

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 June 26, 2023**

1. Pledge of Allegiance
2. Roll Call
3. Acceptance of Minutes – April 24, 2023 & May 22, 2023
4. Correspondence/County Auditor
  - a. Sales Tax Report
  - b. Board In Revenue Report
  - c. OTB Report
  - d. 2023 Contingency Report
  - e. Transfer/Revenue Report
5. Correspondence/ Commissioner of Finance
  - a. Overtime/Temporary Report
  - b. Approval/ Budgetary Amendment 23A032/ Finance/ Account for State Aid from NYS Office of Indigent Legal Services (Also reviewed in Protective)
  - c. Approval/ Budgetary Amendment 23A033/ Planning/ Additional UPWP Funding Awarded to Putnam County under NYMTC (Also reviewed in Physical)
  - d. Approval/ Budgetary Amendment 23A034/ Planning/ Additional UPWP Funding Awarded to Putnam County under NYMTC (Also reviewed in Physical)

- e. **Approval/ Budgetary Amendment 23A037/ Sheriff's Dept./ SAM Grant Award/ Purchase Various Equipment (Also reviewed in Protective)**
  - f. **Approval/ Budgetary Amendment 23A038/ Youth Bureau/ Adjusted State Aid Allocations for Runaway & Homeless Youth Programs**
6. **Approval/ Fund Transfer 23T139/ Office for Senior Resources/ Increase Hours to Close Out Project**
  7. **Approval/ Fund Transfer 23T146/ Sheriff's Dept./ Cover Projected Comp Payout Requests (Also reviewed in Protective)**
  8. **Approval/ Fund Transfer 23T155/ Finance/ Reclass Vacancy Control Factor to Correct Line**
  9. **Other Business**
  10. **Adjournment**



video lottery terminals (VLT), but the Catskill region has not been given that allowance. He stated the Catskill region had not been in trouble until the pandemic hit. He stated the profit from VLTs that would come back to member counties would go a long way in offsetting the budget as it had done in the past. He stated shame on the NYS Governor's Office and the NYS Legislature for not stepping up and doing the right thing for OTB.

President & CEO Williams stated the Catskill OTB would like to be able to use VLTs and to be involved in sports betting. She stated the horse racing industry is dying and the NYS Gaming Commission should be focusing on how to retool and expand their customer base.

Chairman Castellano requested more information on the VLTs that are already in place in other regions.

Don Groth, Former President of the Catskill Regional OTB, stated 1,000 VLTs were provided to Suffolk County a few years ago and another 1,000 was provided to them at the end of 2022. He stated these machines are very profitable. He stated the cost of the audit was really paid from money belonging to the member counties. He stated the Catskill OTB is being disfavored.

Mr. Tamagna stated they are expanding to more locations; they have an OTB terminal in Kent Countryside Inn. He stated it would be great to be able to put terminals in more local businesses or restaurants. He stated there are many people invested in the horse industry in this area who want to support the industry.

Chairman Castellano stated Putnam County received a lot of revenue from OTB around 2006-2007 and then it started to decrease, ultimately going down to \$0 during the pandemic. He stated the County is now receiving small payments and questioned if that money is coming from the few terminals in Putnam County.

Mr. Tamagna stated the revenue collected within the Catskill region goes into a pot and is then split amongst the member counties. He pointed out that the \$100,000 for the audit was paid for from that pot of money. He stated the State is acting miserable toward the Catskill Regional OTB Corporation and he asked for the County's support in their goal to move forward successfully.

Mr. Groth stated the revenue Putnam County receives is based on a formula that was developed a long time ago. He stated the application fee for a casino license is \$500 million. He stated there are casinos upstate that are struggling. He stated now that sports betting is legal in New York, those that were going into New Jersey are now staying in New York and they do not even have to leave their house to bet on sports. He requested a letter be sent by the County to New York State to support the Catskill OTB, the specifics of which would be provided.

Mr. Tamagna stated revenue is also provided to MGM Grand because it is part of the formula, which the NYS Legislature has not been in favor of changing. He stated he

believes the casinos upstate got their licenses because hundreds of thousands of dollars were donated to Governor Cuomo's campaign.

Chairman Castellano requested more information on the OTB properties in Putnam County, such as the vacant location in Brewster.

Mr. Groth stated the Brewster location is ready to go, however the Governor did not authorize them to open.

Chairman Castellano stated the Mahopac location was running at one point but is now no longer an OTB.

Mr. Groth stated OTB could continue operations at the Mahopac location, but employees would need to be hired.

Mr. Tamagna stated VLTs would be a great addition to these locations.

Legislator Ellner requested more information on the sharing formula.

President & CEO Williams stated it is a statutory formula that requires revenues to first be distributed to the racetrack, the breeders, horsemen, New York State, and New York Racing Association, before going back to the OTB corporation. He stated the industry has changed since the formula was put in place and the State is not interested in modernizing the formula.

Mr. Groth stated the accounting system being used is outdated and obsolete. He stated a new system would be an expense, however they are hesitant to purchase a new system because it is unknown if the State is going to disband the Catskill OTB.

Mr. Tamagna stated they currently have a fund of over \$8 million that the State is not allowing them to touch.

Legislator Ellner questioned if the same formula would be used for VLTs or sports betting if Catskill OTB were permitted to move forward with either one.

Mr. Groth stated yes, the same formula would be used.

Chairman Castellano stated at this point we need to see what will happen with the State budget once it is passed.

Mr. Tamagna stated he believes the State will not liquidate Catskill OTB.

President & CEO Williams stated hopefully within the next week they will have a better idea of what the future holds.

Mr. Tamagna stated they would like to come back to encourage the New York State Legislature to take action to change the formula so more money comes back to the counties.

**Item #5 – Correspondence/County Auditor**

- a. **Sales Tax Report – Duly Noted**
- b. **OTB Report – Duly Noted**
- c. **2023 Contingency/Subcontingency Report – Duly Noted**
- d. **Transfer/Revenue Report – Duly Noted**

**Item #6 – Correspondence/ Commissioner of Finance**

- a. **Overtime/Temporary Report – Duly Noted**
  
- b. **Approval/ Budgetary Amendment 22A093/ Finance/ Record ARPA Revenue in General Fund per the Accounting Bulletin by NYS Comptroller's Office**

Commissioner of Finance William Carlin stated this Budgetary Amendment is in conjunction with the Fund Transfer in item #7. He stated the New York State Comptroller wants all the counties to report ARPA revenue as General Fund revenue. He stated originally, Putnam dedicated the funding to the Capital Fund, so these two (2) items will transfer the funds into the General Fund.

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

- c. **Approval/ Budgetary Amendment 23A014/ Sheriff's Dept./ Corrections/ Use Federal SCAAP Funds to Upfit 2023 Chevrolet Tahoe (Also reviewed in Protective)**

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

- d. **Approval/ Budgetary Amendment 23A015/ Youth Bureau/ Increased State Funding from Office of Children and Family Services for Sport Funding (Also reviewed in Health)**

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

- e. **Approval/ Budgetary Amendment 23A017/ Sheriff/ Corrections/ Use Inmate Commissary Account Funds to Purchase 7 TVs for Inmate Use (Also reviewed in Protective)**

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

**f. Approval/ Budgetary Amendment 23A018/ Sheriff/ Corrections/ Use of Inmate Commissary Account Funds to Purchase 5 Microwaves for Inmate Use (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 23A019/ Sheriff/ Corrections/ Use of Inmate Commissary Account Funds to Reimburse Jail's Education & Training Line (Also reviewed in Protective)**

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

**h. Approval/ Budgetary Amendment 23A020/ District Attorney/ Funding from NYS Division of Criminal Justice Services for Discovery and Pretrial Reforms (Also reviewed in Protective)**

Chief Deputy Commissioner of Finance Michael Lewis stated the \$41,647 represents the non-County agencies (Town of Kent Police Department - \$22,748 & Town of Carmel Police Department - \$18,899).

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

**i. Approval/ Bond Resolution/ Authorizing Acquisition of Various Pre-K/EI Vehicles & Related Equipment/ \$350,000**

Commissioner Carlin stated the bond resolution is a tool in the County's toolbox and it does not mean the money has to be borrowed when the time comes. He stated at that time, the Legislature and Administration will look at the County's financial position. He stated to have the choice available, the bond resolution must be passed.

Chairman Castellano stated it is a safety net for the County.

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

**j. Approval/ Bond Resolution/ Authorizing Acquisition of Vehicles & Heavy Highway Dept. Equipment/ \$600,000**

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

**k. Approval/ Budgetary Amendment 23A021/ Bond/ Highway/ Adjust 2023 Capital Budget/ Increased Costs (Also reviewed in Physical)**

Commissioner Carlin stated the Capital Budget was adopted over a year ago and the cost of the equipment has since increased. He stated the County purchases one (1) snow truck each year and this Budgetary Amendment will keep the County on their equipment schedule.

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

**l. Approval/ Budgetary Amendment 23A022/ Finance/ Account for State Aid from NYS Office of Court Administration/ Courthouse Painting Project**

Commissioner Carlin credited Chief Deputy Commissioner of Finance Lewis, Director of Purchasing John Tully, and Acting Highway Commissioner Thomas Feighery with working with the Office of Court Administration to use their funding for this project.

Putnam Valley Supervisor Jacqueline Annabi questioned if the painting project is for the Historic Courthouse.

Chairman Castellano stated it is for the New Courthouse.

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

**m. Approval/ Budgetary Amendment 23A023/ Finance/ Account for State Aid from NYS Office of Indigent Legal Services**

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

**Item #7 – Approval/ Fund Transfer 22T421/ Finance/ Record ARPA Revenue in General Fund per the Accounting Bulletin by NYS Comptroller’s Office**

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

**Item #8 – Approval/ Fund Transfer 23T079/ Health Dept./ Use Grant Funding to Cover Overtime rather than to Purchase Traffic Board Sign (Also reviewed in Health)**

Commissioner Carlin stated the Health Department identified a greater need for clinics than for the traffic board sign.



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

**Item # 9 – Approval/ Fund Transfer 23T084/ Health Dept./ Repair Damage to 2021 Jeep Compass (Also reviewed in Health)**

Chairman Castellano questioned why this is being repaired before going through insurance.

Commissioner Carlin stated they are repairing the vehicle now to get it done in a timely manner because they are not sure if insurance will cover the repair.

Legislator Ellner questioned if the County is self-insured for vehicles and to what value.

Commissioner Carlin stated leased vehicles are different than owned vehicles.

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

**Item #10 – Approval/ Fund Transfer 23T088/ County Attorney/ Abolish Position of Vacant DSS Attorney and Create Additional Deputy County Attorney to be Assigned to DSS (Also reviewed in Personnel)**

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

**Item #11 – Approval/ Budgetary Transfer 23T089/ Dept. of Social Services/ Mental Health/ Create Position of Office for People with Developmental Disabilities Coordinator (Also reviewed in Personnel)**

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

**Item #12 – Approval/ Fund Transfer 23T090/ Highway/ Reclassifications (Also reviewed in Personnel)**

Legislator Jonke stated this will bring some employees up to the paygrades that they have been working at while recognizing their hard work and continued education.

Commissioner Carlin stated employees are paid these wages under “out of title work” and the County is trying to eliminate “out of title work” because it complicates payroll. He stated it is better to bring the employees up to the appropriate salaries.

Legislator Jonke stated it also helps to keep employees with the County.

Legislator Ellner stated this will also ensure the employee is being correctly compensated for overtime.

Commissioner Carlin stated that is correct and this will be a more efficient process in both the Highway & Facilities Department and the Finance Department.

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

**Item #13 – Approval/ Fund Transfer 23T091/ Office for Senior Resources/ Restructure Kitchen Personnel (Also reviewed in Personnel)**

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

**Item #14 – Approval/ Fund Transfer 23T101/ Finance/ Reclassifying Purchasing of Rescue Equipment for Individual Items under \$5,000 Using SHSP 2021 Monies**

Chairman Castellano made a motion to approve Fund Transfer 23T101; Seconded by Legislator Ellner. All in favor.

**Item #15 – Approval/ Semi-Annual Mortgage Tax Payments/ October 1, 2022 – March 31, 2023**

Chairman Castellano read the amount for each town and village into the record.

Legislator Gouldman questioned when the payments would be made to the towns.

Commissioner Carlin stated usually within a week after the resolution is signed by the County Executive.

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

**Item #16 – Other Business**

**a. Approval/ 2023 Home Rule Request/ 1% Sales Tax Extension**

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

Chairman Castellano stated this 1% on sales tax results in about \$18 million in revenue and is a fair way to collect revenue without putting the burden on property owners.

Commissioner Carlin clarified that this is not an increase to the sales tax, it is an extension of what is already in place. He stated per this year's State budget, this will no longer be considered as a three (3) year extension, and the request will have to be made every two (2) years. He stated for the County to collect \$18 million from property taxes, there would

have to be a 46% increase, which would be untenable. He stated the County budget is over 70% mandated; this revenue source will not be able to be made up by "cutting the fat".

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

**b. Approval/ Amend Bond Resolution Adopted 6/4/2019 – Peekskill Hollow Road & Bridge Rehabilitation & Improvement Project**

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

Commissioner Carlin thanked the Legislature for considering this item under other business. He stated the situation has been unsatisfactory; to discuss anything in detail would need to be done in Executive Session. He stated a letter of termination is being prepared for the current contractor. He stated by adopting this bond resolution and budgetary amendment, it will allow the County to re-bid this project in a timely manner.

Legislator Gouldman thanked County Executive Byrne for putting this through quickly after listening to the concerns at the Physical Services Committee Meeting.

Legislator Ellner stated this project began so long ago and he questioned if the funds allocated will still be enough.

Commissioner Carlin stated this is their best estimate at this point, they will not know for sure until the re-bid numbers are in. He stated all options will be pursued, but the County will do what is needed to complete this project.

Legislator Jonke stated he would like to know the comprehensive details of the project including when it was bid, when the project was started, when the first hiccup happened, and how long it has been in its current phase. He stated the County's original contribution to the project was about \$1.8 million and now we are looking at another \$4 million. He questioned how that could impact the potential grant revenue from the State.

Commissioner Carlin stated the State committed \$11 million and by taking action on this bond resolution this evening, it will help to preserve that money in the State.

Chairman Castellano suggested going into Executive Session to discuss this further.

Legislator Addonizio questioned if it is true that less than 18% of the work had been completed.

Director of Purchasing John Tully stated about 24% of the work has been completed based on dollar value.

Commissioner Carlin stated the Administration is committed to getting the Legislature all the information they need before this is voted on next week.

At 7:41pm Chairman Castellano made a motion to go into Executive Session to discuss a litigation matter; Seconded by Legislator Gouldman. All in favor.

At 8:14pm Chairman Castellano made a motion to come out of Executive Session; Seconded by Legislator Ellner. All in favor.

Chairman Castellano stated no action was taken in Executive Session.

Legislator Montgomery thanked County Executive Byrne, the Law Department, and the Highways & Facilities Department for their hard work on this matter. She stated she and Legislator Gouldman have fielded many comments and concerns from their constituents about this project. She stated the residents have been dealing with this incomplete work with little information. She stated she is happy this is moving forward.

Legislator Gouldman thanked Legislator Montgomery. He stated all Elected Officials in the County and Town heard the same feedback from constituents who were unhappy with the condition of the roadway. He stated he is glad this project is being corrected and moving forward.

Putnam Valley Supervisor Annabi thanked the Legislature, County Executive Byrne, and the Highways & Facilities Department for working as one unit to move this forward. She stated Putnam Valley is the victim in this situation and she recognized the County's work to remedy this issue.

Putnam Valley Town Board Member Lou Luongo thanked the County for their attention to this situation. He questioned if the exact project is being re-bid.

Director Tully stated the completion of the project is being re-bid.

Mr. Luongo stated he believes there are design flaws in the drainage.

County Attorney Spain stated the bridges are the primary focus of the bid.

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

**c. Approval/ Budgetary Amendment 23A024 – Highway – Bond – Peekskill Hollow Road Project**

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 #17 – Adjournment**

There being no further business at 8:19pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Ellner. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.

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**PUTNAM COUNTY OFFICE BUILDING**  
**CARMEL, NEW YORK 10512**

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

**Monday** 6:30pm **April 24, 2023**

1. Pledge of Allegiance
2. Roll Call
3. Acceptance of Minutes – February 23, 2023 & March 27, 2023
4. Update/ Catskill Regional OTB
5. Correspondence/County Auditor
  - a. Sales Tax Report
  - b. OTB Report
  - c. 2023 Contingency/Subcontingency Report
  - d. Transfer/Revenue Report
6. Correspondence/ Commissioner of Finance
  - a. Overtime/Temporary Report
  - b. Approval/ Budgetary Amendment 22A093/ Finance/ Record ARPA Revenue in General Fund per the Accounting Bulletin by NYS Comptroller's Office
  - c. Approval/ Budgetary Amendment 23A014/ Sheriff's Dept./ Corrections/ Use Federal SCAAP Funds to Upfit 2023 Chevrolet Tahoe (Also reviewed in Protective)

- d. **Approval/ Budgetary Amendment 23A015/ Youth Bureau/ Increased State Funding from Office of Children and Family Services for Sport Funding (Also reviewed in Health)**
  - e. **Approval/ Budgetary Amendment 23A017/ Sheriff/ Corrections/ Use Inmate Commissary Account Funds to Purchase 7 TVs for Inmate Use (Also reviewed in Protective)**
  - f. **Approval/ Budgetary Amendment 23A018/ Sheriff/ Corrections/ Use of Inmate Commissary Account Funds to Purchase 5 Microwaves for Inmate Use (also reviewed in Protective)**
  - g. **Approval/ Budgetary Amendment 23A019/ Sheriff/ Corrections/ Use of Inmate Commissary Account Funds to Reimburse Jail's Education & Training Line (Also reviewed in Protective)**
  - h. **Approval/ Budgetary Amendment 23A020/ District Attorney/ Funding from NYS Division of Criminal Justice Services for Discovery and Pretrial Reforms (Also reviewed in Protective)**
  - i. **Approval/ Bond Resolution/ Authorizing Acquisition of Various Pre-K/El Vehicles & Related Equipment/ \$350,000**
  - j. **Approval/ Bond Resolution/ Authorizing Acquisition of Vehicles & Heavy Highway Dept. Equipment/ \$600,000**
  - k. **Approval/ Budgetary Amendment 23A021/ Bond/ Highway/ Adjust 2023 Capital Budget/ Increased Costs (Also reviewed in Physical)**
  - l. **Approval/ Budgetary Amendment 23A022/ Finance/ Account for State Aid from NYS Office of Court Administration/ Courthouse Painting Project**
  - m. **Approval/ Budgetary Amendment 23A023/ Finance/ Account for State Aid from NYS Office of Indigent Legal Services**
7. **Approval/ Fund Transfer 22T421/ Finance/ Record ARPA Revenue in General Fund per the Accounting Bulletin by NYS Comptroller's Office**
8. **Approval/ Fund Transfer 23T079/ Health Dept./ Use Grant Funding to Cover Overtime rather than to Purchase Traffic Board Sign (Also reviewed in Health)**
9. **Approval/ Fund Transfer 23T084/ Health Dept./ Repair Damage to 2021 Jeep Compass (Also reviewed in Health)**

- 10. Approval/ Fund Transfer 23T088/ County Attorney/ Abolish Position of Vacant DSS Attorney and Create Additional Deputy County Attorney to be Assigned to DSS (Also reviewed in Personnel)**
- 11. Approval/ Budgetary Transfer 23T089/ Dept. of Social Services/ Mental Health/ Create Position of Office for People with Developmental Disabilities Coordinator (Also reviewed in Personnel)**
- 12. Approval/ Fund Transfer 23T090/ Highway/ Reclassifications (Also reviewed in Personnel)**
- 13. Approval/ Fund Transfer 23T091/ Office for Senior Resources/ Restructure Kitchen Personnel (Also reviewed in Personnel)**
- 14. Approval/ Fund Transfer 23T101/ Finance/ Reclassifying Purchasing of Rescue Equipment for Individual Items under \$5,000 Using SHSP 2021 Monies**
- 15. Approval/ Semi-Annual Mortgage Tax Payments/ October 1, 2022 – March 31, 2023**
- 16. Other Business**
  - a. Approval/ 2023 Home Rule Request/ 1% Sales Tax Extension**
  - b. Approval/ Amend Bond Resolution Adopted 6/4/2019 – Peekskill Hollow Road & Bridge Rehabilitation & Improvement Project**
  - c. Approval/ Budgetary Amendment 23A024 – Highway – Bond – Peekskill Hollow Road Project**
- 17. Adjournment**



#3(2)

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

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

**Monday**

**6:30pm**

**May 22, 2023**

The meeting was called to order at 6:33pm by Chairman Castellano who requested Legislator Gouldman lead in the Pledge of Allegiance. Upon roll call Legislators Ellner and Gouldman and Chairman Castellano were present.

**Item #3 – Discussion/ Leased Vehicle Insurance Policies**

Risk Manager Mat Bruno stated in late 2022, former Purchasing Director Mazzotta put a leasing program into place. He stated prior to this, the County purchased each vehicle it utilized. He stated comprehensive and collision insurance can be costly and is not always necessary when the vehicle is owned therefore the previous Administration chose to cover many vehicles by general liability insurance. He stated the Highway Department is able to repair minor damage to the vehicles. He stated with a leased vehicle, comprehensive and collision insurance is important because the County does not own the vehicle. He stated vehicles are leased through Enterprise, which has a maintenance program that takes care of routine maintenance such as oil changes. He stated the County Highway Department could handle the routine maintenance, however it is better to have the owner of the vehicle take care of it as it gives it more credibility when it comes time to trade the vehicle in. He stated the County currently has 38 leased vehicles and they all have comprehensive and collision insurance coverage with a \$250 deductible. He stated even with the comprehensive and collision coverage, it does not necessarily mean the County would automatically make a claim if something were to happen. He stated because the vehicle will be traded in or purchased, a claim would be shown on a Carfax report and depreciate the value of the vehicle. He stated the County owns 317 vehicles that have general liability insurance as well as 50 trailers, jet skis, etc. that also have general liability insurance coverage. He stated overall comprehensive and collision insurance coverage could be added to the general liability policy, however he would not recommend doing that. He stated rather, adding the comprehensive and collision coverage piecemeal is a better way to do it. He stated comprehensive and collision coverage is put on vehicles that are 10 years old and younger (2013-2023). He stated he took a three (3) year history on adding this coverage piecemeal and looked at what happens when vehicles are involved in accidents and what out of pocket expense the County has. He stated in 2021 the County paid \$53,000 out of pocket expenses for damages to covered vehicles. He stated \$15,000 was recovered directly related to those out of pocket expenses. He stated there was also one (1) vehicle that was totaled, but because a lien was placed on the lawsuit, over \$350,000 was recovered. He stated because of this 2021 was a wash; the out of pocket expenses were recuperated. He stated in 2022 the County paid \$21,000 in out of pocket expenses for damages to vehicles, \$14,500 of which was recuperated. He stated so far in

2023 the County has paid \$14,700 out of pocket expenses, of which \$7,500 has been recovered. He spoke to an incident with a vehicle that was struck by a dog and caused about \$6,700 worth of damage. He stated this vehicle is from 2021 and did not have comprehensive collision insurance on it. He stated the vehicle has since been repaired and he is currently subrogating the owner of the dog in an effort to recover the expenses of repairing the vehicle. He stated while out of pocket expenses occur on County owned vehicles, most of the time he is able to recuperate money via subrogation against the other person's insurance company. He stated therefore, he recommends adding comprehensive and collision insurance coverage to vehicles piecemeal because it is not needed on every vehicle and can be expensive. He stated this can also be changed at any time if there is a point where this is not the best option for the County.

