not have the expertise and training to provide the clinical supervision and support required for this position. Serving Putnam County for more than 30 years, PNWWRC has the resources and expertise to provide the supervision and oversight required ensuring the highest level of support for the CAC mental health provider, forensic interviewer and prevention outreach worker. The CAC engages the community by recruiting volunteers and student interns to assist with all program components. In particular, the CAC of Putnam County is an approved field placement site for students seeking a master's degree in Social Work. Under the supervision of the CAC program director, student interns act as victim advocates providing direct services and case management. The CAC program director will be responsible for the direct supervision of the program, grant reporting and data collection. The Putnam County Department of Social Services will handle all funds disbursement and fiscal responsibilities through their Fiscal Department under the supervision of the Commissioner, Michael J. Piazza Jr., as is the procedure for all current CAC funding sources.

Budget Narrative Personal  
Services

CAC Senior

Bilingual Victim Advocate: Funding requested is for a full-time senior bilingual victim advocate to provide direct services to clients and assist with training and supervision of the victim advocate, student interns and volunteers. Salary is based on position title and grade determined by the Putnam County Personnel Department. Cost of living increase effective January 1, 2023, is based on county approved budget. Position works a 35-hour work week and 100% of time is dedicated to this contract. CAC Victim Advocate: Funding requested is for full-time victim advocate to provide direct services to clients. Salary is based on position title and grade determined by the Putnam

County Personnel Department. Cost of living increase effective January 1, 2023, is based on county approved budget. Position works a 35-hour work week and 100% of time is dedicated to this project. Forensic Interviewer/Community Outreach Worker: Funding is for a full-time Forensic Interviewer/Community Outreach Worker to coordinate and conduct forensic interviews, facilitate monthly case review meetings with team members, facilitate forensic interviewing peer review meetings, oversee outreach initiatives to educate and identify crime victims. Salary is determined by Putnam County Personnel Department. Position works a 35-hour work week and 90% of time is dedicated to this contract. 10% will be funded by alternate sources. Volunteer: Volunteers assist with case management which includes providing direct services to clients as well as assisting with community outreach and entering cases in our data base. Volunteer match is based on \$25.00 per hour x 15 hours per week x 44 weeks. The fringe benefit rate for this project is currently budgeted based on the projected 2022 - 2023 Putnam County approved fringe benefit rate of 46.33%. Funding is being requested to cover 100 % fringe for the victim advocate, senior bilingual advocate, program coordinator and 90% for the forensic interviewer/prevention outreach worker assigned to this project. Contractual Services: (\$115,190) CAC will contract with the Putnam/Northern Westchester Women s Resource Center to designate 2 full-time clinicians (1 being bilingual) to the CAC. Responsibilities will include assessing trauma on CAC clients and provide evidence-supported, standardized, trauma-focused mental health services for the child victim. They may also assist with the forensic interviews and will attend monthly case review