



- d. **Approval/ Budgetary Amendment 23A075/ Planning/ Distribution of NYMTC (New York Metropolitan Transportation Council) Monies for Federal Fiscal Year 2023 (Also reviewed in Physical)**
  - e. **Approval/ Budgetary Amendment 23A079/ Sheriff/ Recognize Vehicle Accident Claim Reimbursement (Also reviewed in Protective)**
  - f. **Approval/ Budgetary Amendment 23A084/ Health Dept./ Rabies Grant Reimbursed Feral Cat Trap Neuter Spay Expenses**
  - g. **Approval/ Budgetary Amendment 23A085/ DPW/ Additional Funds for Sprout Brook Road Bridge Replacement (Also reviewed in Physical)**
  - h. **Approval/ Budgetary Amendment 23A086/ Planning/ Utilizing CRRSA & ARPA Funds to Support Transit Operations & Maintenance at Aging Transit Facility (Also reviewed in Physical)**
  - i. **Approval/ Budgetary Amendment 23A087/ Health Dept./ Account for Costs Pursuant to Local Health Performance Incentive Initiative**
  - j. **Approval/ Budgetary Amendment 23A088/ Purchasing/ Distribution of CMAQ (Congestion Mitigation & Air Quality) Funds for Peekskill Hollow Road Project (Also reviewed in Physical)**
  - k. **Approval/ Budgetary Amendment 24A001/ Health Dept./ Recognize NYS DOH Public Health Infrastructure, Workforce, & Data Systems Grant Award (Also reviewed in Personnel) (To be approved at the 2024 Organizational Meeting)**
- 6. **Approval/ Fund Transfer 23T394/ Dept. of Social Services/ Cover State Chargebacks**
  - 7. **Approval/ Fund Transfer 23T396/ DPW/ Overtime through Year End (Also reviewed in Personnel)**
  - 8. **Approval/ Fund Transfer 23T425/ Dept. of Social Services/ Cover Expenses through Year End**
  - 9. **Approval/ Fund Transfer 23T454/ Real Property/ Reclassification of Two Positions/ Assessment Clerk to Senior Office Assistant (Also reviewed in Personnel)**
  - 10. **Approval/ Fund Transfer 23T459/ Emergency Services/ Cover Overtime due to Vacancies (Also reviewed in Personnel)**

- 11. Approval/ Fund Transfer 23T460/ Finance/ Outside Auditors/ Additional Costs Associated with Year End Audit 2022**
- 12. Approval/ Fund Transfer 23T474/ Emergency Services/ Computers & Monitors for 911 Dispatch Center (Also reviewed in Protective)**
- 13. Approval/ Fund Transfer 23T480/ Emergency Services/ Funds for FEMA Consultants**
- 14. Approval/ Fund Transfer 24T001/ Dept. of Social Services/ Upgrade Caseworker Position from Grade 15 Step 1 to Senior Caseworker Grade 17 Step 3 (Also reviewed in Personnel) (To be approved at the 2024 Organizational Meeting)**
- 15. FYI/ Guardrail & Property Damage Table**
- 16. Other Business**
- 17. Adjournment**

#3011

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

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

**Thursday**

**6:30pm**

**October 26, 2023**

The meeting was called to order at 6:31pm 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 – Acceptance of Minutes – September 21, 2023**

The minutes were accepted as submitted.

**Item #4 – Correspondence/County Auditor**

**a. Sales Tax Report**

Legislator Montgomery requested the amount be read into the record.

Chairman Castellano stated in the month of September the County collected \$9,682,066 in sales tax.

Legislator Montgomery questioned if this amount is \$1,222,597 more than what was projected.

Chairman Castellano stated it is \$1,222,597 higher than what was collected in September 2022.

Legislator Montgomery clarified that the sales tax is projected annually, not monthly.

Chairman Castellano stated that is correct.

**b. OTB Report – Duly Noted**

**c. Board In Revenue Report**

Legislator Gouldman stated this month shows about \$38,000 less than was brought in at this time last year.

Chairman Castellano stated this revenue is collected when non-Putnam residents are housed in our correctional facility. He stated the number of those inmates has decreased recently, which has been addressed in the 2024 budget with lower projections for that revenue.

Legislator Ellner questioned if the County will meet the projected revenue amount for 2023.

Commissioner of Finance Michael Lewis stated there is still another quarter to account for.

Undersheriff Thomas Lindert stated Federal board ins are down, although the Sheriff's Department is in contact with them to let them know space is available. He stated the other jails have become competitive and will lower their daily rate to bring the inmates in.

Legislator Nacerino questioned if bail reform has affected the number of board ins.

Undersheriff Lindert stated mostly the board in inmates are Federal prisoners. He stated Orange County is a big competitor as they are able to lower their price given their size.

Legislator Addonizio questioned if it would be beneficial for Putnam County to lower the price of a daily board in.

Undersheriff Lindert stated he does not believe it would be beneficial to do so because they are mandated to transport inmates to and from court, which could be in Manhattan, Brooklyn, or White Plains. He stated in some cases it could be as far as Albany. He stated they try to board in inmates who would need to be transported more locally, such as White Plains.

**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 23A060/ Emergency Services/ FY 2023 State Homeland Security Program (SHSP) Grant Award (No matching funds)**

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

Commissioner Lewis stated this is grant is applied for annually and the award is split between the Sheriff's Department and the Bureau of Emergency Services. He stated this year, the Sheriff's Department is receiving 35% and the Bureau of Emergency Services will receive 65%.

Legislator Montgomery thanked Commissioner Lewis for the details included in this Budgetary Amendment.

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

**c. Approval/ Budgetary Amendment 23A063/ Finance/ Cover Shortfall/ Additional Parcels Acquired that were not included in 2023 Budget**

Commissioner Lewis stated these are properties in the foreclosure process and the County is responsible for paying the taxes. He stated surplus from Interest and Earnings is being utilized to offset this cost.

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

**d. Approval/ Budgetary Amendment 23A064/ Health Dept./ Cover Unforeseen Cost Associated with Preschool Program**

Commissioner Lewis stated this cost is being offset by State funding at 57.5%.

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

**e. Approval/ Budgetary Amendment 23A065/ Finance/ Finance Cost of Purchasing Equipment/ Axon Body Cameras**

Commissioner Lewis stated in the 2022 fiscal audit, the auditors considered the purchase of these cameras an installment purchase debt, or a loan. He stated they moved it all to the debt service fund, and this Budgetary Amendment is correcting the 2023 books. He stated this has also been addressed in the 2024 budget. He stated the amortization schedule attached to the budgetary amendment shows the principal and interest for the next few years.

Legislator Montgomery clarified that the body cameras were already purchased and being utilized. She stated she does not believe the policy for the use of these cameras is on the website yet. She stated a Police Policy Review plan was adopted and sent to the State, part of which was to build public trust through transparency.

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

**Item #6 – Approval/ Fund Transfer 23T312/ DPW/ Properly Allocate to Cover Vacancy**

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

**Item #7 – Approval/ Fund Transfer 23T328/ Purchasing/ Cover Cost of Leased Vehicle due to Miscellaneous Charges**

Director of Purchasing John Tully stated this fund transfer properly accounts for the lease expenses that were estimated earlier in the year.

Chairman Castellano made a motion to approve Fund Transfer 23T328; Seconded by Legislator Gouldman. All in favor.

**Item #8 – Approval/ Fund Transfer 23T341/ Purchasing/ Utilize Surplus Vehicle Leasing Funds for Furniture & Furnishings**

Director Tully stated there were departments that submitted 2024 budget requests for furniture and furnishings that were not granted. He stated in addition to that there have been requests made since the budget submissions. He stated he worked with County Executive Byrne to figure out how to help departments in need of new furniture. He stated the excess funds from vehicle leasing were moved into the Purchasing Department and would essentially go unused between now and the end of the year. He stated they believed it would be prudent to transfer a portion of that funding into a furniture and furnishings line to help departments, such as the Probation Department, purchase needed furniture this year.

Chairman Castellano stated a net surplus of \$100,000 will be applied toward furniture purchases for departments.

Commissioner Lewis stated it may be more prudent to put this funding into a Capital Project rather than an operating transfer.

Director Tully stated at the time this was presented, they met with the State contractor who has the award for furniture and furnishings who pointed out that timing might be a concern because purchases and deliveries would be made late in the year and can be impacted by the holidays or by supply chain issues that would push purchase and delivery into next year. He stated County Auditor Michele Sharkey and Commissioner Lewis suggested putting this funding into a Capital Project line and the funding would be available in 2024.

Legislator Nacerino stated her support for putting this money into a Capital Project to avoid potential issues as we near the end of the year.

Commissioner Lewis stated it also avoids issues with the auditors, who will question purchase orders without valid commitments.

Legislator Nacerino stated when the Probation Department spoke to their need for furniture she was concerned that their original request in the 2024 budget was reduced. She stated every employee should have a good working environment. She stated she is happy to see this being done now and doing it as a Capital Project is appropriate.

Director Tully stated it also allows them to get a jump start on it, aggregate the purchases, and get a volume discount.

Legislator Crowley questioned if any of the surplus funds were from the County's inability to lease vehicles due to unavailability.

Director Tully stated no, 100% of the surplus was as a result of leasing vehicles rather than purchasing them.

Legislator Addonizio stated she was also concerned about the Probation Department, and she is happy to see that they will be getting the furniture they need.

Legislator Sayegh requested clarification on this funding and how it relates to the 2024 budget requests made by departments.

Director Tully stated the funding being used is what the County saved by leasing vehicles rather than purchasing them. She stated when departments submitted requests for furniture in their 2024 budget to the County Executive, many of those requests were reduced with the intent to find funding to take care of their immediate needs. He stated funds will be utilized from the 2023 budget as well as the 2024 budget.

Legislator Sayegh clarified that of the \$100,000 being discussed this evening, about \$40,000 will be going to the Probation Department.

Director Tully stated approximately yes, they are still waiting on the estimates from the State contractor. He stated there could be another \$30,000 identified this year as well. He stated while the expert was here, they walked through various departments to identify furniture needs. He stated for example, the chairs in the Legislative Meeting room are not the proper chairs; they could be replaced and repurposed to another department. He stated the 911 Dispatch Center is also in need of new chairs, which are used 24/7.

County Auditor Michele Sharkey stated if the Committee agrees to put this funding into a Capital Project this fund transfer will need to be revised.

Legislative Clerk Diane Schonfeld stated a separate resolution for the Capital Project will be required as well.

Chairman Castellano made a motion to approve in concept the resolution establishing the capital project; Seconded by Legislator Ellner. All in favor.

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



**Item #9 – Approval/ Fund Transfer 23T343/ Health Dept./ Cover Unforeseen Costs Associated with Preschool Program**

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

**Item #10 – Approval/ Proposed Resolution/ Providing an Exemption from Sales Tax for Certain Clothing and Footwear**

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

Commissioner Lewis stated this initiative was brought forward by County Executive Byrne in his 2024 Budget presentation. He stated this is an amendment to the resolution that will provide an exemption from sales tax for certain clothing and footwear purchases under \$110. He stated the amendment was the addition of a sunset clause stating this will run March 1, 2024-March 1, 2025. He stated this is more of a pilot program. He stated based on the data received from the NYS Department of Taxation and Finance, this could result in about a \$3 million loss of revenue for the County.

Chairman Castellano stated the savings to the taxpayer would be the 4% sales tax that would otherwise go to the County. He stated the addition of the sunset clause is a great idea as it will be revisited and considered each year.

Legislator Ellner stated this will need to be reviewed in September of each year to allow for the 90 day time frame before the beginning of the year. He stated therefore, this will again be in front of the Legislature this September, although there may not be enough data since it will not go into effect until March 1<sup>st</sup>. He suggested extending the sunset to March 1, 2026 to allow for a full year of data before reconsidering this, especially to include the holiday season and back to school shopping.

Legislative Gouldman supported amending the sunset to March 1, 2026, allowing more time for sales tax data to be recognized.

Legislator Crowley stated her support of extending the sunset.

Chairman Castellano requested clarification on if the Committee is able to amend the sunset clause to a two (2) year period.

Deputy County Executive James Burpoe stated it can be set at two (2) years as long as it runs from March to March.

Chairman Castellano made a motion to amend the resolution to expire March 1, 2026; Seconded by Legislator Ellner. All in favor.

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

**Item #11 – Approval/ Appointment/ Commissioner of Planning/ Barosa**

County Executive Kevin Byrne thanked Chairman Castellano for including this on the agenda this evening as an appointment would usually go to the Personnel Committee Meeting. He stated the Commissioner of Planning position has been vacant for quite a long time. He stated Barbra Barosa has been working in the Planning Department for 10 years and has an extensive background in planning. He stated there were qualified candidates, and Barbara rose to the top of the list.

Interim Commissioner of Planning Barbara Barosa stated she is honored to have been selected to fill the Commissioner of Planning position.

Legislator Montgomery stated she is thrilled to have a Certified Planner in this position. She thanked Interim Commissioner Barosa for her work with the towns and villages.

Director Tully thanked the Legislature in advance for their support of Barbara Barosa's appointment to Commissioner. He stated a lot of the work done by Barbara over the past 10 years has come before the Legislature, although her name may not have been on it. He stated Barbara has been diligent in many of the grant applications and other vital correspondence that has come out of the Planning Department. He stated with the impeccable work being done by Barbara in the Planning Department, his job has been made easier.

Legislator Nacerino stated she is very pleased with this appointment and she is happy to have Barbara Barosa filling this position. She recognized how hard Barbara has worked on all the vital projects over the years.

Legislator Sayegh stated her support for this appointment. She stated as a member of the Soil & Water Conservation Board she has spent some time over in the Planning Department and believes Barbara Barosa is more than competent to fill this position.

Legislator Addonizio echoed the sentiments of her colleagues and congratulated Interim Commissioner Barosa.

Legislator Crowley stated unfortunately she will not be at the November 8, 2023 Full Legislative Meeting to vote on this, but wanted to state her support. She stated the calmness and strength Interim Commissioner Barosa brings to a meeting is a unique characteristic.

Chairman Castellano stated Interim Commissioner Barosa's resume is outstanding and he thanked her for all the work she has done and will do for Putnam County.

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

**Item #12 – Approval/ Semi-Annual Mortgage Tax Payments/ April 1, 2023-September 30, 2023**

Chairman Castellano stated the County Clerk's Office receives the mortgage tax on any mortgage filed in Putnam County and it is then distributed to the local municipalities. He stated the numbers are much lower than they have been in recent years. He read the amount each town and village will be receiving:

- Town of Carmel - \$375,095.30
- Town of Kent - \$191,155.25
- Town of Patterson - \$151,591.54
- Town of Philipstown - \$49,445.94
- Village of Cold Spring - \$12,439.39
- Village of Nelsonville - \$3,510.63
- Town of Putnam Valley - \$148,974.20
- Town of Southeast - \$226,353.74
- Village of Brewster - \$7,001.09

He stated the total amount is \$1,265,567.08. He stated this is done every six (6) months.

Legislator Sayegh stated she recently spoke to a Town Councilmember and they were not aware that the County does not take a portion of this mortgage tax. She clarified that all of the mortgage tax the County processes goes directly back to the local municipalities.

Chairman Castellano stated this is a shared service, County employees are doing the work to collect the money and then sending it right to the towns and villages. He states looking back at the same time period last year, the County distributed \$1 million more than this year.

Commissioner Lewis stated the high interest rates are deterring people from refinancing or taking out a mortgage.

Legislator Addonizio stated the inventory is also low right now.

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

**Item #13 – FYI/ County's Deposit & Investment Policies for the 3<sup>rd</sup> Quarter Ending September 30, 2023**

Commissioner Lewis stated with high interest rates come high interest earnings, which the County has been able to take advantage of. He provided an overview of the County's investments. He stated the financial consultant the County works with recommended

revising the County's investment policy to provide more flexibility to invest more. He stated he will come back before the committee with recommended amendments to that policy.

Legislator Ellner questioned the wide range of interest rates.

Commissioner Lewis stated any surplus monies the County gets goes right into an investment pool, all of which are supported by NYSAC (New York State Association of Counties).

Legislator Gouldman stated the public should be very happy with how our Finance Department handles their money. He provided the example of last year when there was a banking crisis; the County Finance Department moved very quickly to ensure the taxpayer's money was protected.

#### **Item #14 – Other Business**

##### **a. Approval/ Fund Transfer 23T349/ Sheriff/ Purchase Air Ventilation System**

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

Chairman Castellano stated a letter of necessity was sent requesting this be considered so the air ventilation system could be purchased at the best possible price.

Undersheriff Thomas Lindert stated the air ventilation system is for the evidence lab. He stated this is part of a grant and was priced out when the grant was written. He stated the grant came through and the money is available, however the price has increased. He stated this money is being transferred within the grant to cover the increased cost.

Legislator Montgomery stated she is glad to see these improvements being made to County facilities, especially coming out of the COVID pandemic.

Chairman Castellano made a motion to approve Fund Transfer 23T349; Seconded by Legislator Ellner. All in favor.

#### **Item #15 – Adjournment**

There being no further business at 7:21pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Gouldman. 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**

**Thursday** **6:30pm** **October 26, 2023**

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1. Pledge of Allegiance
2. Roll Call
3. Acceptance of Minutes – September 21, 2023
4. Correspondence/County Auditor
  - a. Sales Tax Report
  - b. OTB Report
  - c. Board In Revenue Report
  - d. 2023 Contingency Report
  - e. Transfer/Revenue Report
5. Correspondence/ Commissioner of Finance
  - a. Overtime/Temporary Report
  - b. Approval/ Budgetary Amendment 23A060/ Emergency Services/ FY 2023 State Homeland Security Program (SHSP) Grant Award (No matching funds)
  - c. Approval/ Budgetary Amendment 23A063/ Finance/ Cover Shortfall/ Additional Parcels Acquired that were not included in 2023 Budget

- d. Approval/ Budgetary Amendment 23A064/ Health Dept./ Cover Unforeseen Cost Associated with Preschool Program
  - e. Approval/ Budgetary Amendment 23A065/ Finance/ Finance Cost of Purchasing Equipment/ Axon Body Cameras
- 6. Approval/ Fund Transfer 23T312/ DPW/ Properly Allocate to Cover Vacancy
- 7. Approval/ Fund Transfer 23T328/ Purchasing/ Cover Cost of Leased Vehicle due to Miscellaneous Charges
- 8. Approval/ Fund Transfer 23T341/ Purchasing/ Utilize Surplus Vehicle Leasing Funds for Furniture & Furnishings
- 9. Approval/ Fund Transfer 23T343/ Health Dept./ Cover Unforeseen Costs Associated with Preschool Program
- 10. Approval/ Proposed Resolution/ Providing an Exemption from Sales Tax for Certain Clothing and Footwear
- 11. Approval/ Appointment/ Commissioner of Planning/ Barosa
- 12. Approval/ Semi-Annual Mortgage Tax Payments/ April 1, 2023-September 30, 2023
- 13. FYI/ County's Deposit & Investment Policies for the 3<sup>rd</sup> Quarter Ending September 30, 2023
- 14. Other Business
- 15. Adjournment



Legislator Ellner stated when he brought this idea forward he was hoping it would not be cumbersome on the Finance Department. He stated if the software is incapable of generating and printing the report easily, it may be more trouble than it is worth.