Chairman Castellano stated the County currently has 38 leased vehicles, but that number will surely increase in the coming years. He questioned what effect this would have on the County's insurance policy.

Risk Manager Bruno stated it can be estimated that premiums will increase between 8%-10% per year. He stated as the years go on, the coverage of the County's vehicles would change because comprehensive and collision will be on vehicles 10 years old and younger. He stated the leased vehicles will also eventually be traded in for newer vehicles. He stated future vehicles could be high tech and therefore require more expensive insurance. He stated in speaking with the Purchasing Department the plan is to lease vehicles for five (5) years with an option to purchase. He stated the vehicle may be purchased at a low price and traded in later or sold at a higher value. He stated repeating this process over and over will eventually result in leasing vehicles for free. He stated Deputy County Executive James Burpoe did this process in Orange County and is supportive of Putnam County doing the same. He restated that the current vehicle insurance is working well for the County.

Legislator Ellner questioned what the difference in cost for the insurance plan would be with an increased deductible.

Risk Manager Bruno stated he will send examples of different deductibles and what the premium would be with each.

Legislator Sayegh questioned how leasing would impact law enforcement vehicles since it is a much larger fleet, the vehicles are used 24/7 and can be more susceptible to damage due to the nature of their use.

Risk Manager Bruno stated the leased vehicle is essentially a shell that houses all the computer and safety equipment. He stated that equipment is separately insured and is removable, therefore if the vehicle is damaged, that equipment can be moved into a new vehicle.

Legislator Sayegh questioned what happens if a law enforcement vehicle is totaled and does not have compensation and collision insurance on it.

Risk Manager Bruno stated the equipment inside the vehicle is insured and he would subrogate the other parties involved to recuperate some of the money. He stated in 2021 a Sheriff's Department vehicle was totaled and he put a lien on the lawsuit and recuperated \$350,000. He stated a lien can be filed on the worker's compensation side as well.

Legislator Sayegh stated she would assume that law enforcement vehicles would require more insurance because they have more associated risk.

Risk Manager Bruno stated it does not necessarily require more insurance. He stated the frequency of accidents will affect the following year's premium.

Legislator Addonizio questioned if Orange County handled their comprehensive and collision insurance coverage the same way.

Deputy County Executive James Burpoe stated he designed the contract that Putnam County is using when he worked for Orange County. He stated the contract has the highest deductible allowed. He stated the whole idea behind leasing the vehicles is to use them for 3-5 years while they build residual value and then take them out of service to be replaced with a newer vehicle, driving down the cost of the lease. He said just before he left Orange County the car he was assigned was traded in for \$9,000, which was applied to a new lease and reduced the cost from about \$400 per month to about \$300 per month. He stated by repeating this process, the monthly cost of the leased vehicles will decrease over time.

Risk Manager Bruno stated the new Administration continued this program that was started last year, based on Deputy County Executive Burpoe's model. He stated this is working well with the 38 leased vehicles the County currently has; he has not yet had to file a comprehensive and collision claim on any of the vehicles.

Legislator Sayegh requested clarification on the comprehensive and collision coverage that Putnam County has.

Risk Manager Bruno stated in 2022 the prior Administration did not want to have comprehensive and collision coverage on any vehicle due to the cost. He stated from 2022 moving forward, vehicles have comprehensive and collision coverage, and each department can request this coverage for older vehicles because they know the use of the vehicles best.

Legislator Castellano thanked Risk Manager Bruno for the information he provided.

**Item #4 – Correspondence/County Auditor**  
**a. Sales Tax Report**

Legislator Ellner questioned the decrease in sales tax.

Commissioner Carlin stated the report shows monthly estimates, the actual figures will be available at the end of each quarter.

- b. **Board In Revenue Report – Duly Noted**
- c. **OTB Report – Duly Noted**
- d. **2023 Contingency Report – Duly Noted**
- e. **Transfer/Revenue Report – Duly Noted**

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

- a. **Overtime/Temporary Report – Duly Noted**
  
- b. **Approval/ Budgetary Amendment 23A025/ Veterans Service Agency/ Additional Funding for Peer-to-Peer Program from NYS Office of Mental Health (Also reviewed in Rules)**

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

- c. **Approval/ Budgetary Amendment 23A026/ Health Dept./ Recognizing Revenue from NYS Public Health Corps. to fully Fund Personnel & Budget Expenses (Also reviewed in Health)**

Legislator Sayegh questioned if this is extending the funding for an additional year, allowing the fellows to stay longer.

Chief Deputy Commissioner of Finance Michael Lewis stated the grant year ends June 30, 2024; in addition, they gave almost \$300,000 more over the original \$1.1 million.

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

- d. **Approval/ Budgetary Amendment 23A027/ Planning/ Account for Additional Unified Planning Work Program (UPWP) Funding (Also reviewed in Physical)**

Chairman Castellano requested a brief overview of what the \$400,000 will be used for.

Chief Deputy Commissioner Lewis stated it will be used for consultant work for the pavement management and traffic counting program.

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

**e. Approval/ Budgetary Amendment 23A028/ Office for Senior Resources/  
Recognize Lobdell Donation to Acquire Vehicle for Senior  
Transportation to Medical Appointments (Also reviewed in Health)**

Chief Deputy Commissioner Lewis stated the \$70,000 for this purchase is coming from an existing trust which has a little over \$400,000 and will be used to purchase a vehicle.

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

**f. Approval/ Budgetary Amendment 23A029/ Highways & Facilities/  
Amend 2023 CHIPS County Capital Project Budget to Equal NYS Budget  
(Also reviewed in Physical)**

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

**g. Approval/ Budgetary Amendment 23A031/ Finance/ 2023 Vacancy  
Control Factor**

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

**Item #6 – Approval/ Fund Transfer 23T109/ Health Dept./ Allocate Funding from  
Software Accessories to Licensing Software (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 23T110/ Purchasing/ Cover Cost of Leased Vehicle**

Chief Deputy Commissioner Lewis stated in 2024 the expense of leasing vehicles will be dispersed among the departments.

Legislator Ellner confirmed that comprehensive and collision coverage will be on every new leased vehicle.

Chief Deputy Commissioner Lewis stated yes, that is his understanding.

Chairman Castellano made a motion to approve Fund Transfer 23T110; Seconded by Legislator Ellner. All in favor.

**Item #8 – Approval/ Fund Transfer 23T113/ Health Dept./ Reclassifications (Also reviewed in Personnel)**

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

**Item #9 – Approval/ Fund Transfer 23T124/ Sheriff's Dept./ Additional Funding Needed for Axon Contract due to Administrative Error by Axon Billing (Also reviewed in Protective)**

Chief Deputy Commissioner Lewis stated in working with the auditors, this contract was requested and it was noticed that \$132,000 was paid, but the bill was calculated incorrectly by Axon and was therefore underpaid by \$32,000. He stated the County reached out to Axon and found the County had been underbilled. He stated Axon provided the County with options to make payment of the rest of the bill all at once or spread it out over time. He stated it was decided to pay the bill all at once.

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

**Item #10 – Other Business**

Chairman Castellano recognized Commissioner Carlin as this will be his last Audit & Administration Committee Meeting before he retires in a few weeks. He stated Commissioner Carlin has served as the Putnam County Commissioner of Finance since 1991. He stated Commissioner Carlin is a graduate of Mahopac High School and LeMoyne College. He commented on Commissioner Carlin's community involvement and stated his appreciation for his hard work for Putnam County. He stated Commissioner Carlin will certainly be missed.

Legislator Jonke congratulated Commissioner Carlin on his retirement and recognized the great work he has done for the taxpayers of Putnam County.

Commissioner Carlin thanked the Legislators. He stated he believes the County will be in good hands. He spoke highly of the current Administration and stated he had the pleasure of working for great Administrations in the past. He stated he has worked with great Legislators throughout the years. He stated as they say in Finance, it is not red or blue; it's green. He stated he has enjoyed his time with Putnam County.

Legislator Nacerino thanked Commissioner Carlin for all he has done and recognized the respect he has gained from everyone he has worked with.

Commissioner Carlin stated he has worked hard to give the job the effort it deserves.

**Item #11 – Adjournment**

There being no further business at 7:23pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Ellner. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.

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** **May 22, 2023**

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1. Pledge of Allegiance
2. Roll Call
3. Discussion/ Leased Vehicle Insurance Policies
4. Correspondence/County Auditor
  - a. Sales Tax Report
  - b. Board In Revenue Report
  - c. OTB Report
  - d. 2023 Contingency Report
  - e. Transfer/Revenue Report
5. Correspondence/ Commissioner of Finance
  - a. Overtime/Temporary Report
  - b. Approval/ Budgetary Amendment 23A025/ Veterans Service Agency/  
Additional Funding for Peer-to-Peer Program from NYS Office of Mental Health  
(Also reviewed in Rules)
  - c. Approval/ Budgetary Amendment 23A026/ Health Dept./ Recognizing Revenue  
from NYS Public Health Corps. to fully Fund Personnel & Budget Expenses  
(Also reviewed in Health)



- d. Approval/ Budgetary Amendment 23A027/ Planning/ Account for Additional Unified Planning Work Program (UPWP) Funding (Also reviewed in Physical)**
  - e. Approval/ Budgetary Amendment 23A028/ Office for Senior Resources/ Recognize Lobdell Donation to Acquire Vehicle for Senior Transportation to Medical Appointments (Also reviewed in Health)**
  - f. Approval/ Budgetary Amendment 23A029/ Highways & Facilities/ Amend 2023 CHIPS County Capital Project Budget to Equal NYS Budget (Also reviewed in Physical)**
  - g. Approval/ Budgetary Amendment 23A031/ Finance/ 2023 Vacancy Control Factor**
- 6. Approval/ Fund Transfer 23T109/ Health Dept./ Allocate Funding from Software Accessories to Licensing Software (Also reviewed in Health)**
  - 7. Approval/ Fund Transfer 23T110/ Purchasing/ Cover Cost of Leased Vehicle**
  - 8. Approval/ Fund Transfer 23T113/ Health Dept./ Reclassifications (Also reviewed in Personnel)**
  - 9. Approval/ Fund Transfer 23T124/ Sheriff's Dept./ Additional Funding Needed for Axon Contract due to Administrative Error by Axon Billing (Also reviewed in Protective)**
- 10. Other Business**
- 11. Adjournment**

#11a

| Sales Tax           | 2014          | 2015          | 2016          | 2017          | 2018          | 2019          | 2020       | 2021       | 2022       | 2023         | +or(-)<br>Same Period |
|---------------------|---------------|---------------|---------------|---------------|---------------|---------------|------------|------------|------------|--------------|-----------------------|
| January**           | \$ 3,910,113  | \$ 4,117,955  | \$ 4,235,351  | \$ 4,472,651  | \$ 4,699,597  | \$ 4,966,930  | 5,536,978  | 4,810,372  | 6,071,784  | 6,673,020    | 601,236               |
| 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    | 932,334               |
| 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    | (297,241)             |
| 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    | 228,052               |
| 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  | 6,310,374    | (2,802,652)           |
| 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  |              |                       |
| 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  |              |                       |
| 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  |              |                       |
| 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  |              |                       |
| 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  |              |                       |
| 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  |              |                       |
| 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  |              |                       |
| 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 | 33,568,206   |                       |
| 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   |                       |
| 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 | (41,181,794) | (1,338,271)           |

one more pymt due 6/30.

#C16

| BOARD IN REVENUE  |            |            |             |            |            |            |            |              |              |                |                       |
|-------------------|------------|------------|-------------|------------|------------|------------|------------|--------------|--------------|----------------|-----------------------|
|                   | 2014*      | 2015*      | 2016*       | 2017*      | 2018*      | 2019*      | 2020*      | 2021*        | 2022*        | 2023*          | +or(-)<br>Same Period |
| January           | 8,370.00   | 22,190.00  | 43,680.00   | 47,160.00  | 54,980.00  | 52,490.00  | 74,950.00  | 104,400.00   | 126,600.00   | 94,350.00      | (32,250.00)           |
| February          | 9,180.00   | 17,970.00  | 41,610.00   | 41,280.00  | 52,760.00  | 45,070.00  | 72,300.00  | 95,250.00    | 113,100.00   | 86,250.00      | (26,850.00)           |
| March             | 11,640.00  | 26,490.00  | 41,400.00   | 50,480.00  | 59,820.00  | 50,795.00  | 70,650.00  | 119,700.00   | 130,800.00   | 91,100.00      | (39,700.00)           |
| April             | 16,490.00  | 30,930.00  | 37,670.00   | 55,060.00  | 53,730.00  | 50,490.00  | 68,400.00  | 149,650.00   | 124,350.00   | 84,000.00      | (40,350.00)           |
| May               | 17,100.00  | 35,580.00  | 39,120.00   | 61,070.00  | 49,860.00  | 52,975.00  | 63,150.00  | 149,850.00   | 131,550.00   | 84,550.00      | (47,000.00)           |
| June              | 16,760.00  | 37,160.00  | 45,700.00   | 59,190.00  | 39,060.00  | 48,300.00  | 61,050.00  | 153,300.00   | 120,450.00   |                |                       |
| July              | 17,140.00  | 43,010.00  | 52,480.00   | 64,540.00  | 37,260.00  | 47,840.00  | 86,550.00  | 161,100.00   | 125,550.00   |                |                       |
| August            | 16,740.00  | 43,340.00  | 49,600.00   | 62,650.00  | 37,530.00  | 50,180.00  | 92,250.00  | 154,500.00   | 121,500.00   |                |                       |
| September         | 16,830.00  | 48,370.00  | 46,290.00   | 61,050.00  | 36,180.00  | 43,600.00  | 91,200.00  | 145,800.00   | 118,800.00   |                |                       |
| October           | 20,130.00  | 54,340.00  | 40,340.00   | 57,380.00  | 41,850.00  | 71,750.00  | 99,750.00  | 150,300.00   | 100,650.00   |                |                       |
| November          | 18,600.00  | 45,700.00  | 34,120.00   | 56,580.00  | 43,080.00  | 71,400.00  | 95,550.00  | 135,000.00   | 90,000.00    |                |                       |
| December          | 21,940.00  | 42,260.00  | 39,600.00   | 56,600.00  | 46,780.00  | 76,700.00  | 98,250.00  | 133,500.00   | 98,400.00    |                |                       |
| Actual            | 190,920.00 | 447,340.00 | 511,610.00  | 673,040.00 | 552,890.00 | 661,590.00 | 974,050.00 | 1,652,350.00 | 1,401,750.00 | 440,250.00     |                       |
| Budget            | 129,600.00 | 155,000.00 | 525,000.00  | 484,760.00 | 535,000.00 | 550,600.00 | 908,000.00 | 908,000.00   | 1,371,750.00 | 1,478,250.00   |                       |
| Revised Budget    |            |            |             |            |            |            |            |              |              |                |                       |
| Surplus/(Deficit) | 61,320.00  | 292,340.00 | (13,390.00) | 188,280.00 | 17,890.00  | 110,990.00 | 66,050.00  | 744,350.00   | 30,000.00    | (1,038,000.00) | (186,150.00)          |

\*Revenue includes US Marshalls



#410

## 2023 Contingency Report

|  |   |                        |
|--|---|------------------------|
| <b><u>Beginning Balance 1/1/23</u></b> |   | <b>\$ 1,382,685.00</b> |
| Res30                                  | County Executive changes                        | 104,724.00             |
| Res30                                  | Highway reclassification                        | 14,428.00              |
| Res87                                  | Criminal Justice Discovery Reform Grant FY22-23 | 101,157.00             |
| 23A038                                 | Youth Bureau                                    | 6,945.00               |
| <b>Subtotal General Contingency</b>    |   | <b>\$ 1,609,939.00</b> |

### **Deductions:**

|              |                                     |                        |
|--------------|-------------------------------------|------------------------|
| Res69        | OSR- reclass to Fiscal Technician   | (2,700.00)             |
| Res72        | To cover Insurance bill             | (15,877.00)            |
| Res90        | To repair Health Department vehicle | (6,724.35)             |
| Res79        | OPWDD Coordinator                   | (20,951.00)            |
| Res133       | Sheriff - funding for Axon          | (32,315.00)            |
|              |                                     | (78,567.35)            |
| <b>Total</b> |                                     | <b>\$ 1,531,371.65</b> |

### **Proposed Deductions:**

**Pending Balance 6/26/23**

**\$1,531,371.65**

Note:

R= resolution

A= proposed budgetary amendment

| YEAR PER REF4 | Org Description    | ORG      | OBJECT | PROJECT | Description               | AMOUNT DR/CR | COMMENT                       |
|---------------|--------------------|----------|--------|---------|---------------------------|--------------|-------------------------------|
| 2023 5 23T114 | Veterans Home      | 10651100 | 52170  |         | KITCHEN EQUIPMENT         | 1,000.00 D   | WASHER/DRYER                  |
| 2023 5 23T114 | Veterans Home      | 10651100 | 52110  |         | FURNITURE AND FURNISHINGS | 1,000.00 C   | WASHER/DRYER                  |
| 2023 5 23T115 | Real Property      | 10135500 | 54313  |         | BOOKS AND SUPPLEMENTS     | 40.00 D      | NOTARY RENEWAL                |
| 2023 5 23T115 | Real Property      | 10135500 | 54311  |         | PRINTING AND FORMS        | 40.00 C      | NOTARY RENEWAL                |
| 2023 5 23T116 | Emergency Services | 10398900 | 55371  |         | CHRGBK GASOLINE           | 3,000.00 C   | 1ST QUARTER CHARGEBACK AUTO   |
| 2023 5 23T116 | Emergency Services | 10398900 | 55370  |         | CHRGBK AUTOMOTIVE         | 3,000.00 D   | 1ST QUARTER CHARGEBACK AUTO   |
| 2023 5 23T117 | Transit - PART     | 95630000 | 54371  |         | GASOLINE                  | 6,000.00 C   | GASOLINE CHARGEBACK           |
| 2023 5 23T117 | Transit - PART     | 95630000 | 55371  |         | CHRGBK GASOLINE           | 6,000.00 D   | GASOLINE CHARGEBACK           |
| 2023 5 23T118 | Planning           | 10802000 | 54675  |         | TRAVEL                    | 2,000.00 D   | Increase Funds                |
| 2023 5 23T118 | Planning           | 10802000 | 54640  |         | EDUCATION AND TRAINING    | 2,000.00 C   | Decrease Funds move to travel |
| 2023 5 23T119 | Planning - Soil    | 10874500 | 55371  |         | CHRGBK GASOLINE           | 300.00 D     | INCREASE AMOUNT               |
| 2023 5 23T119 | Planning - Soil    | 10874500 | 54664  |         | ADVERTISING               | 300.00 C     | DECREASE AMOUNT               |
| 2023 5 23T120 | DSS                | 10101000 | 54311  |         | PRINTING AND FORMS        | 533.00 D     | PRINTING                      |