meetings to provide client updates and education for team members regarding the impact of trauma. Positions will be contracted as: Full Time Clinician: \$50,000 + 22% fringe rate. Travel: (\$12,065.41) Funds will be used to send project staff to various trainings approved by OVS. Such trainings include the OVS conference, National Children's Advocacy Center trainings, NCA approved Forensic Interview training and other relevant conferences. Funds will also cover mileage reimbursement for required travel to carry out responsibilities related to this project. Budgeted amount is an estimate to support costs associated with attendance at training activities such as: Bivona Summit on Child Abuse in Rochester, NY: Lodging = \$104.00 per night x 2 = \$208, Meals- \$59.00 x 2 = \$118, Parking- \$32.80, Mileage- 654 x .535 = \$349.89 = grand total of \$1625.38 for 2 staff members. Crimes Against Children's Conference in Dallas, Texas: Lodging - \$139.00 x 4 = \$556, Meals- \$61 x 4 = \$244, Airfare- \$480.00, airport transportation- 109 miles x .535 = \$58.32 long-term parking - \$20.00 x 5 = \$100, transportation from Dallas airport to hotel = \$50.00 round trip = grand total of 1,488.32 x 2 = \$2,976.64 for two members. NYSCA Annual Meeting in Saratoga, NY: lodging- \$124.00 x 2 = \$248, Meals \$64 x 2 = \$128, Mileage- 282 x .535 = \$150.87= grand total of \$1053.74 for two team members National Children's Advocacy Center's International Symposium on Child Abuse, Huntsville, Alabama: Lodging- \$98.00 x 4 = \$392, Airfare= \$760.00, Mileage: 106 x .535 = \$56.71. Meals- \$51.00 x 4= \$204, Parking= \$30 x 4 = \$120.00 = grand total of \$1,532.71. The Child Advocacy Training & Support (CATS) Center s Multidisciplinary Team (MDT) Learning Community, Portland Maine: 6 team MDT members have been selected to participate in a 12-month learning collaborative to improve trauma informed services for child victims. The initial learning session will be held October 26 - 28 in Portland, Maine: Lodging 159.00 x 3 + 9% tax for six participants = \$3,119.58 and parking and tolls = \$182.00, Meals \$38.00 per day x 3 days x 6 participants = \$684.00. Total cost for MDT training = \$3,985.58 Balance of funds will be used to cover cost for OVS Annual conference and mileage reimbursement for staff to meet with clients off-site and attend professional meetings specific to their direct work with clients. The current county rate for mileage reimbursement is .625 per mile x 800 = \$593.87 Equipment: \$11,500 Computer System and software for project staff. Budgeted amount will be used to purchase 3 laptops at 1,900 each (2 for new project staff and 1 for existing victim advocate) = \$3,800 Furniture: \$5,800: Two chairs for therapy room, office chair for staff member and cabinet for video recording equipment. Operating Expenses: \$7,674 Cell Phones: Cell phones will be provided to the 5 positions proposed in this application (2 victim advocates, 2 mental health providers, forensic interviewer/outreach worker) to carry out their job responsibilities. The budgeted amount is based on current annual county rate of \$436.00 per phone = \$2,180 Office and Program Supplies: (\$2,329) Funds will be used to purchase supplies specific to this project such as pens, paper, printing supplies, therapy supplies, and other items needed to carry out job responsibilities. Budgeted amount is based on funds spent in previous budget year. Vehicle Expenses (\$2,479) Ongoing vehicle expenses include insurance (\$200 per year), maintenance (\$700/vehicle), Gas (\$4.50 gal = \$1,579 per year). Criminal Background Checks (\$686) to meet OVS requirements