Commissioner Lewis stated each fund transfer and budgetary amendment goes through a workflow, which provides safeguards. He stated a department cannot just move funds between accounts without going through the proper process.

Legislator Ellner stated his intention was less about a concern over safeguards and more an interest in having more information when making a decision.

Commissioner Lewis stated if a Legislator had a question about a specific account a report could be run at that point.

Chairman Castellano stated the Finance Department and Audit Department are always accessible to answer questions. He stated generating these reports for every fund transfer would be too cumbersome.

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

**a. Overtime/Temporary Report – Duly Noted**

**b. Approval/ Budgetary Amendment 23A066/ Dept. of Social Services/ Contract Renewal to Child Advocacy Center/ Other than Personnel Costs (Also reviewed in Health)**

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

**c. Approval/ Budgetary Amendment 23A068/ Putnam County Golf Course/ Operational Funding through Year End (Also reviewed in Physical)**

Commissioner Lewis stated this is recognizing the year-to-date surplus revenues and adjusting the budget accordingly.

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

**d. Approval/ Budgetary Amendment 23A069/ Health Dept./ Use of Adolescent Tobacco Use Prevention Act (ATUPA) Fines (Also reviewed in Health)**

Commissioner Lewis stated surplus revenues are being recognized and utilized to fund supplies, materials, and miscellaneous items related to this program.

Chairman Castellano stated this is not taxpayer money; it is fines collected from violations.



Legislator Sayegh stated these ATUPA funds are increasing due to the rampant violations being found in Putnam County. She stated a great place to spend the money collected from these fines is to educate children and teenagers about the negative side effects of tobacco use.

Chairman Castellano questioned how the fines are collected.

Commissioner Lewis stated the Health Department collects the fines.

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

**e. Approval/ Budgetary Amendment 23A070/ DPW/ Additional Funding to Respond to Flood Damage from July Storm (Also reviewed in Physical)**

Chairman Castellano stated this money should be reimbursed by FEMA.

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

**f. Approval/ Budgetary Amendment 23A071/ Sheriff/ Dept. of Social Services/ Use Awarded Funds for Full Time Mental Health Clinician as part of Police & Mental Health Co-Response Team (Also reviewed in Personnel)**

Commissioner Lewis stated this is a \$400,000 grant the County was able to obtain. He stated this is year 1 of this budgetary amendment, some costs are prorated between year 1 and year 2 and there are some implementation costs that effect year 1.

Legislator Crowley thanked Commissioner of DSS Sara Servadio and Sheriff Kevin McConville for their work on this. She stated this will have a such a positive impact on our community.

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

**g. Approval/ Budgetary Amendment 23A073/ Health Dept./ Optimize Adolescent Tobacco Use Prevention Act Grant by Increasing Compliance Checks on Sale of Vaping & Tobacco Products to Minors**

Commissioner Lewis stated this budgetary amendment is for the State grant portion of the ATUPA funds.

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

**h. Approval/ Budgetary Amendment 23A076/ Dept. of Social Services/ Utilize Opioid Settlement Trust Monies to Fund Evidence Based Programs and Strategies**

Commissioner Lewis stated there are \$720,000 of opioid settlement monies to be distributed, there was an RFP process and there was a Committee who vetted the applications. He stated based on those recommendations, money will be allocated to organizations working to eradicate opioid abuse.

Legislator Sayegh stated she was on the Committee, they reviewed and scored each application, however they did not participate in how much would be allocated to each organization. He stated the programs were to focus on co-occurring disorders; mental health issues paired with opioid abuse.

Legislator Addonizio stated the County will continue to receive payments from the opioid settlement and questioned what the total amount the County will be receiving is.

Commissioner Lewis stated payments will be made to the County through 2039. He stated he does not have the exact number, but it will be a few million dollars. He stated he received a notification today that the amount distributed by the LGU (Local Government Unit) is going to be \$450,000 for 2024. He stated he is currently working on a schedule that he will provide to the Committee.

Legislator Sayegh requested clarification on where the money is coming from, as she believes there is two (2) pots of funds.

Commissioner Lewis stated money is coming from the opioid settlement and the LGU abatement funds.

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

**i. Approval/ Budgetary Amendment 23A077/ Planning Dept./ Distribution of NY & CT CRRSAA (Coronavirus Response & Relief Supplemental Appropriations Act) and NY & CT ARPA (American Rescue Plan Act) from NYMTC (New York Metropolitan Transportation Council regarding Federal Transit Funding for FFY 2023**

Commissioner Lewis stated he has worked with the Commissioner of Planning Barbara Barosa to correct the books and recognize these buckets of money. He stated this one in particular was a resolution from NYMTC for the fiscal year 2023. He stated this adjusts that budget to be used for future projects.

Commissioner of Planning Barbara Barosa stated this is specific to transit. She stated NYMTC is essentially the transportation planning organization for this metropolitan area.

She stated they distribute all the money from the Federal Transit Administration (FTA) and this budgetary amendment is allocating the relief money Putnam County received. She stated the funding is geared toward operations and maintenance of the transit facility and will replace the utilization of tax dollars for this purpose.

Legislator Ellner questioned why the attached backup material references a resolution from 2018.

Commissioner Barosa stated the MTA (Metropolitan Transit Authority) and the listed counties reached an agreement in 2018 on the percentage of the share of the overall amount that comes to this area. He stated at that time, it was agreed upon that Putnam County would receive 0.2%. She stated this is based on population and the size of the transportation fleet.

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

**j. Approval/ Budgetary Amendment 23A078/ County Attorney/ Cover Legal Services through Year End/ Litigation Settlement/ Haughey v. County of Putnam**

Legislator Ellner questioned if the litigation settlement would be considered separately.

Commissioner Lewis stated one (1) budgetary was created for both legal services and the litigation settlement.

Eric Gross, Reporter, questioned if Chairman Castellano is at liberty to speak about the litigation settlement.

Chairman Castellano stated the settlement has not yet been approved by the Full Legislature; it will be considered at the December 5, 2023 Full Legislative Meeting.

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

**k. Approval/ Budgetary Amendment 23A080/ Planning Dept./ Utilize CRRSAA & ARPA Funds to Purchase & Install Automatic Passenger Counter on Transit Vehicles**

Commissioner Barosa stated currently, passengers are manually counted by the bus drivers who write down the data and then someone in the office tabulates it into a spreadsheet daily. She stated they are required to report on the number of passengers to the State and Federal Government. She stated these counters will make it much easier.

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

**I. Approval/ Budgetary Amendment 23A081/ Planning Dept./ Federal Transit Administration (FTA) Grant Award of \$1,602,090/ Maybrook Bikeway II Phase/ Rolling Stock Purchases of 2 Hybrid Bus Trolleys, Transit Bus, 4 Passenger Vans & Project Administration**

Commissioner Barosa stated they applied for this grant in May. She stated the County received the grant and this budgetary amendment creates budget lines for the funding.

Chairman Castellano questioned what Maybrook Bikeway II Phase includes.

Commissioner Barosa stated it is the missing piece of Bridge 5 in Brewster.

Chairman Castellano stated he believed that bridge was owned by the MTA.

Commissioner Barosa stated it is, however Putnam County has a 100 year lease with MTA for the bridge. She stated because the County is building the bikeway, we are responsible for correcting the deficiencies in the construction.

Chairman Castellano stated it is a beautiful old bridge and it will be a great addition to the bike path.

Commissioner Barosa stated it is fully designed and they are close to going to bid.

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

**m. Approval/ Budgetary Amendment 23A082/ Planning Dept./ Federal Transit Administration (FTA) Grant Award of \$750,000/ Maybrook Bikeway II Phase A & Project Administration**

Commissioner Barosa stated this was a grant from the summer of 2022 but was not included in the budget once awarded.

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

**Item #7 – Approval/ Fund Transfer 23T352/ Sheriff/ Gasoline Chargeback for 3<sup>rd</sup> Quarter and Projected 4<sup>th</sup> Quarter (Also reviewed in Protective)**

Chairman Castellano made a motion to approve Fund Transfer 23T352; Seconded by Legislator Ellner. All in favor.

**Item #8 – Approval/ Fund Transfer 23T362/ Emergency Services/ Hazmat Team Supplies (Also reviewed in Protective)**

Chairman Castellano made a motion to approve Fund Transfer 23T362; Seconded by Legislator Ellner. All in favor.

**Item #9 – Approval/ Fund Transfer 23T363/ DPW/ Load Bank Tests Needed for Generators (Also reviewed in Physical)**

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

**Item #10 – Approval/ Fund Transfer 23T404/ Sheriff/ Annual Maintenance Contract to Securitas (Also reviewed in Protective)**

Chairman Castellano made a motion to approve Fund Transfer 23T404; Seconded by Legislator Ellner. All in favor.

**Item #11 – Approval/ Fund Transfer 23T407/ Sheriff/ Highway Chargeback for 3<sup>rd</sup> Quarter and Projected 4<sup>th</sup> Quarter**

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

**Item #12 – Approval/ Fund Transfer 23T417/ Office for Senior Resources/ Replace Desktop & Laptop Computers**

Chairman Castellano made a motion to approve Fund Transfer 23T417; Seconded by Legislator Ellner. All in favor.

**Item #13 – Approval/ Fund Transfer 23T421/ Sheriff/ Purchase 7 Mobile Mounted License Plate Reader (LPR) Systems for Trailers**

Sheriff Kevin McConville stated the Sheriff's Department receives a lot of requests for speed data and analysis relevant to speed enforcement. He stated utilizing a mounted LPR will provide this information and can aid in criminal investigations. He stated these will be deployed regularly throughout the County at "hot spots".

Legislator Crowley questioned if this will replace a deputy having to monitor an area in response to complaints of speed.

Sheriff McConville stated an officer will still respond to any call that comes in. He stated better information including time, speed, and specific offenses will be provided. He stated instead of having a deputy in the area for eight (8) hours, this technology will provide the analysis and data which will then be used for enforcement.

Legislator Crowley thanked Sheriff McConville. She stated it is a better use of the deputies' time.

Chairman Castellano made a motion to approve Fund Transfer 23T421; Seconded by Legislator Ellner. All in favor.

**Item #14 – Other Business – None**

**Item #15 – Adjournment**

There being no further business at 7:09pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Ellner. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.

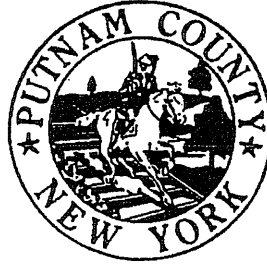
THE PUTNAM COUNTY LEGISLATURE

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 November 27, 2023**

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1. Pledge of Allegiance
2. Roll Call
3. Acceptance of Minutes – October 12, 2023 Budget Mtg.
4. Correspondence/County Auditor
  - a. Sales Tax Report
  - b. Board In Revenue Report
  - c. 2023 Contingency Report
  - d. Transfer/Revenue Report
5. Discussion/ Request to Edit Budgetary Amendment & Fund Transfer Forms
6. Correspondence/ Commissioner of Finance
  - a. Overtime/Temporary Report
  - b. Approval/ Budgetary Amendment 23A066/ Dept. of Social Services/ Contract Renewal to Child Advocacy Center/ Other than Personnel Costs (Also reviewed in Health)
  - c. Approval/ Budgetary Amendment 23A068/ Putnam County Golf Course/ Operational Funding through Year End (Also reviewed in Physical)

- d. Approval/ Budgetary Amendment 23A069/ Health Dept./ Use of Adolescent Tobacco Use Prevention Act Fines (Also reviewed in Health)**
  - e. Approval/ Budgetary Amendment 23A070/ DPW/ Additional Funding to Respond to Flood Damage from July Storm (Also reviewed in Physical)**
  - f. Approval/ Budgetary Amendment 23A071/ Sheriff/ Dept. of Social Services/ Use Awarded Funds for Full Time Mental Health Clinician as part of Police & Mental Health Co-Response Team (Also reviewed in Personnel)**
  - g. Approval/ Budgetary Amendment 23A073/ Health Dept./ Optimize Adolescent Tobacco Use Prevention Act Grant by Increasing Compliance Checks on Sale of Vaping & Tobacco Products to Minors**
  - h. Approval/ Budgetary Amendment 23A076/ Dept. of Social Services/ Utilize Opioid Settlement Trust Monies to Fund Evidence Based Programs and Strategies**
  - i. Approval/ Budgetary Amendment 23A077/ Planning Dept./ Distribution of NY & CT CRRSAA (Coronavirus Response & Relief Supplemental Appropriations Act) and NY & CT ARPA (American Rescue Plan Act) from NYMTC (New York Metropolitan Transportation Council regarding Federal Transit Funding for FFY 2023**
  - j. Approval/ Budgetary Amendment 23A078/ County Attorney/ Cover Legal Services through Year End/ Litigation Settlement/ Haughey v. County of Putnam**
  - k. Approval/ Budgetary Amendment 23A080/ Planning Dept./ Utilize CRRSAA & ARPA Funds to Purchase & Install Automatic Passenger Counter on Transit Vehicles**
  - l. Approval/ Budgetary Amendment 23A081/ Planning Dept./ Federal Transit Administration (FTA) Grant Award of \$1,602,090/ Maybrook Bikeway II Phase/ Rolling Stock Purchases of 2 Hybrid Bus Trolleys, Transit Bus, 4 Passenger Vans & Project Administration**
  - m. Approval/ Budgetary Amendment 23A082/ Planning Dept./ Federal Transit Administration (FTA) Grant Award of \$750,000/ Maybrook Bikeway II Phase A & Project Administration**
- 7. Approval /Fund Transfer 23T352/ Sheriff/ Gasoline Chargeback for 3<sup>rd</sup> Quarter and Projected 4<sup>th</sup> Quarter (Also reviewed in Protective)**



- 8. Approval/ Fund Transfer 23T362/ Emergency Services/ Hazmat Team Supplies (Also reviewed in Protective)**
- 9. Approval/ Fund Transfer 23T363/ DPW/ Load Bank Tests Needed for Generators (Also reviewed in Physical)**
- 10. Approval/ Fund Transfer 23T404/ Sheriff/ Annual Maintenance Contract to Securitas (Also reviewed in Protective)**
- 11. Approval/ Fund Transfer 23T407/ Sheriff/ Highway Chargeback for 3<sup>rd</sup> Quarter and Projected 4<sup>th</sup> Quarter**
- 12. Approval/ Fund Transfer 23T417/ Office for Senior Resources/ Replace Desktop & Laptop Computers**
- 13. Approval/ Fund Transfer 23T421/ Sheriff/ Purchase 7 Mobile Mounted License Plate Reader Systems for Trailers**
- 14. Other Business**
- 15. Adjournment**

#4a

Sales Tax	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	+or(-) Same Period
January**	\$ 3,910,113	\$ 4,117,955	\$ 4,235,351	\$ 4,472,651	\$ 4,699,597	\$ 4,966,930	5,536,978	4,810,372	6,071,784	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	10,361,506	1,248,479
June	4,053,988	3,621,035	4,666,527	3,983,941	4,182,456	4,557,885	5,146,439	6,789,670	4,685,857	5,311,513	625,655
July**	4,320,542	4,558,502	4,372,322	4,952,664	4,835,632	5,266,612	4,871,906	6,094,635	6,393,098	6,737,854	344,755
August	4,179,098	4,312,904	4,286,170	4,754,633	4,815,929	5,368,556	4,918,555	6,017,886	6,254,546	6,609,400	354,854
September	5,997,983	5,347,273	6,377,884	5,821,648	7,067,806	7,331,396	9,125,106	8,508,962	8,459,469	9,682,066	1,222,597
October	4,179,344	4,311,976	4,555,008	4,449,271	4,840,611	5,244,815	4,917,403	5,730,039	6,397,048	6,520,201	123,153
November*	4,513,878	4,190,564	4,407,709	4,616,873	4,715,091	4,959,534	4,492,906	5,514,058	6,265,506	6,722,976	457,470
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	79,203,347	
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	4,453,347	5,841,346





#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
Res80	Highway reclassification	14,428.00
Res87	Criminal Justice Discovery Reform Grant FY22-23	101,157.00
Res152	Youth Bureau	6,945.00
23A087	Health- Performace Initiative	3,566.00
<b>Subtotal General Contingency</b>		<b>\$ 1,613,505.00</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)
Res198	Environmental Health - overtime	(9,646.00)
Res199	Countywide Pavement Maintenance & Rehabilitation	(675,000.00)
Res225	Preschool	(210,600.00)
	Subtotal	(973,813.35)
<b>Total</b>		<b>\$ 639,691.65</b>

**Proposed Deductions:**

23T454	Reclass: Assessment Clerk	(1,120.00)
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**Pending Balance 12/19/23**

(1,120.00)  
**\$638,571.65**

Note:

R= resolution

A= proposed budgetary amendment

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023 11 23T374	Real Property	10135500	51093		OVERTIME	170.00	C	TO PURCHASE 2 MONITORS
2023 11 23T374	Real Property	10135500	52130		COMPUTER EQUIPMENT	170.00	D	TO PURCHASE 2 MONITORS
2023 11 23T375	Finance	10131000	51094		TEMPORARY	1,600.00	C	TRANSFER TO COVER TAXES YEARND
2023 11 23T375	Tx Cty Prop	10195000	54911		TAXES AND ASSESS ON CO PROP	1,600.00	D	TRANSFER TO COVER TAXES YEARND
2023 11 23T376	Board of Elections	10145000	54640		EDUCATION AND TRAINING	1,110.00	C	10 OKI PRINTER TONERS
2023 11 23T376	Board of Elections	10145000	54410		SUPPLIES AND MAT	1,110.00	D	10 OKI PRINTER TONERS
2023 11 23T377	Emergency Services	10398900	54370		AUTOMOTIVE	7,000.00	C	MAINT. FOR TOPS BUILDING
2023 11 23T377	Emergency Services	10398900	54710		MAINT AND REPAIRS	7,000.00	D	MAINT. FOR TOPS BUILDING
2023 11 23T378	DSS Admin	10102000	54410		SUPPLIES AND MAT	100.00	C	SHIPPING CHARGES
2023 11 23T378	DSS Admin	10102000	54314		POSTAGE	100.00	D	SHIPPING CHARGES
2023 11 23T378	DSS Medicaid	10104000	54310		OFFICE SUPPLIES	140.00	D	OFFICE SUPPLIES
2023 11 23T378	DSS Medicaid	10104000	52120		OFFICE EQUIPMENT	140.00	C	OFFICE SUPPLIES
2023 11 23T378	DSS Overhead	10120000	54314		POSTAGE	300.00	D	SHIPPING CHARGES