#41e

| YEAR PER REF4 | Org Description    | ORG      | OBJECT | PROJECT | Description            | AMOUNT   | DR/CR | COMMENT                       |
|---------------|--------------------|----------|--------|---------|------------------------|----------|-------|-------------------------------|
| 2023 5 23T120 | DSS                | 10101000 | 54646  |         | CONTRACTS              | 533.00   | C     | PRINTING                      |
| 2023 5 23T121 | Emergency Services | 10398900 | 54989  |         | MISCELLANEOUS          | 300.00   | C     | HAZMAT TEAM SUPPLIES NEEDED   |
| 2023 5 23T121 | Emergency Services | 10398900 | 54410  |         | SUPPLIES AND MAT       | 300.00   | D     | HAZMAT TEAM SUPPLIES NEEDED   |
| 2023 5 23T122 | EMS Fed            | 10398901 | 52650  | 10200   | MOTOR VEHICLES         | 1,200.00 | C     | LETTERING FOR 2023 TAHOE      |
| 2023 5 23T122 | EMS Fed            | 10398901 | 54370  | 10200   | AUTOMOTIVE             | 1,200.00 | D     | LETTERING FOR 2023 TAHOE      |
| 2023 5 23T123 | DSS                | 10101000 | 55371  |         | CHRGBK GASOLINE        | 225.00   | C     | AUTOMOTIVE CHARGEBACKS        |
| 2023 5 23T123 | DSS                | 10101000 | 55370  |         | CHRGBK AUTOMOTIVE      | 225.00   | D     | AUTOMOTIVE CHARGEBACKS        |
| 2023 5 23T125 | Legislature        | 10101001 | 54989  |         | MISCELLANEOUS          | 50.00    | C     | POSTAGE FOR MAILING DOCUMENTS |
| 2023 5 23T125 | Legislature        | 10101001 | 54314  |         | POSTAGE                | 50.00    | D     | POSTAGE FOR MAILING DOCUMENTS |
| 2023 5 23T127 | Health - Nursing   | 11401000 | 54664  |         | ADVERTISING            | 615.00   | C     | NURSING CONTINUING ED         |
| 2023 5 23T127 | Health - Nursing   | 11401000 | 54640  |         | EDUCATION AND TRAINING | 615.00   | D     | NURSING CONTINUING ED         |
| 2023 5 23T128 | Early Intervention | 10405900 | 54640  |         | EDUCATION AND TRAINING | 100.00   | D     | MILEAGE REIMBURSEMENT         |
| 2023 5 23T128 | Early Intervention | 10405900 | 52130  |         | COMPUTER EQUIPMENT     | 100.00   | C     | MILEAGE REIMBURSEMENT         |
| 2023 5 23T129 | Board of Elections | 10145000 | 54314  |         | POSTAGE                | 40.00    | C     | PURCHASE CHAIR                |

| YEAR | PER | REF4   | Org Description                          | ORG      | OBJECT | PROJECT | Description               | AMOUNT   | DR/CR | COMMENT                       |
|------|-----|--------|--|----------|--------|---------|---------------------------|----------|-------|-------------------------------|
| 2023 | 5   | 23T129 | Board of Elections                       | 10145000 | 52110  |         | FURNITURE AND FURNISHINGS | 40.00    | D     | PURCHASE CHAIR                |
| 2023 | 5   | 23T130 | Central Services                         | 10161000 | 54314  |         | POSTAGE                   | 5,000.00 | C     | COVER OT WHEN NEEDED          |
| 2023 | 5   | 23T130 | Purchasing                               | 10134500 | 51093  |         | OVERTIME                  | 5,000.00 | D     | COVER OT WHEN NEEDED          |
| 2023 | 5   | 23T131 | Preschool                                | 10296000 | 54483  |         | ASSISTIVE TECH            | 3,400.00 | C     | PURCHASE CAR SEATS            |
| 2023 | 5   | 23T131 | Preschool                                | 10296000 | 54410  |         | SUPPLIES AND MAT          | 3,400.00 | D     | PURCHASE CAR SEATS            |
| 2023 | 5   | 23T132 | DSS Medicaid                             | 10104000 | 54640  |         | EDUCATION AND TRAINING    | 43.00    | D     | TRAINING                      |
| 2023 | 5   | 23T132 | DSS Medicaid                             | 10104000 | 54310  |         | OFFICE SUPPLIES           | 43.00    | C     | TRAINING                      |
| 2023 | 5   | 23T133 | Highway Admin                            | 10149000 | 52110  |         | FURNITURE AND FURNISHINGS | 406.00   | D     | TO PROPERLY ALLOCATE FOR FURN |
| 2023 | 5   | 23T133 | Highway Facilities                       | 10511100 | 54410  |         | SUPPLIES AND MAT          | 406.00   | C     | TO PROPERLY ALLOCATE FOR FURN |
| 2023 | 5   | 23T134 | Highway Facilities                       | 10511100 | 54410  |         | SUPPLIES AND MAT          | 1,750.00 | C     | TO ALLOCATE FOR CHAIRS        |
| 2023 | 5   | 23T134 | Highway Admin                            | 10149000 | 52110  |         | FURNITURE AND FURNISHINGS | 1,750.00 | D     | TO ALLOCATE FOR CHAIRS        |
| 2023 | 5   | 23T135 | Health - Community Health Assessment Fed | 26401001 | 54385  | 10173   | UNIFORMS                  | 15.00    | C     | POSTAGE FOR RETURN            |
| 2023 | 5   | 23T135 | Health - Community Health Assessment Fed | 26401001 | 54314  | 10173   | POSTAGE                   | 15.00    | D     | POSTAGE FOR RETURN            |
| 2023 | 5   | 23T136 | Golf                                     | 10085000 | 52680  |         | OTHER EQUIPMENT           | 3,827.57 | C     | TO PURCHASE RANGE PICKER      |



| YEAR PER REF4   | Org Description          | ORG      | OBJECT | PROJECT | Description               | AMOUNT    | DR/CR | COMMENT                        |
|-----------------|--------------------------|----------|--------|---------|---------------------------|-----------|-------|--------------------------------|
| 2023 5 23T136   | Golf                     | 10085000 | 52180  |         | OTHER EQUIPMENT           | 3,827.57  | D     | TO PURCHASE RANGE PICKER       |
| 2023 5 23T137   | County Executive         | 10123000 | 54640  |         | EDUCATION AND TRAINING    | 200.00    | C     | FOR MATT COVUCCI'S DESK        |
| 2023 5 23T137   | County Executive         | 10123000 | 52110  |         | FURNITURE AND FURNISHINGS | 200.00    | D     | FOR MATT COVUCCI'S DESK        |
| 2023 5 23T138   | DSS Overhead             | 10120000 | 54510  |         | MACHINE MAINTENANCE       | 188.00    | D     | MACHINE MAINTENANCE            |
| 2023 5 23T138   | DSS Overhead             | 10120000 | 54310  |         | OFFICE SUPPLIES           | 188.00    | C     | MACHINE MAINTENANCE            |
| 2023 5 R#122/23 | OSR                      | 10677300 | 52650  |         | MOTOR VEHICLES            | 70,000.00 | D     | LOBDELL GRANT PURCHASE VEHICLE |
| 2023 5 R#122/23 | OSR                      | 10677300 | 427050 |         | GIFTS AND DONATIONS       | 70,000.00 | C     | LOBDELL GRANT PURCHASE VEHICLE |
| 2023 5 R#124/23 | Health - Education State | 21401000 | 51000  |         | PERSONNEL SERVICES        | 8,583.00  | C     | RECLASS POS TO PH PROG ASST TR |
| 2023 5 R#124/23 | Health - Nursing         | 11401000 | 51000  |         | PERSONNEL SERVICES        | 4,106.00  | D     | RECLASS POS TO PH PROG ASST TR |
| 2023 5 R#124/23 | Health - Nursing         | 11401000 | 58002  |         | SOCIAL SECURITY           | 657.00    | D     | RECLASS POS TO PH PROG ASST TR |
| 2023 5 R#124/23 | Health - Nursing         | 11401000 | 51093  |         | OVERTIME                  | 4,106.00  | C     | RECLASS POS TO PH PROG ASST TR |
| 2023 5 R#124/23 | Health - Nursing         | 11401000 | 51094  |         | TEMPORARY                 | 2,000.00  | C     | RECLASS POS TO PH PROG ASST TR |
| 2023 5 R#124/23 | Health - Education State | 21401000 | 58002  |         | SOCIAL SECURITY           | 657.00    | C     | RECLASS POS TO PH PROG ASST TR |
| 2023 5 R#124/23 | Health - Nursing         | 11401000 | 51000  |         | PERSONNEL SERVICES        | 2,000.00  | D     | RECLASS POS TO PH PROG ASST TR |

| YEAR PER REF4   | Org Description  | ORG      | OBJECT | PROJECT | Description                    | AMOUNT DR/CR | COMMENT                        |
|-----------------|------------------|----------|--------|---------|--------------------------------|--------------|--------------------------------|
| 2023 5 R#124/23 | Health - Nursing | 11401000 | 51000  |         | PERSONNEL SERVICES             | 8,583.00 D   | RECLASS POS TO PH PROG ASST TR |
| 2023 5 R#126/23 | Capital Projects | 55997000 | 449895 | 52308   | FEDERAL AID UPWP DATA MGMT     | 400,000.00 C | UPWP FUNDIN 4.1.2023           |
| 2023 5 R#126/23 | Capital Projects | 55997000 | 53000  | 52308   | CAPITAL EXPENDITURES           | 400,000.00 D | UPWP FUNDIN 4.1.2023           |
| 2023 5 R#127/23 | Capital Projects | 55112000 | 53000  | 52303   | CAPITAL EXPENDITURES           | 736,715.00 D | 2023-24 SFY NYSDOT ALLOTMENT   |
| 2023 5 R#127/23 | Capital Projects | 55112000 | 435011 | 52303   | STATE AID CONSOLIDATED HWY AID | 736,715.00 C | 2023-24 SFY NYSDOT ALLOTMENT   |
| 2023 5 R#133/23 | Sheriff          | 10311000 | 52680  |         | OTHER EQUIPMENT                | 32,315.00 D  | ADDITIONAL FUNDING FOR AXON    |
| 2023 5 R#133/23 | Contingency      | 10199000 | 54980  |         | GENERAL CONTINGENCIES          | 32,315.00 C  | ADDITIONAL FUNDING FOR AXON    |
| 2023 5 R#135/23 | Corrections      | 10315000 | 51000  |         | PERSONNEL SERVICES             | 76,920.00 C  | 23A031 VACANCY CONTROL FACTOR  |
| 2023 5 R#135/23 | Finance          | 10131000 | 51000  |         | PERSONNEL SERVICES             | 23,176.00 C  | 23A031 VACANCY CONTROL FACTOR  |
| 2023 5 R#135/23 | Finance          | 10131000 | 58002  |         | SOCIAL SECURITY                | 1,773.00 C   | 23A031 VACANCY CONTROL FACTOR  |
| 2023 5 R#135/23 | County Clerk     | 10141000 | 51000  |         | PERSONNEL SERVICES             | 12,042.00 C  | 23A031 VACANCY CONTROL FACTOR  |
| 2023 5 R#135/23 | County Clerk     | 10141000 | 58002  |         | SOCIAL SECURITY                | 921.00 C     | 23A031 VACANCY CONTROL FACTOR  |
| 2023 5 R#135/23 | DMV              | 10141100 | 58002  |         | SOCIAL SECURITY                | 3,786.00 C   | 23A031 VACANCY CONTROL FACTOR  |
| 2023 5 R#135/23 | Corrections      | 10315000 | 58002  |         | SOCIAL SECURITY                | 5,884.00 C   | 23A031 VACANCY CONTROL FACTOR  |

| YEAR PER REF4     | Org Description     | ORG      | OBJECT | PROJECT | Description            | AMOUNT DR/CR | COMMENT                       |
|-------------------|---------------------|----------|--------|---------|------------------------|--------------|-------------------------------|
| 2023 5 R#135/23   | EMS Dispatch        | 13398900 | 51000  |         | PERSONNEL SERVICES     | 32,225.00 C  | 23A031 VACANCY CONTROL FACTOR |
| 2023 5 R#135/23   | EMS Dispatch        | 13398900 | 58002  |         | SOCIAL SECURITY        | 2,465.00 C   | 23A031 VACANCY CONTROL FACTOR |
| 2023 5 R#135/23   | Mental Health Legal | 10431000 | 51000  |         | PERSONNEL SERVICES     | 30,388.00 C  | 23A031 VACANCY CONTROL FACTOR |
| 2023 5 R#135/23   | Mental Health Legal | 10431000 | 58002  |         | SOCIAL SECURITY        | 2,325.00 C   | 23A031 VACANCY CONTROL FACTOR |
| 2023 5 R#135/23   | Planning            | 10802000 | 51000  |         | PERSONNEL SERVICES     | 54,442.00 C  | 23A031 VACANCY CONTROL FACTOR |
| 2023 5 R#135/23   | Planning            | 10802000 | 58002  |         | SOCIAL SECURITY        | 4,165.00 C   | 23A031 VACANCY CONTROL FACTOR |
| 2023 5 R#135/23   | Finance             | 10131000 | 427705 |         | VACANCY CONTROL FACTOR | 300,000.00 D | 23A031 VACANCY CONTROL FACTOR |
| 2023 5 R#135/23   | DMV                 | 10141100 | 51000  |         | PERSONNEL SERVICES     | 49,488.00 C  | 23A031 VACANCY CONTROL FACTOR |
| 2023 5 RES 100/23 | Capital Projects    | 55197000 | 53000  | 51509   | CAPITAL EXPENDITURES   | 80,000.00 C  | RESOLUTION 100/2023 5.4.2023  |
| 2023 5 RES 100/23 | Capital Projects    | 55197000 | 532201 | 51509   | FLOORING               | 80,000.00 D  | RESOLUTION 100/2023 5.4.2023  |
| 2023 5 RES 101/23 | Capital Projects    | 55197000 | 532301 | 51509   | 6N HIGHWAY GARAGE      | 100,000.00 D | RESOLUTION 101/2023 5.4.23    |
| 2023 5 RES 101/23 | Capital Projects    | 55197000 | 53000  | 51509   | CAPITAL EXPENDITURES   | 100,000.00 C | RESOLUTION 101/2023 5.4.23    |
| 2023 5 RES 102/23 | Capital Projects    | 55197000 | 53000  | 51509   | CAPITAL EXPENDITURES   | 10,500.00 C  | RESOLUTION 102/23 5.4.23      |
| 2023 5 RES 102/23 | Capital Projects    | 55197000 | 532302 | 51509   | TILLY FOSTER BARN      | 10,500.00 D  | RESOLUTION 102/23 5.4.23      |

| YEAR PER REF4     | Org Description  | ORG      | OBJECT | PROJECT | Description               | AMOUNT DR/CR | COMMENT                    |
|-------------------|------------------|----------|--------|---------|---------------------------|--------------|----------------------------|
| 2023 5 RES 103/23 | Capital Projects | 55197000 | 53000  | 51509   | CAPITAL EXPENDITURES      | 12,500.00 C  | RESOLUTION 103/23 5.4.23   |
| 2023 5 RES 103/23 | Capital Projects | 55197000 | 532303 | 51509   | LAW DEPARTMENT RENOVATION | 12,500.00 D  | RESOLUTION 103/23 5.4.23   |
| 2023 5 RES 104/23 | Capital Projects | 55197000 | 53000  | 51509   | CAPITAL EXPENDITURES      | 50,000.00 C  | RESOLUTION 104.23 5.4.2023 |
| 2023 5 RES 104/23 | Capital Projects | 55197000 | 532304 | 51509   | KOEHLER CENTER            | 50,000.00 D  | RESOLUTION 104.23 5.4.2023 |
| 2023 5 RES 105/23 | Capital Projects | 55197000 | 53000  | 51509   | CAPITAL EXPENDITURES      | 10,000.00 C  | RESOLUTION 105/23 5.4.2023 |
| 2023 5 RES 105/23 | Capital Projects | 55197000 | 532306 | 51509   | SHERIFF RENOVATION        | 10,000.00 D  | RESOLUTION 105/23 5.4.2023 |
| 2023 5 RES 106/23 | Capital Projects | 55197000 | 532307 | 51509   | DA OFFICE                 | 6,600.00 D   | RESOLUTION 106/23 5.4.2023 |
| 2023 5 RES 106/23 | Capital Projects | 55197000 | 53000  | 51509   | CAPITAL EXPENDITURES      | 6,600.00 C   | RESOLUTION 106/23 5.4.2023 |
| 2023 5 RES 107/23 | Capital Projects | 55197000 | 53000  | 51509   | CAPITAL EXPENDITURES      | 7,200.00 C   | RESOLUTION 107/23 5.4.2023 |
| 2023 5 RES 107/23 | Capital Projects | 55197000 | 532308 | 51509   | PERSONNEL                 | 7,200.00 D   | RESOLUTION 107/23 5.4.2023 |
| 2023 5 RES 108/23 | Capital Projects | 55197000 | 53000  | 51509   | CAPITAL EXPENDITURES      | 14,700.00 C  | RESOLUTION 108/23 5.4.2023 |
| 2023 5 RES 108/23 | Capital Projects | 55197000 | 532309 | 51509   | DSS LEGAL                 | 14,700.00 D  | RESOLUTION 108/23 5.4.2023 |
| 2023 5 RES 109/23 | Capital Projects | 55197000 | 53000  | 51509   | CAPITAL EXPENDITURES      | 5,000.00 C   | RESOLUTION 109/23 5.4.2023 |
| 2023 5 RES 109/23 | Capital Projects | 55197000 | 532310 | 51509   | NELSONVILLE               | 5,000.00 D   | RESOLUTION 109/23 5.4.2023 |

| YEAR | PER REF4     | Org Description  | ORG      | OBJECT | PROJECT | Description                      | AMOUNT     | DR/CR | COMMENT                     |
|------|--------------|------------------|----------|--------|---------|----------------------------------|------------|-------|-----------------------------|
| 2023 | 5 RES 110/23 | Capital Projects | 55197000 | 53000  | 51509   | CAPITAL EXPENDITURES             | 25,000.00  | C     | RESOLUTION 110/23 5.4.2023  |
| 2023 | 5 RES 110/23 | Capital Projects | 55197000 | 532311 | 51509   | COUNTY FACILITY RENOVATIONS      | 25,000.00  | D     | RESOLUTION 110/23 5.4.2023  |
| 2023 | 5 RES 111/23 | Capital Projects | 55197000 | 53000  | 51509   | CAPITAL EXPENDITURES             | 425,000.00 | C     | RESOLUTION 111/23 5.4.2023  |
| 2023 | 5 RES 111/23 | Capital Projects | 55197000 | 532312 | 51509   | BOARD OF ELECTIONS               | 425,000.00 | D     | RESOLUTION 111/23 5.4.2023  |
| 2023 | 5 RES 112/23 | Capital Projects | 55197000 | 532313 | 51509   | DOORS                            | 50,000.00  | D     | RESOLUTION 112/23 5.4.2023  |
| 2023 | 5 RES 112/23 | Capital Projects | 55197000 | 53000  | 51509   | CAPITAL EXPENDITURES             | 50,000.00  | C     | RESOLUTION 112/23 5.4.2023  |
| 2023 | 5 RES 97/23  | Capital Projects | 55197000 | 53000  | 51509   | CAPITAL EXPENDITURES             | 50,000.00  | C     | RESOLUTION 97/2023 5.4.2023 |
| 2023 | 5 RES 97/23  | Capital Projects | 55197000 | 531906 | 51509   | CAPITAL PROJECT ARCCH & ENGINEER | 50,000.00  | D     | RESOLUTION 97/2023 5.4.2023 |
| 2023 | 5 RES 98/23  | Capital Projects | 55197000 | 53000  | 51509   | CAPITAL EXPENDITURES             | 20,000.00  | C     | RESOLUTION 98/2023 5.4.2023 |
| 2023 | 5 RES 98/23  | Capital Projects | 55197000 | 532001 | 51509   | ACCESS CONTROL                   | 20,000.00  | D     | RESOLUTION 98/2023 5.4.2023 |
| 2023 | 5 RES 99/23  | Capital Projects | 55197000 | 53000  | 51509   | CAPITAL EXPENDITURES             | 60,000.00  | C     | RESOLUTION 99/2023 5.4.2023 |
| 2023 | 5 RES 99/23  | Capital Projects | 55197000 | 532003 | 51509   | WATER SYTEMS                     | 60,000.00  | D     | RESOLUTION 99/2023 5.4.2023 |

2,511,108.57

Debits

2,511,108.57

Credits

MICHAEL J. LEWIS  
*Commissioner Of Finance*



#5a  
SHEILA M. BARRETT  
*Deputy Commissioner Of Finance*

DEPARTMENT OF FINANCE

**MEMORANDUM**

2023 JUN 19 PM 2:42  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

TO: Diane Schonfeld, Legislative Clerk

DATE: June 19, 2023

FROM: Michael J. Lewis, Commissioner of Finance 

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

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

Enclosure

Overtime Temporary - RECAP - 2023

As of Date: June 16, 2023

| Org Description                  | Org             | Object       | Project      | Acct. Description | 2022 Actual      | 2023 Original Budget | 2023 Revised Budget | 2023 Actual      | 2022 Distributed Budget | 2023 Available   | 2023 Percent  |
|----------------------------------|-----------------|--------------|--------------|-------------------|------------------|----------------------|---------------------|------------------|-------------------------|------------------|---------------|
| <b>DSS - HEAP 2023</b>           | <b>10078000</b> | <b>51093</b> |              | <b>OVERTIME</b>   | <b>0.00</b>      | <b>0.00</b>          | <b>9,222.00</b>     | <b>5,028.66</b>  | <b>4,256.31</b>         | <b>4,193.34</b>  | <b>54.53%</b> |
| <b>Emergency Services</b>        | <b>10398900</b> | <b>51094</b> |              | <b>TEMPORARY</b>  | <b>16,385.00</b> | <b>25,000.00</b>     | <b>25,000.00</b>    | <b>14,634.50</b> | <b>11,538.46</b>        | <b>10,365.50</b> | <b>58.54%</b> |
| Emergency Services - Dispatch    | 13398900        | 51093        |              | OVERTIME          | 269,906.33       | 200,000.00           | 200,000.00          | 141,982.96       | 92,307.69               | 58,017.04        | 70.99%        |
| Health - ATUPA                   | 12023000        | 51093        |              | OVERTIME          | 2,829.20         | 4,000.00             | 4,000.00            | 3,345.65         | 1,846.15                | 654.35           | 83.64%        |
| Health - EHS                     | 12401000        | 51093        |              | OVERTIME          | 38,400.76        | 32,000.00            | 32,000.00           | 26,734.77        | 14,769.23               | 5,265.23         | 83.55%        |
| <b>Health - NACCO - MRC Rise</b> | <b>26401001</b> | <b>51094</b> | <b>10196</b> | <b>TEMPORARY</b>  | <b>0.00</b>      | <b>0.00</b>          | <b>3,640.00</b>     | <b>3,325.00</b>  | <b>1,680.00</b>         | <b>315.00</b>    | <b>91.35%</b> |
| Health - Nursing                 | 11401000        | 51093        |              | OVERTIME          | 15,784.66        | 16,000.00            | 11,894.00           | 8,343.89         | 5,489.54                | 3,550.11         | 70.15%        |
| <b>Health - Recycling</b>        | <b>10816000</b> | <b>51093</b> |              | <b>OVERTIME</b>   | <b>5,100.60</b>  | <b>5,500.00</b>      | <b>5,500.00</b>     | <b>3,744.30</b>  | <b>2,538.46</b>         | <b>1,755.70</b>  | <b>68.08%</b> |
| Youth Bureau                     | 10731000        | 51093        |              | OVERTIME          | 200.62           | 250.00               | 250.00              | 363.37           | 115.38                  | (113.37)         | 145.35%       |

\*New Departments in bold.

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



12:00 all  
Prot  
AAA

MICHAEL J. LEWIS  
Chief Deputy Commissioner Of  
Finance

Reso

#5b

SHEILA M. BARRETT  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk  
From: Sheila M. Barrett, Deputy Commissioner of Finance *SNB*  
Re: Budgetary Amendment - 23A032  
Date: May 18, 2023

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

**Increase estimated appropriations:**

25117000 54950 Legal Aid Society 250,000

**Increase estimated revenues:**

25117000 430251 State Aid - Indigent Legal Services 250,000

Fiscal Impact - 2023 - 0

Fiscal Impact - 2024 - 0

This Resolution is necessary to adjust the 2023 budget to account for State Aid from the New York State Office of indigent Legal Services as per the attached schedule. The County acts as a pass through for these funds. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive

Please forward to the appropriate committee.