**ATTACHMENT C – WORK PLAN  
DETAIL**

<b>Objective</b>
1 Assistance with a victim compensation application -
<b>Task</b>
1.1 Providing assistance in completing a victim compensation application - Your program will provide assistance in completing victim compensation applications when applicable
<b>Performance Measures</b>
1.1.1 "Will you be providing compensation application assistance to victims? " -



cc: all  
 files 4-9-24  
 A+A 4/29/24  
 Reso #6

**COUNTY OF PUTNAM  
 FUND TRANSFER REQUEST**

**TO:** Michael Lewis  
 Commissioner of Finance

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

**DEPT:** Law

**DATE:** March 18, 2024

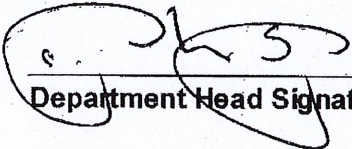
2024 APR - 1 PM 4: 06  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

I hereby request approval for the following transfer of funds:

<u>FROM ACCOUNT# / NAME</u>	<u>TO ACCOUNT# / NAME</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
10199000 54980 General Contingency	10193000 54933 Judgment & Claims	\$250,000.00	Marc Manzoello v. Cty. Of Putnam Settlement. Memo to Leg. & proposed Reso. attached.)

2024 Fiscal Impact \$ 250,000.00

2025 Fiscal Impact \$ 0

 \_\_\_\_\_ 3-18-24  
 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

24T078

**C. COMPTON SPAIN**  
*County Attorney*

**JOHN B. CHERICO**  
*First Deputy County Attorney*

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



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


**DANIEL RAVO**  
*Deputy County Attorney*

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

## DEPARTMENT OF LAW

### MEMORANDUM

To: Toni E. Addonizio, Chair  
Rules, Enactments, Intergovernmental Relations Committee

From: C. Compton Spain, County Attorney  
John B. Cherico, First Deputy County Attorney 

Date: March 15, 2024 **CONFIDENTIAL**

Re: Marc Manzoello v. The County of Putnam et al - Settlement of Litigation  
Index No.: 500054/2022

Plaintiff Marc Manzoello commenced this personal injury action on January 14, 2022 seeking compensation for severe and permanent personal injuries sustained as a result of what he alleges to be the negligence, carelessness and/or recklessness, of several named defendants including the County of Putnam (PC), Putnam County Sheriff's Office (Sheriff) and Sergeant William E. Quick. (Quick)

In terms of the case facts, the action arises out of a serious motor vehicle accident that occurred on May 17, 2021 when a police cruiser operated by defendant Sergeant William E. Quick, a police officer employed by the Putnam County Sheriff's Department, collided with Plaintiff's dump truck. Plaintiff was ejected from his vehicle and sustained multiple injuries. Plaintiff driver was injured when Quick, allegedly driving recklessly/negligently at high rates of speed on Route 301 in responding to a non-emergency call at various points crossed over into the other side of the roadway ultimately causing a collision with the dump truck that Plaintiff was driving. Plaintiff, who may or may not have been wearing a full seat belt with shoulder harness at the time of impact, ended up outside his vehicle following impact and sustained severe and permanent injuries. Quick, despite allegedly causing the accident that led to Plaintiff's injuries and creating exposure for himself and the County, later retired on disability and is no longer employed by Putnam County.

On January 14, 2022, Plaintiff commenced this personal injury/negligence action in Supreme Court, Putnam County (Grossman, J.) against the County of Putnam and other named defendants seeking compensation and damages for his injuries. Thereafter, the County's insurer, NYMIR, assigned the Portale Randazzo law firm, James A. Randazzo, Esq. (Attorney Randazzo), to defend

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\*This office will not accept service via facsimile

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Toni E. Addonizio, Chair Rules, Enactments, Intergovernmental Relations Committee

Re: Marc Manzoello v. The County of Putnam et al - Settlement of Litigation

March 15, 2024

the County's interests in this matter which litigation has been handled by the firm since action was commenced.

After several years of litigation which included extensive discovery, independent medical examinations, motion practice and depositions of various parties, settlement discussions ensued. It was recognized that while Plaintiff's injuries incurred during a high-speed impact with Quick's patrol vehicle were undoubtedly horrific, there existed evidence of potential contributory negligence. Such evidence worked in favor of the defense including the fact that Plaintiff may not have been wearing a full (waist and shoulder harness) seat belt when the accident occurred.

While the initial settlement demand was much higher, more recently Attorney Randazzo advised that following private mediation Plaintiff's counsel had made a more reasonable settlement demand under \$1 million. Although the perception is that Plaintiff's reduced demand reflected a potential awareness of the fact that a jury could see Plaintiff's injuries sustained by being ejected from his vehicle following the collision were at least partially attributable to him (or at least not the fault of another entity, namely the County), they sought to settle the case prior to the matter proceeding to trial as scheduled for April 2024.

In this regard, Attorney Randazzo advised that following consultation with NYMIR's Claims Committee meeting earlier this month, NYMIR had thus made a decision to seek to settle this matter for up to \$850,000 (wherein the County would be responsible for \$250,000, the amount of the County's deductible under their policy as this accident happened in 2022). Attorney Randazzo advised he would continue to negotiate with Plaintiff's counsel and seek to settle it for less if possible but that was the limit of their settlement parameters. He advised that although NYMIR does not require the County's authorization to settle a case within the limits of their policy, they were doing so in order to keep the County advised.

When asked about his feeling on the viability of the seat belt defense at trial, Attorney Randazzo advised that NYMIR's feeling was that this would not be dispositive. He explained further that even if it were to be partially successful, there exists certain triable questions of fact (specifically whether Quick's actions were reckless or merely negligent) to be determined by a jury as trier of fact. In short, this represents what NYMIR felt to be an acceptable settlement amount with limited potential exposure to Putnam County.