#4e

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023 11 23T378	DSS Overhead	10120000	54311		PRINTING AND FORMS	300.00	C	SHIPPING CHARGES
2023 11 23T379	Real Property	10135500	51093		OVERTIME	320.00	C	TO PRINT TOWN/COUNTY BILLS
2023 11 23T379	Real Property	10135500	54680		DATA PROCESSING	320.00	D	TO PRINT TOWN/COUNTY BILLS
2023 11 23T380	Highway Admin	10149000	52110		FURNITURE AND FURNISHINGS	95.00	C	TO PURCHASE NEW CHAIR
2023 11 23T380	Highway - Parks	10711000	52110		FURNITURE AND FURNISHINGS	95.00	D	TO PURCHASE NEW CHAIR
2023 11 23T381	Planning	10802000	51094		TEMPORARY	625.00	D	TEMPORARY LINE
2023 11 23T381	Planning	10802000	54510		MACHINE MAINTENANCE	625.00	C	TEMPORARY LINE
2023 11 23T385	Youth Court	10087000	54329		PROMOTIONAL MATERIALS	40.00	D	ADD. FUNDS NEEDED FOR A P.O.
2023 11 23T385	Youth Court	10087000	54311		PRINTING AND FORMS	200.00	C	TRANSFER FUNDS FOR P.O.
2023 11 23T385	Youth Court	10087000	54329		PROMOTIONAL MATERIALS	200.00	D	ADD. FUNDS NEEDED FOR P.O.
2023 11 23T385	Youth Court	10087000	54310		OFFICE SUPPLIES	40.00	C	TRANSFER FUNDS FOR P.O.
2023 11 23T386	Historian	10751000	54410		SUPPLIES AND MAT	350.00	C	FUNDS NEEDED 4 ARCHIVES CABINE
2023 11 23T386	Historian	10751000	52110		FURNITURE AND FURNISHINGS	350.00	D	FUNDS NEEDED 4 ARCHIVES CABINE
2023 11 23T387	Youth Bureau	10731000	54310		OFFICE SUPPLIES	200.00	C	FUNDS NEEDED FOR EXPENSES

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023 11 23T387	Youth Bureau	10731000	54311		PRINTING AND FORMS	200.00	D	ADD. FUNDS FOR EXPENSES
2023 11 23T388	Highway Facilities	10511100	54410		SUPPLIES AND MAT	200.00	C	TO COVER TOLLS BY MAIL CHGS
2023 11 23T388	Highway Admin	10149000	54675		TRAVEL	200.00	D	TO COVER TOLLS BY MAIL CHGS
2023 11 23T389	Health - EHS	12401000	52130		COMPUTER EQUIPMENT	175.00	C	YEAR END PRINT EXPENSES
2023 11 23T389	Health - EHS	12401000	54311		PRINTING AND FORMS	175.00	D	YEAR END PRINT EXPENSES
2023 11 23T390	Health - Education State	21401000	52130		COMPUTER EQUIPMENT	50.00	C	PURCHASE ADOBE SOFTWARE
2023 11 23T390	Health - Education State	21401000	54783		LICENSING SOFTWARE	50.00	D	PURCHASE ADOBE SOFTWARE
2023 11 23T391	Health Admin	10401000	54313		BOOKS AND SUPPLEMENTS	70.00	C	PURCHASE OFFICE SUPPLIES
2023 11 23T391	Health Admin	10401000	54310		OFFICE SUPPLIES	70.00	D	PURCHASE OFFICE SUPPLIES
2023 11 23T392	Sheriff - Patrol Marine	17003000	54640		EDUCATION AND TRAINING	500.00	C	FINAL INV. WINTERIZATION BOAT
2023 11 23T392	Sheriff - Patrol Marine	17003000	54710		MAINT AND REPAIRS	108.00	D	FINAL INV. WINTERIZATION BOAT
2023 11 23T392	Sheriff - Patrol Marine	17003000	52180		OTHER EQUIPMENT	108.00	C	FINAL INV. WINTERIZATION BOAT
2023 11 23T392	Sheriff - Patrol Marine	17003000	54710		MAINT AND REPAIRS	1,253.05	D	FINAL INV. WINTERIZATION BOAT
2023 11 23T392	Sheriff - Patrol Marine	17003000	54710		MAINT AND REPAIRS	500.00	D	FINAL INV. WINTERIZATION BOAT



YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023 11 23T392	Sheriff - Patrol Marine	17003000	54385		UNIFORMS	1,253.05	C	FINAL INV. WINTERIZATION BOAT
2023 11 23T393	Emergency Services	10398900	52170		KITCHEN EQUIPMENT	500.00	D	COFFEE MAKER FOR EOC
2023 11 23T393	Emergency Services	10398900	52140		AUDIO VISUAL EQUIPMENT	500.00	C	COFFEE MAKER FOR EOC
2023 11 23T395	Corrections	10315000	54989		MISCELLANEOUS	189.00	C	REPLACEMENT PARTS EX.BIKE
2023 11 23T395	Corrections	10315000	54410		SUPPLIES AND MAT	189.00	D	REPLACEMENT PARTS EX.BIKE
2023 11 23T397	Jail Food	10010000	54301		KITCHEN SUPPLIES	2,500.00	C	PURCHASE UNIFORMS
2023 11 23T397	Corrections	10315000	54385		UNIFORMS	581.00	D	PURCHASE UNIFORMS
2023 11 23T397	Corrections	10315000	54385		UNIFORMS	67.00	D	PURCHASE UNIFORMS
2023 11 23T397	Corrections	10315000	54989		MISCELLANEOUS	67.00	C	PURCHASE UNIFORMS
2023 11 23T397	Corrections	10315000	54385		UNIFORMS	92.00	D	PURCHASE UNIFORMS
2023 11 23T397	Jail Maintenance	10011000	54751		GROUPS	92.00	C	PURCHASE UNIFORMS
2023 11 23T397	Corrections	10315000	54385		UNIFORMS	525.00	D	PURCHASE UNIFORMS
2023 11 23T397	Jail Maintenance	10011000	54770		MISC SMALL TOOLS UNDER \$100	525.00	C	PURCHASE UNIFORMS
2023 11 23T397	Corrections	10315000	54385		UNIFORMS	1,840.00	D	PURCHASE UNIFORMS

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2023 11 23T397	Jail Food	10010000	52170		KITCHEN EQUIPMENT	1,840.00 C	PURCHASE UNIFORMS
2023 11 23T397	Corrections	10315000	54385		UNIFORMS	2,500.00 D	PURCHASE UNIFORMS
2023 11 23T397	Jail Food	10010000	54300		MISC SUPPLIES	581.00 C	PURCHASE UNIFORMS
2023 11 23T398	EMS	14398900	54317		CERT CARDS	6,000.00 C	ADD TO CHARGEBACK AUTOMOTIVE
2023 11 23T398	Emergency Services	10398900	55370		CHRGBK AUTOMOTIVE	6,000.00 D	ADD TO CHARGEBACK AUTOMOTIVE
2023 11 23T399	Corrections	10315000	54300		MISC SUPPLIES	3,543.00 D	MATTRESS REPLACEMENT
2023 11 23T399	Jail Food	10010000	54300		MISC SUPPLIES	1,419.00 C	MATTRESS REPLACEMENT
2023 11 23T399	Jail Maintenance	10011000	54300		MISC SUPPLIES	3,543.00 C	MATTRESS REPLACEMENT
2023 11 23T399	Corrections	10315000	54300		MISC SUPPLIES	1,419.00 D	MATTRESS REPLACEMENT
2023 11 23T400	Jail Maintenance	10011000	54770		MISC SMALL TOOLS UNDER \$100	735.00 C	SUPPLIES
2023 11 23T400	Corrections	10315000	54322		INMATE SUPPLIES	735.00 D	SUPPLIES
2023 11 23T401	Corrections	10315000	54311		PRINTING AND FORMS	1,910.00 C	TRANSPORT OF NON AMBULATORY
2023 11 23T401	Jail Transport	10009000	54678		LEASED TRANSPORTATION	1,910.00 D	TRANSPORT OF NON AMBULATORY
2023 11 23T402	Corrections	10315000	54675		TRAVEL	220.00 C	TOURNIQUETS FOR NEW CO'S

YEAR	PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023	11 23T402	Corrections	10315000	54330		MEDICAL SUPPLIES	220.00	D	TOURNIQUETS FOR NEW CO'S
2023	11 23T403	EMS	14398900	51094		TEMPORARY	8,000.00	C	ADDITIONAL FUNDS FOR 2023
2023	11 23T403	Emergency Services	10398900	51094		TEMPORARY	8,000.00	D	ADDITIONAL FUNDS FOR 2023
2023	11 23T404	Jail Maintenance	10011000	54710		MAINT AND REPAIRS	15,000.00	C	SECURITAS ANNUAL MAINT CONTRAC
2023	11 23T404	Jail Maintenance	10011000	54510		MACHINE MAINTENANCE	15,000.00	D	SECURITAS ANNUAL MAINT CONTRAC
2023	11 23T405	Jail Food	10010000	52670		KITCHEN EQUIPMENT	30.00	D	PURCHASE NEW FOOD CART
2023	11 23T405	Jail Food	10010000	54301		KITCHEN SUPPLIES	1,000.00	C	PURCHASE NEW FOOD CART
2023	11 23T405	Corrections	10315000	54782		SOFTWARE ACCESSORIES	2,790.00	C	PURCHASE NEW FOOD CART
2023	11 23T405	Corrections	10315000	54675		TRAVEL	30.00	C	PURCHASE NEW FOOD CART
2023	11 23T405	Jail Food	10010000	52670		KITCHEN EQUIPMENT	2,000.00	D	PURCHASE NEW FOOD CART
2023	11 23T405	Corrections	10315000	54989		MISCELLANEOUS	2,000.00	C	PURCHASE NEW FOOD CART
2023	11 23T405	Jail Food	10010000	52670		KITCHEN EQUIPMENT	2,061.00	D	PURCHASE NEW FOOD CART
2023	11 23T405	Jail Food	10010000	52670		KITCHEN EQUIPMENT	1,000.00	D	PURCHASE NEW FOOD CART
2023	11 23T405	Jail Maintenance	10011000	54162		SIGNS	1,000.00	C	PURCHASE NEW FOOD CART

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023 11 23T405	Corrections	10315000	54640		EDUCATION AND TRAINING	2,061.00	C	PURCHASE NEW FOOD CART
2023 11 23T405	Jail Food	10010000	52670		KITCHEN EQUIPMENT	1,000.00	D	PURCHASE NEW FOOD CART
2023 11 23T405	Jail Food	10010000	52670		KITCHEN EQUIPMENT	2,790.00	D	PURCHASE NEW FOOD CART
2023 11 23T406	Corrections	10315000	51092		COMP TIME PAYOUT PCSEA	2,750.00	C	COMP PAYOUT REQUEST
2023 11 23T406	Jail Food	10010000	51092		COMP TIME PAYOUT PCSEA	2,750.00	D	COMP PAYOUT REQUEST
2023 11 23T406	Corrections	10315000	58002		SOCIAL SECURITY	210.38	C	COMP PAYOUT REQUEST
2023 11 23T406	Jail Food	10010000	58002		SOCIAL SECURITY	210.38	D	COMP PAYOUT REQUEST
2023 11 23T408	Health Admin	10401000	51094		TEMPORARY	450.00	C	PURCHASE NEW PRINTER FOR IMVMY
2023 11 23T408	Health - Nursing	11401000	52130		COMPUTER EQUIPMENT	450.00	D	PURCHASE NEW PRINTER FOR IMVMY
2023 11 23T409	Consumer Affairs	10661000	54385		UNIFORMS	260.00	D	PURCHASE WORK BOOTS
2023 11 23T409	Consumer Affairs	10661000	54313		BOOKS AND SUPPLEMENTS	260.00	C	PURCHASE WORK BOOTS
2023 11 23T410	Tourism	10641000	54329		PROMOTIONAL MATERIALS	750.00	D	TO PURCHASE PROMOTIONAL ITEMS
2023 11 23T410	Tourism	10641000	54410		SUPPLIES AND MAT	750.00	C	TO PURCHASE PROMOTIONAL ITEMS
2023 11 23T411	Health - Nursing	11401000	54800		INSURANCE	8,100.00	D	INCREASE MALPRACTICE INS

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023 11 23T411	Health - EHS	12401000	51094		TEMPORARY	4,100.00	C	INCREASE MALPRACTICE INS
2023 11 23T411	Health Admin	10401000	51094		TEMPORARY	4,000.00	C	INCREASE MALPRACTICE INS
2023 11 23T412	Board of Elections	10145000	52110		FURNITURE AND FURNISHINGS	70.00	C	TONER
2023 11 23T412	Board of Elections	10145000	54410		SUPPLIES AND MAT	70.00	D	TONER
2023 11 23T413	Consumer Affairs	10661000	52120		OFFICE EQUIPMENT	250.00	C	COVERAGE SHORTAGE
2023 11 23T413	Consumer Affairs	10661000	54634		TELEPHONE	250.00	D	COVERAGE SHORTAGE
2023 11 23T414	IT	10168000	54634		TELEPHONE	2,800.00	D	NEED TO PURCHASE PHONES
2023 11 23T414	IT	10168000	54646		CONTRACTS	2,800.00	C	NEED TO PURCHASE PHONES
2023 11 23T415	Highway - Parks	10711000	54711		BIKEWAY Maintenance	191.00	D	TO PROPERLY ALLOCATE BIKEWAY EX
2023 11 23T415	Highway - Parks	10711000	54664		ADVERTISING	191.00	C	TO PROPERLY ALLOCATE BIKEWAY EX
2023 11 23T415	Highway - Parks	10711000	54711		BIKEWAY Maintenance	1,000.00	D	TO PROPERLY ALLOCATE BIKEWAY EX
2023 11 23T415	Highway - Parks	10711000	54381		SPECIALTY	1,000.00	C	TO PROPERLY ALLOCATE BIKEWAY EX
2023 11 23T416	OSR	10677900	52180		OTHER EQUIPMENT	1,500.00	C	TELEVISIONS FOR 3 OSR SITES
2023 11 23T416	OSR	10677900	52140		AUDIO VISUAL EQUIPMENT	1,500.00	D	TELEVISIONS FOR 3 OSR SITES

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023 11 23T417	OSR	10677900	52130		COMPUTER EQUIPMENT	4,975.00	D	REPLACE INEFFICIENT COMPUTERS
2023 11 23T417	OSR	10677900	52650		MOTOR VEHICLES	4,975.00	C	REPLACE INEFFICIENT COMPUTERS
2023 11 23T418	Health Admin	10401000	51094		TEMPORARY	2,000.00	C	FUND NURSE TEMP
2023 11 23T418	Health - Nursing	11401000	51094		TEMPORARY	2,000.00	D	FUND NURSE TEMP
2023 11 23T418	Health Admin	10401000	58002		SOCIAL SECURITY	155.00	C	FUND NURSE TEMP
2023 11 23T418	Health - Nursing	11401000	58002		SOCIAL SECURITY	155.00	D	FUND NURSE TEMP
2023 11 23T419	Finance	10131000	52130		COMPUTER EQUIPMENT	400.00	D	PURCHASE TWO DELL MONITORS
2023 11 23T419	Finance	10131000	52110		FURNITURE AND FURNISHINGS	400.00	C	PURCHASE TWO DELL MONITORS
2023 11 23T420	Highway Admin	10149000	52130		COMPUTER EQUIPMENT	218.00	D	TO PROPERLY ALLOCATE COMP EQUI
2023 11 23T420	Highway Admin	10149000	54313		BOOKS AND SUPPLEMENTS	218.00	C	TO PROPERLY ALLOCATE COMP EQUI
2023 11 23T421	Sheriff - Communications	13311000	52640		AUDIO VISUAL EQUIPMENT	24,554.98	C	7 MOBILE LPR'S FOR TRAILERS
2023 11 23T421	Sheriff - Communications	13311000	52680		OTHER EQUIPMENT	24,554.98	D	7 MOBILE LPR'S FOR TRAILERS
2023 11 23T422	Health - Nursing	11401000	54410		SUPPLIES AND MAT	35.00	C	NOV DEC JOURNAL NEWS SUBSC
2023 11 23T422	Health - Nursing	11401000	54313		BOOKS AND SUPPLEMENTS	35.00	D	NOV DEC JOURNAL NEWS SUBSC

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023 11 23T423	Emergency Services	10398900	54162		SIGNS	800.00	C	ADD FUNDS FOR CONSULTANTS
2023 11 23T423	Emergency Services	10398900	54646	52309	CONTRACTS	800.00	D	ADD FUNDS FOR CONSULTANTS
2023 11 23T424	Health - EHS	12401000	54313		BOOKS AND SUPPLEMENTS	76.00	C	LEAD TRAINING TRAVEL
2023 11 23T424	Health - EHS	12401000	54314		POSTAGE	159.00	C	LEAD TRAINING TRAVEL
2023 11 23T424	Health - EHS	12401000	54640		EDUCATION AND TRAINING	235.00	D	LEAD TRAINING TRAVEL
2023 11 23T426	Health - EHS	12401000	52130		COMPUTER EQUIPMENT	160.00	D	PURCHASE NEW PRINTER
2023 11 23T426	Health - EHS	12401000	54314		POSTAGE	160.00	C	PURCHASE NEW PRINTER
2023 11 23T427	Sheriff - Youth	16311000	52180		OTHER EQUIPMENT	85.00	D	FST HANDHELD BREATHALYZERS
2023 11 23T427	Sheriff - Youth	16311000	54310		OFFICE SUPPLIES	85.00	C	FST HANDHELD BREATHALYZERS
2023 11 23T428	Sheriff - Narcotics	14311000	52680		OTHER EQUIPMENT	2,166.00	C	PURCHASE ITEMS UNDER \$5k
2023 11 23T428	Sheriff - Narcotics	14311000	52180		OTHER EQUIPMENT	2,166.00	D	PURCHASE ITEMS UNDER \$5k
2023 11 23T428	Sheriff - Narcotics	14311000	52110		FURNITURE AND FURNISHINGS	1,200.00	C	PURCHASE ITEMS UNDER \$5k
2023 11 23T428	Sheriff - Narcotics	14311000	52180		OTHER EQUIPMENT	1,200.00	D	PURCHASE ITEMS UNDER \$5k
2023 11 23T429	Law	10142000	54634		TELEPHONE	345.00	D	TELEPHONE EXPENSES