2023 MAY 19 PM 3:12  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Approved:

Kevin M. Byrne  
County Executive

22A032



**ATTACHMENT B-1**

**Office of Indigent Legal Services  
SECOND UPSTATE FAMILY DEFENSE (CHILD WELFARE) QUALITY  
IMPROVEMENT & CASELOAD REDUCTION  
January 1, 2023 - December 31, 2025**

**COUNTY OF PUTNAM**

**Total Contract Amount: \$750,000.00**

| <b>Budget Expenditure Item</b>  | <b>Year 1<br/>1/1/2023 -<br/>12/31/2023</b> | <b>Year 2<br/>1/1/2024 -<br/>12/31/2024</b> | <b>Year 3<br/>1/1/2025 -<br/>12/31/2025</b> |
|---|---|---|---|
| <b>PUTNAM COUNTY LEGAL AID SOCIETY</b>  |   |   |   |
| <b>Personnel:</b>   |   |   |   |
| (FT) Attorney - Salary  | \$85,000.00                                 | \$85,000.00                                 | \$85,000.00                                 |
| (FT) Attorney - Fringe  | \$21,250.00                                 | \$21,250.00                                 | \$21,250.00                                 |
| <b>Subtotal Personnel</b>   | <b>\$106,250.00</b>                         | <b>\$106,250.00</b>                         | <b>\$106,250.00</b>                         |
| <b>Contracted/Consultant:</b>   |   |   |   |
| Non-Attorney Professional Services<br>(Investigators, Parent Advocates, Social Workers) | \$133,750.00                                | \$133,750.00                                | \$133,750.00                                |
| <b>Subtotal Contracted/Consultant</b>   | <b>\$133,750.00</b>                         | <b>\$133,750.00</b>                         | <b>\$133,750.00</b>                         |
| <b>OTPS:</b>  |   |   |   |
| Training and CLEs   | \$10,000.00                                 | \$10,000.00                                 | \$10,000.00                                 |
| <b>Subtotal OTPS</b>  | <b>\$10,000.00</b>                          | <b>\$10,000.00</b>                          | <b>\$10,000.00</b>                          |
| <b>TOTAL</b>  | <b>\$250,000.00</b>                         | <b>\$250,000.00</b>                         | <b>\$250,000.00</b>                         |
| <b>THREE-YEAR TOTAL</b>   | <b>\$750,000.00</b>                         |   |   |

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

|   |  |
|---|--|
| <p>STATE AGENCY (Name &amp; Address):</p> <p><b>NYS Office of Indigent Legal Services<br/>A. E. Smith Building, 11th Floor<br/>80 South Swan Street<br/>Albany, NY 12210</b></p>  | <p>BUSINESS UNIT/DEPT. ID: <b>OLS01<br/>1350200</b></p> <p><b>CONTRACT NUMBER: C2NDUFD37</b></p> <p>CONTRACT TYPE:</p> <p><input checked="" type="checkbox"/> <b>Multi-Year Agreement</b></p> <p><input type="checkbox"/> Simplified Renewal Agreement</p> <p><input type="checkbox"/> Fixed Term Agreement</p>  |
| <p><b>CONTRACTOR SFS PAYEE NAME:</b></p> <p><b>Putnam, County of</b></p>  | <p>TRANSACTION TYPE:</p> <p><input checked="" type="checkbox"/> <b>New</b></p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Amendment</p>   |
| <p>CONTRACTOR DOS INCORPORATED NAME:</p>  | <p>PROJECT NAME:</p> <p><b>Second Upstate Family Defense (Child Welfare)<br/>Quality Improvement &amp; Caseload Reduction</b></p>  |
| <p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p><b>NYS Vendor ID Number: 1000002443</b></p> <p><b>Federal Tax ID Number: 14-6002759</b></p> <p>DUNS Number (if applicable):</p>  | <p>AGENCY IDENTIFIER:</p> <p>CFDA NUMBER (Federally funded grants only):</p>   |
| <p>CONTRACTOR PRIMARY MAILING ADDRESS:</p> <p>Putnam County<br/>Department of Law<br/>48 Glenedia Avenue<br/>Carmel, NY 10512</p> <p>CONTRACTOR PAYMENT ADDRESS:</p> <p><input type="checkbox"/> Check if same as primary mailing address</p> <p>Putnam County<br/>Department of Finance<br/>40 Gleneida Ave., Room 202<br/>Carmel, NY 10512</p> <p>CONTRACTOR MAILING ADDRESS:</p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p> | <p>CONTRACTOR STATUS:</p> <p><input type="checkbox"/> For Profit</p> <p><input checked="" type="checkbox"/> <b>Municipality, Code: 370100000000</b></p> <p><input type="checkbox"/> Tribal Nation</p> <p><input type="checkbox"/> Individual</p> <p><input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption Status/Code:</p> <p><input type="checkbox"/> Sectarian Entity</p> |



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

CONTRACTOR:

Putnam County,

By: [Signature]

Kevin Byrne

Printed Name

Title: County Executive

Date: 3/15/23

STATE AGENCY:

NYS Office of Indigent Legal Services

By: [Signature]

Patricia J. Warth

Printed Name

Title: Director - Office of Indigent Legal Services

Date: 4/8/2023

STATE OF NEW YORK

County of Putnam

On the 15 day of March, 2023, before me personally appeared Kevin Byrne, to me known, who being by me duly sworn, did depose and say that he/she resides at Mahopac, NY, that he/she is the County Executive of the County of Putnam, the contractor described herein which executed the foregoing instrument; and that he/she signed his/her name thereto as authorized by the contractor named on the face page of this Master Contract.

(Notary) [Signature]  
Maria C Donovan  
Notary Public, State of New York  
Reg. No. 02D06408385  
Qualified in Putnam County

ATTORNEY GENERAL'S SIGNATURE

STATE COMPTROLLER'S SIGNATURE

\_\_\_\_\_  
Printed Name  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**APPROVED**  
DEPT. OF AUDIT & CONTROL  
  
May 01 2023  
Chris Richards  
  
FOR THE STATE COMPTROLLER

Office of Indigent Legal Services  
MAR 27 2023  
RECEIVED

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



cc: all  
Phys  
A&A

MICHAEL J. LEWIS  
Chief Deputy Commissioner Of  
Finance

SHEILA M. BARRETT  
Deputy Commissioner Of Finance

Reso  
#50

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk  
From: Sheila M. Barrett, Deputy Commissioner of Finance *ymb*  
Re: Budgetary Amendment - **23A033**  
Date: May 25, 2023

At the request of the Acting Commissioner of Planning, the following budgetary transfer is required. (Effective April 1, 2023)

**Increase estimated revenue:**

55997000.53000.52308 Special Services \$75,828

**Increase estimated appropriations:**

55997000.449895.52308 UPWP - Federal Aid \$75,828

2023 JUN - 2 AM 9:10  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Fiscal Impact - 2023 - \$ 0  
Fiscal Impact - 2024 - \$ 0

This Resolution is required to account for additional UPWP Funding under NYMTC awarded to Putnam County as per the attached correspondence.

Approved:

*23A033*

Kevin M. Byrne  
County Executive

# NEW YORK METROPOLITAN TRANSPORTATION COUNCIL

FY 2023/2024

|  |  |
|--|--|
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| <a href="#">Logout</a>                         |  |

## Load/Edit Budget Cost by PIN

Click on the underlined PIN to select BUDGET DETAILS

| <u>PIN</u>           | <u>Project Name</u>   | <u>Cost Budgeted</u> |
|----------------------|---|----------------------|
| <u>PTPN23D00.A01</u> | MPO Operations and Management                                     | \$ 11,199            |
| <u>PTPN23D00.A02</u> | Annual UPWP Development and Reporting                             | \$ 24,008            |
| <u>PTPN23D00.B01</u> | Socioeconomic and Demographic (SED) Forecasts and Census Data     | \$ 6,933             |
| <u>PTPN23D00.C01</u> | FFYs 2022-2050 Plan Maintenance / FFYs 2026-2055 Plan Development | \$ 27,185            |
| <u>PTPN23D00.C02</u> | Congestion Management Process (CMP)                               | \$ 3,001             |
| <u>PTPN23D00.C03</u> | Transportation Performance Management (TPM)                       | \$ 3,313             |
| <u>PTPN23D00.C04</u> | Regional Designations   | \$ 3,088             |
| <u>PTPN23D00.C05</u> | Model Development, Enhancement, and Applications                  | \$ 3,006             |
| <u>PTPN23D00.C06</u> | Regional Surveys  | \$ 2,614             |
| <u>PTPN23D00.C07</u> | Data Management   | \$ 439,779           |
| <u>PTPN23D00.D01</u> | Regional Program Management                                       | \$ 255,608           |
| <u>PTPN23D00.D02</u> | Regional Emissions Analysis and Transportation Conformity         | \$ 2,614             |
| <u>PTPN23D00.G01</u> | Putnam County Intersection Planning and Feasibility Study         | \$ 75,828            |
| <u>PTPN23D00.G02</u> | SouthEast to Danbury Feasibility Study                            | \$ 118,430           |
| <u>PTPN23D00.G03</u> | Putnam County Complete Streets Initiative                         | \$ 151,099           |

\$2,000,000 Consultant / \$21,200 Planning / Highway \$18,559

\$ 1,127,705

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



cc: all  
phys  
A&A

MICHAEL J. LEWIS  
Chief Deputy Commissioner Of  
Finance

Reso  
#50

SHEILA M. BARRETT  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk  
From: Sheila M. Barrett, Deputy Commissioner of Finance <sup>SMB</sup>  
Re: Budgetary Amendment - 23A034  
Date: May 25, 2023

At the request of the Acting Commissioner of Planning, the following budgetary transfer is required. (Effective April 1, 2023)

**Increase estimated revenue:**

55997000.53000.52308 Special Services \$125,000

**Increase estimated appropriations:**

55997000.449895.52308 UPWP - Federal Aid \$125,000

2023 JUN -2 AM 9:10  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Fiscal Impact - 2023 - \$ 0  
Fiscal Impact - 2024 - \$ 0

This Resolution is required to account for additional UPWP Funding under NYMTC awarded to Putnam County as per the attached correspondence.

Approved:

Kevin M. Byrne  
County Executive

23A034

# NEW YORK METROPOLITAN TRANSPORTATION COUNCIL

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## Load/Edit Budget Cost by PIN

Click on the underlined PIN to select BUDGET DETAILS

| PIN                           | Project Name  | Cost Budgeted |
|-------------------------------|---|---------------|
| <a href="#">PTPN23D00.A01</a> | MPO Operations and Management                                     | \$ 11,199     |
| <a href="#">PTPN23D00.A02</a> | Annual UPWP Development and Reporting                             | \$ 24,008     |
| <a href="#">PTPN23D00.B01</a> | Socioeconomic and Demographic (SED) Forecasts and Census Data     | \$ 6,933      |
| <a href="#">PTPN23D00.C01</a> | FFYs 2022-2050 Plan Maintenance / FFYs 2026-2055 Plan Development | \$ 27,185     |
| <a href="#">PTPN23D00.C02</a> | Congestion Management Process (CMP)                               | \$ 3,001      |
| <a href="#">PTPN23D00.C03</a> | Transportation Performance Management (TPM)                       | \$ 3,313      |
| <a href="#">PTPN23D00.C04</a> | Regional Designations   | \$ 3,088      |
| <a href="#">PTPN23D00.C05</a> | Model Development, Enhancement, and Applications                  | \$ 3,006      |
| <a href="#">PTPN23D00.C06</a> | Regional Surveys  | \$ 2,614      |
| <a href="#">PTPN23D00.C07</a> | Data Management   | \$ 439,779    |
| <a href="#">PTPN23D00.D01</a> | Regional Program Management                                       | \$ 255,608    |
| <a href="#">PTPN23D00.D02</a> | Regional Emissions Analysis and Transportation Conformity         | \$ 2,614      |
| <a href="#">PTPN23D00.G01</a> | Putnam County Intersection Planning and Feasibility Study         | \$ 75,828     |
| <a href="#">PTPN23D00.G02</a> | SouthEast to Danbury Feasibility Study                            | \$ 418,430    |
| <a href="#">PTPN23D00.G03</a> | Putnam County Complete Streets Initiative                         | \$ 151,099    |



# NEW YORK METROPOLITAN TRANSPORTATION COUNCIL

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|--|
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| <a href="#">Logout</a>                         |

**View project definition:**

**Budget**

**PIN :** PTPN23D00.G03

**Project Name :** Putnam County Complete Streets Initiative

**Staff Members:**

Click an underlined staff member to review, change or delete budget information for staff member.

| <u>Staff Name</u>         | <u>Available Days</u> | <u>Budgeted Days</u> | <u>Budgeted Staff Cost</u> |
|---------------------------|-----------------------|----------------------|----------------------------|
| <u>Barosa, Barbara</u>    | 101                   | 12                   | \$ 9,264                   |
| <u>Hawley, Alexis</u>     | 207                   | 5                    | \$ 6,185                   |
| <u>Hildenbrand, Brian</u> | 192                   | 10                   | \$ 10,650                  |

**Total staff costs:** 27 \$ 26,099

**Consultants:**

Click an underlined Consultant work to review, change or delete Consultant information

| <u>Consultant Work Title</u>                     | <u>Actual Program Year of Contract Funds</u> | <u>Budgeted Consultant Cost</u> |
|--|--|---------------------------------|
| <u>Putnam County Complete Streets Initiative</u> | 2023   | \$ 125,000                      |

**Total consultant costs:** \$ 125,000

**Non-personnel costs:**

Click an underlined Cost to review, change or delete Cost information

| <u>Type of Cost</u> | <u>Budgeted Other Cost</u> |
|---------------------|----------------------------|
|                     |                            |

Unspent Funds: \$ 0

**Total for PIN: \$ 151,099    New Funds: \$ 151,099**

MICHAEL J. LEWIS  
Interim Commissioner Of Finance



SHEILA BARRETT  
Deputy Commissioner Of Finance

#5e

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Interim Commissioner of Finance   
RE: **Budgetary Amendment – 23A037**  
DATE: June 14, 2023

Putnam County has been awarded \$50,000 under a State and Municipal Facilities Program (“SAM”) grant for costs associated with the purchase of equipment, to include a license plate reader system, crime scene camera system, computers, a printer/copier/scanner and an alarm enhancement at the Philipstown substation. Funding for the grant is provided and administered by the Dormitory Authority of the State of New York (“DASNY”). The grant, which does not require matching funds, is effective from April 13, 2023, through April 13, 2026.

**Increase Appropriations:**

|                      |                                 |           |               |
|----------------------|---------------------------------|-----------|---------------|
| 17311000 52130 10203 | Patrol - Computer Equipment     | \$        | 2,698         |
| 17311000 52140 10203 | Patrol - Audio Visual Equipment |           | 7,296         |
| 17311000 52180 10203 | Patrol - Other Equipment        |           | 8,909         |
| 17311000 52630 10203 | Patrol - Computer Equipment     |           | 5,109         |
| 17311000 52680 10203 | Patrol - Other Equipment        |           | 25,767        |
| 17311000 54300 10203 | Patrol - Miscellaneous Supplies |           | 221           |
|                      |                                 | <u>\$</u> | <u>50,000</u> |

**Increase Estimated Revenues:**

|                       |   |    |               |
|-----------------------|---|----|---------------|
| 17311000 437897 10203 | State Aid - SAMS Grant (Project #25075) | \$ | <u>50,000</u> |
|-----------------------|---|----|---------------|

Fiscal Impact - 2023 - \$ 0  
Fiscal Impact - 2024 - \$ 0

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive

2023 JUN 15 AM 9:56  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY



**DASNY**

**KATHY HOCHUL**  
Governor

**ALFONSO L. CARNEY, JR.**  
Chair

**REUBEN R. MCDANIEL, III**  
President & CEO

July 13, 2022

**VIA EMAIL**

Thomas Lindert  
Undersheriff  
County of Putnam  
40 Gleneida Avenue  
Carmel, New York 10512

*Re: State and Municipal Facilities Program ("SAM")  
Purchase of Equipment for the Sheriff's Office  
Project ID: 25075*

Dear Thomas Lindert:

As you know, the State has awarded the County of Putnam ("Grantee") a State and Municipal Facilities Program ("SAM") grant for the above-referenced project in the amount of \$50,000.00 (the "Grant").

This letter outlines the documentation you will need to complete and return to DASNY in order to start the Grant Administration process.

- ***Please return the completed documentation electronically, as described below within thirty (30) days. If you are not able to meet this timeframe, please send an email to [callcenter@dasny.org](mailto:callcenter@dasny.org) with your requested timeline for submission.***
- *If the information is not returned in a timely manner, or documentation is incomplete, your Grant will be delayed as DASNY generally reserves the right to request updated documentation throughout the administrative process to ensure the required reviews are based on accurate information.*
- *If there are any changes to the contact information for the primary contact for your organization, the authorized officer contact information, or change in your organizational address – please email ([grants@dasny.org](mailto:grants@dasny.org)).*

***Please also read the attached Frequently Asked Questions (FAQs) as it relates to the following requested documents and other questions that you may have regarding the Grant Process.***

---

**ALBANY (HEADQUARTERS):** 515 Broadway, Albany, NY 12207 | 518-257-3000  
**BUFFALO:** 539 Franklin Street, Buffalo, NY 14202 | 716-884-9780  
**NEW YORK CITY:** 28 Liberty Street, Fl 55, New York, NY 10005 | 212-273-5000  
**ROCHESTER:** 3495 Winton Place, Building C, Suite 1, Rochester, NY 14623 | 585-450-8400

**DORMITORY AUTHORITY STATE OF NEW YORK**

**WE FINANCE, DESIGN & BUILD  
NEW YORK'S FUTURE.**

[www.dasny.org](http://www.dasny.org)



**DASNY**

The following documents must be completed and returned to DASNY so the required reviews can be conducted and State approvals obtained:

- Completed Grantee Certification signed by two (2) authorized officers;
- Completed Project Certification signed by an authorized officer;
- The Grantee Questionnaire (GQ) requested by DASNY expires after one (1) year;
  - o Grantee The GQ on file has expired or is about to expire. Please provide the names, titles and email addresses of two authorized officers so that a GQ may be sent out by the Processor that will be assigned to review your paperwork:

Authorized Officer #1: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Authorized Officer #2: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

- Evidence of Site Control.

If your organization is a non-for-profit please also see the 'Prior to Final Approval' section in attached FAQs for information regarding the prequalification requirement through NY State Grants Gateway.

Grantees are also advised that grant-funded projects are subject to the State Environmental Quality Review Act (SEQRA) and State Historic Preservation Act (SHPA). Information regarding the SEQRA and SHPA process is included in the FAQs.

Should you have any questions concerning the enclosed documentation please either call (518) 257-3177 or email [callcenter@dasny.org](mailto:callcenter@dasny.org).

Sincerely,

Ann M. Shaw  
Senior Grant Administrator, Grants Administration

**PROJECT CERTIFICATE OF THE  
County of Putnam  
State and Municipal Facilities Program (the "SAM")  
For the Purchase of Equipment for the Sheriff's Office  
(Project ID: 25075)**

I, the undersigned, an Authorized Officer of County of Putnam (the "Grantee"), DO HEREBY CERTIFY that:

- All contractors and vendors retained to perform services in connection with the Purchase of Equipment for the Sheriff's Office (the "Project") shall be authorized to do business in the State of New York and shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the Project.
- To the extent that SAM Grant proceeds are used to reimburse the Grantee for the cost of any portion of the Project noted above, the Grantee certifies that no other external funding source, including but not limited to, State or Federal restructuring loans, State or Federal grants, or grants, loans, or other funding from any other public or private source (currently or within the last six (6) years), will be used for substantially the same project costs at the same location as described in the Application or Project Information Sheet provided to DASNY.
- If the Project includes vehicle purchase(s), removable equipment, or furnishings including but not limited to, computer hardware and software, air conditioning units, lab equipment, security cameras, office furniture and telephone systems, the Grantee has or will develop, implement, and maintain an inventory system for tracking such items, and items will be installed, stored, or secured on property owned by and/or under the control of the Grantee; the Grantee has or will develop, implement, and maintain a usage policy for items in compliance with all State and Federal regulations or privacy laws, including use, retention, storage, or deletion of any data, images, or videos stemming from grant funded purchase of such items if applicable.
- The Grantee has informed DASNY via the Project Application, Project Information Sheet, or other correspondence if Grantee is a state related entity, or if the project location is owned by a state related entity. Furthermore, if the status of the Grantee or project location changes, the Grantee will inform DASNY of any changes that would impact the tax-exempt status of the Grant.
- The Grantee acknowledges that Grant proceeds cannot be utilized to pay for:
  - o Deposits advance payments, or progress payments until work is completed, or goods received by Grantee;
  - o to pay down long term debt;
  - o internal labor costs;
  - o rental or leased equipment, or equipment with an anticipated useful life of less than three (3) years;
  - o stockpiled materials;
  - o recurring software costs, including licensing or maintenance fees;
  - o materials and/or services provided by another entity other than a licensed contractor or vendor.
- The Grantee will maintain accurate books and records through project completion/payout of the Grant as well as for six (6) years from the date the Project is completed and will make those books and records available to DASNY, its agents, officers and employees during the Grantee's business hours upon reasonable request.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By signing these documents, I certify that I am an authorized officer for the Grantee.

**Please sign and return these documents to DASNY at [callcenter@dasny.org](mailto:callcenter@dasny.org). Please return them from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.**

County of Putnam

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title \_\_\_\_\_

**GRANTEE CERTIFICATION**  
**County of Putnam**  
Purchase of Equipment for the Sheriff's Office  
Project ID: 25075

WE HEREBY WARRANT, REPRESENT AND CERTIFY TO DASNY that:

- The County of Putnam (the "Grantee") has applied for a ("SAM") Grant in the amount of \$50,000.00 (the "Grant"). This Grant will be used for the Purchase of Equipment for the Sheriff's Office (the "Project"). We understand that the Grant funds may be used only for certain community improvement purposes as set forth in the enabling legislation and that the Grant Disbursement Agreement (GDA) to be executed in connection with this Grant contains a provision that states that Grant funds may not be used to finance a program or project that will in any way promote or facilitate religious worship, instruction or proselytizing. We have been informed that this provision exists to ensure compliance with Federal and State law. Therefore, as Authorized Officers of the Grantee, we hereby certify the following in connection with the project to be financed by the Grant:
  - no religious purpose shall be advanced or promoted by the project or program funded by the Grant;
  - the project or program will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of services or the use of facilities or furnishings assisted in any way by public funds;
  - the project or program shall be open to all without regard to religion; and
  - the Grantee shall take affirmative steps to ensure that information is widely disseminated with respect to the following aspects of the project or program:
    - the project or program is publicly funded;
    - the project or program is open to all, regardless of religious affiliation; and
    - the project or program beneficiaries are not limited to any particular sect or group.
  - the Grantee shall exercise care to make sure the facilities and/or services to be supported in whole or in part by grant proceeds are available and accessible to all members of the public by ensuring project location(s) and/or service areas are in proximity to public transportation; sufficient parking; and by choosing project location(s) and/or service areas that do not restrict use to a certain subset of the population defined by religion;
- We understand that the State of New York, DASNY and other entities that may be involved in the Grant process are relying on the above information in making the determination whether to award the Grant to the Grantee.
- By signing this document, we certify that we are authorized officers for the Grantee and have the authority to submit this Certification.