As always, Attorney Randazzo is aware the County Attorney does not have authority to authorize settlement of cases, and that any settlement over \$10,000.00 must be done by the Legislature. Knowing this, Attorney Randazzo was told that if he believed settlement in any particular case to be warranted, the reasons and justification for it have to be presented to the Legislature for consideration and review. Any questions the Legislature may have can then be answered to their satisfaction. In the instant case in particular, while given what he had presented previously and in

24T078



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Toni E. Addonizio, Chair Rules, Enactments, Intergovernmental Relations Committee

Re: Marc Manzoello v. The County of Putnam et al - Settlement of Litigation

March 15, 2024

his most recent correspondence to NYMIR it seemed this may have been at least a partially defensible case at trial, it also seemed reasonable that weighing the strengths and weaknesses will factor into the Legislature's ultimate decision to authorize settlement if they felt it appropriate.

On March 14, 2024, we then received a copy of correspondence from Attorney Randazzo to Robert Leippe, NYMIR Claims Examiner as follows:

**As discussed, and agreed, the above referenced matter has been settled for the total sum of \$775,000.00. I will forward you an executed General Release and the attorneys' W9 form once I receive same. After the settlement check is issued and received by counsel, we will file a stipulation of discontinuance with the Court.**

Upon receipt of this communication, the Law Department promptly prepared the instant litigation settlement memo and attached resolution to be presented to the Board for consideration and approval. The matter is thus respectfully sought to be placed on the Agenda of the next scheduled meeting of the Rules Committee. The instant settlement memorandum and resolution regarding same is being presented in advance as required.

/jbc  
Enc.

24T078

## RESOLUTION

**WHEREAS**, on May 17, 2021, a police cruiser operated by defendant Sergeant William E. Quick on Route 301, a police officer employed by the Putnam County Sheriff's Department, collided with a dump truck being driven by Plaintiff Marc Manzoello (Plaintiff). As a result of such collision, Plaintiff was ejected from his vehicle and sustained multiple severe injuries; and

**WHEREAS**, on or about January 14, 2022 Plaintiff commenced action against the County of Putnam, Putnam County Sheriff's Office and Sergeant William E. Quick, alleging that his injuries were caused, *inter alia*, by defendants' negligence, carelessness and/or recklessness, specifically that defendant Sergeant William E. Quick, driving recklessly/negligently on Route 301 caused a collision with Plaintiff's vehicle; and

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

**WHEREAS**, the County's insurer, the New York Municipal Insurance Reciprocal (NYMIR), assigned the Portale Randazzo law firm, James A. Randazzo, Esq., to defend the County's interests in this matter which litigation has been handled by counsel since action was commenced in 2022; and

**WHEREAS**, the Claims Committee for NYMIR recently arrived at a settlement value for this case of seven hundred and seventy-five thousand (\$775,000.00) dollars; and

**WHEREAS**, Plaintiff agreed to a settlement with the County, subject to the Legislature's approval, in which the County agreed to pay Plaintiff the sum of seven hundred and seventy-five thousand (\$775,000.00) dollars; and

**WHEREAS**, the County Attorney, the County's outside counsel, James A. Randazzo, Esq., and NYMIR's claims representative have recommended the settlement as an alternative to trial; and

**WHEREAS**, counsel for the County of Putnam has in fact settled the matter with Plaintiff for the sum of seven hundred and seventy-five thousand (\$775,000.00) dollars, and Plaintiff has executed the required General Release which, upon approval by the Legislature will be filed with the Court, thereby discontinuing this matter, and allowing Plaintiff to receive his settlement payment in the agreed upon amount; and

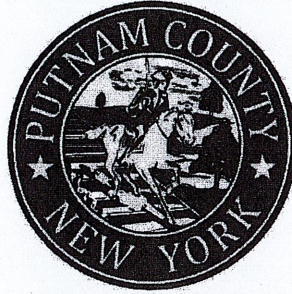
**WHEREAS**, the aforementioned settlement is in the public interest and avoids the costs of further litigation, additional attorney's fees and costs and the risk of a high jury verdict; now therefore be it

**RESOLVED**, that the proposed settlement of this matter for the sum of seven hundred and seventy-five thousand (\$775,000.00) dollars is hereby approved.