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023 11 23T429	Law	10142000	54640		EDUCATION AND TRAINING	345.00	C	TELEPHONE EXPENSES
2023 11 23T430	Health - Nursing	11401000	54330		MEDICAL SUPPLIES	100.00	C	FOOD FOR PATIENTS
2023 11 23T430	Health - Tobacco	11018000	54320		FOOD	100.00	D	FOOD FOR PATIENTS
2023 11 23T431	Consumer Affairs	10661000	54640		EDUCATION AND TRAINING	250.00	C	PURCHASE COPY PAPER
2023 11 23T431	Consumer Affairs	10661000	54310		OFFICE SUPPLIES	250.00	D	PURCHASE COPY PAPER
2023 11 23T432	DSS Support Collection	10108000	54634		TELEPHONE	10.00	D	TELEPHONE EXPENSES
2023 11 23T432	DSS	10101000	54634		TELEPHONE	15.00	D	TELEPHONE EXPENSES
2023 11 23T432	Social Services	10610000	54950		COUNTY CONTRIBUTION	1,200.00	C	TELEPHONE EXPENSES
2023 11 23T432	DSS Admin	10102000	54635		CELLPHONES	25.00	C	TELEPHONE EXPENSES
2023 11 23T432	DSS Admin	10102000	54634		TELEPHONE	25.00	D	TELEPHONE EXPENSES
2023 11 23T432	DSS Jobs	10103000	54310		OFFICE SUPPLIES	10.00	C	TELEPHONE EXPENSES
2023 11 23T432	DSS Jobs	10103000	54634		TELEPHONE	10.00	D	TELEPHONE EXPENSES
2023 11 23T432	DSS Food Stamps	10107000	54640		EDUCATION AND TRAINING	10.00	C	TELEPHONE EXPENSES
2023 11 23T432	OEOB WIA	24077000	54634		TELEPHONE	10.00	D	TELEPHONE EXPENSES



YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023 11 23T432	DSS Support Collection	10108000	54636		INTERNET COSTS	10.00	C	TELEPHONE EXPENSES
2023 11 23T432	DSS Overhead	10120000	54635		CELLPHONES	10.00	C	TELEPHONE EXPENSES
2023 11 23T432	DSS Overhead	10120000	54634		TELEPHONE	10.00	D	TELEPHONE EXPENSES
2023 11 23T432	OEOP CAC	22070000	54640		EDUCATION AND TRAINING	10.00	C	TELEPHONE EXPENSES
2023 11 23T432	OEOP CAC	22070000	54634		TELEPHONE	10.00	D	TELEPHONE EXPENSES
2023 11 23T432	DSS Overhead	10120000	54635		CELLPHONES	10.00	C	TELEPHONE EXPENSES
2023 11 23T432	DSS Food Stamps	10107000	54634		TELEPHONE	10.00	D	TELEPHONE EXPENSES
2023 11 23T432	DSS Overhead	10120000	55314		CHRGBK POSTAGE	1,200.00	D	TELEPHONE EXPENSES
2023 11 23T432	Social Services	10610000	54950		COUNTY CONTRIBUTION	7,500.00	C	ADMINISTRATIVE EXPENSES
2023 11 23T432	DSS	10101000	54635		CELLPHONES	15.00	C	TELEPHONE EXPENSES
2023 11 23T432	DSS Overhead	10120000	54989		MISCELLANEOUS	7,500.00	D	ADMINISTRATIVE EXPENSES
2023 11 23T433	BCI	32311000	54312		PHOTO SUPPLIES	350.00	C	TO PURCHASE PHOTO PRINTER
2023 11 23T433	BCI	32311000	52140		AUDIO VISUAL EQUIPMENT	350.00	D	TO PURCHASE PHOTO PRINTER
2023 11 23T434	County Clerk	10141000	52130		COMPUTER EQUIPMENT	850.00	D	LAPTOP, TABLECLOTH, LED LIGHT

YEAR PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023	11 23T434	County Clerk	10141000	54313		BOOKS AND SUPPLEMENTS	75.00	D	LAPTOP, TABLECLOTH, LED LIGHT
2023	11 23T434	County Clerk	10141000	54410		SUPPLIES AND MAT	275.00	D	LAPTOP, TABLECLOTH, LED LIGHT
2023	11 23T434	County Clerk	10141000	52140		AUDIO VISUAL EQUIPMENT	800.00	D	LAPTOP, TABLECLOTH, LED LIGHT
2023	11 23T434	County Clerk	10141000	54646		CONTRACTS	2,000.00	C	LAPTOP, TABLECLOTH, LED LIGHT
2023	11 23T435	Tilly Foster	10084000	54510	10137	MACHINE MAINTENANCE	400.00	D	TO COVER EXHAUST CLEANING
2023	11 23T435	Tilly Foster	10084000	54145		SMALL FARM ANIMALS	400.00	C	TO COVER EXHAUST CLEANING
2023	11 23T436	Health Immun.	10406500	54484		COMM IDS TRMT	170.00	D	PURCHASE TYPHOID VAX
2023	11 23T436	Health - Nursing	11401000	54330		MEDICAL SUPPLIES	170.00	C	PURCHASE TYPHOID VAX
2023	11 23T438	Health - Rabies	11024000	54182		CONSULTANTS	100.00	C	2023 OT
2023	11 23T438	Health - Rabies	11024000	51093		OVERTIME	100.00	D	2023 OT
2023	11 23T439	Real Property	10135500	51093		OVERTIME	200.00	C	PURCHASING 2 NEW CHAIRS
2023	11 23T439	Real Property	10135500	52110		FURNITURE AND FURNISHINGS	200.00	D	PURCHASING 2 NEW CHAIRS
2023	11 23T440	Highway - Parks	10711000	54636		INTERNET COSTS	185.00	D	TO COVER INTERNET INV THRU Y/E
2023	11 23T440	Highway - Parks	10711000	54311		PRINTING AND FORMS	185.00	C	TO COVER INTERNET INV THRU Y/E

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023 11 23T441	Sheriff - Patrol	17311000	54640	10102	EDUCATION AND TRAINING	2,735.00	D	COVER ERT TRAINING
2023 11 23T441	Sheriff - Patrol	17311000	54640		EDUCATION AND TRAINING	2,735.00	C	COVER ERT TRAINING
2023 11 23T442	Highway Facilities	10511100	54410		SUPPLIES AND MAT	289.00	C	FOR DEC PERMIT
2023 11 23T442	Highway Facilities	10511100	54989		MISCELLANEOUS	289.00	D	FOR DEC PERMIT
2023 11 23T443	Real Property	10135500	51093		OVERTIME	770.00	C	TO PURCHASE ENVELOPES FOR BILL
2023 11 23T443	Real Property	10135500	54680		DATA PROCESSING	770.00	D	TO PURCHASE ENVELOPES FOR BILL
2023 11 23T444	OSR	10677900	52180		OTHER EQUIPMENT	700.00	C	TELEVISIONS FOR 3 OSR SITES
2023 11 23T444	OSR	10677900	52140		AUDIO VISUAL EQUIPMENT	700.00	D	TELEVISIONS FOR 3 OSR SITES
2023 11 23T445	County Clerk	10141000	54162		SIGNS	350.00	D	SIGNAGE FOR DROP BOX
2023 11 23T445	County Clerk	10141000	54410		SUPPLIES AND MAT	200.00	D	BACKDROP FOR PHOTOS
2023 11 23T445	County Clerk	10141000	54782		SOFTWARE ACCESSORIES	200.00	C	BACKDROP FOR PHOTOS
2023 11 23T445	County Clerk	10141000	54311		PRINTING AND FORMS	350.00	C	SIGNAGE FOR DROP BOX
2023 11 23T446	EMS Dispatch	13398900	52180		OTHER EQUIPMENT	700.00	D	AIR PURIFIER FOR DISPATCH
2023 11 23T446	EMS Dispatch	13398900	52110		FURNITURE AND FURNISHINGS	700.00	C	AIR PURIFIER FOR DISPATCH

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2023 11 23T447	Health - EHS	12401000	54635		CELLPHONES	485.00 D	2023 CELL PHONE BILL
2023 11 23T447	Health - EHS	12401000	54640		EDUCATION AND TRAINING	340.00 C	2023 CELL PHONE BILL
2023 11 23T447	Health - EHS	12401000	54646		CONTRACTS	145.00 C	2023 CELL PHONE BILL
2023 11 23T448	Highway Road Machinery	10513000	52680		OTHER EQUIPMENT	4,686.00 D	TO PROPERLY ALLOCATE FOR EQUIP
2023 11 23T448	Highway Road Machinery	10513000	54782		SOFTWARE ACCESSORIES	4,686.00 C	TO PROPERLY ALLOCATE FOR EQUIP
2023 11 23T449	Insurance	10191500	54833		SAFETY MATERIAL AND SUPPLIES	375.00 D	DEFENSIVE DRIVING SUPPLIES
2023 11 23T449	Insurance	10191500	54989		MISCELLANEOUS	375.00 C	DEFENSIVE DRIVING SUPPLIES
2023 11 23T450	ENGINEERING	10144000	54682		SPECIAL SERVICES	6,925.00 C	TO PROPERLY ALLOCATE COMPUTER
2023 11 23T450	ENGINEERING	10144000	52130		COMPUTER EQUIPMENT	6,925.00 D	TO PROPERLY ALLOCATE COMPUTER
2023 11 23T451	Highway Facilities	10511100	52140		AUDIO VISUAL EQUIPMENT	1,145.00 D	FOR TV IN COB MAIN LOBBY
2023 11 23T451	Highway Facilities	10511100	54647		SUB CONTRACTORS	1,145.00 C	FOR TV IN COB MAIN LOBBY
2023 11 23T468	District Attorney	10116500	55370		CHRGBK AUTOMOTIVE	2,350.00 D	CHARGEBACKS
2023 11 23T468	District Attorney	10116500	54683		INVESTIGATIONS	2,350.00 C	CHARGEBACKS
2023 11 R#2023-239	Sheriff - Communications	13311000	52680	10211	OTHER EQUIPMENT	10,863.00 D	CIT GRANT

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2023 11 R#2023-239	Mental Health Legal	10431000	54640	10211	EDUCATION AND TRAINING	11,500.00 D	CIT GRANT
2023 11 R#2023-239	Mental Health Legal	10431000	51000	10211	PERSONNEL SERVICES	85,000.00 D	CIT GRANT
2023 11 R#2023-239	Sheriff - Communications	13311000	54640	10211	EDUCATION AND TRAINING	11,500.00 D	CIT GRANT
2023 11 R#2023-239	Sheriff - Communications	13311000	52680	10211	OTHER EQUIPMENT	11,404.00 D	CIT GRANT
2023 11 R#2023-239	Sheriff - Communications	13311000	52130	10211	COMPUTER EQUIPMENT	6,000.00 D	CIT GRANT
2023 11 R#2023-239	Sheriff - Communications	13311000	51093	10211	OVERTIME	15,000.00 D	CIT GRANT
2023 11 R#2023-239	Mental Health Legal	10431000	58002	10211	SOCIAL SECURITY	6,503.00 D	CIT GRANT
2023 11 R#2023-239	Mental Health Legal	10431000	58004	10211	WORKMENS COMPENSATION	1,615.00 D	CIT GRANT
2023 11 R#2023-239	Mental Health Legal	10431000	58008	10211	HEALTH PLANS	28,583.00 D	CIT GRANT
2023 11 R#2023-239	Mental Health Legal	10431000	58001	10211	STATE RETIREMENT	8,160.00 D	CIT GRANT
2023 11 R#2023-239	Sheriff - Communications	13311000	444900	10211	FEDERAL AID	72,767.00 C	CIT GRANT
2023 11 R#2023-239	Mental Health Legal	10431000	444900	10211	FEDERAL AID	141,361.00 C	CIT GRANT
2023 11 R#2023-239	Sheriff - Communications	13311000	54210	10211	VEHICLE LEASING/RENTAL	18,000.00 D	CIT GRANT

370,661.41

370,661.41

Debits

Credits

#5a

MICHAEL J. LEWIS  
*Commissioner Of Finance*




SHEILA M. BARRETT  
*First Deputy Commissioner Of Finance*

DEPARTMENT OF FINANCE

**MEMORANDUM**

2023 DEC 12 PM 1:52  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

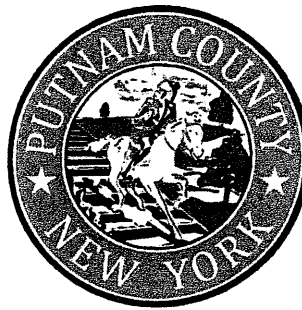
TO: Diane Schonfeld, Legislative Clerk  
DATE: December 12, 2023  
FROM: Michael J. Lewis, Commissioner of Finance   
SUBJECT: **Overtime/Temporary Help Recap for Audit and Administrative Committee Meeting**

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

Enclosure

Overtime Temporary - RECAP - 2023											December 12, 2023	
Org Description	Org	Object	Project	Acct. Description	2022 Actual	2023 Original Budget	2023 Revised Budget	2023 Actual	2023 Distributed Budget	As of Date:	2023 Available	2023 Percent
Corrections	10315000	51093	52224	OVERTIME	0.00	0.00	0.00	2,880.44	0.00		(2,880.44)	0.00
DPW - Facilities	10511100	51093	52309	OVERTIME	0.00	0.00	0.00	1,991.53	0.00		(1,991.53)	0.00
DPW - Parks & Recreation	10711000	51093	52309	OVERTIME	0.00	0.00	0.00	996.62	0.00		(996.62)	0.00
DPW - Road Machinery	10513000	51093	52309	OVERTIME	0.00	0.00	0.00	21,402.81	0.00		(21,402.81)	0.00
DPW - Road Machinery	10513000	51094		TEMPORARY	0.00	0.00	0.00	2,640.00	0.00		(2,640.00)	0.00
DPW - Roads & Bridges	10511000	51093		OVERTIME	59,037.15	50,000.00	50,000.00	65,236.11	46,153.85		(15,236.11)	130.47%
DPW - Roads & Bridges	10511000	51093	52309	OVERTIME	0.00	0.00	0.00	44,874.40	0.00		(44,874.40)	0.00
Emergency Services - Dispatch	13398900	51093		OVERTIME	269,906.33	200,000.00	320,000.00	328,897.29	295,384.62		(8,897.29)	102.78%
Health - ATUPA	12023000	51093		OVERTIME	2,829.20	4,000.00	4,000.00	4,361.48	3,692.31		(361.48)	109.04%
Health - Early Intervention	10405900	51094		TEMPORARY	0.00	0.00	0.00	1,312.35	0.00		(1,312.35)	0.00
Health - Environ. Health	12401000	51093		OVERTIME	38,400.76	32,000.00	46,000.00	44,649.19	42,461.54		1,350.81	97.06%
Health - Nursing	11401000	51093		OVERTIME	15,784.66	16,000.00	13,894.00	15,323.18	12,825.23		(1,429.18)	110.29%
OSR - Expanded In-Home	10677600	51093		OVERTIME	0.00	0.00	0.00	1,807.98	0.00		(1,807.98)	0.00
Planning	10802000	51094		TEMPORARY	47,212.50	10,000.00	11,145.00	11,126.25	10,287.69		18.75	99.83%
Sheriff - Communications	13311000	51093	52224	OVERTIME	0.00	0.00	0.00	21,079.73	0.00		(21,079.73)	0.00
<b>Sheriff - Oscawana</b>	<b>17003000</b>	<b>51093</b>		<b>OVERTIME</b>	<b>24,688.23</b>	<b>25,000.00</b>	<b>27,422.16</b>	<b>27,422.16</b>	<b>25,312.76</b>		<b>-</b>	<b>100.00%</b>
Sheriff - Security Services	19311000	51094		TEMPORARY	137,053.13	151,125.00	151,125.00	159,375.00	139,500.00		(8,250.00)	105.46%
Sheriff - Youth	16311000	51093		OVERTIME	249,598.16	190,000.00	190,000.00	189,699.02	175,384.62		300.98	99.84%
Tourism	10641000	51094		TEMPORARY	14,762.00	15,510.00	15,510.00	15,275.00	14,316.92		235.00	98.48%
<b>* New departments in bold.</b>												
<b>** Project 52224 (ARPA) will be adjusted at year end.</b>												

MICHAEL J. LEWIS  
Commissioner Of Finance



consult  
Phys  
APP  
#5b  
Res

SHEILA BARRETT  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance  
RE: **Budgetary Amendment – 23A072**  
DATE: November 14, 2023

A handwritten signature in black ink, appearing to be "ML", enclosed in a circular scribble.

2023 NOV 22 PM 12:18  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of Planning, the following budgetary amendment is necessary.

**Capital Fund:**

**Increase (Decrease) Appropriations:**

55997000 53000 52010	Capital - Empire Trail Access	\$ 34,458
55997000 53000 51218	Capital - ADA Transit Accessibility II	(34,458)

**Increase (Decrease) Estimated Revenues:**

55997000 445971 51218	Federal Aid - ADA Transit Accessibility II	\$ (27,566)
55997000 435971 51218	State Aid - ADA Transit Accessibility II	\$ (3,446)
55997000 428601 51218	Transfer from General Fund - Local Share	\$ (3,446)
55997000 445970 52010	Federal Aid - Empire Trail Access	\$ 27,566
55997000 435970 52010	State Aid - Empire Trail Access	\$ 3,446
55997000 428601 52010	Transfer from General Fund - Local Share	\$ 3,446

Fiscal Impact - 2023 - \$ 0

Fiscal Impact - 2024 - \$ 0



The above budgetary amendment represents the approval of the US Department of Transportation, Federal Transit Administration (FTA) to repurpose the remaining Section 5339 funds (FFY 2015 NY & Danbury, CT) to supplement funding for the Access to the Empire State Trail Project.

Please forward it to the appropriate committee.

Approved

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Kevin M. Byrne -County Executive

**UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION**

**GRANT AGREEMENT  
(FTA G-30)**

On the date the authorized U.S. Department of Transportation, Federal Transit Administration (FTA) official signs this Grant Agreement, FTA has obligated and awarded federal assistance as provided below. Upon execution of this Grant Agreement by the Recipient named below, the Recipient affirms this FTA Award, enters into this Grant Agreement with FTA, and binds its compliance with the terms of this Grant Agreement.

The following documents are incorporated by reference and made part of this Grant Agreement:

- (1) "Federal Transit Administration Master Agreement," FTA MA(30), <http://www.transit.dot.gov>,
- (2) The Certifications and Assurances applicable to the FTA Award that the Recipient has selected and provided to FTA, and
- (3) Any Award notification containing special conditions or requirements, if issued.

WHEN THE TERM "FTA AWARD" OR "AWARD" IS USED, EITHER IN THIS GRANT AGREEMENT OR THE APPLICABLE MASTER AGREEMENT, "AWARD" ALSO INCLUDES ALL TERMS AND CONDITIONS SET FORTH IN THIS GRANT AGREEMENT.

FTA OR THE FEDERAL GOVERNMENT MAY WITHDRAW ITS OBLIGATION TO PROVIDE FEDERAL ASSISTANCE IF THE RECIPIENT DOES NOT EXECUTE THIS GRANT AGREEMENT WITHIN 90 DAYS FOLLOWING FTA'S AWARD DATE SET FORTH HEREIN.