**Please sign and return these documents to DASNY at [callcenter@dasny.org](mailto:callcenter@dasny.org). Please return them from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.**

\_\_\_\_\_  
Authorized Officer Signature

\_\_\_\_\_  
Authorized Officer Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

PUTNAM COUNTY LEGISLATURE

Resolution #118

Introduced by Legislator: Joseph Castellano on behalf of the Audit & Administration Committee at a Regular Meeting held on June 7, 2022.

page 1

**APPROVAL/ GRANT APPLICATION/ SHERIFF'S DEPARTMENT/ STATE AND MUNICIPAL (SAM) FACILITIES GRANT PROGRAM**

WHEREAS, Section 5-2(E) of the Putnam County Code provided, in relevant part, that an application of any grant application not requiring any Putnam County (the "County") matching funds shall notify the Putnam County Legislature (the "Legislature") of the submission of a grant application and further, if the Legislature objects to such grant application, the applicant shall withdraw it forthwith; and

WHEREAS, by and through the State of New York and Office of Senator James Skoufis (NYS Senate), the County can receive a State and Municipal (SAM) Facilities Grant in the amount of \$50,000.00, such grant administered through the Dormitory Authority State of New York ("DASNY"), to subsidize costs associated with the purchase of equipment, to include a license plate reader system, crime scene camera system, computers, a printer/copier/scanner and an alarm enhancement at the Philipstown substation; and

WHEREAS, there is no matching fund requirement by the County to accept the SAM grant for costs associated with the purchase of said equipment; now therefore be it

RESOLVED, that the Putnam County Legislature authorizes and approves the County's submission through DASNY and awarded by the SAM Facilities Grant Program; and be it further

RESOLVED, that this resolution shall take effect immediately.

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.



State of New York

ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on June 7, 2022.

Dated: June 10, 2022

Signed: *Diane Schonfeld*

Diane Schonfeld  
Clerk of the Legislature of Putnam County

**SECTION 4: PROJECT BUDGET**

Complete the following Project Budget detailing the proposed sources and uses of funds (attach additional sheets if necessary) that will be utilized to complete the Project. State the source of the funding, and any contingencies that need to be satisfied prior to accessing the funds.

Please include evidence of committed funding sources to be used to complete the project as described. This may include a copy of letter(s) of credit, award letters, a resolution from the governing board of the Grantee committing to provide the balance of the funds, or a combination of the above.

| USE OF FUNDS                   | SOURCES     |              |                          |         |   | TOTAL        |              |
|--------------------------------|-------------|--------------|--------------------------|---------|---|--------------|--------------|
|                                | State       |              | In-Kind /Equity /Sponsor |         | Other sources (Please specify each source and include commitment letter or other evidence that funds have been secured) |              |              |
| Tasks                          | Entity Name | Amount       | Source Name              | Amount  | Entity Name   | Amount       |              |
| 52680 Traffic Pole Camera      | DASNY       | \$ 15,299.13 |                          |         |   | \$ 15,299.13 |              |
| 52630 Dell Computer Equipment  | DASNY       | \$ 5,108.72  |                          |         |   | \$ 5,108.72  |              |
| 52130 HP Laser Jet Printer     | DASNY       | \$ 549.00    |                          |         |   | \$ 549.00    |              |
| 52680 Jamar Tech.              | DASNY       | \$ 10,468.00 |                          |         |   | \$ 10,468.00 |              |
| 52180 Red Hawk/Evd. Room Alarm | DASNY       | \$ 3,510.00  |                          |         |   | \$ 3,510.00  |              |
| 52140 360 Camera x2            | DASNY       | \$ 2,908.32  |                          |         |   | \$ 2,908.32  |              |
| 52180 Red Hawk/ 911 Call Box   | DASNY       | \$ 4,583.00  |                          |         |   | \$ 4,583.00  |              |
| 52140 2-Way Base Station Radio | DASNY       | \$ 4,388.00  |                          |         |   | \$ 4,388.00  |              |
| Total:                         |             | \$ 46,814.17 |                          | \$ 0.00 | Verification Letter from Purses Co  | \$ 0.00      | \$ 46,814.17 |

I hereby certify that the information in this Project Information Sheet is true and correct in all material respects, and I understand that the Dormitory Authority of State of New York and other entities that may be involved in the grant process are relying on this information in the course of the reviews that are required under Federal and State law.

Please sign and return these documents to DASNY at grants@dasny.org. Please send them from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

  
 Signature of Authorized Officer

8/25/22  
 Date

Thomas Lindert  
 Print Name

Judith Scheiff  
 Title





**SECTION 4: PROJECT BUDGET**

Complete the following Project Budget detailing the proposed sources and uses of funds (attach additional sheets if necessary) that will be utilized to complete the Project. State the source of the funding, and any contingencies that need to be satisfied prior to accessing the funds.

*Please include evidence of committed funding sources to be used to complete the project as described. This may include a copy of letter(s) of credit, award letters, a resolution from the governing board of the Grantee committing to provide the balance of the funds, or a combination of the above.*

| USE OF FUNDS                            | SOURCES     |             |                          |         |   |         | TOTAL       |
|---|-------------|-------------|--------------------------|---------|---|---------|-------------|
|   | State       |             | In-Kind /Equity /Sponsor |         | Other sources (Please specify each source and include commitment letter or other evidence that funds have been secured) |         |             |
| Tasks                                   | Entity Name | Amount      | Source Name              | Amount  | Entity Name   | Amount  |             |
| 52180<br>Air Ventilator Crime Lab       | DASNY       | \$ 815.70   |                          |         |   |         | \$ 815.70   |
| 52130<br>DHP 05870A of Substation Power | DASNY       | \$ 2,149.20 |                          |         |   |         | \$ 2,149.20 |
| 54300<br>Miscellaneous Supplies         | DASNY       | \$ 220.93   |                          |         |   |         | \$ 220.93   |
|   |             |             |                          |         |   |         | \$ 0.00     |
|   |             |             |                          |         |   |         | \$ 0.00     |
|   |             |             |                          |         |   |         | \$ 0.00     |
|   |             |             |                          |         |   |         | \$ 0.00     |
|   |             |             |                          |         |   |         | \$ 0.00     |
| <b>Total:</b>                           |             | \$ 3,185.83 |                          | \$ 0.00 | Waiver Letter from Pubman Co.   | \$ 0.00 | \$ 3,185.83 |

I hereby certify that the information in this Project Information Sheet is true and correct in all material respects, and I understand that the Dormitory Authority of State of New York and other entities that may be involved in the grant process are relying on this information in the course of the reviews that are required under Federal and State law.

*Please sign and return these documents to DASNY at grants@dasny.org. Please send them from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.*

  
 Signature of Authorized Officer

8/25/22  
 Date

Thomas Hindert  
 Print Name

Undersecretary  
 Title



**CHAIR**  
INVESTIGATIONS AND GOVERNMENT OPERATIONS

**COMMITTEES**  
CORPORATIONS, AUTHORITIES AND COMMISSIONS  
FINANCE  
JUDICIARY  
LABOR  
TRANSPORTATION



**SENATOR**  
**JAMES SKOUFIS**  
39<sup>th</sup> SENATORIAL DISTRICT  
STATE OF NEW YORK

**ALBANY OFFICE:**  
ROOM 815  
LEGISLATIVE OFFICE BUILDING  
ALBANY, NY 12247  
OFFICE: 518-455-3290

**DISTRICT OFFICE:**  
47 GRAND STREET  
NEWBURGH, NY 12550  
OFFICE: 845-567-1270

**NORTH ROCKLAND OFFICE:**  
55 WEST RAILROAD AVENUE  
SUITE 24A2  
GARNERVILLE, NY 10923  
OFFICE: 845-786-6710

**e-mail:**  
skoufis@nysenate.gov

April 28, 2022

Kevin J McConville  
Sheriff  
Putnam County Sheriff's Office  
3 County Center  
Carmel, NY 10512

Dear Sheriff McConville,

Enclosed please find the "State and Municipal Facilities Capital Program (SAM) Project Information Sheet" for the Putnam County Sheriff's Office grant in the amount of \$50,000. These funds are for costs associated with the purchase of equipment, to include a license plate reader system, crime scene camera system, computers, a printer/copier/scanner and an alarm enhancement at the Phillipstown substation. Please return the completed project information sheet by June 15, 2022.

Once we have received the completed project information sheet, we will submit it to New York State Senate Finance. Senate Finance will submit the sheet to the Dormitory Authority of the State of New York (DASNY), who will send you a due diligence package to complete, with a request for specific documentation. As the grant moves through DASNY, it will receive a formal project identification number and move through multiple "desk" audits to make sure all project details are ready for the approval phase. It will then move to the Division of Budget for approval. Once DASNY is notified that the grant has received all the necessary governmental approvals, two copies of the Grant Disbursement Agreement (GDA) will be sent to you. The GDA is the contract between DASNY and the grantee.

It is important to note that, while purchases made during the review process are eligible for reimbursement upon completion of the grant's review, advancing with the project prior to a GDA and final approval is done at your own risk. At a minimum, I strongly recommend no purchases be made with the anticipated funding until the project has received a formal identification number from DASNY. Please be advised that the full review is a lengthy process, often taking up to 18 months from start to end; my office and I will move to expedite the funding as quickly as possible.

If you ever need any status updates, have any questions or need any assistance throughout the grant process, please do not hesitate to contact Christine Rodriguez, my Senior Grants Specialist, at (845) 567-1270. Thank you for your cooperation and patience as well as your partnership on behalf of those we serve.

Sincerely,

A handwritten signature in black ink, appearing to read "James Skoufis".

James Skoufis  
Senator, 39th District

This **GRANT DISBURSEMENT AGREEMENT** includes all exhibits and attachments hereto and are made on the terms and by the parties listed below and relates to the project described below:

---

**DORMITORY AUTHORITY OF THE STATE OF NEW YORK ("DASNY"):**

515 Broadway  
Albany, New York 12207  
Contact: Karen Hunter  
Phone: (518) 257-3177  
E-mail: grants@dasny.org

---

**THE GRANTEE:**

County of Putnam  
40 Gleneida Avenue  
Carmel, New York 10512  
Contact: Thomas Lindert  
Phone: 8452251460  
Email:  
Thomas.Lindert@putnamcountyny.gov

---

**THE PROJECT:**

Purchase of Equipment for the Sheriff's Office

---

**PROJECT LOCATION(S):**

**ADDRESS:**

Philipstown Sub-Station

276 Route 301, Nelsonville, New York  
10516, United States

Putnam County Sheriff's Department

3 County Center, Carmel, New York 10512,  
United States

Route 9 & Tree Line Circle

**GRANT AMOUNT:**

\$50,000.00

**FUNDING SOURCE:**

State and Municipal Facilities  
Program("SAM")

For Office Use Only:

**PRELIMINARY APPLICATION OR PROJECT  
INFORMATION SHEET DATE:**

6/7/2022

**EXPIRATION DATE OF THIS AGREEMENT:**

3 YEARS FROM DASNY EXECUTION DATE

**Project ID: 25075**  
**Grantee ID: 3018**  
**FMS#: 135249**

## TERMS AND CONDITIONS

### 1. The Project

The Grantee will perform tasks within the scope of the project description, budget, and timeline as set forth in the Project Budget attached hereto as Exhibit A (collectively, the "Project") which was described by the Grantee in the Preliminary Application or Project Information Sheet submitted by the Grantee, then reviewed by DASNY and approved by the State.

### 2. Project Budget and Use of Funds

- a) The Grantee will undertake and complete the Project in accordance with the overall budget, which includes the Grant funds, as set forth in the attached Exhibit A. The Grant will be applied to eligible expenses which are as described in the Preliminary Application or Project Information Sheet, and fall within the scope of the project description set forth in the attached Exhibit A.
- b) Grantee agrees and covenants to apply the Grant proceeds only to capital works or purposes, which shall consist of the following:
  - i. the acquisition, construction, demolition, or replacement of a fixed asset or assets;
  - ii. the major repair or renovation of a fixed asset, or assets, which materially extends its useful life or materially improves or increases its capacity; or
  - iii. the planning or design of the acquisition, construction, demolition, replacement, major repair or renovation of a fixed asset or assets, including the preparation and review of plans and specifications including engineering and other services, field surveys and sub-surface investigations incidental thereto.
- c) Grantee agrees and covenants that the Grant proceeds shall not be used for costs that are not capital in nature, which include, but shall not be limited to working capital, rent, utilities, salaries, supplies, administrative expenses, or to pay down debt incurred to undertake the Project.

### 3. Books and Records

The Grantee will maintain accurate books and records concerning the Project for six (6) years from the date the Project is completed and will make those books and records available to DASNY, its agents, officers and employees during Grantee's business hours upon reasonable request. In the event of earlier termination of this Agreement, such documentation shall be made available to DASNY, its agents, officers and employees for six (6) years following the date of such early termination.

4. Conditions Precedent to Disbursement of the Grant

No Grant funds shall be disbursed until the following conditions have been satisfied:

- a) DASNY has received the project description, budget, and timeline as set forth in the attached Exhibit A, and an opinion of Grantee's counsel, in substantially the form attached hereto as Exhibit B; and
- b) The requirements of the SAM Program have been met; and
- c) The monies required to fund the Grant have been received by DASNY; and
- d) In the event of disbursement pursuant to paragraph 5(b) below, the Grantee has provided DASNY with documentation evidencing that a segregated account has been established by the Grantee into which Grant funds will be deposited (the "Segregated Account"). Eligible Expenses incurred in connection with the Project to be financed with Grant proceeds that are to be paid on invoice shall be paid out of the Segregated Account. The funds in such account shall not be used for any other purpose.
- e) The Grantee certifies that it is in compliance with the provisions of the SAM Program as well as this Agreement and that the Grant will only be used for the Project set forth in the Preliminary Application or Project Information Sheet and in Exhibit A hereto.
- f) Not-for-profit organizations are required to register and prequalify on the New York State Grants Gateway (<https://grantsmanagement.ny.gov/>) in order to receive Grant funds. The Grantee's Document Vault must be in prequalification status prior to any disbursements of the grant funds.

5. Disbursement

Subject to the terms and conditions contained in this Agreement, DASNY shall disburse the Grant to the Grantee, in the manner set forth in Exhibit D, as follows:

- a) Reimbursement: DASNY shall make payment directly to the Grantee in the amount of Eligible Expenses actually incurred and paid for by the Grantee, upon presentation to DASNY of:
  - i. the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments;
  - ii. copies of invoices for Eligible Expenses from the Grantee's contractor and/or vendor and proof of payment from the Grantee to the contractor and/or vendor in a form acceptable to DASNY; and
  - iii. such additional supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were incurred and paid by the Grantee in connection with the Project described herein; or

b) Payment on Invoice:

- i. DASNY may make payment directly to the Grantee in the amount of Eligible Expenses actually incurred by the Grantee, upon presentation to DASNY of:
  - 1) the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments;
  - 2) copies of invoices for Eligible Expenses from the Grantee's contractor and/or vendor in a form acceptable to DASNY evidencing the completion of work; and
  - 3) such additional supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were incurred by the Grantee in connection with the Project described herein.
- ii. The Grantee must deposit all Grant proceeds paid on invoice pursuant to this paragraph 5(b) into the Segregated Account established pursuant to Paragraph 4(d). All Eligible Expenses incurred in connection with the Project to be financed with Grant funds that are to be paid on invoice must be paid out of this account. The account shall not be used for any other purpose.
- iii. The Grantee must provide proof of disbursement of Grant funds to the respective contractor and/or vendor in a form acceptable to DASNY, within sixty (60) days of the date that Grant funds are disbursed to the Grantee to pay for such costs. DASNY will not make any additional disbursements from Grant funds until such time as proof of payment is provided.
- iv. Utilizing the Grant funds paid to the Grantee pursuant to this section for any purpose other than paying the contractors and/or vendors identified in the requisition documentation in the amounts set forth in the requisition shall constitute a default under this Agreement and shall, at a minimum, result in the denial of payment on invoice for subsequent requisitions.
- v. DASNY may deny payment on invoice at its sole and absolute discretion, thereby restricting the method of payment pursuant to this contract to reimbursement subject to the terms of Section 5(a).

c) Real Property Acquisition:

- i. Prior to closing on the sale of the subject real property, DASNY shall be provided with an executed Escrow Instruction Letter, signed by DASNY and an escrow agent approved by DASNY, a title report, the draft deed and any other documents requested by DASNY to justify and support the costs to be paid at the closing from Grant funds.
- ii. DASNY shall transfer the Grant funds to the escrow agent to hold in escrow pending closing. The Grant funds will be wired to the escrow agent not more than one (1) business day prior to the scheduled closing unless otherwise approved by DASNY.
- iii. On the day of the closing, the escrow agent shall provide DASNY with copies of the executed deed, a copy of the title insurance policy, the final closing

statement setting forth costs to be paid at closing, and copies of any checks to be drawn against Grant funds.

- iv. Upon DASNY approval, the escrow agent shall disburse the Grant funds as set forth in the documentation described in (iii), above.
- d) **Electronic Payments Program:** DASNY reserves the right to implement an electronic payment program ("Electronic Payment Program") for all payments to be made to the Grantee thereunder. Prior to implementing an Electronic Payment Program, DASNY shall provide the Grantee written notice one hundred twenty days prior to the effective date of such Electronic Payment Program ("Electronic Payment Effective Date"). Commencing on or after the Electronic Payment Effective Date, all payments due hereunder by the Grantee shall only be rendered electronically, unless payment by paper check is expressly authorized by DASNY. Commencing on or after the Electronic Payment Effective Date the Grantee further acknowledges and agrees that DASNY may withhold any request for payment hereunder, if the Grantee has not complied with DASNY's Policies and Procedures relating to its Electronic Payment Program in effect at such time, unless payment by paper check is expressly authorized by DASNY.
- e) In no event will DASNY make any payment which would cause DASNY's aggregate disbursements to exceed the Grant amount.
- f) The Grant, or a portion thereof, may be subject to recapture by DASNY as provided in Section 9(c) hereof.

6. Non-Discrimination and Affirmative Action

The Grantee shall make its best effort to comply with DASNY's Non-Discrimination and Affirmative Action policies set forth in Exhibit F to this Agreement.

7. No Liability of DASNY or the State

DASNY shall not in any event whatsoever be liable for any injury or damage, cost or expense of any nature whatsoever that occurs as a result of or in any way in connection with the Project and the Grantee hereby agrees to indemnify, defend, and hold harmless DASNY, the State and their respective agents, officers, employees and directors (collectively, the "Indemnitees") from and against any and all such liability and any other liability for injury or damage, cost or expense resulting from the payment of the Grant by DASNY to the Grantee or use of the Project in any manner, including in a manner which, if the bonds are issued on a tax-exempt basis, (i) results in the interest on the bonds issued by DASNY the proceeds of which were used to fund the Grant (the "Bonds") to be includable in gross income for federal income tax purposes or (ii) gives rise to an allegation against DASNY by a governmental agency or authority, which DASNY defends that the interest on the Bonds is includable in gross income for federal income tax purposes, other than that caused by the gross negligence or the willful misconduct of the Indemnitees.

8. Warranties and Covenants

The Grantee warrants and covenants that:

- a) The Grant shall be used solely for Eligible Expenses in accordance with the Terms and Conditions of this Agreement.
- b) No materials, if any, purchased with the Grant will be used for any purpose other than the eligible Project costs as identified in Exhibit A.
- c) The Grantee agrees to utilize all funds disbursed in accordance with this Agreement in accordance with the terms of the SAM Program.
- d) The Grantee is solely responsible for all Project costs in excess of the Grant. The Grantee will incur and pay Project costs and submit requisitions for reimbursement in connection with such costs.
- e) The Grantee has sufficient, secured funding for all Project costs in excess of the Grant, and will complete the Project as described in the Preliminary Application or Project Information Sheet and in this Agreement.
- f) The Grantee agrees to use its best efforts to utilize the Project for substantially the same purpose set forth in this Agreement until such time as the Grantee determines that the Project is no longer reasonably necessary or useful in furthering the public purpose for which the grant was made.
- g) There has been no material adverse change in the financial condition of the Grantee since the date of submission of the Preliminary Application or Project Information Sheet to DASNY.
- h) No part of the Grant will be applied to any expenses paid or payable from any other external funding source, including State or Federal grants, or grants from any other public or private source.
- i) The Grantee owns, leases, or otherwise has control over the site where the Project will be located. If the Project includes vehicle purchase(s), removable equipment, or furnishings including but not limited to, computer hardware and software, air conditioning units, lab equipment, office furniture and telephone systems, the Grantee has or will develop, implement, and maintain an inventory system for tracking such items, as well as has or will develop, implement, and maintain a usage policy.
- j) In the event the Grantee will utilize the Grant funds to acquire real property, the Grantee must retain title ownership to the real property. If at any time during the term of this Agreement the real property is repurchased by the Seller or otherwise conveyed to any entity other than the Grantee, the Grantee will notify DASNY within 10 business days from the date the contract of sale is executed OR within 10 business days from the date the Grantee initiates or is notified of the intent to transfer ownership of the real property, whichever is earlier. In that event, Grantee hereby agrees to repay to DASNY all Grant funds disbursed pursuant to this Agreement.
- k) The Project to be funded by the Grant will be located in the State of New York. If the Grant will fund all or a portion of the purchase of any type of vehicle, such vehicle will be registered in the State of New York and a copy of the New York State Vehicle Registration documents will be provided to DASNY's Accounts Payable Department at the time of requisition.