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



MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

cc: all  
Pers  
A+A

Reso  
#7

DEPARTMENT OF FINANCE

MEMORANDUM

2024 APR - 2 PM 2:53  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: **Budgetary Amendment – 24T079**  
DATE: April 2, 2024

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

<u>GENERAL FUND</u>			
<b><u>INCREASE APPROPRIATIONS:</u></b>			
10120000 51094	TEMPORARY - LEGAL/ADMINISTRATION		\$ 56,751.00
10120000 58002	SOCIAL SECURITY		3,842.00
<b><u>DECREASE APPROPRIATIONS:</u></b>			
10120000 51000 (114)	PERSONNEL SERVICES - ACCT CLK/TYPIST II		\$ 11,292.00
10120000 51000 (118)	PERSONNEL SERVICES - SR TYPIST		11,292.00
10120000 51000 (121)	PERSONNEL SERVICES - ACCT CLERK II		11,292.00
10120000 51000 (115)	PERSONNEL SERVICES - STENO SECRETARY		12,741.00
10120000 51000 (117)	PERSONNEL SERVICES - PR OFFICE ASSISTANT		13,976.00
			\$ 60,593.00
	2024 Fiscal Impact \$ 0		
	2025 Fiscal Impact \$ 0		

Please refer to the attached memorandum from Commissioner Servadio and the detailed analysis from Fiscal Manager Wunner regarding this personnel change.

24T079

KEVIN BYRNE  
County Executive

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

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



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


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

DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

DATE: April 2, 2024

TO: Paul E. Jonke, Chair  
Personnel Committee

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

SUBJECT: Administrative and Legal Training

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Your approval is requested to transfer funds from the 2024 Department of Social Services budget for the purpose of administrative and legal training for the duration of 2024.

Upon retirement, the former **Director of Children and Family Services** transitioned into a 1094 to support the DSS legal department. Although weekly hours may vary depending on workload, it is being requested to repurpose unused funds throughout several administrative vacant positions to support an average of 20 hours per week. There will be no fiscal impact.

It is respectfully requested this matter be placed on the agenda for the next meeting of the appropriate committee. Thank you for your time and consideration.

Attachments:  
2024 Fiscal Impact on Legal and Admin Temp

cc: Kevin Byrne, County Executive  
Michael Lewis, Commissioner of Finance  
Kristen Wunner, Fiscal Manager of Mental Health, Social Service & Youth Bureau

Personnel Committee Meeting - April 9, 2024  
 2024 Fiscal Impact on Training by Legal / Admin Temp

<u>Title</u>	<u>Weekly Hours</u>	<u>FY24 Weeks</u>	<u>Hourly Rate</u>	<u>Budgeted Earnings</u> <u>3/4-12/31</u>
Temp - Legal / Admin (10120000)	20	43	\$ 65.99	\$ 56,751.40

Hourly temp rate is currently 90% of former salary as Director of Children & Family Services.

<u>Title</u>	<u>Position Number</u>	<u>FY24 Budget</u>	<u>Current Salary</u>	<u>Savings</u> <u>1/1-3/31</u>
Vacant - Accnt Clk / Typist II (10120000)	601020114	\$ 45,517.00	\$ -	\$ 11,292.39
Vacant - Sr Typist (10120000)	601020118	\$ 45,517.00	\$ -	\$ 11,292.39
Vacant - Accnt Clerk II (10120000)	601020121	\$ 45,517.00	\$ -	\$ 11,292.39
Vacant - Steno Secretary (10120000)	601020115	\$ 51,356.00	\$ -	\$ 12,740.99
Vacant - Pr Office Assistant (10120000)	601020117	\$ 56,334.00	\$ -	\$ 13,975.99
				<u>\$ 60,594.14</u>



**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
A+A*

5197  
#8

**TO: Commissioner of Finance**  
**FROM: Sheila Barrett, First Deputy Commissioner of Finance** *SYB*  
**DEPT: Finance**  
**DATE: April 15, 2024**

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

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10085000.54646 DPW – Golf - Contracts	10084000.54800.10137 DPW – Tilly’s Table – Insurance	\$2,669.00	Cover insurance bill Selective Insurance
10085000.54800 DPW – Golf – Insurance	10084000.54800.10137 DPW – Tilly’s Table – Insurance	\$ 263.00	Re-allocate fund for Selective Insurance bill
	<b>Total</b>	<b>\$2,932.00</b>	