**FTA AWARD**

Federal Transit Administration (FTA) hereby awards a Federal Grant as follows:

**Recipient Information**

Recipient Name: Putnam, County of

Recipient ID: 1795

UEI: GLN9KUJQKBB8

DUNS: 072709553

## **Award Information**

Federal Award Identification Number: NY-2018-063-03

Award Name: Additional Funds ADA Transit Accessibility II Sidewalk Project (STP);  
2018 Project Administration

Award Start Date: 8/27/2018

Original Award End Date: 9/30/2018

Current Award End Date: 3/31/2024

Award Executive Summary: Amendment #03:

This amendment will repurpose the remaining \$27,566 of FY 2015 NY & Danbury, CT Section 5339 funds to supplement funding for the Access to the Empire State Trail project. These funds were de-obligated under Amendment #01 and re-obligated in Amendment #02 back into the grant under the correct UZA Code 360010. The only change to the project scope is a change in the location of one of the new ADA compliant bus associated transit improvement sidewalks.

As required under 49 USC 5307, one percent (1%) Security Requirement: Putnam County certifies that it will expend 1% of the apportionment on security. Security will include fencing and guide rails at the Route 311 trail site.

In addition to FTAs Buy America requirements under 49 U.S.C. 5323(j) and 49 CFR Part 661, which require that the steel, iron, and manufactured goods used in an FTA-funded project are produced in the United States, the Build America, Buy America Act (BABA) (Public Law 117-58, div. G 70914(a)) now requires that construction materials used in infrastructure projects are also produced in the United States. Refer to terms and conditions in FTAs Master Agreement, Section 15. The BABA requirements for construction materials applies to this grant, in addition to the Buy America requirements, except to the extent a waiver of either requirements may apply.

Amendment #02:

This amendment will add the \$28,720 funds de-obligated under Amendment 01 back into the grant under the correct UZA Code 360010.

Amendment #01:

The grant funding for this award in the amount of \$28,720 was incorrectly assigned to the wrong UZA Code 36000. This amendment will apply the funds to the correct UZA Code 360010.

The total project cost for this grant is \$658,352 of which Putnam County is applying for additional federal funding of \$526,682. Due to the combined funding sources and reservation purposes, projects will be funded in P1 and P2. This application contains Lapsing Funds.

The breakdown for the federal funding sources are as follows:

1. 2018 Section 5307 - \$80,000 Project Administration
  2. STP (TAP) Funds - \$400,000
  3. 2015 Sec. 5339 Danbury ND - \$9,747
  4. 2015 Sec. 5339 Danbury SUZA - \$8,215
  5. 2015 NY Sec. 5339 - \$28,720
- The total Federal amount is \$526,682

Research and Development: This award does not include research and development activities.

Indirect Costs: This award does not include an indirect cost rate.

Suballocation Funds: Recipient organization is the Designated Recipient and can apply for and receive these apportioned funds.

Pre-Award Authority: This award is using Pre-Award Authority.

### **Award Budget**

Total Award Budget: \$658,352.00

Amount of Federal Assistance Obligated for This FTA Action (in U.S. Dollars): \$0.00

Amount of Non-Federal Funds Committed to This FTA Action (in U.S. Dollars): \$0.00

Total FTA Amount Awarded and Obligated (in U.S. Dollars): \$526,682.00

Total Non-Federal Funds Committed to the Overall Award (in U.S. Dollars): \$131,670.00

### **Award Budget Control Totals**

(The Budget includes the individual Project Budgets (Scopes and Activity Line Items) or as attached)

<b>Funding Source</b>	<b>Section of Statute</b>	<b>CFDA Number</b>	<b>Amount</b>
FHWA Transfer to 5307 Urbanized Area Formula Grants	5307-3	20507	\$400,000

5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$80,000
5339 – Buses and Bus Facilities Formula	5339-1	20526	\$46,682
Local			\$65,835
Local/In-Kind			\$0
State			\$65,835
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$658,352</b>

(The Transportation Development Credits are not added to the amount of the Total Award Budget.)

**U.S. Department of Labor Certification of Public Transportation Employee Protective Arrangements:**

DOL Decision: DOL Concur - Certified  
DOL Review Date: 8/22/2018  
DOL Certification Date: N/A

Amendment 2 DOL Decision: DOL Concur - Certified  
Amendment 2 DOL Review Date: 9/12/2019  
Amendment 2 DOL Certification Date: N/A;  
Amendment 3 DOL Decision: DOL Concur - Certified  
Amendment 3 DOL Review Date: 7/6/2023  
Amendment 3 DOL Certification Date: 7/6/2023

**Special Conditions**

There are no special conditions.

**FINDINGS AND DETERMINATIONS**

By signing this Award on behalf of FTA, I am making all the determinations and findings required by federal law and regulations before this Award may be made.

## **FTA AWARD OF THE GRANT AGREEMENT**

Awarded By:  
Michael Culotta  
Deputy Regional Administrator  
FEDERAL TRANSIT ADMINISTRATION  
U.S. DEPARTMENT OF TRANSPORTATION  
Contact Info: michael.culotta@dot.gov  
Award Date: 7/11/2023

### **EXECUTION OF THE GRANT AGREEMENT**

Upon full execution of this Grant Agreement by the Recipient, the Effective Date will be the date FTA or the Federal Government awarded Federal assistance for this Grant Agreement.

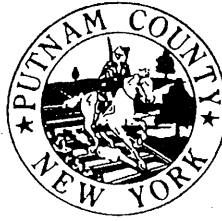
By executing this Grant Agreement, the Recipient intends to enter into a legally binding agreement in which the Recipient:

- (1) Affirms this FTA Award,
- (2) Adopts and ratifies all of the following information it has submitted to FTA:
  - (a) Statements,
  - (b) Representations,
  - (c) Warranties,
  - (d) Covenants, and
  - (e) Materials,
- (3) Consents to comply with the requirements of this FTA Award, and
- (4) Agrees to all terms and conditions set forth in this Grant Agreement.

Executed By:

*Putnam, County of*

MICHAEL LEWIS  
Commissioner Of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

November 14, 2023

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

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2023 Department of Public Works budget:

**Increase Revenues:**

**10511000 426801**                      **DPW Rd/Bridges – Insurance Recoveries**                      **\$9,581.60**

**Increase Expenses:**

**10511000 54647**                      **DPW Rd/Bridges – Sub-Contractors**                      **\$2,840.00**

**10511000 54410**                      **DPW Rd/Bridges – Supplies/Materials**                      **6,741.60**

**\$9,581.60**

2023 Fiscal Impact - 0  
2024 Fiscal Impact - 0

This amendment recognizes reimbursement from State Farm Mutual Automobile Insurance Co. for damages to a guide rail on Stoneleigh Ave resulting from a July 31, 2023 accident.

AUTHORIZATION:

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

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

\_\_\_\_\_  
Date                      Chairperson Audit/Designee: \$0 - \$10,000.00                      **23A074**

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

State Farm Mutual Automobile Insurance Company ~ Ck # 1 28 630838 J ~ \$9,931.60

cc: all  
2/15  
2/19  
#5C

2023 NOV 22 PM 12:18  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

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



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

**LAURIE TIEDER McDERMOTT**  
*Sr. Deputy County Attorney*

**CONOR McKIERNAN**  
*Deputy County Attorney*

**DEPARTMENT OF LAW**

**MEMORANDUM:**

**TO:** Michael Lewis, Finance  
**FROM:** Mat C Bruno, Risk Manager  
**DATE:** November 13, 2023  
**RE:** Property Damage Reimbursement

A handwritten signature in black ink, appearing to be "Mat C Bruno", is written over the "FROM:" line of the memorandum.

Enclosed please find State Farm check # \_\_\_\_\_ dated 11/3/2023, in the amount of \$9931.60 made payable to Putnam County representing payment for the property damage claim below:

Claim Number	Date of Accident	Reimbursement	Ins. Co	Driver
	7/31/2023	\$9931.60	State Farm	

Please credit the Department of Public Works for this payment.

Thank you.

MCB/da

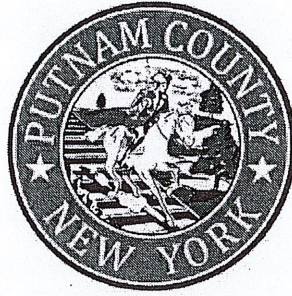
**48 GLENEIDA AVENUE, CARMEL, NEW YORK 10512**

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

*\*This office will not accept service via facsimile*



MICHAEL J. LEWIS  
Commissioner Of Finance



cc:all  
Phgs  
A+A

Reso

SHEILA BARRETT  
Deputy Commissioner Of Finance

#50

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance  
RE: Budgetary Amendment – 23A075  
DATE: November 15, 2023

2023 NOV 22 PM 12:18  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of Planning, the following budgetary amendment is necessary.

Capital Fund:

Increase Appropriations:

55997000 53000 52306 Capital Expenditures - Transit Sect 5307 \$ 79,507

Increase Estimated Revenues:

55997000 428601 52306 Transfer in - General Fund \$ 7,950  
55997000 435970 52306 State Aid - Section 5307 \$ 7,950  
55997000 445970 52306 Federal Aid - Section 5307 \$ 63,607

General Fund:

Increase Appropriations:

10990100 59020 52306 Transfer out - Capital \$ 7,950

Increase Estimated Revenues:

10131000 424011 Interest and Earnings \$ 7,950

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

23A075

The above budgetary amendment represents the distribution of Section 5307, 5340, and 5339 monies per resolution #560 from New York Metropolitan Transportation Council (NYMTC) regarding federal transit funding for federal fiscal year FFY 2023. Please see attached for further detail.

Please forward it to the appropriate committee.

Approved

---

Kevin M. Byrne -County Executive

NEW YORK METROPOLITAN TRANSPORTATION COUNCIL

Adam S. Levine, P.E., AICP  
Executive Director

PROGRAM, FINANCE AND ADMINISTRATION COMMITTEE (PFAC)

RESOLUTION #560

DISTRIBUTION OF FEDERAL FISCAL YEARS (FFY) 2023 FEDERAL TRANSIT FUNDING

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

**WHEREAS**, federal transit funding is allocated to urbanized areas (UZAs) throughout the country; and

**WHEREAS**, NYMTC's planning area includes a large portion of New York-Newark NY-NJ-CT UZA (UACE 63217) and small portions of the Bridgeport-Stamford CT-NY UZA (UACE 10162) and Danbury CT UZA (UACE 22096); and

**WHEREAS**, these UZAs also encompass areas in the states of New Jersey and Connecticut; and

**WHEREAS**, the states of New York, New Jersey, and Connecticut have agreed to suballocate FFY 2023 funds appropriated by Congress and apportioned to the areas of these UZAs within their boundaries; and

**WHEREAS**, NYMTC desires to make these suballocated funds available to the designated recipients of federal transit funding in its planning area in a timely manner consistent with the requirements of federal authorizing legislation; and

**WHEREAS**, the Federal Transit Administration (FTA) will make the full amount of these suballocated funds available for obligation; and

**WHEREAS**, the designated recipients of federal transit funds in NYMTC's planning area agree to the distribution of these suballocated funds, using negotiated shares, as outlined in the attached table; and

**WHEREAS**, the Metropolitan Transportation Authority (MTA) and the New York City Department of Transportation (NYCDOT), who are both designated recipients, have agreed on the portion of these fund sources distributed to NYCDOT that will be transferred to the MTA with the understanding that these funds or equivalent funds will be used for the MTA Bus capital program as per MTA's agreement with New York City to operate bus service in areas previously served by private bus companies under expired franchise agreements; and

**WHEREAS**, MTA and NYCDOT have agreed to the amount to be transferred and, to notify the FTA by letter or email of the agreed upon amount that will be transferred to the MTA; and

**WHEREAS**, this pending letter should not impede the ability of the other designated recipients within the NYMTC planning area to apply for their funds; and

**WHEREAS**, the final allocation of Section 5307/5340 Urbanized Area funds, Section 5339 Bus and Bus Facilities funds, and Section 5337 High Intensity Motorbus funds in NYMTC's planning area is shown in the "Adjusted Total Distribution" column in the attached table.

**NOW, THEREFORE, BE IT RESOLVED** that PFAC agrees to distribute the suballocations of the FFY 2023 Section 5307/5340 funds, Section 5337 funds and Section 5339 funds as specified in the attachment to this resolution.

This resolution shall take effect the fifteenth day of May, two thousand and twenty-three.

ADOPTED: May 15, 2023

*"I hereby certify that the above is a true copy of Resolution #560, Distribution of Federal Fiscal Year 2023 Federal Transit Funding and was adopted unanimously by the voting members of the Program, Finance and Administration Committee via mail ballot."*

*Debra A. Nelson*

Debra Nelson, PFAC Chair





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MICHAEL LEWIS  
Commissioner Of Finance

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

November 17, 2023

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

2023 NOV 22 PM 12:18  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2023 Sheriff's Department budget:

**Increase Revenues:**

17311000 426801 Sheriff Patrol- Insurance Recoveries \$8,219.72

**Increase Expenses:**

17311000 54370 Sheriff Patrol - Automotive \$8,219.72

2023 Fiscal Impact - 0  
2024 Fiscal Impact - 0

This amendment recognizes reimbursement from VFIS Glatfelter Claims Mgmt. Inc. for damages to a patrol car in the Sheriff's fleet. The accident occurred on October 8, 2023.

AUTHORIZATION:

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

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

Date Chairperson Audit/Designee: \$0 - \$10,000.00 **23A079**

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

VFIS ~ Ck # 0000065717 ~ \$8,219.72

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

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

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



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

**CONOR McKIERNAN**  
*Sr. Deputy County Attorney*

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

**DEPARTMENT OF LAW**

**MEMORANDUM:**

**TO:** Michael Lewis, Finance  
**FROM:** Mat C. Bruno, Sr., Manager Risk & Compliance  
**DATE:** November 13, 2023  
**RE:** Vehicle Accident Claim Reimbursement

A handwritten signature in black ink, appearing to be "M. Bruno", is written over the "FROM:" line of the memorandum.

Enclosed please find check the amount of \$8219.72 representing payment for the accident listed below. The Sheriff Department is expecting credit for the check.

Accident Number	Date of Accident	Damage	Reimbursement	Ins. Co	Driver
17	10/08/23	\$8219.72	\$8219.72		

Thank you.

MCB/da  
Enc.

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

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





**PUTNAM COUNTY DEPARTMENT OF HEALTH**  
 1 Geneva Road, Brewster, NY 10509 ■ 845-808-1390  
 www.putnamcountyny.gov/health  
 A PHAB-ACCREDITED HEALTH DEPARTMENT

**Kevin M. Byrne**  
 COUNTY EXECUTIVE

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

**TO:** Michael Lewis, Commissioner of Finance  
**FROM:** William A. Orr, Jr., Senior Fiscal Manager *WAO*  
**DATE:** November 30<sup>th</sup>, 2023  
**RE:** Budgetary Amendment

Please process this Budgetary Amendment for the following Health Department accounts:

Increase Revenue: 10405000-xxxxxx-10113 \$ 2,900.00  
 Feral Cat Program (open new Revenue Line)

Decrease Revenue: 11024000-434894 \$ 2,900.00  
 Rabies

**Fiscal Impact \$ -0-**

Increase Expense: 10405000-54646-10113 \$ 2900.00  
 Feral Cat Program Contracts

**TOTAL \$ 2900.00**

Decrease: 11024000-54147 \$ 1,550.00  
 Rabies Veterinary Services

Decrease 11024000-54314 \$ 550.00  
 Rabies Postage

Decrease 11024000-54488 \$ 800.00  
 Rabies Co-Pays

**TOTAL \$ 2900.00**

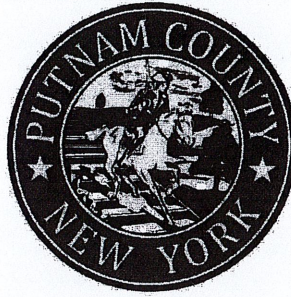
**TOTAL Fiscal Impact \$ -0-**



Please see attached. Rabies Grant reimbursed Feral Cat "Trap Neuter Spay" (TNR) expenses in the amount of \$2900 to maximize our grant reimbursement for January-March 2023.

The intention and agreement is to use the \$2900 toward additional future expenses for TNR within the Feral Cat Program. This Amendment will properly allocate the funds to the appropriate accounts. Remaining funds from 2023 will be rolled over to 2024.

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

cc: all  
Phys  
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Reso

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: **Budgetary Amendment – 23A085**  
DATE: December 6, 2023

2023 DEC - 7 AM 11:41  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Capital Fund:**

**Increase Appropriations:**

55197000 53000 51914 Sproutbrook Rd Bridge - PIN 8762.13 (ARPA) \$ 575,000

**Decrease Appropriations:**

55197000 53000 52201 Bridges & Culvert - (ARPA) \$ 214,368

**Increase Estimated Revenues:**

55197000 428601 51914 Sproutbrook Rd Bridge - Transfer in - General \$ 575,000

**Decrease Estimated Revenues:**

55197000 428601 52201 Bridges & Culvert - Transfer in - General \$ 214,368

23 A085

**General Fund:**

**Increase Estimated Revenues:**

10131000 449898 51914	Federal Aid - ARPA CFDA 21.027	\$ 214,368
10131000 411100	Sales & Use Tax	\$ 360,632

**Decrease Estimated Revenues:**

10131000 449898 52201	Federal Aid - ARPA CFDA 21.027	\$ 214,368
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**Increase Appropriations:**

10990100 59020 51914	Sproutbrook Rd Bridge - Transfer out - Capital	\$ 575,000
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**Decrease Appropriations:**

10990100 59020 52201	Bridges & Culvert - Transfer Out - Capital	\$ 214,368
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Fiscal Impact - 2023 - \$ 0  
Fiscal Impact - 2024 - \$ 0

Additional Funds will be used for the Sprout Brook Rd Bridge Replacement Project. An additional **\$575,000** will be needed to fund the construction contract/inspection fees plus contingencies. Please refer to the attached memorandum from the Department of Public Works. This additional **\$575,000** is being financed with budgetary surplus Sales Tax Revenues of **\$360,632** and the repurposing of **\$214,368** from the Bridges and Culverts project (52201) to Sprout Brook which is a more specific bridge project.

Please forward it to the appropriate committee.

Approved

---

Kevin M. Byrne -County Executive

Joseph Bellucci  
Deputy Commissioner



Thomas Feighery  
Commissioner

DEPARTMENT OF PUBLIC WORKS

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

TO: William Gouldman  
Physical Chair, Putnam County Legislature

FROM: Joseph Bellucci  
Deputy Commissioner of DPW

DATE: September 1, 2023

RE: Physical Services Agenda

A handwritten signature in black ink, appearing to be "JB", is written over the "FROM" field of the memo.

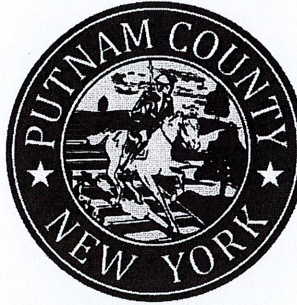
To account for the funding shortfall on the Sprout Brook Rd. Rd. Bridge Replacement project in the Town of Philipstown, The DPW is requesting a Budgetary Amendment in the amount of \$575,000. This additional funding will be needed to fund the construction contract (\$2.485M), construction inspection costs (\$570,216.55) plus contingencies (\$68,541.75) totaling \$3,123,758.20. The original pre-bid budget was \$2,548,758.20, so the difference needed totals \$575,000. When bids were received back in September, the low bid was substantially higher than the Engineer's Estimate, thus necessitating this request. This crucial infrastructure improvement project is scheduled to begin in the early Spring of 2024.