- l) Grantee is in compliance with, and shall continue to comply in all material respects, with all applicable laws, rules, regulations and orders affecting the Grantee and the Project including but not limited to maintaining the Grantee's document vault on the New York State Grants Reform Gateway (<https://grantsmanagement.ny.gov/>).
- m) The Grantee has obtained all necessary consents and approvals from the property owner in connection with any work to be undertaken in connection with the Project.
- n) All contractors and vendors retained to perform services in connection with the Project shall be authorized to do business in the State of New York and/or filed such documentation, certifications, or other information with the State or County as required in order to lawfully provide such services in the State of New York. In addition, said contractor/vendors shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the Project.
- o) Neither the Grantee nor any of the members of its Board of Directors or other governing body or its employees have given or will give anything of value to anyone to procure the Grant or to influence any official act or the judgment of any person in the performance of any of the terms of this Agreement.
- p) The Grant shall not be used in any manner for any of the following purposes:
  - i. political activities of any kind or nature, including, but not limited to, furthering the election or defeat of any candidate for public, political or party office, or for providing a forum for such candidate activity to promote the passage, defeat, or repeal of any proposed or enacted legislation;
  - ii. religious worship, instruction or proselytizing as part of, or in connection with, the performance of this Agreement;
  - iii. payments to any firm, company, association, corporation or organization in which a member of the Grantee's Board of Directors or other governing body, or any officer or employee of the Grantee, or a member of the immediate family of any member of the Grantee's Board of Directors or other governing body, officer, or employee of the Grantee has any ownership, control or financial interest, including but not limited to an officer or employee directly or indirectly responsible for the preparation or the determination of the terms of the contract or other arrangement pursuant to which the proceeds of the Grant are to be disbursed. For purposes of this paragraph, "ownership" means ownership, directly or indirectly, of more than five percent (5%) of the assets, stock, bonds or other dividend or interest-bearing securities; and "control" means serving as a member of the board of directors or other governing body, or as an officer in any of the above; and

- iv. payment to any member of Grantee's Board of Directors or other governing body of any fee, salary or stipend for employment or services, except as may be expressly provided for in this Agreement.
- q) The relationship of the Grantee (including, for purposes of this paragraph, its officers, employees, agents and representatives) to DASNY arising out of this Agreement shall be that of an independent contractor. The Grantee covenants and agrees that it will conduct itself in a manner consistent with such status, that it will neither hold itself out as, nor claim to be, an officer, employee, agent or representative of DASNY or the State by reason hereof, and that it will not by reason thereof, make any claim, demand or application for any right or privilege applicable to an officer, employee, agent or representative of DASNY or the State, including without limitation, worker's compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.
- r) The information contained in the Preliminary Application or Project Information Sheet submitted by the Grantee in connection with the Project and the Grant, as such may have been amended or supplemented and any supplemental documentation requested by the State or DASNY in connection with the Grant, is incorporated herein by reference in its entirety. In the event of an inconsistency between the descriptions, conditions, and terms of this Agreement and those contained in the Preliminary Application or Project Information Sheet, the provisions of this Agreement shall govern. The Grantee hereby acknowledges that DASNY has relied on the statements and representations made by the Grantee in the Preliminary Application or Project Information Sheet and any supplemental information in making the Grant. The Grantee hereby represents and warrants that it has made no material misstatement or omission of fact in the Preliminary Application or Project Information Sheet, supplemental information, or otherwise in connection with the Grant and that the information contained in the Preliminary Application or Project Information Sheet and supplemental information continues on the date hereof to be materially correct and complete.
- s) The Grantee hereby represents and warrants that it has made no material misstatement or omission of fact in the Grantee Questionnaire ("GQ"), attached hereto as Exhibit C, or the Grantee's document vault in the New York State's Grants Reform Gateway completed by the Grantee in connection with the Project and the Grant, and that the responses in the GQ and the document vault continue on the date hereof to be materially correct and complete. The Grantee hereby acknowledges that DASNY has relied on the statements and representations made by the Grantee in the GQ in making the Grant, and that the Grantee will be required to reaffirm the information therein each time a requisition for grant funds is presented to DASNY.
- t) The Grantee is duly organized, validly existing and in good standing under the laws of the State of New York, or is duly organized and validly existing under the laws of another jurisdiction and is authorized to do business and is in good standing in the State of New York and shall maintain its corporate existence in good standing in each such jurisdiction for the term of this Agreement, and has full power and authority to execute and deliver the Agreement and to perform its obligations thereunder;
- u) The Grantee agrees to provide such documentation to DASNY as may be requested by DASNY in its sole and absolute discretion to support a requisition for payment, to

determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant, and further acknowledges that if documentation requested in connection with a requisition for payment does not, in the sole and absolute discretion of DASNY, provide adequate support for the costs requested, that such requisition request shall be denied and payment shall not be made to the Grantee.

- v) The Agreement was duly authorized, executed and delivered by the Grantee and is binding on and enforceable against the Grantee in accordance with its terms.

#### 9. Default and Remedies

- a) Each of the following shall constitute a default by the Grantee under this Agreement:
  - i. Failure to perform or observe any obligation, warranty or covenant of the Grantee contained herein, or the failure by the Grantee to perform the requirements herein to the reasonable satisfaction of DASNY and within the time frames established therefor under this Agreement.
  - ii. Failure to comply with any request for information reasonably made by DASNY to determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant.
  - iii. The making by the Grantee of any false statement or the omission by the Grantee to state any material fact in or in connection with this Agreement or the Grant, including information provided in the Preliminary Application or Project Information Sheet or in any supplemental information that may be requested by the State or DASNY.
  - iv. The Grantee shall (A) be generally not paying its debts as they become due, (B) file, or consent by answer or otherwise to the filing against it of, a petition under the United States Bankruptcy Code or under any other bankruptcy or insolvency law of any jurisdiction, (C) make a general assignment for the benefit of its general creditors, (D) consent to the appointment of a custodian, receiver, trustee or other officer with similar powers of itself or of any substantial part of its property, (E) be adjudicated insolvent or be liquidated or (F) take corporate action for the purpose of any of the foregoing.
  - v. An order of a court having jurisdiction shall be made directing the sale, disposition or distribution of all or substantially all of the property belonging to the Grantee, which order shall remain undismissed or unstayed for an aggregate of thirty (30) days.
  - vi. The Grantee abandons the Project prior to its completion.
  - vii. The Grantee is found to have falsified or modified any documents submitted in connection with this grant, including but not limited to invoice, contract or payment documents submitted in connection with a Grantee's request for payment/reimbursement.

viii. Utilizing the Grant funds paid to the Grantee pursuant to Section 5(b) for any purpose other than paying the contractors and/or vendors identified in the requisition documentation in the amounts set forth in the requisition.

- b) Upon the occurrence of a default by the Grantee and written notice by DASNY indicating the nature of the default, DASNY shall have the right to terminate this Agreement.
- c) Upon any such termination, DASNY may withhold any Grant proceeds not yet disbursed and may require repayment of Grant proceeds already disbursed. If DASNY determines that any Grant proceeds had previously been released based upon fraudulent representations or other willful misconduct, DASNY may require repayment of those funds and may refer the matter to the appropriate authorities for prosecution. DASNY shall be entitled to exercise any other rights and seek any other remedies provided by law.

#### 10. Term of Agreement

Notwithstanding the provisions of Section 9 hereof, this Agreement shall terminate three (3) years after the latest date set forth on the front page hereof without any further notice to the Grantee. DASNY, in its sole discretion, may extend the term of this Agreement upon a showing by the Grantee that the Project is under construction and is expected to be completed within the succeeding twelve (12) months. All requisitions must be submitted to DASNY in proper form prior to the termination date in order to be reimbursed.

#### 11. Project Audit

DASNY shall, upon reasonable notice, have the right to conduct, or cause to be conducted, one or more audits, including field inspections, of the Grantee to assure that the Grantee is in compliance with this Agreement. This right to audit shall continue for six (6) years following the completion of the Project or earlier termination of this Agreement.

#### 12. Survival of Provisions

The provisions of Sections 3, 7, 8(o), 8(p) and 11 shall survive the expiration or earlier termination of this Agreement.

#### 13. Notices

Each notice, demand, request or other communication required or otherwise permitted hereunder shall be in writing and shall be effective upon receipt if personally delivered or sent by any overnight service or three (3) days after dispatch by certified mail, return receipt requested, to the addresses set forth on this document's cover page.

#### 14. Assignment

The Grantee may not assign or transfer this Agreement or any of its rights hereunder.

#### 15. Modification

This Agreement may be modified only by a written instrument executed by the party against whom enforcement of such modification is sought.

16. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of New York. This Agreement shall be construed without the aid of any presumption or other rule of law regarding construction against the party drafting this Agreement or any part of it. In case any one or more of the provisions of this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such provision(s) had never been contained herein.

17. Confidentiality of Information

Any information contained in reports made to DASNY or obtained by DASNY as a result of any audit or examination of Grantee's documents or relating to trade secrets, operations and commercial or financial information, including but not limited to the nature, amount or source of income, profits, losses, financial condition, marketing plans, manufacturing processes, production costs, productivity rates, or customer lists, provided that such information is clearly marked "confidential" by the Grantee that concerns or relates to trade secrets, operations and commercial or financial information, including but not limited to the nature, amount or source of income, profits, losses or expenditures, financial condition, marketing plans, manufacturing processes, production costs, productivity rates, or customer lists, which is determined by DASNY to be exempt from public disclosure under the Freedom of Information Law, shall be considered business confidential and is not to be released to anyone, except DASNY and staff directly involved in assisting the Grantee, without prior written authorization from the Grantee, as applicable. Notwithstanding the foregoing, DASNY will not be liable for any information disclosed, in DASNY's sole discretion, pursuant to the Freedom of Information Law, or which DASNY is required to disclose pursuant to legal process.

18. Executory Clause

This Agreement shall be deemed executory to the extent of monies available for the SAM Program to DASNY.

County of Putnam  
Purchase of Equipment for the Sheriff's Office  
Project ID: 25075

This agreement is entered into as of the latest date written below:

**GRANTEE: County of Putnam**

DocuSigned by:  
  
042D9E10102D4D3...

(Signature of Grantee Authorized Officer)

Kevin Byrne Putnam County Executive

(Printed Name and Title)

Date: 3/24/2023

**DORMITORY AUTHORITY OF THE STATE OF NEW YORK**

DocuSigned by:  
  
0289CBED95074D5...

(Signature of DASNY Authorized Officer)

Sara Richards Senior Director, Grants

(Printed Name)

Date: 4/13/2023

| DASNY OFFICE USE ONLY      |   |                         |   |
|----------------------------|---|-------------------------|---|
| GRANTS ADMIN REVIEW        |   | FINAL LEGAL REVIEW      |   |
| APPROVED FOR LEGAL REVIEW: |  | APPROVED FOR SIGNATURE: |  |
| DATE:                      | 4/5/2023  | DATE:                   | 4/5/2023  |

## GRANT DISBURSEMENT AGREEMENT

### EXHIBITS

|             |  |
|-------------|--|
| EXHIBIT A   | Project Budget                                   |
| EXHIBIT B   | Opinion of Counsel                               |
| EXHIBIT C   | Grantee Questionnaire                            |
| EXHIBIT D   | Disbursement Terms                               |
| EXHIBIT E   | Payment Requisition Form and Dual Certification  |
| EXHIBIT E-1 | Payment Requisition Cover Letter                 |
| EXHIBIT E-2 | Payment Requisition Back-up Summary              |
| EXHIBIT F   | Non-Discrimination and Affirmative Action Policy |

**EXHIBIT A: Project Budget**

County of Putnam  
 Purchase of Equipment for the Sheriff's Office  
 Project ID: 25075

| USE OF FUNDS                                   | TIMELINE            |            | SOURCES     |                            |               | Total       |
|--|---------------------|------------|-------------|----------------------------|---------------|-------------|
|  | Anticipated Dates** |            | DASNY Share | In-Kind / Equity / Sponsor | Other Sources |             |
|  | Start               | End        |             |                            |               |             |
| Purchase of Equipment for the Sheriff's Office | 09/01/2022          | 09/01/2023 | \$50,000.00 |                            |               | \$50,000.00 |

\* Please note that the project description as set forth in this column must summarize the scope of the Eligible Expenses set forth in the Preliminary Application or Project Information Sheet as per Section 2(a) of this Agreement for which reimbursement or payment on invoice will be sought. Please ensure that the project description is an appropriate summary of the Eligible Expenses for which grantee will be submitting for requisition. The failure to ensure all Eligible Expenses are consistent with the project description may delay payment.

\*\* Please be sure to complete the anticipated start and end dates in the Project timeline.



**EXHIBIT B: Opinion of Counsel**

DASNY  
General Counsel  
515 Broadway  
Albany, New York 12207

*Re: State and Municipal Facilities Program ("SAM") Grant  
Purchase of Equipment for the Sheriff's Office  
Project ID: 25075*

Ladies and Gentlemen:

I have acted as counsel to County of Putnam (the "Grantee") in connection with the Project referenced above. In so acting, I have reviewed a certain Grant Disbursement Agreement between you and the Grantee (the "Agreement") and such other documents as I consider necessary to render the opinion expressed hereby.

Based on the foregoing, I am of the opinion that:

1. the Grantee is duly organized, validly existing and in good standing under the laws of the State of New York; **or**

the Grantee is duly organized and validly existing under the laws of another jurisdiction, and the Grantee is in good standing and authorized to do business in the State of New York;

2. the Grantee has full power and authority to execute and deliver the Agreement and to perform its obligations thereunder; **and**

3. the Agreement was duly authorized, executed and delivered by the Grantee and is binding on and enforceable against the Grantee in accordance with its terms.

x By selecting this option and providing my electronic signature, I hereby execute and deliver a validly binding legal opinion in the form of this Exhibit B, just the same as a pen-and-paper signature on a separate document.

DocuSigned by:  
  
1AF747634F1543E..

C. Compton Spain

Putnam County Attorney

Approved – Legal Opinion attached

*\*\*Instructions – Grantee's Attorney will choose appropriate response . If "Approved as to form" is checked, the Attorney will DocuSign form. If "Approved – Legal Opinion attached" is checked, the Attorney must attach a legal opinion using the language provided in this exhibit.*

**EXHIBIT C: Grantee Questionnaire**

**PLEASE READ THE FOLLOWING:**

- 1) You are acknowledging the following regarding the included Grantee Questionnaire:
  - This inserted Grantee Questionnaire is an accurate and true copy of such previously submitted DASNY Grantee Questionnaire.
  - The Grantee certifies that there has been no material change in the information provided in the Grantee Questionnaire.



**DASNY**

| DASNY OFFICE USE ONLY |          |
|-----------------------|----------|
| GQ Review             |          |
| DS<br>SR              | 9/9/2022 |

**Grant Programs  
Municipal Grantee Questionnaire**

**THIS QUESTIONNAIRE MUST BE COMPLETED IN FULL BEFORE DASNY WILL PROCESS YOUR GRANT APPLICATION. THE COMPLETED QUESTIONNAIRE WILL BE KEPT ON FILE FOR ONE (1) YEAR. THE GRANTEE MUST NOTIFY DASNY, IN WRITING OF ANY CHANGES TO THESE RESPONSES.**

**SECTION I: GENERAL INFORMATION**

- 1. Grantee (Legally Inc. Name): County of Putnam
- 2. Federal Employer ID No. (FEIN): 146002759
- 3. Website Address: www.putnamcountyny.gov
- 4. Business E-mail Address: thomas.lindert@putnamcountyny.gov
- 5. Principal Place of Business Address: 3 County Center, Carmel, NY 10512
- 6. Telephone Number: 845-225-1460
- 7. Type of Entity (Please select appropriate response):

- a)  County
- b)  City
- c)  Town
- d)  Village
- e)  Public Benefit Corporation
- f)  Fire District
- g)  School District
- h)  Soil or Water Conservation District
- i)  Community College
- j)  Public Library
- k)  BOCES
- l)  Other Please Specify: \_\_\_\_\_

**SECTION II: GRANTEE CERTIFICATION AS TO PUBLIC PURPOSE**

**A. DEFINITIONS**

*As used herein in this Grant Programs Municipal Grantee Questionnaire:*

1. "Affiliate" means any person or entity that directly or indirectly controls or is controlled by or is under common control or ownership of a Related Party.
2. "Authorized Officer" is someone who can contractually bind the organization to a legal contract. If you do not know who this is, please consult with your attorney. DASNY will not be able to provide you with this information.
3. "Grantee" means the party or parties receiving funds pursuant to the terms of Grant Disbursement Agreement(s) ("GDA") to be entered into between the Grantee and DASNY.
4. "Grant-Funded Project" means the work that will be fully or partially paid for with the proceeds of one or more Grants administered by DASNY, as described in the Preliminary Application(s), Project Information Sheet(s) and GDA(s), and includes, but is not limited to, capital costs including architectural, engineering and other preliminary planning costs, construction, furnishings and equipment.
5. "Related Party" means: (i) the party's spouse, (ii) natural or adopted descendants or step-children of the party or of the spouse, (iii) any natural or adopted parent or step-parent or any natural, adopted, or step-sibling of the party or of the spouse, (iv) the son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law or mother-in-law of the party or of the spouse, (v) any person sharing the home of any of the party or of the spouse, (vi) any person who has been a staff member, employee, director, officer or agent of the party within two (2) years of the date of this Grantee questionnaire, and (vii) affiliates or subcontractors of the party.
6. "Sponsoring Member(s)" means the Elected State Official who sponsored, arranged for and/or procured the Grant.

**B. GRANT AWARD(S)**

1. Has the Grantee or any of the Grantee's Related Parties paid any third party or agent, either directly or indirectly, to aid in the securing of a Grant-Funded Project? Yes      No

If answer is "Yes", Please explain:

2. Has the Grantee or any of the Grantee's Related Parties agreed to select specific consultants, contractors, suppliers or vendors to provide goods or services in connection with any Grant-Funded Project as a condition of receiving a Grant? Yes No x

If answer is "Yes", Please explain:

3. Does the Grantee have a conflict of interest policy? Yes x No

- a) If "Yes", will all consultants, contractors, suppliers and vendors selected to provide goods or services in connection with any Grant-Funded Project be chosen in accordance with the Grantee's conflict of interest policy, or if consultants, suppliers and vendors retained in connection with a Grant-Funded Project have already been selected, was the selection undertaken in accordance with the Grantee's conflict of interest policy? Yes No x

If answer is "No", Please explain:

Outside vendor used from Putnam County Purchasing Department Contract.

4. Does the Sponsoring Member(s) or any Related Parties to Sponsoring Member(s) have any financial interest, direct or indirect, in the Grantee or in any of the Grantee's equity owners, or will the Sponsoring Members or any Related Parties to Sponsoring Members receive any financial benefit, either directly or indirectly, from the Grant-Funded Project(s) funded in whole or in part with Grant proceeds? Yes No x

If the answer is "Yes", please provide details:

**SECTION III: DUE DILIGENCE QUESTIONS**

1. Does the Grantee currently possess all certifications, licenses, permits, approvals, or other authorizations issued by any Local, State, or Federal governmental entity in connection with any Grant-Funded Project, Grantee’s services, operations, business, or ability to conduct its activities? *Please note this does not include construction related activities such as building permits and certificates of occupancy for any Grant-Funded project.* Yes x No

If the answer is “No”, will the Grantee obtain all required certifications, licenses, permits, approvals, or other authorizations issued by Local, State, or Federal Governmental entity in connection with any Grant-Funded Project, Grantee’s services, operations, business or ability to conduct its activities prior to the execution of the Grant Disbursement Agreement for that Grant-Funded Project? If the answer is “No”, please explain: Yes No

2. Within the past five (5) years, has the Grantee or any Elected or Appointed Official on the Governing Board, Zoning Board, Planning Board, or other Municipal Board or body of the Grantee been subject to any of the following:
- a) A judgment or conviction for any business-related conduct constituting a crime under Federal, State or Local government law? Yes No x
  - b) Been suspended, debarred or terminated by a Local, State or Federal authority in connection with a contract or contracting process? Yes No x
  - c) Been denied an award of a Local, State or Federal government contract, had a contract suspended or had a contract terminated for non-responsibility? Yes No x
  - d) Had a Local, State, or Federal government contract suspended or terminated for cause prior to the completion of the term of the contract? Yes No x
  - e) A criminal investigation or indictment for any business-related conduct constituting a crime under Federal, State or Local government? Yes No x
  - f) An investigation for a civil violation for any business-related conduct by any Federal, State or Local agency? Yes No x
  - g) An unsatisfied judgment, injunction or lien for any business-related conduct obtained by any Federal, State or Local government agency including, but not limited to, judgments based on taxes owed and fines and penalties assessed by any Federal, State or Local government agency? Yes No x

- h) A grant of immunity for any business-related conduct constituting a crime under Federal, State or Local law including, but not limited to any crime related to truthfulness and/or business conduct? Yes No
- i) An administrative proceeding or civil action seeking specific performance or restitution in connection with any Federal, State or Local contract or lease? Yes No
- j) The withdrawal, termination or suspension of any grant or other financial support by any Federal, State, or Local agency, organization or foundation? Yes No
- k) A suspension or revocation of any business or professional license held by the Grantee, a current or former principal, director, or officer of the Grantee, or any member of the any current or former staff of the Grantee? Yes No
- l) A sanction imposed as a result of judicial or administrative proceedings relative to any business or professional license? Yes No
- m) A Federal, State or Local government enforcement determination involving a violation of Federal, State or Local laws? Yes No
- n) A citation, notice, violation order, pending administrative hearing or proceeding or determination for violations of:
  - Unemployment insurance or workers' compensation coverage or claim requirements Yes No
  - A Federal, State, or Local determination of a willful violation of any public works or labor law or regulation? Yes No

**For each "Yes" answer to questions 2a-n, provide details regarding the finding, including but not limited to cause, current status, resolution, etc.**

3. During the past three (3) years, has the Grantee **failed** to file documentation requested by any regulating entity, with the Attorney General of the State of New York, or with any other Local, State, or Federal entity that has made a formal request for information? Yes No

If "Yes", indicate the years the Grantee fails to file the requested information and the current status of the matter:

4. During the past three (3) years, has the Grantee had any Governmental audits conducted that revealed material weaknesses in the Grantee's system of internal controls or was non-compliant with contractual agreements or any material disallowance? Yes No

If "Yes", please provide details and what has been done to rectify the weakness or non-compliance(s). If a Corrective Action Plan was required, please provide details:



**CERTIFICATION**

The Grantee certifies that all funds that will be expended pursuant to the terms of a GDA to be entered into between DASNY and the Grantee are to be used solely and directly for the public purpose or public purposes described in the Preliminary Application, Project Information Sheet and GDA. The Grantee further certifies that all such funds will be used solely in the manner described in the Preliminary Application, Project Information Sheet, and GDA. The Grantee further certifies that it will utilize the real property, equipment, furnishings, and other capital costs paid for with Grant proceeds until such time as the Grantee reasonably determines that such real property, equipment, furnishings and other capital costs are no longer reasonably necessary or useful to further the public purpose for which the Grant was made.