24T089

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2024 Fiscal Impact \$-0-

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

AUTHORIZATION:

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

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

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

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

2024 APR 17 PM 1:54  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY



**24T089**



cc All Reso  
429 Audit #9  
2024

Michael Lewis  
Commissioner of Finance



TRISH MCLOUGHLIN  
County Director- Real Property

### Memorandum

To: Hon. Paul E. Jonke, Chairman  
Putnam County Legislature  
From: Patricia A. McLoughlin, CCD - Real Property  
Date: April 12, 2024  
Subject: Mortgage Tax Apportionment of Payments – 10/1/2023 to 3/31/2024

2024 APR 15 PM 1:27  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Town of Carmel	\$398,314.10
Town of Kent	\$142,963.14
Town of Patterson	\$124,798.17
Town of Philipstown	
Village of Cold Spring	\$9,961.31
Village of Nelsonville	\$2,812.11
Town Outside	\$119,661.71
Town of Putnam Valley	\$130,295.73
Town of Southeast	
Village of Brewster	\$10,054.87
Town Outside	\$324,990.79
Total	<hr/> \$1,263,851.93

PM



Mortgage Tax Apportionment  
 2024 County/Town Roll Figures Total A/V  
 10/01/2023 to 3/31/2024

	<b>Philipstown</b>		\$ 2,431,354,146
	Village of Cold Spring	Village of Nelsonville	Town of Philipstown
Total A/V	\$ 182,878,039	\$ 51,627,077	\$ 981,171,957.00
Percentage	0.075216537	0.021233878	0.903549585
Total Mtg. Tax	\$ 132,435.13	\$ 132,435.13	\$ 132,435.13
AppORTIONED	\$ 9,961.31	\$ 2,812.11	\$ 119,661.71
	<b>Southeast</b>		\$ 8,196,135,332
	Village of Brewster	Town of Southeast	
Total A/V	\$ 245,969,714	\$ 3,852,097,952	
Percentage	0.030010451	0.969989549	
Total Mtg. Tax	\$ 335,045.66	\$ 335,045.66	
AppORTIONED	\$ 10,054.87	\$ 324,990.79	

**PART II**

Distribution Statement  
 (Columns 1 through 5) The "taxes collected" shown in column 2 were produced by mortgages covering real property in the respective tax districts. Additions and deductions to make adjustments and correct errors are recorded in column 3 and 4, respectively. Authority for these additions and deductions is given by the orders of the Taxation Department noted on the

Credit Statement  
 (Column 6) This column is the net amount due to each tax district for which the Board of Supervisors shall issue its warrant or warrants.

MUNICIPALITY	2 Taxes Collected	3 *Additions	4 *Deductions	5 Taxes Adj. Corr	6 Amount Due Tax District
CARMEL	425,516.11	0.00	0.00	425,516.11	\$398,314.10
KENT	152,726.50	0.00	0.00	152,726.50	\$142,963.14
PATTERSON	133,321.00	0.00	0.00	133,321.00	\$124,798.17
PHILIPSTOWN	141,479.50	0.00	0.00	141,479.50	\$132,435.13
PUTNAM VALLEY	139,194.00	0.00	0.00	139,194.00	\$130,295.73
SOUTHEAST	357,926.89	0.00	0.00	357,926.89	\$335,045.66
<b>Total Tax Districts</b>	<b>1,350,164.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,350,164.00</b>	<b>1,263,851.93</b>

\*See refund, adjustment and special adjustment orders of Commissioner of Taxation and Finance, case numbers



COUNTY OF Putnam FOR THE PERIOD OF October 2023 THROUGH March 2024  
 CASH STATEMENT FOR TAXES COLLECTED PURSUANT TO ARTICLE 11

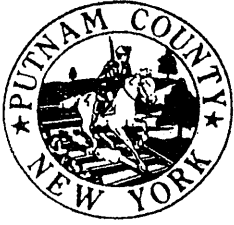
NEW YORK STATE MORTGAGE TAX SEMI-ANNUAL REPORT