Thank you for your consideration with this matter.

Original Pre-Bid Budget	\$2,548,758.20
Transit Contract Amount (Bid)	\$2,485,000
HVEA (Construction Inspection)	\$570,216.55
New Post-Bid Budget	\$3,055,216.50
Contingency	\$68,541.75
New Total Budget	\$3,123,758.20
Shortfall	\$575,000

cc: Putnam County Legislature  
Thomas Feighery, Commissioner  
Mike Lewis, Commissioner of Finance

MICHAEL J. LEWIS  
Commissioner Of Finance



cc:all  
Phys  
ARPA

Reso

SHEILA BARRETT  
Deputy Commissioner Of Finance

#5h

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: **Budgetary Amendment – 23A086**  
DATE: December 4, 2023

2023 DEC -5 PM 1:33  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of Planning, the following budgetary amendment is necessary.

**Capital Fund:**

**Increase Appropriations:**

55997000 53000 52009 Capital Expenditures - Transit Facility Rehab \$ 1,098,500

**Decrease Appropriations:**

55997000 53000 52103 Capital Expenditures - NY/CT CRRSAA \$ 486,847

55997000 53000 52103 Capital Expenditures - NY/CT ARPA \$ 611,653

**Increase Estimated Revenues:**

55997000 445894 52009 Federal Aid - NY/CT CRRSAA \$ 486,847

55997000 449898 52009 Federal Aid - NY/CT ARPA \$ 611,653

**Decrease Estimated Revenues:**

55997000 445894 52103 Federal Aid - NY/CT CRRSAA \$ 486,847

55997000 449898 52103 Federal Aid - NY/CT ARPA \$ 611,653

Fiscal Impact - 2023 - \$ 0

Fiscal Impact - 2024 - \$ 0

23A086

The above budgetary amendment represents using the distribution of NY & CT CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act and NY & CT ARPA (American Rescue Plan Act) to support transit operations and maintenance at the aging Transit Facility. Please refer to the attached memorandum from the Commissioner of Planning for further explanation.

Please forward it to the appropriate committee.

Approved

---

Kevin M. Byrne -County Executive



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

*www.putnamcountyny.com*

**841 Fair Street  
Carmel, NY 10512**

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

**TO:** Legislator William Gouldman  
Chairman, Physical Services Committee

**FROM:** Barbara Barosa, AICP, Commissioner  
Department of Planning, Development and Public Transportation

**DATE:** December 4, 2023

**RE:** Budgetary Amendment for Transit Facility Renovations Project

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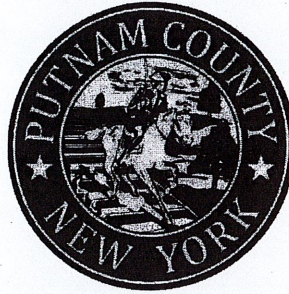
The Department of Planning, Development & Public Transportation is in the midst of an on-going project to renovate the aging Transit Facility. ARPA/ CRRSAA funding was awarded to the Transportation Department from FTA to provide COVID-19 relief for transit operations and maintenance. While much of the funding will be used to support transit operations, some of the funding will be used for costs associated with HVAC, building skin and window replacement and other miscellaneous repairs at the Transit Facility. In order to do so, a budgetary amendment is needed to supplement the Transit Facility Renovations project funding line 52009 with \$611,653 from ARPA-NY funding and \$486,847 from CRRSAA funding (funding line 52103).

Therefore, I kindly request that the above budgetary amendment be added to the Physical Services Subcommittee agenda on December 18, 2023 for consideration so that we can proceed with these projects in a timely manner.

Thank you in advance for your consideration.

**CC:** Michael Lewis, Commissioner of Finance  
Michele Alfano-Sharkey, County Auditor  
Vincent Tamagna, Director of Transportation

MICHAEL J. LEWIS  
Commissioner Of Finance



cc:all  
ATA OK Amy  
Bcso

SHEILA BARRETT  
Deputy Commissioner Of Finance

#5 i

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Amendment – 23A087  
DATE: December 4, 2023

2023 DEC - 5 PM 1:32  
LEGISLATURE  
PUTNAM COUNTY  
CARNEL, NY

At the request of the Commissioner of the Health Department, the following budgetary amendment is necessary.

General Fund:

Increase Appropriations:

11401000 51093	NURSING - OVERTIME	\$ 5,000
12401000 51093	EHS - OVERTIME	4,000
12023000 51093	ATUPA - OVERTIME	2,000
11401000 58002	NURSING - FICA	383
12401000 58002	EHS - FICA	306
12023000 58002	ATUPA - FICA	153
11015000 54510	MACHINE MAINTENANCE - LEAD POISONING	2,000
11024000 54330	RABIES - MEDICAL SUPPLIES (VACCINES)	2,200
11401000 52130	NURSING - COMPUTER EQUIPMENT	2,600
10199000 54980	GENERAL CONTINGENCIES	3,566

Increase Estimated Revenues:

10401000 434890 10118 STATE AID - PERFORMANCE INCENTIVE INITIATIVE \$ 22,208

Fiscal Impact - 2023 - \$(3,566)  
Fiscal Impact - 2024 - \$ 0

23A087



This amendment is required to account for overtime, fringe, and certain purchases pursuant to the Local Health Performance Incentive Initiative. A copy of the Award Letter and justification for certain appropriations are attached for further review.

Please forward it to the appropriate committee.

Approved

---

Kevin M. Byrne -County Executive



**Department  
of Health**

YEAR 10

**KATHY HOCHUL**  
Governor

**MARY T. BASSETT, M.D., M.P.H.**  
Commissioner

**KRISTIN M. PROUD**  
Acting Executive Deputy Commissioner

Dear Commissioner Dr. Nesheiwat,

Thank you for your participation in the New York State Department of Health's ongoing Local Health Department (LHD) Performance Incentive Program. In year ten (2022) of the program, which began in March 2022 and concluded in September 2022, the Department focused on collecting the experiences of LHDs with the COVID-19 pandemic response.

The Department is pleased to announce that once again county participation in the program was strong. This year, 57 LHDs receive an award.

Putnam County participated and has been awarded a total of \$22,208.00.  
Congratulations.

As with prior Performance Incentive program years, awards must be used to support costs associated with Article 6 eligible services. While costs associated with any eligible activity are acceptable, LHDs are encouraged to consider utilizing the award funds to support ongoing disease prevention efforts, and promotion of COVID-19 vaccination.

The Article 6 Team is requesting that each LHD submit a separate voucher for the Performance Incentive award specified in this letter. However, LHDs are not required to voucher the full award amount in a single voucher and may claim award funds throughout the 2023 program (calendar) year, allowing each LHD to determine the timing of the Performance Incentive award payment(s). The Performance Incentive award amount must be reflected on the Performance Incentive line in the 2023 Quarterly Expenditure Report (QER) and may be submitted with any 2023 QER(s) no later than March 31, 2024. Please submit the Performance Incentive award voucher electronically to [a6fis@health.ny.gov](mailto:a6fis@health.ny.gov).

Thank you again for your participation. We look forward to continuing to work with you and your staff to improve the delivery of public health services. Please send any questions regarding the award program to [a6PI@health.ny.gov](mailto:a6PI@health.ny.gov).

Sincerely,

Bryan Tarr  
GPHW Manager

Christopher F. Davis  
Performance Incentive Coordinator



**PUTNAM COUNTY DEPARTMENT OF HEALTH**  
 1 Geneva Road, Brewster, NY 10509 ■ 845-808-1390  
 www.putnamcountyny.gov/health

A PHAB-ACCREDITED HEALTH DEPARTMENT

**Kevin M. Byrne**  
 COUNTY EXECUTIVE

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

**TO:** Michael Lewis, Commissioner of Finance  
**FROM:** William A. Orr, Jr., Senior Fiscal Manager  
**DATE:** November 30<sup>th</sup>, 2023  
**RE:** Budgetary Amendment

Please process this Budgetary Amendment for the following Health Department accounts:

Increase Revenue: Performance Incentive Initiative 10401000-434890-10118 (See attached Award letter)	<u>\$22,208.00</u>
<b>TOTAL:</b>	<b>\$22,208.00</b>
Increase Expense: 11401000-51093 Nursing-Overtime	\$ 5,000.00
Increase Expense: 12401000-51093 EHS-Overtime	\$ 4,000.00
Increase Expense: 12023000-51093 Adolescent Tobacco Use Prevention Act (ATUPA)- Overtime	\$ 2,000.00
Increase Expense: 11401000-58002 Nursing-FICA	\$ 383.00
Increase Expense: 12401000-58002 EHS-FICA	\$ 306.00
Increase Expense: 12023000-58002 ATUPA-FICA	\$ 153.00
Increase Expense: 1101500-54510 Lead Poisoning Prevention-Machine Maintenance	\$ 2,000.00

Increase Expense: 11024000:54330 Rabies-Medical Supplies (Vaccine)		\$ 2,200.00
Increase Expense: 11401000-52130 Nursing-Computer Equipment		<u>\$ 2,600.00</u>
	<b>TOTAL:</b>	<b>\$18,642.00</b>
Increase General Contingency:		<u>\$ 3,566.00</u>
	<b>TOTAL Fiscal Impact 2023:</b>	<b>(\$ 3,566.00)</b>

**Nursing Overtime:** Currently have positive Tuberculosis caseload of a family of five that requires "Direct Observed Therapy" (DOT), which requires two Nurses go to the home every day, including weekends and Holidays, to aid the family prepare and take the appropriate medications for their treatment plans. This is a mandated service to ensure Tuberculosis patients are taking the medications as prescribed, to avoid spreading this highly communicable disease.

**Adolescent Tobacco Use Prevention Act (ATUPA) Overtime:** Due to large demand for Vaping products, ATUPA staff have been conducting more compliance checks than expected, and in certain cases, follow-up compliance checks are required on vendors who have sales violations (selling to underage persons).

**Rabies – Vaccine purchase-** Funding this line in the event of additional exposure through end of 2023. There is currently no funding available in this line; if there is a possible Rabies exposure case, funding needs to be available for emergency vaccine purchase.

**EHS Overtime:** Many more phone calls, as regards to Rabies, during non-working hours. More outside food events in 2023, which our staff attends, to monitor food quality.

**Lead Machine Maintenance:** Repair XRF Lead testing machine. Machine malfunctioned on the last Lead testing case. Staff contacted vendor and have received a quote to ship and repair the machine. NYS mandates to test for Lead in the home of all new and ongoing positive Lead cases. We have several new cases that will require immediate testing.

**Nursing Computer Equipment:** Replace three old/slow computers and purchase one additional monitor. Monitor is for set up of double screens for use of new Electronic Medical Record software (Patagonia) Please see approved quote attached. Approved by IT Department.

**Contingency:** Remaining funds used to increase Contingency account.



# SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

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

# 25571010.01

PLEASE REFER TO THE ABOVE QUOTE # WHEN ORDERING

Date: 11/28/2023  
Valid Through: 12/28/2023  
Account #:

Account Manager:  
Phone:  
Fax:  
Email:

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

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

<b>QUOTE PROVIDED TO:</b> AB#: 3528537 COUNTY OF PUTNAM HEALTH DEPT 1 GENEVA ROAD BREWSTER, NY 10509 US  (845) 808-1075	<b>SHIP TO:</b> AB#: 5843317 PUTNAM COUNTY HEALTH DEPT 1 GENEVA ROAD TERRAVEST CORPORATE PARK BREWSTER, NY 10509 US  (845) 278-6130
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DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	77.00 lbs	Net 30	NCPA 01-144

**Important Notice:** THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-144. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	3	41813893	GGJ1G	Dell i7x 7010 SFF vPro Core i5-13500 2.5GHz / 8GB / 256GB SSD / UHD770 / GbE / 180W / W11P Dell Distribution Systems-Non CTO	Dell Distribution Systems-Non CTO	\$ 717.33	\$ 2,151.99
2	1	41278383	DELL-P2222H	21.5" P2222H Full HD LED-LCD Monitor Dell Distribution Systems-Non CTO	Dell Distribution Systems-Non CTO	\$ 167.94	\$ 167.94
3	3	38316094	CYBERTRACK H3	720P HD USB WebCam w/ Built-in Mic & 1.2MP CMOS Sensor Adesso	Adesso	\$ 31.82	\$ 95.46

Subtotal	\$ 2,415.39
Fee	\$ 0.00
Shipping and Handling	\$ 0.00
Tax	Exempt
<b>Total</b>	<b>\$ 2,415.39</b>

*Allen Butler*

MICHAEL J. LEWIS  
Commissioner of Finance



cc: all  
phys  
ASA

Res

SHEILA BARRETT  
First Deputy Commissioner of Finance

#5j

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: **Budgetary Amendment – 23A088**  
DATE: December 11, 2023

2023 DEC 11 PM 4:58  
LEGISLATURE  
PUTNAM COUNTY  
CARNEL, NY

At the request of the Commissioner of Finance and Director of Purchasing, the following budgetary amendment is necessary.

**Capital Fund:**

**Increase Appropriations:**

55197000 53000 50245 CAPITAL - PEEKSKILL HOLLOW PIN 8757.48 \$ 7,826,000

**Decrease Appropriations:**

55197000 53000 50245 CAPITAL - PEEKSKILL HOLLOW PIN 8757.48 \$ 2,000,000

**Increase Estimated Revenues:**

55197000 445971 50245 FEDERAL AID - PEEKSKILL HOLLOW PIN 8757.48 \$ 6,261,000

05000 45710N 50245 2023 SERIAL BONDS PROCEEDS - LOCAL \$ 1,565,000

**Decrease Estimated Revenues:**

05000 45710N 50245 2023 SERIAL BONDS PROCEEDS - LOCAL \$ 2,000,000

*Fiscal Impact - 2023 - \$ 0*

*Fiscal Impact - 2024 - \$ 0*

23A088

The above budgetary amendment represents the distribution of CMAQ Funds in connection with the Peekskill Hollow Road renovation project. Putnam County with the collaboration of the New York Metropolitan Transportation Council (NYMTC) was able to identify other available unobligated federal funding from other member agencies. After several discussions, Putnam County was able to secure \$7,826,000 towards this project. In doing so, there's a 20% local match by virtue of this commitment. Pursuant to Resolution 120 of 2023, the County was authorized to go out for borrowing in the amount of \$4,000,000. Of this amount, \$2,000,000 will now be used to subsidize this local match which is inclusive of contingency should there be any unforeseen costs incurred with the project. The remaining \$2,000,000 will now be de-obligated. Please refer to the attached "TIP" schedule as part of this resolution.

Please forward it to the appropriate committee.

Approved

---

Kevin M. Byrne -County Executive





MICHAEL J. LEWIS  
Interim Commissioner Of Finance



SHEILA M. BARRETT  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

cc: all  
Pers.  
A+A

#5K

Title corrected

To: Diane Schonfeld, Legislative Clerk  
From: Sheila M. Barrett, Deputy Commissioner of Finance *SMB*  
Re: Budgetary Amendment - **24A001**  
Date: December 1, 2023

At the request of the Commissioner of Health, the following budgetary amendment is required. (effective January 1, 2024)

**Increase estimated appropriations:**

26401001.51000.10205 (66109)	Personnel Services	79,031
	Quality Improvement/Program Management Coordinator	
26401001.58001.10205	Retirement	6,542
26401001.58002.10205	FICA	6,046
26401001.58004.10205	Workers Comp	1,005
26401001.58006.10205	Dental	2,004
26401001.58011.10205	Health Insurance	28,284
26401001.58012.10205	Vision	242

**Increase estimated revenues:**

26401001.444892.10205	Public Health Infrastructure Grant	123,154
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Fiscal Impact - 2024 - 0

Fiscal Impact - 2025 - 0

This Resolution is necessary to recognize the NYS Department of Health Public Health Infrastructure, Workforce and Data Systems Grant. The grant was awarded at \$692,296 for the period 12/1/2022 through 11/30/2027. The new position created is contingent upon renewal of the grant beyond 11/30/2027.

Approved:

Kevin M. Byrne  
County Executive

Please forward to the appropriate committee.

Approved:

INFRASTRUCTURE BUDGET							
5 YEAR GRANT							
12/01/2022 - 11/30/2027							
GRANT AWARD \$692,296							
	PRORATED YEAR 1 3 MONTHS			PRORATED YEAR 4 7 MONTHS			
	1/1/23 12/31/23	10/1/23 12/31/23	1/1/24 12/31/24	1/1/25 12/31/25	1/1/26 12/31/26	1/1/26 8/31/26	
	YEAR 1	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 4	TOTAL GRANT
<b>PUBLIC HEALTH DATA &amp; INFORMATICS SPECIALIST</b>	\$79,031	\$12,159	\$79,031	\$80,612	\$82,224	\$55,912	\$227,714
GRADE 21 RATE OF PAY							
MANAGEMENT POSITION							
STARTING DATE : OCTOBER 1, 2023							
FRINGES	\$40,552	\$5,658	\$40,552	\$41,363	\$42,190	\$28,689	\$116,262
YEARLY TOTAL	\$119,583	\$17,817	\$119,583	\$121,975	\$124,414	\$84,602	\$343,976
(2.00% COLA RAISE PER YEAR)							
(2.00% BENEFITS INCREASE PER YEAR)							
<b>QIPM COORDINATOR</b>							
GRADE 21 RATE OF PAY							
MANAGEMENT POSITION	\$79,031	\$12,159	\$79,031	\$80,612	\$82,224	\$55,912	\$227,714
STARTING DATE : OCTOBER 1, 2023							
FRINGES	\$40,552	\$5,658	\$40,552	\$41,363	\$42,190	\$28,689	\$116,262
YEARLY TOTAL	\$119,583	\$17,817	\$119,583	\$121,975	\$82,224	\$84,602	\$343,976
(2.00% COLA RAISE PER YEAR)							
(2.00% BENEFITS INCREASE PER YEAR)							
<b>TOTAL PERSONNEL COSTS</b>					\$206,638		
<b>TOTAL ANTICIPATED GRANT EXPENDITURES BASED ON GRADE 21 EQUIVALENT</b>							
<b>BOTH PERSONNEL POSITIONS TO BEGIN OCTOBER 1, 2023 AND END JULY 31, 2026</b>							
EDUCATION / TRAINING		0	2,088	1,255		1,000	4,343
TOTAL OTPS		0	2,088	1,255		1,000	4,343
TOTAL PERSONNEL		35,634	239,166	243,949		169,203	687,953
<b>TOTAL YEARLY BUDGETS</b>							
		YEAR 1	YEAR 2	YEAR 3		YEAR 4	TOTAL
<b>WE WILL BE SUBMITTING COUNTY BUDGETS YEARLY</b>							

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**INTEROFFICE MEMORANDUM**

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**TO:** MICHAEL LEWIS, COMMISSIONER OF FINANCE

**FROM:** PATRICIA RAU, SENIOR PERSONNEL SPECIALIST *PR*

**SUBJECT:** QIPM TITLE

**DATE:** DECEMBER 1, 2023.

**CC:** WILLIAM ORR, SENIOR FISCAL MANAGER  
NANCY COLLIER, FISCAL TECHNICIAN

---

As a result of grant funding, the Health Department requested the creation of a new position earlier this year. The position was titled Quality Improvement/Performance Management Coordinator and was funded on a part-time basis earlier this year. Due to recruitment difficulties, The Health Department is currently requesting that this position be funded full time beginning on January 1, 2024. Additionally, the job specification and title were reviewed and updated, and the job was re-titled to Quality Improvement/Program Evaluation Manager. Please refer to this position with its updated title moving forward.