The undersigned recognizes that this questionnaire is submitted for the express purpose of inducing DASNY to make payment to the Grantee for services rendered by the undersigned and that DASNY may in its discretion, by means which it may choose, determine the truth and accuracy of all statements made herein. The undersigned further acknowledges that intentional submission of false or misleading information may constitute crimes, including but not limited to, a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine of up to \$10,000 or imprisonment of up to five years under 18 U.S.C. Section 1001; and swears and/or affirms under penalty of perjury that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned also certifies that s/he has not altered the content of the questions in the questionnaire in any manner; has read and understands all of the items contained in the questionnaire and any attached pages; has supplied full and complete and accurate responses to each item therein; is knowledgeable about the submitting Grantee's business and operations; understands that DASNY will rely on the information supplied in this questionnaire when entering into a contract with the Grantee; and is under duty to notify DASNY of any changes to the Grantee's responses herein until such time as the Grant proceeds have been fully paid out to Grantee.

DocuSigned by:  
*MaryEllen Odell*  
200D03BE1D0E4DE...  
\_\_\_\_\_  
Signature of Authorized Officer

DocuSigned by:  
*Jennifer Bumgarner*  
C8C5020064EE4AA...  
\_\_\_\_\_  
Signature of Authorized Officer

MaryEllen Odell  
\_\_\_\_\_  
Printed Name of Authorized Officer

Jennifer Bumgarner  
\_\_\_\_\_  
Printed Name of Authorized Officer

County Executive  
\_\_\_\_\_  
Title of Authorized Officer

County Attorney  
\_\_\_\_\_  
Title of Authorized Officer

9/7/2022  
\_\_\_\_\_  
Date Signed

9/8/2022  
\_\_\_\_\_  
Date Signed

## EXHIBIT D: Disbursement Terms

County of Putnam  
Purchase of Equipment for the Sheriff's Office  
Project ID: 25075

Subject to the terms and conditions contained in this Agreement, DASNY shall disburse the Grant to the Grantee as follows:

### Standard Reimbursement

DASNY shall make payment to the Grantee, no more frequently than monthly, based upon Eligible Expenses (as set forth and in accordance with the schedule in Exhibit A) actually incurred by the Grantee, in compliance with Exhibit A and upon presentation to DASNY of the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments, together with such supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were actually incurred by the Grantee in connection with the Project described herein. Payment shall be made by reimbursement, subject to the terms and conditions of Sections 4 and 5(a) of this Agreement; by payment on invoice subject to the terms and conditions of Sections 4 and 5(b) of this Agreement; or, for real property acquisition, subject to the terms and conditions of Sections 4 and 5(c) of this Agreement.

Supporting documentation acceptable to DASNY must be provided prior to payment, including invoices and proof of payment in a form acceptable to DASNY. If the fronts and backs of canceled checks cannot be obtained from the Grantee's financial institution, a copy of the front of the check must be provided, along with a copy of a bank statement clearly showing that payment was made by the Grantee to the contractor. DASNY reserves the right to request additional supporting documentation in connection with requests for payment, including the backs of canceled checks, certifications from contractors or vendors, or other documentation to verify that grant funds are properly expended. *Please note that quotes, proposals, estimates, purchase orders, and other such documentation do NOT qualify as invoices.*

The Grantee agrees to provide such documentation to DASNY as may be requested by DASNY in its sole and absolute discretion to support a requisition for payment, to determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant, and further acknowledges that if documentation requested in connection with a requisition for payment does not, in the sole and absolute discretion of DASNY, provide adequate support for the costs requested, that such requisition request shall be denied and payment shall not be made to the Grantee.

All expenses submitted for reimbursement or payment on invoice must be for work completed at the approved Project location(s) and/or items received at the approved Project location(s) prior to the date of the request for reimbursement/payment. In addition, if funds are requisitioned for the purchase of a vehicle, the New York State Vehicle Registration Documents and title must be submitted along with the requisition forms.

**EXHIBIT E: Payment Requisition Form and Dual Certification**

County of Putnam  
 Purchase of Equipment for the Sheriff's Office  
 Project ID: 25075

|   |
|---|
| <p><b>For Office Use Only:</b></p> <p><b>FMS#: 135249</b></p> |
|---|

Payment Request #

For work completed between [REDACTED] and [REDACTED]

**THIS REQUEST:**

| A: DASNY SHARE* | B: THIS REQUEST | C: TOTAL REQUESTED PRIOR TO THIS REQUEST | D: A-B-C BALANCE |
|-----------------|-----------------|--|------------------|
| \$ 50,000.00    |                 |  |                  |

\* Please note that when submitting a requisition for payment, DASNY can only reimburse for capital expenditures for the Project as set forth in Exhibit A of this Agreement. In addition, all capital expenditures are to be both incurred (billed to) and paid for by the named Grantee. Capital expenditures include the costs of acquisition, design, construction, reconstruction, rehabilitation, preservation, development, improvement, modernization and equipping of the approved Project location.

**EXHIBIT E: Payment Requisition Form and Dual Certification**

**DUAL CERTIFICATION**

This certification must be signed by two Authorized Officers of the County of Putnam, for Project #25075.

We hereby warrant and represent to DASNY that:

1. To the best of our knowledge, information and belief, the expenditures described in Payment Requisition Request [REDACTED] attached hereto in the amount of [REDACTED] for which County of Putnam, is seeking payment and/or reimbursement comply with the requirements of the Agreement between DASNY and County of Putnam (the "Agreement"), are Eligible Expenses, and that the payment and/or reimbursement of expenditures for which it is seeking payment and/or reimbursement from DASNY does not duplicate reimbursement or disbursement of costs and/or expenses from any other source.
2. The warranties and covenants contained in Section 8 of the Agreement are true and correct as if made on the date hereof.
3. The Eligible Expenses for which reimbursement is sought in connection with this requisition were actually incurred by the Grantee named on the cover page of this Agreement, and/or will be paid by the Grantee solely from the Segregated Account established pursuant to paragraph 4(d) of the Grant Disbursement Agreement to the contractor named on the invoices submitted in connection with this requisition and shall not be used for any other purpose.
4. All Project costs described in any contractor/vendor invoice submitted pursuant the payment requisition form have been completely and fully performed and/or received on site at the applicable project location prior to the date hereof.
5. Proof of disposition of funds from the Segregated Account to the contractor and/or vendors that are being paid on invoice, if any, will be provided to DASNY within sixty (60) days of the date that Grant funds are disbursed to the Grantee to pay for such costs. We understand that in the event that acceptable proof of payment is not provided, DASNY will not make any additional disbursements from Grant funds until such time as such proof of payment is provided.
6. We have the authority to submit this requisition on behalf of County of Putnam. All eligible expenses have been incurred within the scope of the project description set forth in the schedule in Exhibit A to this Agreement.
7. The following documents are hereby attached for DASNY approval, in support of this requisition, and are accurate images of the original documents **(Please check off all that apply):**
  - Readable copies of both front and back of canceled checks.
  - Readable copies of the front of the checks and copies of bank statements showing that the checks have cleared.
  - Copy of New York State Vehicle Registration and Title documents for all vehicles purchased with Grant funds.
  - Invoices/receipts for eligible goods/services that have been received/performed at the approved Project location(s) and a completed Exhibit E-2: Payment Requisition Back-up Summary.
  - Other:

**Authorized Officer Signature:** \_\_\_\_\_

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

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Authorized Officer Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**EXHIBIT E-1: Payment Requisition Cover Letter**

**ON GRANTEE'S LETTERHEAD**

Date

Attention: Accounts Payable - Grants  
DASNY  
515 Broadway  
Albany, New York 12207

*Re: State and Municipal Facilities Program ("SAM") Grant  
Purchase of Equipment for the Sheriff's Office  
Project No. 25075*

To Whom It May Concern:

Enclosed please find our request for payment/reimbursement. The package includes completed Exhibits E and E-2, including a Dual Certification with original signatures from two authorized officers. I have also included supporting documentation and invoices, as summarized in Exhibit E-2.

Below I have checked off the relevant payment option and completed the required payment information. This information is complete and accurate as of the date of this letter:

|                             |   |
|-----------------------------|---|
| 1) <input type="checkbox"/> | We would like to be paid by reimbursement pursuant to section 5(a) of the grant disbursement agreement. Proof of payment is enclosed for all invoices submitted in this request. Please remit payment by check.   |
| <b>OR</b>                   |   |
| 2) <input type="checkbox"/> | We would like to be paid by reimbursement pursuant to section 5(a) of the grant disbursement agreement. Proof of payment is enclosed for all invoices submitted in this request. Please remit payment by wire. The wire instructions for our account are as follows:<br>BANK NAME: _____ ACCOUNT #:<br>ACCOUNT NAME: _____ ABA #: |
| <b>OR</b>                   |   |

3)  We would like to be paid on invoice pursuant to Section 5(b) of the grant disbursement agreement. We have not paid the invoice(s) included in this request. We have established a **segregated account to be used solely for accepting and disbursing funds from DASNY for this grant and for no other purpose.** The wire instructions for this account are as follows:

BANK NAME: \_\_\_\_\_ ACCOUNT #:

ACCOUNT NAME: \_\_\_\_\_ ABA #:

If any further information is needed, please contact me at ( ) \_\_\_\_\_.

**Please sign and return these documents to DASNY at [apgrants@dasny.org](mailto:apgrants@dasny.org). Please return them from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.**

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT E-2: Payment Requisition Back-up Summary**

County of Putnam  
 Purchase of Equipment for the Sheriff's Office  
 Project ID: 25075

Please list below all invoice amounts totaling the amount for which you are seeking reimbursement in this request. Invoices should be organized and total amount requested for reimbursement from grant subtotaled. Please use additional sheets if necessary.

| VENDOR/<br>CONTRACTOR<br>NAME | INVOICE/<br>APPLICATION # | AMOUNT REQUESTED<br>FROM GRANT FUNDS | COMMENT  |
|-------------------------------|---------------------------|--------------------------------------|--|
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|                               |                           |                                      |  |
| TOTAL Requested:              |                           |                                      | (Transfer total amount requested to Exhibit E pg. 18 column B) |

## EXHIBIT F

### NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICY FOR THE PROJECT

It is the policy of the State of New York and DASNY, to comply with all federal, State and local law, policy, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action to ensure that Minority and Women-owned Business Enterprises (M/WBEs), Minorities Group Members and women share in the economic opportunities generated by DASNY's participation in projects or initiatives, and/or the use of DASNY funds.

- 1) The recipient of State funds represents that its equal employment opportunity policy statement incorporates, at a minimum, the policies and practices set forth below:
  - a) Grantee shall (i) not unlawfully discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, (ii) undertake or continue existing programs of affirmative action to ensure that Minority Group Members and women are afforded equal employment opportunities, and (iii) make and document its conscientious and active efforts to employ and utilize M/WBEs, Minority Group Members and women in its workforce on contracts. Such action shall be taken with reference to, but not limited to, solicitations or advertisements for employment, recruitment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.
  - b) At the request of the AAO, the Grantee shall request each employment agency, labor union, or authorized representative of workers with whom it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative does not unlawfully discriminate, and that such union or representative will affirmatively cooperate in the implementation of the Grantee's obligations herein.
- 2) The Grantee is encouraged to include minorities and women in any job opportunities created by the Project; and to solicit and utilize M/WBE firms for any contractual opportunities generated in connection with the Project.
- 3) Grantee represents and warrants that, for the duration of the Agreement, it shall furnish all information and reports required by the AAO and shall permit access to its books and records by DASNY, or its designee, for the purpose of ascertaining compliance with provisions hereof.
- 4) Grantee shall include or cause to be included, paragraphs (1) through (3) herein, in every contract, subcontract or purchase order with a Contracting Party executed in connection with the Project, in such a manner that said provisions shall be binding upon each Contracting Party as to its obligations incurred in connection with the Project.



## NON-DISCRIMINATION AND AFFIRMATIVE ACTION DEFINITIONS

### **Affirmative Action**

Shall mean the actions to be undertaken by the Borrower, Grantee and any Contracting Party in connection with any project or initiative to ensure non-discrimination and Minority/Women-owned Business Enterprise and minority/female workforce participation, as set forth in paragraph 2) herein, and developed by DASNY.

### **Affirmative Action Officer (“AAO”)**

Shall mean DASNY’s Affirmative Action Officer or his/her designee, managing the affirmative action program for DASNY.

### **Contracting Party**

Shall mean (i) any contractor, subcontractor, consultant, subconsultant or vendor supplying goods or services, pursuant to a contract or purchase order in excess of \$1,500, in connection with any projects or initiatives funded in whole or in part by DASNY and (ii) **any borrower or Grantee** receiving funds from DASNY pursuant to a loan or Grant document.

### **Minority Business Enterprise (“MBE”)**

Shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is (i) a least fifty-one percent (51%) owned by one or more Minority Group Members; (ii) an enterprise in which such minority ownership is real, substantial and continuing, (iii) an enterprise in which such minority ownership has and exercises DASNY to control and operate, independently, the day-to-day business decisions of the enterprise; (iv) an enterprise authorized to do business in the State of New York and is independently owned and operated; and (v) an enterprise certified by New York State as a minority business.

### **Minority Group Member**

Shall mean a United States citizen or permanent resident alien who is and can demonstrate membership in one of the following groups: (i) Black persons having origins in any of the Black African racial groups; (ii) Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent of either Indian or Hispanic origin, regardless of race; (iii) Asian and Pacific Islander persons having origins in any of the Far East countries, South East Asia, the Indian subcontinent or the Pacific Islands; and (iv) Native American or Alaskan native persons having origins in any of the original peoples of North America.

### **Minority and Women-Owned Business Enterprise Participation**

Minority and Women-owned Business Enterprise participation efforts are not limited to the efforts suggested herein, and the role of M/WBE firms should not be restricted to that of a subcontractor/subconsultant. Where applicable, M/WBE firms should be considered for roles as prime contractors. Such efforts may include but not be limited to:

- (a) Dividing the contract work into smaller portions in such a manner as to permit subcontracting to the extent that it is economically and technically feasible to do so;
- (b) Actively and affirmatively soliciting bids from qualified M/WBEs, including circulation of solicitations to Minority and Women’s trade associations;
- (c) Making plans and specifications for prospective work available to M/WBEs in sufficient time for review;

- (d) Utilizing the services and cooperating with those organizations providing technical assistance to the Contracting Party in connection with potential M/WBE participation on DASNY contract;
- (e) Utilizing the resources of DASNY Affirmative Action Unit to identify New York State certified M/WBE firms for the purpose of soliciting bids and subcontracts;
- (f) Encouraging the formation of joint ventures, associations, partnerships, or other similar entities with M/WBE firms, where appropriate, and
- (g) The Contracting Party shall remit payment in a timely fashion.

**Women-owned Business Enterprise (“WBE”)**

Shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is: (i) at least fifty-one percent (51%) owned by one or more citizens or permanent resident aliens who are women; (ii) an enterprise in which the ownership interest of such women is real, substantial and continuing, (iii) an enterprise in which such women ownership has and exercises DASNY to control and operate, independently, the day-to-day business decisions of the enterprise; (iv) an enterprise authorized to do business in the State of New York and is independently owned and operated; and (v) an enterprise certified by New York State as woman-owned.

**Envelope Details**

|   |                           |
|---|---------------------------|
| Envelope Id: AE59436551F64BAB923575641EC23273   | Status: Completed         |
| Subject: 25075 County of Putnam - DASNY Grant Disbursement Agreement - Signature Required |                           |
| Grantee ID:   |                           |
| Project ID: 25075   |                           |
| Source Envelope:  |                           |
| Document Pages: 32  | Signatures: 3             |
| Certificate Pages: 5  | Initials: 2               |
| AutoNav: Enabled  | Envelope Originator:      |
| EnvelopeId Stamping: Enabled  | Tammy Knott               |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada)   | 515 Broadway              |
|   | Albany, NY 12207          |
|   | tknott@dasny.org          |
|   | IP Address: 144.121.77.34 |

**Record Tracking**

|                                      |   |                    |
|--------------------------------------|---|--------------------|
| Status: Original                     | Holder: Tammy Knott                           | Location: DocuSign |
| 3/17/2023 10:34:11 AM                | tknott@dasny.org                              |                    |
| Security Appliance Status: Connected | Pool: FedRamp                                 |                    |
| Storage Appliance Status: Connected  | Pool: Dormitory Authority - State of New York | Location: DocuSign |

**Signer Events**

| Signer   | Signature   | Timestamp   |
|--|---|---|
| Kevin Byrne<br>Kevin.Byrne@putnamcountyny.gov<br>Putnam County Executive<br>Security Level: Email, Account Authentication (None) | <br>DocuSigned by:<br>642D9E16182D4D3... | Sent: 3/17/2023 10:37:05 AM<br>Viewed: 3/24/2023 10:37:02 AM<br>Signed: 3/24/2023 10:37:50 AM |
|  | Signature Adoption: Uploaded Signature Image<br>Using IP Address: 155.190.19.7  |   |

**Electronic Record and Signature Disclosure:**  
Accepted: 3/24/2023 10:37:02 AM  
ID: d62c9829-63cf-49ab-890f-777808bc4057

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| C. Compton Spain<br>compton.spain@putnamcountyny.gov<br>Putnam County Attorney<br>Security Level: Email, Account Authentication (None) | <br>DocuSigned by:<br>1AF747634F1543E... | Sent: 3/24/2023 10:37:53 AM<br>Resent: 4/4/2023 2:00:02 PM<br>Viewed: 4/4/2023 3:43:24 PM<br>Signed: 4/4/2023 3:43:52 PM |
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**Electronic Record and Signature Disclosure:**  
Accepted: 3/24/2023 12:09:54 PM  
ID: f69a78d8-f194-45ed-8fd4-1355c9647e9d

|   |   |   |
|---|---|---|
| Tammy Knott<br>tknott@dasny.org<br>Grant Administrator<br>DASNY<br>Security Level: Email, Account Authentication (None) | <br>DS | Sent: 4/4/2023 3:43:54 PM<br>Viewed: 4/5/2023 9:52:58 AM<br>Signed: 4/5/2023 9:54:16 AM |
|   | Signature Adoption: Pre-selected Style<br>Using IP Address: 144.121.77.34                 |   |

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

|  |   |   |
|--|---|---|
| Fred W Clark<br>FWClark@dasny.org<br>Managing Assistant Counsel<br>DASNY<br>Signing Group: DASNY Legal Reviewers<br>Security Level: Email, Account Authentication (None) | <br>DS | Sent: 4/5/2023 9:54:18 AM<br>Viewed: 4/5/2023 10:41:27 AM<br>Signed: 4/5/2023 10:42:24 AM |
|  | Signature Adoption: Pre-selected Style<br>Using IP Address: 144.121.77.34                 |   |

| Signature Events | Signature | Timestamp |
|------------------|-----------|-----------|
|------------------|-----------|-----------|

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Sara Richards  
srichard@dasny.org  
Senior Director, Grants  
DASNY  
Signing Group: DASNY Authorized Officers  
Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
*Sara Richards*  
0289CBED95674D5...

Signature Adoption: Pre-selected Style  
Using IP Address: 144.121.77.34

Sent: 4/5/2023 10:42:26 AM  
Viewed: 4/13/2023 2:38:07 PM  
Signed: 4/13/2023 2:38:28 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

| Received Signed Events | Signature | Timestamp |
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| Envelope Delivery Events | Status | Timestamp |
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| Agent Delivery Events | Status | Timestamp |
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| Intermediate Delivery Events | Status | Timestamp |
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| Certified Delivery Events | Status | Timestamp |
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| Carbon Copy Events | Status | Timestamp |
|--------------------|--------|-----------|
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Accounts Payable  
apgrants@dasny.org  
Security Level: Email, Account Authentication  
(None)

**COPIED**

Sent: 4/13/2023 2:38:30 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Grants Staff  
grants@dasny.org  
Grants Admin Staff  
DASNY  
Security Level: Email, Account Authentication  
(None)

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Sent: 4/13/2023 2:38:31 PM

**Electronic Record and Signature Disclosure:**  
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| Witness Events | Signature | Timestamp |
|----------------|-----------|-----------|
|----------------|-----------|-----------|

| Notary Events | Signature | Timestamp |
|---------------|-----------|-----------|
|---------------|-----------|-----------|

| Envelope Summary Events | Status | Timestamps |
|-------------------------|--------|------------|
|-------------------------|--------|------------|

|                     |                  |                       |
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| Envelope Sent       | Hashed/Encrypted | 3/17/2023 10:37:05 AM |
| Envelope Updated    | Security Checked | 4/4/2023 2:00:01 PM   |
| Envelope Updated    | Security Checked | 4/4/2023 2:00:01 PM   |
| Envelope Updated    | Security Checked | 4/4/2023 2:00:01 PM   |
| Certified Delivered | Security Checked | 4/13/2023 2:38:07 PM  |
| Signing Complete    | Security Checked | 4/13/2023 2:38:28 PM  |
| Completed           | Security Checked | 4/13/2023 2:38:31 PM  |

| Payment Events | Status | Timestamps |
|----------------|--------|------------|
|----------------|--------|------------|

| Electronic Record and Signature Disclosure |
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|--|

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Dormitory Authority - State of New York (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Dormitory Authority - State of New York:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [dasnyinfo@dasny.org](mailto:dasnyinfo@dasny.org)

**To advise Dormitory Authority - State of New York of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [dasnyinfo@dasny.org](mailto:dasnyinfo@dasny.org) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Dormitory Authority - State of New York**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [dasnyinfo@dasny.org](mailto:dasnyinfo@dasny.org) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to [dasnyinfo@dasny.org](mailto:dasnyinfo@dasny.org) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Dormitory Authority - State of New York as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Dormitory Authority - State of New York during the course of your relationship with Dormitory Authority - State of New York.



Call  
A+H  
LEAS

3050  
#5F

MICHAEL LEWIS  
Commissioner Of Finance

SHEILA BARRETT  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

June 14, 2023

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

2023 JUN 16 PM 3:55  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, C dated February 14, 2010, I am advising you of the following request to amend the Putnam County Youth Bureau's 2023 budget which has been submitted for Legislative approval.