TAX RATE: 0.9360728993

Months	BASIC TAX DISTRIBUTED				TREASURER				ALL OTHER TAXES DISTRIBUTED			
	1 Basic Tax Collected	2 Interest Received by Recording Officer	3 Recording Officer's Expense	4 Refunds or Adjustments	5 Amount Paid Treasurer (Col 1 + Col 2 - Col 3 - Col 4)	6 Interest Received by Treasurer	7 Treasurer's Expense	8 Tax Districts Share (Col 5 + Col 6 - Col 7)	9 Local Tax	10 Additional Tax CNY	11 Special Assistance Fund	12 Special Additional Tax SONYMA
Oct	258,598.50	9.61	14,405.49	0.00	\$244,202.62	0.00	\$244,202.62	0.00	141,942.34	102,332.78	8,809.81	
Nov	195,906.00	0.00	14,468.84	0.00	\$181,437.16	0.00	\$181,437.16	0.00	105,231.74	79,682.20	1,504.99	
Dec	209,974.00	0.00	14,274.44	0.00	\$195,699.56	0.00	\$195,699.56	0.00	114,125.16	75,178.68	17,172.44	
Jan	330,926.50	8.27	14,235.23	0.00	\$316,699.54	0.00	\$316,699.54	0.00	186,324.10	83,657.15	65,950.97	
Feb	174,995.00	0.00	14,484.41	0.00	\$160,510.59	0.00	\$160,510.59	0.00	93,417.09	69,887.86	1,262.80	
Mar	179,764.00	0.00	14,461.54	0.00	\$165,302.46	0.00	\$165,302.46	0.00	96,119.38	66,249.41	7,642.41	
Apr												
May												
Jun												
Jul												
Aug												
Sep												
Totals	1,350,164.00	\$17.88	86,329.95	0.00	\$1,263,851.93	0.00	\$1,263,851.93	0.00	737,159.81	476,988.08	102,343.42	

Recording Officer

Treasurer



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

cc All  
Audit Reso

MICHAEL C. BARTOLOTTI  
*County Clerk*

JAMES J. MCCONNELL  
*First Deputy County Clerk*

April 11, 2024

**VIA HAND DELIVERY**

Hon. Paul Jonke, Chairman  
Putnam County Legislature  
40 Gleneida Avenue  
Carmel, NY 10512

2024 APR 11 PM 2:57  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Re: Semi-Annual Mortgage Tax Report, October 1, 2023 through March 31, 2024

Dear Chairman Jonke:

Enclosed you will find our Semi-Annual Mortgage Tax Report for the period from October 1, 2023 through March 31, 2024.

The report has been approved by the New York State Department of Taxation and Finance.

If you have any questions or concerns regarding this matter please do not hesitate to contact me. Thank you very much.

Sincerely,

Michael C. Bartolotti  
Putnam County Clerk

MCB:jm  
Enc. (2)



**Department of  
Taxation and Finance**

AUDIT DIVISION

April 11, 2024

Tax Article: 11  
Tax Type: Mortgage Recording  
County: Putnam  
Period: Oct '23 – Mar '24

PUTNAM COUNTY CLERK  
C/O JAMES MCCONNELL  
40 GLENEIDA AVE  
CARMEL, NY 10512

**Putnam County Clerk**

**APR 11 2024**

**We approved your report.**

We approved your semiannual Form AU-202, *New York State Mortgage Tax Semiannual Report*, which we received on April 2, 2024.

The net amount of \$1,263,851.93 due to the respective tax districts is approved. You may submit the report to your County Legislative Body for their action, pursuant to Tax Law §261.