Furthermore, the salary is indicated as a Grade 21. Please note that this is not allocating the title to CSEA, rather, it is being used as a salary indicator for recruitment purposes.

July

In June 2023, Putnam County Department of Health presented to the personnel committee, a proposed budget related to an award from NYSDOH for the purpose of strengthening the workforce and foundational capabilities of the county public health department. The current grant period for this funding (\$692,296) is 12/1/2022-11/30/2027. NYSDOH has notified all local health departments to budget the entire allocated award, despite the 12/1/2022 start date.

Previously, PCDOH had budgeted for a full-time Public Health Data and Informatics Specialist and a part-time Quality Improvement/Performance Management (QIPM) Coordinator. PCDOH is requesting a modification to support expanding the QIPM position from part-time to full-time. If the two grant-funded positions are filled in early January, PCDOH has established a budget to support both positions as full-time through 8/31/2026. The PCDOH interview team has re-evaluated the needs and determined that despite the impact on the length of time the funding will last, it is most important at this time to be able to recruit skilled full-time staff.

The work of a QIPM Coordinator intersects with every aspect of the ten essential public health services-- from community and program assessment to policy review and development and everything in between. Additionally, as applicants have begun to reply to the job postings it has become clear that qualified applicants with experience in quality improvement and program evaluation have passed on the opportunity to apply for the part-time position, instead applying for the full-time Data and Informatics role.

WAO: mb/ss  
Attachment

cc: all  
Health - Dec Sign  
A+A #10

COUNTY OF PUTNAM  
FUND TRANSFER REQUEST

TO: Commissioner of Finance  
FROM: Grace M. Balcer  
DEPT: DSS 2023  
DATE: 11/3/23

2023 NOV 13 AM 11:00  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# / NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10120000 51094 (Temporary)	10120000 54461 (St. Chgbk-Client Notices)	\$6,347	To cover state chargeback to date for Client Notices System per State settlement notices BA 064756; 065958
10120000 51094 (Temporary)	10101000 54989 (Misc)	514	To cover state chargeback for TALX usage charges per State settlement notice BA 065958
	Total	6,861	

2023 Fiscal Impact \$ 0

2024 Fiscal Impact \$ 0

Grace M. Balcer 11/3/23  
Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

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

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

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

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

23T394

STATE CHARGEBACKS CY 2023

ACTUALS:

	2016	2017	2018	2019	2020	2021	2022
AFIS	1286	1132	1355	714	1035	63	0
FAIR	0	0	0	0	0	0	0
TRAINING	0	1484	0	868	651	1050	1323
LEGAL	1687	4556	7685	7689	4613	7073	3254
BICS/EBICS	3658	3255	2967	2841	2759	2721	3397
CLNOTICES	10243	18480	8476	11531	8173	9848	8384
CSMS	6565	4650	8724	6735	5158	4936	4901
AFSA	302	815	554	345	1048	154	133
SAVETALX	23741	34372	29761	30723	23437	28845	21392
							199

	AFIS	HEARING	TRAINING	LEGAL	BICS/EBICS	CLNOTICES	CSMS	AFSA	SAVETALX
ADOPTED BUDGET	10101000	10120000	10106000	10120000	10101000	10120000	10108000	10102000	10101000
REV. BUDGET	54431	54465	54463	54468	54462	54461	54465	54431	54989
	0	0	3000	7800	4000	11500	7000	600	700

1/4/23	BA 060691		2023 OCFS 21 70 OTDA 21					37 3/0 2022	
2/2/23	BA 061094					2738 1-3/21			233 4-6/22 T
3/1/23	BA 061484					2498 4-6/21			
3/29/23	BA 062074							39 4/022	
5/2/23	BA 062608								48 7-9/22 T
6/30/23	BA 063749			1599 7-9/22	90 CBIC 7-9/22	3287 7-9/21	1113 10-12/22		
6/1/23	BA 063424				797 EBT 7-9/22				
7/5/23	BA 063946							55 1/0 23	249 10-12/22 T
8/1/23	BA 064240			3303 10-12/22	590 EBT 10-12/22	2860 10-12/21			
9/1/23	BA 064756				109 CBIC 10-12/22				
9/25/23	BA 065107				712 1-3/23	3997 1-3/22	1284 1-3/23		
9/29/23	BA 065372							14 2/0 23	
11/2/23	BA 065958		168 OTDA 22		207 CBIC 1-3/23	2467 4-6/22			684 1-3/21

SUB-TOTALS	0	0	2261	4902	2505	17847	3594	145	31254	1214
BALANCE	0	0	739	2898	1495		3406	455	2646	
11/3/23										

# Notice of Claim Settlement

Print Date: 9/14/2023

Dept Code: 27000

Time: 12:21:03 PM

Description: 9/1/2023 - RF2/2A S 0523 (BA064756)

District: PUTN

Package: RF2/2A

Voucher No: BA064756

Check Number: 8118583 Check Date: 9/1/2023

Programs	Claims	Adjustments	Advances	Balance Due	Advance For	Amount Due
ADOPTION SUBSIDY	23,832	0	0	23,832	✓ 0	23,832
CHILD HEALTH PLUS ADMIN	1,955	0	0	1,955	✓ 0	1,955
MEDICAL ADMIN	80,239	0	0	80,239	✓ 0	80,239
MEDICAL ASSISTANCE	-26,364	0	0	-26,364	✓ 0	-26,364
SAFETY NET	5,352	0	0	5,352	✓ 0	5,352
<b>SUBTOTAL:</b>	<b>\$85,014</b>	<b>\$0</b>	<b>\$0</b>	<b>\$85,014</b>	<b>\$0</b>	<b>\$85,014</b>

400-02

**Description of Deductions/Adjustments**

Local Share Child Support Central Collection Costs 01-03/2023	10108000 54465	-1,284
Treasury Offset Program Cycles 04-06/2023	10601000 41811	4,294
<del>Local Share Chargeback of Client Notices System 01-03/2022</del>	<del>10120000 54461</del>	<del>-3,997</del>
3214 SETTLEMENT 04-06/2023	A631	-1,903
EBT Local Share Chargeback 01-03/2023	10101000 54462	-712
3214 SETTLEMENT 01-03/2023	A631	-2,211
	<b>Net Payment:</b>	<b>\$79,201</b>

	<u>MA CAP</u>	<u>Settlement</u>	<u>Add'l</u>	<u>Db</u>	<u>a</u>
RF2A				101400-02	
MA	35,571	77,646	42,075	42,809	
				10601000 436101	42,809
	489	534	45		
Trng	1533	2059	526		
	37,593	80,239	42,646		
Chip	1,792	1,955	163		
				10610100 436011	13,211
				400-02	13,211

\* requires transfer of funds.

## 23T394

5

# Notice of Claim Settlement

Print Date: 11/2/2023

Dept Code: 27000

Time: 1:10:04 PM

Description: 11/2/2023 - RF2/2A F 0723 (BA065958)

District: PUTN

Package: RF2/2A

Voucher No: BA065958

Check Number: 8237888 Check Date: 11/2/2023

Programs	Claims	Adjustments	Advances	Balance Due	Advance For	Amount Due
ADOPTION ADMIN <i>93,459</i>	83	0	0	83	✓ 0	83
CHILD SUPPORT ADMIN <i>93,563</i>	32,466	0	0	32,466	✓ 0	32,466
CHILD SUPPORT INCENTIVE <i>93,563</i>	3,145	0	0	3,145	✓ 0	3,145
EAF SERVICES <i>93,558</i>	467	0	0	467	✓ 0	467
EAF/TANF <i>93,558</i>	-20	0	0	-20	✓ 0	-20
FA & SN <i>93,558</i>	14,689	0	0	14,689	✓ 0	14,689
FOSTER CARE ADMIN <i>93,658</i>	27,150	0	0	27,150	✓ 0	27,150
FOSTER CARE MAINT <i>93,658</i>	565	0	0	565	✓ 0	565
FSE&T ADMIN 50% <i>10,561</i>	14,591	0	0	14,591	✓ 0	14,591
MEDICAL ASSISTANCE <i>93,198</i>	-7,913	0	0	-7,913	0	-7,913
USDA * <i>10,561</i>	45,350	0	0	45,350	✓ 0	45,350
USDA FRAUD & ABUSE <i>10,561</i>	2,128	0	0	2,128	✓ 0	2,128
<b>SUBTOTAL:</b>	<b>\$132,701</b>	<b>\$0</b>	<b>\$0</b>	<b>\$132,701</b>	<b>\$0</b>	<b>\$132,701</b>

*H00-01*

**Description of Deductions/Adjustments**

1/12TH AG BILL JULY 2023 <i>10,561</i>	<i>10107000 54472</i>	-3,194
Local Share Chargeback of CBIC 01-03/2023	<i>10101000 54462</i>	-207
Local Share Chargeback of Client Notices System 04-06/2022	<i>1012000 54461</i>	-2,467
Gross costs of TALX usage 01-03/2023	<i>10101000 54984</i>	-684

**Net Payment: \$126,149**

*\* requires  
work for*

## 23T394

*9*



**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Pers - Dec Reso  
A+A #7*

**TO: Commissioner of Finance**

**FROM: THOMAS FEIGHERY, COMMISSIONER OF PUTNAM COUNTY DPW**

**DEPT: DPW**

**DATE: November 8, 2023**

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

FROM ACCOUNT#/NAME	TO ACCOUNT#/NAME	AMOUNT	PURPOSE
10511000 51000(10101) PERSONNEL SERV <i>Facilities (master mechanic)</i>	10511000 51093 OVERTIME <i>Facilities</i>	\$20,000	TO PROPERLY ALLOCATE TO COVER OVERTIME EXPENSES THRU EOY

2023 NOV 13 AM 11:00  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, N.Y.

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

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

*[Signature]* / *Joe Bellozzi* 11/8/23  
 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

**23T396**

cc:all  
~~Health~~ FYI  
AHA

3190  
#8

COUNTY OF PUTNAM  
FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: Grace M. Balcer

DEPT: Dept of Social Services

DATE: 11/17/23

2023 NOV 22 PM 12:17  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# / NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10611900 54415 (Adopt. Subsidy FNP)	10611900 54416 (Adopt. Subsidy FP)	\$11,000.00	To cover expenses for balance of 2023.

TOTAL: \$11,000.00

2023 Fiscal Impact \$ 0

2024 Fiscal Impact \$ 0

Grace M. Balcer 11/17/23  
Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

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

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

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

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

23T425

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Pers.  
A&P*

*Reso  
#9*

**TO: MICHAEL J. LEWIS – COMMISSIONER OF FINANCE**

**FROM: TRISH MCLOUGHLIN – DIRECTOR OF REAL PROPERTY**

**DEPT: FINANCE**

**DATE: 12/5/2023**

**RE: # 23T454**

**2023 DEC -5 PM 1:33  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY**

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

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10199000 54980 General Contingencies	10135500 51000 (10105) Personnel Services Sr. Office Assistant	\$ 520.00	Reclass from Assessment Clerk (10103) to Sr. Office Assistant (10105) Effective 11/1/2023
10199000 54980 General Contingencies	10135500 51000 (10106) Personnel Services Sr. Office Assistant	\$ 520.00	Reclass from Assessment Clerk (10104) to Sr. Office Assistant (10106) Effective 11/1/2023
10199000 54980 General Contingencies	10135500 58002 (10105) FICA Sr. Office Assistant	\$ 40.00	Reclass from Assessment Clerk (10103) to Sr. Office Assistant (10105) Effective 11/1/2023
10199000 54980 General Contingencies	10135500 58002 (10106) FICA Sr. Office Assistant	\$ 40.00	Reclass from Assessment Clerk (10104) to Sr. Office Assistant (10106) Effective 11/1/2023
	<b>2023 FISCAL IMPACT</b>	<b>\$ 1,120.00</b>	
	<b>2024 FISCAL IMPACT</b>	<b>\$ -</b>	

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

\_\_\_\_\_  
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

**23T454**

Michael Lewis  
*Commissioner of Finance*



TRISH MCLOUGHLIN  
*County Director- Real Property*

TO: Diane Schonfeld, Clerk to the Legislature  
FR: Trish McLoughlin, Director of Real Property  
RE: Salary Increases for Two Employees  
DATE: 12/05/2023

PM

---

The Personnel Department recently conducted a job analysis review of two clerical positions in our department. The review was initiated in July of 2023, and after all information was considered, the Personnel Department has concluded that the positions are properly entitled Senior Office Assistant. This change in classification will result in a nominal change in the 2023 staffing budget. The approved 2024 budget already accommodates this re-classification. A budgetary transfer is being provided by the Finance department under separate cover.

Please refer this request to the Personnel Committee of the Legislature for their review.

Thank you so much for your consideration of this request. I, along with Personnel Officer Paul Eldridge, will be in attendance at the December Personnel Committee meeting to answer any questions.

cc: James Burpoe, Deputy County Executive  
Michael Lewis, Commissioner of Finance  
Paul Eldridge, Personnel Officer

Attachments:  
Senior Office Assistant Job Specification

## SENIOR OFFICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of difficult clerical and secretarial tasks which may require operation of such equipment as a personal computer or word-processor. The work requires mature office judgment and knowledge of the policies, laws and regulations relating to the program or the agency in which the position is located. Specific duties vary with the needs of the municipality, department, or division. The Senior Office Assistant is distinguished from the Office Assistant in that this position involves either supervision, the use of a higher degree of independent judgment and/or the more secretarial nature of the work responsibilities. Work is performed under general supervision. Supervision may be exercised over the work of a small number of subordinate clerical workers. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides support to administrator(s);  
Receives telephone calls, answers questions and refers calls to proper person;  
Makes referrals according to office policies and procedures, and regulations and policies relating to program or department;  
Keeps administrator(s) informed and up-to-date on any changes in regulations and policies relating to the program or department;  
Makes appointments and schedules for school officials, and establishes priorities for submission to administrator(s);  
Receives and directs visitors to the office;  
Operates a computer or other word processing related equipment to produce routine correspondence, reports, spreadsheets, databases, charts and other work documents;  
Conducts correspondence independently or composes with administrative judgment for official signature;  
Assigns, reviews and records work done and instructs new employees in the specialized work of the department;  
Operates a variety of business office machines such as computers, copying machines, calculators, scanners, etc.;  
Performs routine equipment maintenance tasks;  
Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new materials, searching for requested material and periodically purging obsolete material;  
Collects, compiles, summarizes and types statistical and other related reports;  
May take and transcribe dictation of letters, memorandum, reports and other materials;  
May issue permits and licenses;  
May collect fees and accounts for monies received;  
May prepare and maintain time records and payroll data;  
Performs a variety of related activities as required.

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

SENIOR OFFICE ASSISTANT (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office practices, procedures, terminology and equipment; good knowledge of business arithmetic and English; good knowledge of the policies and regulations relating to the assigned agency; ability to operate an alphanumeric keyboard at an acceptable rate of speed; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to set up appropriate forms, charts and other tabular listings; ability to enter data, organize and maintain records, and prepare reports; ability to understand and carry out moderately complex oral and written instructions; ability to function independently in relatively unstructured situations; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; accuracy; resourcefulness; initiative; good judgment; tact; courtesy; neat appearance.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and two (2) years of clerical experience which must have involved the use of computer applications to enter data, maintain records or prepare reports and documents.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for the required experience indicated above on the basis of thirty (30) college credits per year of experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education, as a post secondary, degree-granting institution.

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Pers  
A+A*

*Resc  
#10*

**TO: MICHAEL J. LEWIS – COMMISSIONER OF FINANCE**

**FROM: ROBERT LIPTON – *Commissioner of EMS***

**DEPT: FINANCE**

**DATE: 12/5/2023**

**RE: # 23T459**

2023 DEC - 6 PM 1:36  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

FROM	TO		
ACCOUNT#/NAME	ACCOUNT #/NAME	AMOUNT	PURPOSE
13398900 51000 (12126)	13398900 51093 (12126)	\$ 22,205.00	Transfer to cover BES Dispatch Overtime due to Vacancies
BES Dispatch Personnel Services	BES Dispatch Overtime		
13398900 51000 (12127)	13398900 51093 (12127)	\$ 12,603.00	Transfer to cover BES Dispatch Overtime due to Vacancies
BES Dispatch Personnel Services	BES Dispatch Overtime		
13398900 51000 (12129)	13398900 51093 (12129)	\$ 15,192.00	Transfer to cover BES Dispatch Overtime due to Vacancies
BES Dispatch Personnel Services	BES Dispatch Overtime		
	<b>2023 FISCAL IMPACT</b>	\$	
	<b>2024 FISCAL IMPACT</b>	\$ -	

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

\_\_\_\_\_  
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

*23T459*



**PUTNAM COUNTY  
BUREAU OF EMERGENCY SERVICES**



Robert A. Lipton  
Commissioner of Emergency Services

J. Ralph Falloon  
Deputy Commissioner of Emergency Services

Kevin M. Byrne  
County Executive

Alex Rochner, EMT-P  
Director of Emergency Medical Services

**MEMORANDUM**

To: Michael Lewis, Commissioner of Finance

From: Robert A. Lipton, Commissioner

Re: 911 Dispatch Center Overtime

Date: December 5, 2023

---

The 911 Dispatch Center's overtime budget has been exhausted.

We are requesting \$50,000 to cover overtime for the remainder of December 2023 from budget line 13398900 51000.

We are going to use money from unused salaries already funded for 2023.

Thank you.



MICHAEL J. LEWIS  
Commissioner Of Finance



cc: all  
A & A

Reso

SHEILA BARRETT  
Deputy Commissioner Of Finance

#11

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: **Budgetary Transfer – 23T460**  
DATE: December 4, 2023

2023 DEC 11 PM 4:58  
LEGISLATURE  
PUTNAM COUNTY  
CARNEL, NY

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

**General Fund:**

**Increase Appropriations:**

10132000 54111 Independent Audit \$ 22,500  
*Auditing*

**Decrease Appropriations:**

10131000 54646 Contracts \$ 22,500  
*Finance*

Fiscal Impact - 2023 - \$ 0

Fiscal Impact - 2024 - \$ 0

This transfer is needed to account for the additional services rendered by the County's Independent Auditors, PKF O'Connor Davies LLP, in connection with the year end audit of 2022. In accordance with the engagement letter between the County and PKF O'Connor Davies LLP, the audit firm reserves the right to charge for additional work performed. These services included additional single audits of the County's Federal Major Programs (Refer to Page 163 of the Annual Audit Report). In addition, the County was required under the Government Accounting Standards Board ("GASB") to implement Statement No. 87 "Leases" which establishes a single model for lease accounting for Governmental Entities. Additional work and note disclosures were required because of the implementation. A copy of the invoice from PKF O'Connor Davies LLP is attached for further review of the committee.