Increase Estimated Revenues:

|           |                     |                 |
|-----------|---------------------|-----------------|
| 107310000 | Youth Admin         |                 |
| 438623    | Arbor House RHY     | \$ 1,424        |
| 10731000  | Youth Admin         |                 |
| 438204    | Green Chimney's TLP | 7,250           |
| 10731000  | Youth Admin         |                 |
| 438622    | Runaway Coordinator | 277             |
|           |                     | <u>\$ 8,951</u> |

Decrease Appropriations:

|          |                 |           |
|----------|-----------------|-----------|
| 10731000 | Youth Admin     |           |
| 54970    | Arbor House RHY | \$ 10,077 |

Increase Appropriations:

|          |                     |           |
|----------|---------------------|-----------|
| 10731000 | Youth Admin         |           |
| 54907    | Green Chimney's TLP | \$ 12,083 |

Increase Contingency:

|                |                       |          |
|----------------|-----------------------|----------|
| 10199000 54980 | General Contingencies | \$ 6,945 |
|----------------|-----------------------|----------|

|                              |               |
|------------------------------|---------------|
| 2023 Fiscal Impact - (6,945) |               |
| 2024 Fiscal Impact -0-       | <b>23A038</b> |

This amendment reflects adjusted State aid allocations for the Runaway & Homeless Youth (RHY) programs in accordance with the most recent State aid funding authorization, 23-OCFS-LCM-01, from the NYS Office of Children and Family Services (OCFS) dated 1/18/23. The funds are only available for the period January 1, 2023 through September 30, 2023.

Supporting documentation is attached for reference.



MICHAEL LEWIS  
*Commissioner Of Finance*



SHEILA BARRETT  
*Deputy Commissioner of Finance*

DEPARTMENT OF FINANCE

To: Michele Alfano-Sharkey

From: Susanne Galya *sg*

Date: June 14, 2023

Due to time constraints, Janeen Cunningham respectfully requests that the attached amendment their 2023 Runaway & Homeless Youth (RHY) program be added to the June Health Committee agenda. If that is not possible, could it please be added to the agenda for the June Audit Committee meeting. The funding is available from January 1, 2023 through September 30, 2023.

Thank you for your consideration of this request.

**KEVIN BYRNE**  
*County Executive*



**SARA SERVADIO**  
*Deputy Commissioner*

**MICHAEL PIAZZA, JR.**  
*Commissioner*

**JANEEN CUNNINGHAM**  
*Executive Director*

## YOUTH BUREAU

TO: Michael Lewis  
Interim Commissioner of Finance

FROM: Janeen M. Cunningham *JMC*  
Youth Bureau Director

DATE: June 14, 2023

RE: 2023 Youth Bureau Budgetary Amendment

The Youth Bureau received an increase in State funding from the Office of Children and Family Services (OCFS) for RHY Runaway & Homeless Youth. These funds can be used from January 1, 2023 - September 30, 2023.

(Supporting documentation attached -23-OCFS-LCM-01)

**Increase Estimated Revenues:**

|                 |                      |       |
|-----------------|----------------------|-------|
| 10731000 438204 | GREEN CHIMNEYS TLP   | 7,250 |
| 10731000 438623 | ARBOR HOUSE RHY      | 1,424 |
| 10731000 438622 | RUNAWAY COORDINATION | 277   |

**Increase Appropriations:**

|                |                    |        |
|----------------|--------------------|--------|
| 10731000 54907 | GREEN CHIMNEYS TLP | 12,083 |
|----------------|--------------------|--------|

**Decrease Appropriations:**

|                |             |        |
|----------------|-------------|--------|
| 10731000 54970 | ARBOR HOUSE | 10,077 |
|----------------|-------------|--------|

**Fiscal impact (2023) -6,945**

Should you have any questions or require additional information, please contact me.

AUTHORIZATION:

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

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

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

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



# Office of Children and Family Services

Kathy Hochul  
Governor

52 WASHINGTON STREET  
RENSSELAER, NY 12144

Suzanne Miles-Gustave, Esq.  
Acting Commissioner

## Local Commissioners Memorandum

|                                 |   |
|---------------------------------|---|
| <b>Transmittal:</b>             | 23-OCFS-LCM-01  |
| <b>To:</b>                      | Municipal Youth Bureau Directors  |
| <b>Issuing Division/Office:</b> | Division of Youth Development and Partnerships for Success/Bureau of Youth Development  |
| <b>Date:</b>                    | January 18, 2023  |
| <b>Subject:</b>                 | <b>Instructions for Completing Resource Allocation Plans in the Quality Youth Development System for Program Year January 1, 2023 – September 30, 2023</b>                      |
| <b>Contact Person(s):</b>       | See Section IV.   |
| <b>Attachments:</b>             | Municipal Youth Development Program Allocations, January 1, 2023 – September 30, 2023<br>Municipal Runaway and Homeless Youth Allocations, January 1, 2023 – September 30, 2023 |

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide instruction to the directors of municipal youth bureaus on program year-related changes. These changes pertain to submitting resource allocation plans (RAP) in the Quality Youth Development System (QYDS) for youth development program (YDP) funding and runaway and homeless youth (RHY) local assistance allocations.

### II. Background

The Office of Children and Family Services (OCFS) issues YDP and RHY allocations to municipal youth bureaus. Each youth bureau must submit a RAP to OCFS that indicates how YDP and RHY funds will be utilized. Counties are also required to submit an annual Child and Family Services Plan (CFSP) to OCFS. Among other topics, these plans articulate how they county will administer and support RHY and youth development programming. Programs and services must be included in the appropriate section(s) of a county’s CFSP to be eligible for YDP or RHY state aid.

Historically, the program year for both YDP and RHY has been on the calendar year cycle. In order to provide more timely allocation details to youth bureaus, the program year will change from a calendar year to an October-September year, effective October 2023. To effectuate this change, youth bureaus will receive one allocation for a nine-month program year that runs from January 1, 2023, through September 30, 2023. The following program year will begin on October 1, 2023, with a full 12-month allocation, and end on September 30, 2024.

This LCM provides guidance to youth bureaus for RAP submissions for the program year of January 1, 2023, through September 30, 2023. Additional details about completing the CFSP can be found in 21-OCFS-LCM-06 Guidelines and Instructions for Preparing the Child and Family Services Annual Plan Update, and within resource documents embedded within the CFSP portal. The CFSP portal can be accessed at <https://countyplans.ocfs.ny.gov/log-in/>.

### III. Program Implications

Each municipal youth bureau will be required to complete a RAP in QYDS for the period of January 1, 2023, through September 30, 2023, for all programs funded with YDP or RHY state aid. Youth bureaus will be required to complete a second RAP for the period of October 1, 2023-September 30, 2024, and annually thereafter.

The processes for RAP submissions and approvals remain unchanged. For details on these processes, please refer to RAP instructions and the *RHY Claiming Guide*, both of which can be found on the home page of QYDS at <https://hs.ocfs.ny.gov/qyds/>.

The claiming process for expenditures under YDP and RHY also remain unchanged. Claims must be submitted no later than 12 months after the calendar year quarter in which the expenditures were made. For both YDP and RHY, counties are strongly encouraged to submit claims as quickly as possible.

QYDS is regularly reviewed for quality improvements. If you are experiencing any difficulties with QYDS, please send an email to [YouthBureau@ocfs.ny.gov](mailto:YouthBureau@ocfs.ny.gov).

### IV. Contacts

For questions, please email the youth bureau shared mailbox at [YouthBureau@ocfs.ny.gov](mailto:YouthBureau@ocfs.ny.gov).

/s/ Nina Aledort, Ph.D.

Issued by:

Name: Nina Aledort, Ph.D.

Title: Deputy Commissioner

Division/Office: Division of Youth Development and Partnerships for Success

## Attachment B

### Runaway and Homeless Youth Allocations

January 2023- September 2023

|               | January - September 2023 |              | January - September 2023 |
|---------------|--------------------------|--------------|--------------------------|
| Youth Bureau  | Allocation               | Youth Bureau | Allocation               |
| Albany        | \$72,469                 | Oneida       | \$97,732                 |
| Allegany      | \$0                      | Onondaga     | \$149,527                |
| Broome        | \$87,444                 | Ontario      | \$0                      |
| Cattaraugus   | \$0                      | Orange       | \$48,068                 |
| Cayuga        | \$0                      | Orleans      | \$0                      |
| Chautauqua    | \$94,202                 | Oswego       | \$78,234                 |
| Chemung       | \$0                      | Otsego       | \$0                      |
| Chenango      | \$0                      | Putnam       | \$36,814                 |
| Clinton       | \$0                      | Rensselaer   | \$0                      |
| Columbia      | \$0                      | Rockland     | \$0                      |
| Cortland      | \$0                      | Saratoga     | \$24,358                 |
| Delaware      | \$0                      | Schenectady  | \$32,477                 |
| Dutchess      | \$74,855                 | Schoharie    | \$0                      |
| Erie          | \$155,934                | Schuyler     | \$11,250                 |
| Essex         | \$0                      | Seneca       | \$11,250                 |
| Franklin      | \$0                      | Steuben      | \$0                      |
| Fulton        | \$0                      | St. Lawrence | \$0                      |
| Genesee       | \$0                      | Suffolk      | \$286,685                |
| Greene        | \$0                      | Sullivan     | \$0                      |
| Hamilton      | \$0                      | Tioga        | \$0                      |
| Herkimer      | \$10,454                 | Tompkins     | \$56,582                 |
| Jefferson     | \$0                      | Ulster       | \$130,478                |
| Lewis         | \$0                      | Warren       | \$0                      |
| Livingston    | \$0                      | Washington   | \$91,496                 |
| Madison       | \$0                      | Wayne        | \$11,250                 |
| Monroe        | \$230,916                | Westchester  | \$69,978                 |
| Montgomery    | \$0                      | Wyoming      | \$0                      |
| Nassau        | \$201,244                | Yates        | \$0                      |
| New York City | \$2,735,438              |              |                          |
| Niagara       | \$63,867                 | <b>TOTAL</b> | <b>4,863,000</b>         |

|                                  | ST AID PER 23-OCFS-LCM-01 | 2023 DEPT BDGT              | ADJ NEEDED<br>INCR (+)/DECR (-) |
|----------------------------------|---------------------------|-----------------------------|---------------------------------|
| ARBOR HOUSE revenue              | 21,883.00                 | 20,459.00                   | 1,424.00                        |
| GREEN CHIMNEY TLP revenue        | 11,250.00                 | 4,000.00                    | 7,250.00                        |
| RHY COORDINATION revenue         | 3,681.00                  | 3,404.00                    | 277.00                          |
|                                  | <u>36,814.00</u>          | <u>27,863.00</u>            | <u>8,951.00</u>                 |
| ARBOR HOUSE expense              | 36,472.00                 | 46,549.00                   | (10,077.00)                     |
| GREEN CHIMNEY TLP expense        | 18,750.00                 | 6,667.00                    | 12,083.00                       |
| RHY COORDINATION - OFFSET SALARY |                           |                             |                                 |
|                                  | <u>55,222.00</u>          | <u>53,216.00</u>            | <u>2,006.00</u>                 |
|                                  |                           | NET INCREASE TO CONTINGENCY | 6,945.00                        |

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc:ialle  
Heath-FH  
A+A - sign*

*Sign  
#6*

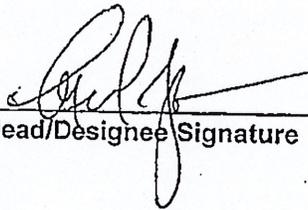
**TO:** Commissioner of Finance  
**FROM:** Michael Cunningham  
**DEPT:** Office for Senior Resources  
**DATE:** 06/01/2023

2023 JUN -5 PM 12:48  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

I hereby request approval for the following amendment of funds:

| FROM<br>ACCOUNT# /NAME                         | TO<br>ACCOUNT# NAME               | AMOUNT             | PURPOSE   |
|--|-----------------------------------|--------------------|---|
| 10762000-54410-10166<br>Supplies and Materials | 10762000-54646-10166<br>Contracts | \$20,000.00        | To increase Ayden Jones' hours on the ACL project (100% funded) as we close out the grant project in May 2024 |
|  |                                   | <u>\$20,000.00</u> |   |

2023 Fiscal Impact \$ 0.00  
 2024 Fiscal Impact \$ 0.00

*X*   
 Dept Head/Designee Signature 06/01/2023  
Date

**AUTHORIZATION: (Electronic Signatures)**

|      |                                   |                           |
|------|-----------------------------------|---------------------------|
| Date | Commissioner of Finance/Designee: | \$ 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 |

*23T/39*



**Kathleen Scheidt**

---

**From:** Kristen Wunner  
**Sent:** Thursday, June 01, 2023 9:15 AM  
**To:** Kathleen Scheidt  
**Cc:** Michele Alfano-Sharkey  
**Subject:** Budget Transfer

**Importance:** High

Hi Kathleen,

Can you please prepare a budget transfer for the below...

|            |                      |          |
|------------|----------------------|----------|
| Decreasing | 10762000-54410-10166 | \$20,000 |
| Increasing | 10762000-54646-10166 | \$20,000 |

We are looking to increase Ayden Jones' hours on the ACL project (100% funded) from 20 hours to 30 hours per month as we close out the grant project in May 2024.

Thank you,  
Kristen



Kristen Wunner  
Fiscal Manager  
Putnam County Office for Senior Resources  
110 Old Route 6, Bldg. #3  
Carmel, New York 10512  
845-808-1700 X47123

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

1000

#7

*Conville  
2.07  
1/19*

**TO:** Commissioner of Finance  
**FROM:** Sheriff Kevin J. McConville  
**DEPT:** Sheriff  
**DATE:** June 13, 2023

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

| FROM<br>ACCOUNT#/NAME                                  | TO<br>ACCOUNT #/NAME                           | AMOUNT             | PURPOSE   |
|--|--|--------------------|---|
| 10311000.51093<br>(Sheriff Admin: Overtime)            | 10311000.51092<br>(Sheriff Admin: Comp Payout) | \$10,000.00        | To cover projected future comp payout requests for 2023 |
| 17004000.51093<br>(Sheriff Patrol Bicycle: Overtime)   | 10311000.51092<br>(Sheriff Admin: Comp Payout) | \$10,000.00        | To cover projected future comp payout requests for 2023 |
| 17002000.51093<br>(Sheriff Ptl. Weight Enf.: Overtime) | 10311000.51092<br>(Sheriff Admin: Comp Payout) | \$10,000.00        | To cover projected future comp payout requests for 2023 |
| 17311000.51093<br>(Sheriff Patrol: Overtime)           | 10311000.51092<br>(Sheriff Admin: Comp Payout) | \$35,000.00        | To cover projected future comp payout requests for 2023 |
|  | <b>Total</b>                                   | <b>\$65,000.00</b> |   |

2023 Fiscal Impact \$ 0  
2024 Fiscal Impact \$ 0

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

2023 JUN 14 PM 4:52  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, IN

**AUTHORIZATION: (Electronic signatures)**

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

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

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

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

037746

PUTNAM COUNTY SHERIFF'S DEPARTMENT  
INTER-OFFICE MEMORANDUM

DATE: June 13, 2023

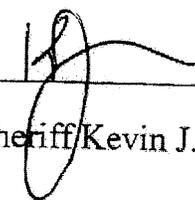
TO: Sheriff Kevin J. McConville  
Attn: Undersheriff Thomas H. Lindert

FROM: Kristin Van Tassel

SUBJECT: FUNDS TRANSFER: OVERTIME to COMP PAYOUT

The 2023 Comp Payout budget line is at 66.14% usage. To date, of the \$100,000 budgeted, \$66,136.68 has been utilized, leaving \$33,863.32 available. The county is currently at 11 out of 26 pay periods for 2023, or 42.3% of the year. I am requesting the below fund transfers be approved to assist in covering projected comp payouts for the remainder of 2023. Please keep in mind this is a projected figure due to the nature of the intended use.

| <u>FROM</u>  | <u>TO</u>                                      |                    |   |
|--|--|--------------------|---|
| 10311000.51093<br>(Sheriff Admin: Overtime)<br>Current Available Bal: \$18,481.98 out of \$19,508            | 10311000.51092<br>(Sheriff Admin: Comp Payout) | \$10,000.00        | To cover projected future comp payout requests for 2023 |
| 17004000.51093<br>(Sheriff Patrol Bicycle: Overtime)<br>Current Available Bal: \$20,000 out of \$20,000      | 10311000.51092<br>(Sheriff Admin: Comp Payout) | \$10,000.00        | To cover projected future comp payout requests for 2023 |
| 17002000.51093<br>(Sheriff Ptl. Weight Enf.: Overtime)<br>Current Available Bal: \$14,253.35 out of \$15,000 | 10311000.51092<br>(Sheriff Admin: Comp Payout) | \$10,000.00        | To cover projected future comp payout requests for 2023 |
| 17311000.51093<br>(Sheriff Patrol: Overtime)<br>Current Available Bal: \$563,383.17 out of \$675,000         | 10311000.51092<br>(Sheriff Admin: Comp Payout) | \$35,000.00        | To cover projected future comp payout requests for 2023 |
|  | <b>Total</b>                                   | <b>\$65,000.00</b> |   |

APPROVED:  June 13, 2023  
Sheriff Kevin J. McConville

23T146

**COUNTY OF PUTNAM**  
**FUND TRANSFER REQUEST**

*cancel  
A+H*

*RSC*  
**#8**

**TO: Commissioner of Finance**

**FROM: Sheila Barrett, Deputy Commissioner of Finance** *SMB*

**DEPT: Finance**

**DATE: June 15, 2023**

**I hereby request approval for the following transfer of funds: (effective May 1, 2023)**

| FROM<br>ACCOUNT#/NAME                         | TO<br>ACCOUNT #/NAME                              | AMOUNT             | PURPOSE   |
|---|---|--------------------|---|
| 10802000.51000<br>Planning Personnel Services | 10874500.51000<br>Soil & Water Personnel Services | \$19,137.00        | Reclass Vacancy Control<br>Factor <i>to correct line.</i> |
| 10802000.58002<br>Planning FICA               | 10874500.58002<br>Soil & Water FICA               | 1,464.00           | Reclass Vacancy Control<br>Factor ✓                       |
| <b>Total</b>                                  |   | <b>\$20,601.00</b> |   |

2023 JUN 19 PM 2:41  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

**23T155**

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2023 Fiscal Impact \$ -0-

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

*23T155*

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



MICHAEL J. LEWIS  
Chief Deputy Commissioner Of Finance

SHEILA M. BARRETT  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk  
From: Sheila M. Barrett, Deputy Commissioner of Finance *SNP*  
Re: Budgetary Amendment - 23A031  
Date: May 11, 2023

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

**GENERAL FUND**

**Decrease estimated appropriations:**

|                |                    |          |
|----------------|--------------------|----------|
| 10131000.51000 | Personnel Services | 23,176   |
| 10131000.58002 | FICA               | 1,773    |
| 10141000.51000 | Personnel Services | 12,042   |
| 10141000.58002 | FICA               | 921      |
| 10141100.51000 | Personnel Services | 49,488   |
| 10141100.58002 | FICA               | 3,786    |
| 10315000.51000 | Personnel Services | 76,920   |
| 10315000.58002 | FICA               | 5,884    |
| 13398900.51000 | Personnel Services | 32,225   |
| 13398900.58002 | FICA               | 2,465    |
| 10431000.51000 | Personnel Services | 30,388   |
| 10431000.58002 | FICA               | 2,325    |
| 10802000.51000 | Personnel Services | ① 54,442 |
| 10802000.58002 | FICA               | 4,165    |

**Decrease estimated revenues:**

|                 |                        |         |
|-----------------|------------------------|---------|
| 10131000.427705 | Vacancy Control Factor | 300,000 |
|-----------------|------------------------|---------|

This Resolution is required to provide the vacancy control factor for 2023.

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive

*① Should have been:*

|                 |                     |
|-----------------|---------------------|
| 10802000.51000  | 35,305.00           |
| 58002           | 2,701.00            |
|                 | <u>\$ 38,006.00</u> |
| 108745000.51000 | 19,137.00           |
| 58002           | 1,464.00            |
|                 | <u>\$ 20,601.00</u> |

PUTNAM COUNTY LEGISLATURE

Resolution #135

Introduced by Legislator: Joseph Castellano on behalf of the Audit & Administration Committee at a Regular Meeting held on June 6, 2023.

page 1

APPROVAL/ BUDGETARY AMENDMENT (23A031)/ FINANCE/ VACANCY CONTROL FACTOR 2023

WHEREAS, the Commissioner of Finance has requested a budgetary amendment (23A031) to provide for the Vacancy Control Factor for 2023; and

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

RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Decrease Estimated Appropriations:

|                |                                   |                |
|----------------|-----------------------------------|----------------|
| 10131000 51000 | Personnel Services (SEE ATTACHED) | 23,176         |
| 10131000 58002 | FICA                              | 1,773          |
| 10141000 51000 | Personnel Services (SEE ATTACHED) | 12,042         |
| 10141000 58002 | FICA                              | 921            |
| 10141100 51000 | Personnel Services (SEE ATTACHED) | 49,488         |
| 10141100 58002 | FICA                              | 3,786          |
| 10315000 51000 | Personnel Services (SEE ATTACHED) | 76,920         |
| 10315000 58002 | FICA                              | 5,884          |
| 13398900 51000 | Personnel Services (SEE ATTACHED) | 32,225         |
| 13398900 58002 | FICA                              | 2,465          |
| 10431000 51000 | Personnel Services (SEE ATTACHED) | 30,388         |
| 10431000 58002 | FICA                              | 2,325          |
| 10802000 51000 | Personnel Services (SEE ATTACHED) | 54,442         |
| 10802000 58002 | FICA                              | 4,165          |
|                |                                   | <u>300,000</u> |

Decrease Estimated Revenues:

|                 |                        |         |
|-----------------|------------------------|---------|
| 10131000 427705 | Vacancy Control Factor | 300,000 |
|-----------------|------------------------|---------|

2023 Fiscal Impact - 0 -

2024 Fiscal Impact - 0 -

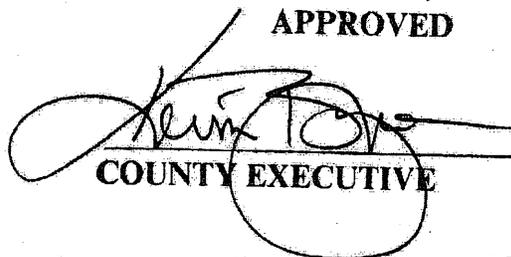
BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

APPROVED

State of New York

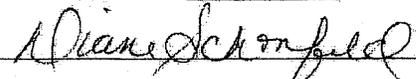
ss:

County of Putnam

 6/9/23  
 COUNTY EXECUTIVE      DATE

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on June 6, 2023.

Dated: June 9, 2023

Signed: 

Diane Schonfeld  
Clerk of the Legislature of Putnam County