**Questions?**

- Visit our website
- Call Brandon Young at 518-862-6095



COUNTY OF Putnam                      FOR THE PERIOD OF    October 2023                      THROUGH    March 2024  
 CASH STATEMENT FOR TAXES COLLECTED PURSUANT TO ARTICLE 11

NEW YORK STATE MORTGAGE TAX SEMI-ANNUAL REPORT

TAX RATE: 0.9360728993

Months	BASIC TAX DISTRIBUTED					TREASURER			ALL OTHER TAXES DISTRIBUTED			
	1 Basic Tax Collected	2 Interest Received by Recording Officer	3 Recording Officer's Expense	4 Refunds or Adjustments	5 Amount Paid Treasurer (Col 1 + Col 2 - Col 3 - Col 4)	6 Interest Received by Treasurer	7 Treasurers Expense	8 Tax Districts Share (Col 5 + Col 6 - Col 7)	9 Local Tax	10 Additional Tax CNY	11 Special Assistance Fund	12 Special Additional Tax SONYMA
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Apr												
May												
Jun												
Jul												
Aug												
Sep												
Totals	1,350,164.00	\$17.88	86,329.95	0.00	\$1,263,851.93	0.00	0.00	\$1,263,851.93	0.00	737,159.81	476,988.08	102,343.42

Recording Officer

Treasurer



**PART II**

Distribution Statement  
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SOUTHEAST	357,926.89	0.00	0.00	357,926.89	\$335,045.66
<b>Total Tax Districts</b>	<b>1,350,164.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,350,164.00</b>	<b>1,263,851.93</b>

\* See refund, adjustment and special adjustment orders of Commissioner of Taxation and Finance, case numbers.

SEMI ANNUAL MORTGAGE TAX BREAKDOWN							
	4/1/2021-9/30/2021	10/1/2021-3/31/2022	4/1/2022-9/30/2022	10/1/2022-3/31/2023	4/1/2023-9/30/2023	10/1/2023-3/3/2024	
CARMEL	988,585.62	1,007,307.15	729,087.12	418,352.35	375,095.30	398,314.10	
KENT	307,275.62	355,494.50	237,019.45	180,311.03	191,155.25	142,963.14	
PATTERSON	337,610.24	296,338.35	245,465.63	145,817.26	151,591.54	124,798.17	
PHILIPSTOWN	362,493.08	293,147.35	247,752.66	164,901.07	149,445.94	119,661.71	
COLD SPRING - VILLAGE	30,168.04	24,386.89	20,599.08	13,724.77	12,439.39	9,961.31	
NELSONVILLE - VILLAGE	8,480.62	6,854.73	5,806.79	3,867.46	3,510.63	2,812.11	
PUTNAM VALLEY	340,296.27	301,681.72	253,178.54	169,077.58	148,974.20	130,295.73	
SOUTHEAST	485,039.12	1,461,233.22	459,140.39	210,438.84	226,353.74	324,990.79	
BREWSTER - VILLAGE	16,016.92	48,278.54	14,933.26	6,736.93	7,001.09	10,054.87	
TOTAL	2,875,965.53	3,794,722.45	2,212,982.92	1,313,227.29	1,265,567.08	1,263,851.93	

MICHAEL J. LEWIS  
Commissioner Of Finance



CCAI  
Audit - FYI  
(4-29-24)

SHEILA M. BARRETT  
First Deputy Commissioner Of Finance

#10.

DEPARTMENT OF FINANCE

April 17, 2024

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

2024 APR 18 PM 4:43  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld:

Pursuant to Section 11 of the County's Deposit and Investment Policies, enclosed is the report on the County's deposits and investments for the first quarter ending March 31, 2024.

Interest income through March 31, 2024 was **\$1,680,906.27 vs. \$948,176.39**. The increase in interest is due to favorable interest rates and opportunities to move monies into higher yield investments.

Very truly yours,

Michael J. Lewis  
Commissioner of Finance

Enclosures

RECAP BY BANK		BANK BALANCE		MAXIMUM CAP **
JPMorgan Chase		\$ 20,745,787.28		\$ 40,000,000.00
Putnam County National		10,191,878.49		20,000,000.00
PCSB		14,403,349.83		40,000,000.00
TD Bank		44,246,554.48		50,000,000.00
Tompkins Mahopac Bank		9,740,690.87		30,000,000.00
Webster Bank		-		40,000,000.00
NYClass		21,387,306.72		50,000,000.00
NYLAF		29,282,793.62		50,000,000.00
NY Municipal Trust		57,600,466.71		50,000,000.00
US BANK		484,707.41		ESCROW ART 9
		\$ 208,083,535.41		
<b>** pursuant to Local Law # 5 of 2023 Resolution 74-2023</b>				

**April 29, 2024  
Audit Meeting**

**#11**

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