23T 460

Please forward it to the appropriate committee.

Approved

---

Kevin M. Byrne -County Executive

**County of Putnam, New York**

Schedule of Findings and Questioned Costs  
Year Ended December 31, 2022

---

**Section I - Summary of Auditors' Results**

**Financial Statements**

Type of report the auditors issued on whether the financial statements audited were prepared in accordance with GAAP

Unmodified

Internal control over financial reporting

- Material weakness(es) identified?
- Significant deficiency(ies) identified?

\_\_\_ Yes     X  No  
\_\_\_ Yes     X  None reported

Noncompliance material to financial statements noted?

\_\_\_ Yes     X  No

**Federal Awards**

Internal control over major federal programs

- Material weakness(es) identified?
- Significant deficiency(ies) identified?

\_\_\_ Yes     X  No  
\_\_\_ Yes     X  None reported

Type of auditors' report issued on compliance for major federal programs

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

\_\_\_ Yes     X  No

Identification of major federal programs

Assistance

Listing Number(s)

Name of Federal Program or Cluster

21.027	Coronavirus State and Local Fiscal Recovery Funds
20.205	Highway Planning and Construction Cluster – Metropolitan Transportation Planning
97.036	Disaster Grants - Public Assistance (Presidentially Declared Disasters)
93.558	Temporary Assistance for Needy Families
10.561	Supplemental Nutrition Assistance Program

**County of Putnam, New York**

Schedule of Findings and Questioned Costs (Continued)  
Year Ended December 31, 2022

---

Dollar threshold used to distinguish  
between Type A and Type B programs  
Auditee qualified as low-risk auditee?

\$ 750,000  
     Yes   X   No

**Section II - Financial Statement Findings**

None

**Section III - Federal Award Findings and Questioned Costs**

None



Date 07/31/2023

Michael Lewis  
Commissioner of Finance  
County of Putnam  
40 Gleneida Avenue  
Camel, NY 10512

Client No. 1545033.002 Invoice No. 744975

For Professional Services Rendered

E.I.N. 27-1728945

Services rendered in connection with examination of financial statements of the various funds of the County of Putnam as at December 31, 2022 and preparation of report thereon for the year the year then ended.

Audit Fee:	\$ 88,600.00
Less Progress Payment:	(88,600.00)
Plus:	
• 4 Additional Single Audit Programs needed to be tested:	12,000.00
• Implementation of GASB 87 and related additional audit work:	<u>10,500.00</u>
Balance Due:	\$ <u>22,500.00</u>

Pay Online: <https://www.pkfod.com/onlinepayment/>

Beneficiary: PKF O'Connor Davies, LLP  
Beneficiary Address: 500 Mamaroneck Avenue, Suite 301 Harrison, NY 10528

PKF O'Connor Davies, LLP  
300 Tice Boulevard Suite 315 Woodcliff Lake, NJ 07677 | Tel: 914-381-8900 | [www.pkfod.com](http://www.pkfod.com)

PKF O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Prot - FYI  
ATA - sign  
5/17  
#12*

**TO:** Commissioner of Finance  
**FROM:** Robert Lipton, Commissioner  
**DEPT:** Bureau of Emergency Services  
**DATE:** 12/12/23

2023 DEC 12 AM 10:33  
LEGISLATURE  
PUTNAM COUNTY  
CARNEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# /NAME	AMOUNT	PURPOSE
10014000 52110 Furniture	13398900 52130 Computer Equipment	\$5,000.00	Purchase computers and monitors for 911 Dispatch Center
143989000 54330 Medical Supplies	13398900 52130 Computer Equipment	\$5,000.00	
10014000 54640 Education & Training	13398900 52130 Computer Equipment	\$2,900.00	
		<u>\$12,900.00</u>	

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

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

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

**AUTHORIZATION: (Electronic signatures)**

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

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

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

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



**23T474**



**Government, Education, and Corporate Department**  
For Pricing Requests, Purchase Orders, and Customer Service:

Phone: <b>800-947-8003</b> <b>212-239-7503</b>	Fax: <b>800-858-5517</b> <b>212-239-7759</b>	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federalsales@bhphoto.com State and Local: biddept@bhphoto.com
---	---	--	---

The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 12-2768071

Prices Are Valid Until: 01/07/24

Quote No.: 1102861268

Reference No.: R201202-OMNIA

**Sold To:**

**Putnam County Emergency Serv**  
112 Old Route 6  
Tops Building  
Attn: Accounts Payable  
CARMEL, NY 10512

Bill Phone: (845)808-4000

Date	Customer Code	Terms	Salesperson	Ship Via	
12/08/23	64660735	N/A	WB	MULTIPLE	
Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
1	11	DELL 24" LED LCD MONITOR/REG  Instant Savings 90.00 \$90.00 Instant Savings Exp. 12/31/23  This item currently has a price of \$169.99 while supplies last. Temporarily Out of Stock. No ETA Available at this time	DEP2422H (P2422H)	169.14	1,860.54
2	2	ATDEC SIX 5.11/27.95" ARMS/29.5" POST/SLVR/REG  Special Order. 3-7 business days	ATMS613717HS (AWMS-6-13717-H-S)	758.16	1,516.32
PLEASE NOTE: ----- **** Please reference your quote number on all PO's **** **** ALL PRICES ARE LISTED IN USD **** Certain items may be enforced by vendor to sell at the vendor-imposed price posted at the time of order.					
Payment Type - N/A				Sub-Total:	3,376.86
				Shipping:	Free STND
				Total:	3,376.86

*Allen Kurlic*

BND\_09000

Customer Copy

Page 1 of 1

**23T474**



# SALES QUOTE

GovConnection, Inc.  
732 Millford Road  
Merrimack, NH 03054

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

**# 25573767.02**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 12/5/2023  
**Valid Through:** 1/4/2024  
**Account #:**

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

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

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

<b>QUOTE PROVIDED TO:</b> AB#: 11682189 <b>PUTNAM COUNTY</b> EMERGENCY SVC/IT 112 OLD ROUTE 6 CARMEL, NY 10512 US (845) 808-1610	<b>SHIP TO:</b> AB#: 11666972 <b>PUTNAM COUNTY BUREAU OF EMERG SERV</b> 112 OLD ROUTE 6 TOPS BUILDING CARMEL, NY 10512 US (914) 225-3641
---	---

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	347.00 lbs	Net 30	NCPA 01-144

**Important Notice:** — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-144. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	9	41749181	3000169658482	Cust.IM Prec3660 I613500 1 / 4 Dell Im Client Distribution	Dell Im Client Distribution	\$ 1,214.75	\$ 10,932.75
<b>Subtotal:</b>							\$ 10,932.75
<b>Fee:</b>							\$ 0.00
<b>Shipping and Handling:</b>							\$ 0.00
<b>Tax:</b>							Exempt
<b>Total:</b>							\$ 10,932.75

23T474



**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
A+A  
sign  
OK  
Grimm  
sign  
#13*

**TO:** Commissioner of Finance  
**FROM:** Robert Lipton, Commissioner  
**DEPT:** Bureau of Emergency Services  
**DATE:** 12/12/23

2023 DEC 13 PM 3:41  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# / NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10398900 54640 Education & Training	10398900 54646 52309 Contracts	\$5000.00	Add funds for FEMA Consultants

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

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

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

**AUTHORIZATION: (Electronic signatures)**

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

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

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

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



**23T480**

**Meridian Strategic Services**

PO BOX 158  
Esopus, NY 12429 US  
+1 8453325599  
sleary@meridianstrategicserv.com



**INVOICE**

**BILL TO**  
Robert Lipton  
Putnam County  
112 Old Route 6  
Carmel, NY 10512  
United States

**SHIP TO**  
Robert Lipton  
Putnam County  
112 Old Route 6  
Carmel, NY 10512  
United States

**INVOICE** 1110  
**DATE** 12/06/2023  
**TERMS** Net 30  
**DUE DATE** 01/05/2024

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Disaster Consultant Services	11.6.23. Foster. Organize folders for seven projects. Review DI in FEMA GP all damages, review emails and download all site inspection reports.	2	140.00	280.00
Disaster Consultant Services	11.6.23. Foster. Finalize documents and submit to FEMA	1	140.00	140.00
Disaster Consultant Services	11.7.23. Foster. Call with Putnam County to dismiss action items, multiple projects and next steps. Pulled template for cost estimating projects, discuss DI review.	1	140.00	140.00
Disaster Consultant Services	11.8.23. Foster. Call with Putnam County to go over concerns about damage inventory, request extension and call with FEMA PDMG about damage inventory omissions.	1	140.00	140.00
Disaster Consultant Services	11.12.23. Foster. Review damage line items and detailed SIR reports before damage inventory lock	3	140.00	420.00
Recovery Project Management	11.13.23. Covell. Zoom meeting with Putnam County and FEMA	1	150.00	150.00
Disaster Consultant Services	11.13.23. Foster. Reviewed damage line items for projects within FEMA's Grant Portal. Populated Consensus Codes and Standards Forms. Continued draft scope of work and memo for record development.	6	140.00	840.00
Disaster Consultant Services	11.17.23. Foster. Call with Putnam County to go over items needed to formulate and submit CAT Z management costs, review all information in FEMA GP including meetings, document uploads, process steps and history. Develop report for CAT Z Management formulation.	4	140.00	560.00
Disaster Consultant Services	11.22.23. Foster. Call with Putnam County about signing of the Damage Inventory and signing of and final review of Codes and Standards for all projects.	1	140.00	140.00
Disaster Consultant Services	11.22.23. Foster. Cat Z management costs. Begin review of information in FEMA GP including meetings, document uploads, process steps and history, Cat Z management formulation.	2	140.00	280.00

**23T480**

Recovery Project Management	11.27.23. Covell. Zoom meeting with Putnam County and FEMA and follow up.	1	150.00	150.00
Disaster Consultant Services	11.27.23. Foster. Prep for FEMA call. Attend FEMA/State/County touchpoint meeting.	4	140.00	560.00
Disaster Consultant Services	11.28.23. Foster. Review all EEIs in FEMA Grants Portal and review all required documents.	3	140.00	420.00
Disaster Consultant Services	11.28.23. Foster. Call with Putnam County to go over debris efforts, scope and the need for and extension request. Began to formulate time extension request.	1	140.00	140.00
Disaster Consultant Services	11.28.23. Foster. Review Damage Scope Survey Answers, discuss scope with the County, review all uploaded documentation.	1	140.00	140.00
Disaster Consultant Services	11.29.23. Foster. Call with County to go over next steps and action items.	1	140.00	140.00
Disaster Consultant Services	11.30.23. Foster. Begin review of information in FEMA Grants Portal including meetings, document uploads and process steps and history. Development of Cat Z management formulation and compile report for applicant.	2	140.00	280.00

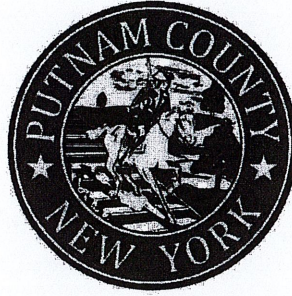
Invoice for disaster recovery grant management services for November 2023.

BALANCE DUE

**\$4,920.00**

**23T480**

MICHAEL J. LEWIS  
Commissioner Of Finance



cc: all  
Pers  
A & A

SHEILA BARRETT  
Deputy Commissioner Of Finance

Reso

#14

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Transfer – 24T001  
DATE: December 7, 2023

2023 DEC - 7 AM 11:44  
LEGISLATURE  
PUTNAM COUNTY  
CARRIET, NY

At the request of the Commissioner of the Department of Mental Health & Social Services the following budgetary transfer is necessary.

FROM	TO	
ACCOUNT#/NAME	ACCOUNT #/NAME	AMOUNT
10199000 54980	10102000 51000 (2137)	\$ 16,771.00
General Contingencies	Personnel Services	
	Social Services - Services	
	Senior Caseworker Grade 17 Step 3	
10199000 54980	10102000 <del>51000 (2137)</del> 58002	\$ 1,284.00
General Contingencies	FICA	
	<b>2024 FISCAL IMPACT</b>	<b>\$ 18,055.00</b>
	<b>2025 FISCAL IMPACT</b>	<b>TBD</b>

This transfer would be effective January 1, 2024. The Department is seeking approval from the Personnel Committee to upgrade an existing vacant Caseworker position (CSEA) Grade 15 Step 1 (#601002112) to a Senior Caseworker (CSEA) Grade 17 Step 3 (#601002137) in the Adult Protective Unit of DSS. As stated in the attached, Personnel most recently conducted a review of the new duties and considered this position to be appropriately reclassified to Senior Caseworker.

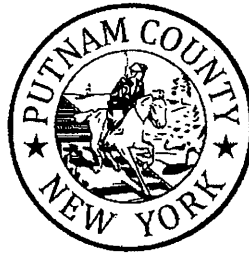
Please forward it to the appropriate committee.

24T001

KEVIN BYRNE  
County Executive

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

GRACE M. BALCER  
Fiscal Manager  
[37A279@dfa.state.NY.US](mailto:37A279@dfa.state.NY.US)



ELIZABETH BARCAVAGE  
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FRANK MAROCCO, ESQ.  
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**DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU**

**MEMORANDUM**

December 6, 2023

TO: Diane Schonfeld, Putnam County Legislative Clerk

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

SUBJECT: Reclassification Upgrade

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The Department of Social Services & Mental Health is seeking approval for an upgrade to an existing Caseworker position in the Adult Protective Unit to Senior Caseworker. This request will mirror the structure to that of other units under The Department of Social Services and provide assistance and supervision to caseworkers within the unit.

The Personnel Department recently conducted a review of the completed New Position Duties Statement for this Caseworker position. After review and all information considered, the Personnel Department reclassified this position as Senior Caseworker. A budgetary transfer will be provided by the Finance Department under separate cover.

Please refer this request to the Personnel Committee for their review.

Thank you for your time and consideration of this request. I will be in attendance at the December Personnel Committee meeting to answer any questions.

Respectfully submitted,

  
Sara Servadio

Attachments:

Senior Caseworker Job Specification  
Personnel Department Classification / Reclassification Notice

cc: Kevin Byrne, County Executive  
James Burpoe, Deputy County Executive

# SENIOR CASEWORKER

**DISTINGUISHING FEATURES OF THE CLASS:** The senior caseworker provides professional casework and social work services, involving investigation and resolution of difficult problem cases as well as determination and recommendation of needs for services. The senior caseworker is also responsible for the development and implementation of plans to resolve problems and/or meet the individual needs of assigned cases. Additionally, the senior caseworker may be assigned to provide supervision of one or more programs in the Department of Social Services. Work is performed under general supervision, and direct supervision is provided over the activities of caseworkers and clerical employees. Performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Interviews applicants and persons referring cases of children needing care, supervision, or services; recommends services necessary to carry out plans to meet the needs of individuals or families;
- Makes visits to applicants to ascertain the need for services;
- Develops involved or complex social histories and a plan of treatment which, with supervisory approval, is the basis for delivery of the services;
- Aids individual caseworkers in formulating service and work organization plans;
- In each case, in cooperation with the individual or family plans the use to be made of available resources;
- Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts and other agencies;
- Makes necessary collateral contacts with employees, relatives, friends, physicians, hospitals, and other agencies;
- When foster care is necessary, determines whether the child's needs can best be met in an institution or foster family home;
- Finds family homes interested in caring for children;
- Studies and evaluates family homes desiring to care for children at board, at wages, or on a free or adoptive basis and recommends boarding homes for certification;
- Arranges for medical care of children in foster homes, takes children to doctors, dentists, and clinics if foster parents are unable to do so;
- Plans with parents and relatives for the care of children and re-establishment of the home;
- Makes referrals to other agencies when indicated;
- Writes letters and reports as required;
- Periodically reviews cases to determine changes in client situation affecting the need for service;
- Assists the case supervisor in administering the work of the unit;
- Performs a variety of related activities as required.

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

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL**

**CHARACTERISTICS:** Good knowledge of principles and practices of social casework and social group work; good knowledge of Federal, State, and local public welfare laws and programs; knowledge of the techniques of preparing social research studies; extensive familiarity with services provided by the agency and community resources; ability to effectively formulate and conduct interviews and investigations; ability to direct the work of others; ability to communicate effectively both orally and in writing to groups and individuals; ability to use computers and computer software for word processing and data management; ability to establish and maintain effective working relationships; ability to deal effectively and objectively with clients of diverse socio-economic backgrounds and cultures; good listening skills, social perceptiveness; tact; confidentiality; good judgment.

**MINIMUM REQUIREMENTS:** Either

- a. Bachelor's degree and two (2) years full time paid experience in social work with a public or private social services agency adhering to acceptable standards; or
- b. Two (2) full time paid experience as a caseworker in a public or private social services agency adhering to acceptable standards; or
- c. An equivalent combination of training and experience as indicated in A) and B) above.

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

**SPECIAL REQUIREMENTS:**

Possession of a valid unrestricted appropriate level driver's license and acceptable driving record is required at time of appointment and must be maintained throughout employment.

3/83; 3/85; 9/97; 8/06; 4/09; 8/18; 4/19; 4/23

Competitive Class

PAUL ELDRIDGE  
*Personnel Officer*



ADRIENE IASONI  
*Deputy Personnel  
Officer*

December 6, 2023

Classification/Reclassification Notice

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

Dear Commissioner Servadio,

Our office has completed a review of the completed New Position Duties Statement (Form 222) submitted on December 6, 2023. Pursuant to Civil Service Law, Section 22, we have classified this position as Senior Caseworker in the Competitive jurisdictional classification.

Competitive Jurisdictional Classification requires permanent appointment from an appropriate eligible list, now or subsequent to, an approved provisional appointment, should this position be adopted as a position in your department.

Please be advised that classification of a position is not intended to imply or to address funding of or approval to fund any position. Classification recommendations, instructions about how to appoint, availability of eligible lists, and all other aspects of the classification process are completely separate from fiscal, budgetary and/or funding concerns.

If you have any questions or comments regarding this notice, please contact me at 845-808-1650 EXT 46127. or [patricia.rau@putnamcountry.gov](mailto:patricia.rau@putnamcountry.gov)

If you have any questions regarding this notice, please contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia Rau", written over a horizontal line.

Patricia Rau  
Senior Personnel Specialist

CC Frank Marocco, Director of Children and Family Services  
Kristen Wunner, Fiscal Manager Department of Social Services & Mental Health



**December 19, 2023  
Audit Meeting**

**#15**

**FYI/ Guardrail & Property Damage Table**