

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
REGULAR MEETING
OF THE
PUTNAM COUNTY LEGISLATURE
TO BE HELD IN THE
HISTORIC COURTHOUSE
CARMEL, NEW YORK 10512**

Tuesday May 7, 2024 7:00 P.M.

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

PROCLAMATIONS

- Support of the 2024 Sale of Buddy Poppies**
May 2024 as Mental Health Awareness Month
May 2024 as Older Americans Month "Powered by Connection"
National Safe Boating Month – May 2024
May 2024 as Water Safety Month
May 2024 as Global Youth Traffic Safety Month
4. Acceptance of Minutes – Special Mtg. – March 12, 2024
Regular Mtg. – April 2, 2024
 5. Correspondence
a) County Auditor
 6. Pre-filed resolutions:

PERSONNEL COMMITTEE
(Chairman Jonke, Legislators Castellano & Nacerino)

- 6a. Approval/ Budgetary Amendment (24A029)/ DPW/ Reorganization/ Reclassification
- 6b. Approval/ Budgetary Transfer (24T079)/ Social Services/ Temporary/ Administrative & Legal Training

RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE
(Chairwoman Addonizio, Legislators Ellner & Nacerino)

- 6c. Approval/ Budgetary Amendment (24A026)/ Veterans Service Agency/ Peer to Peer Program
- 6d. Approval/ Litigation Settlement/ Manzoello v. County of Putnam
- 6e. Approval/ Fund Transfer (24T078)/ County Attorney/ Judgment & Claims/ Manzoello v. County of Putnam
- 6f. Approval/ Local Law to Amend Article 5 of the Putnam County Charter Entitled "Executive Department"
 - 6f(1). Approval/ Proposed Amendment / Local Law to Amend Article 5 of the Putnam County Charter Entitled "Executive Department"
(further revision of Section 5.03)
- 6g. Approval/ Local Law to Amend Section 7.05 of the Putnam County Charter Entitled "Capital Program and Capital Budget"
- 6h. Approval/ Local Law to Amend Chapter 117 Entitled "Apprenticeship Training Program" and Chapter 140 Entitled "Contracts and Procurement" of the Putnam County Code in Relation to the Creation of the Department of General Services

PHYSICAL SERVICES COMMITTEE
(Chairman Ellner, Legislators Castellano & Crowley)

- 6i. Approval/ Budgetary Amendment (24A028)/ DPW/ Insurance Recovery/ Guardrail Damages/ Farmers Mills Road & Croton Falls Road
- 6j. Approval/ SEQRA/ Intent to Serve as Lead Agency/ County Office Building ADA Ramp and Entry Door Project/ Town of Carmel
- 6k. Approval/ Department of Public Works/ Use of Capital Facility Reserve/ Amend (22CP01) (Flooring Repair & Replacement at Various County Facilities)

PROTECTIVE SERVICES COMMITTEE
(Chairwoman Nacerino, Legislators Addonizio & Sayegh)

- 6L. Approval/ Budgetary Amendment (24A030)/ Sheriff's Department / Emergency Services/ FY2023 State Homeland Security Program (SHSP) Grant/ Re-Allocate Funding from Resolution #223 of 2023
- 6m. Approval/ Grant Application/ Bureau of Emergency Services/ Hazard Mitigation Grant Program (HMGP)

AUDIT & ADMINISTRATION COMMITTEE
(Chairman Castellano, Legislators Ellner & Gouldman)

- 6n. Approval/ Budgetary Amendment (23A095)/ Finance / Year End Journal Entry #4
- 6o. Approval/ Budgetary Amendment (24A032)/ Social Services/ Child Advocacy Center
- 6p. Approval/ Semi-Annual Mortgage Tax Report/ October 1, 2023 through March 31, 2024
- 6q. Approval/ Authorizing the Filing of an Application for a State Assistance from the Household Hazardous Waste (HHW) State Assistance Program and Signing of the Associated State Master Grant Contract, Under the Appropriate Laws of New York State
- 7. Other Business
- 8. Recognition of Public on Agenda Items
- 9. Recognition of Legislators
- 10. Adjournment

Proclamation

Support of the 2024 Sale of Buddy Poppies

WHEREAS, the annual sale of Buddy Poppies by the Veterans of Foreign Wars of the United States has been officially recognized and endorsed by government leaders since 1922; and

WHEREAS, V.F.W. Buddy Poppies are assembled by disabled veterans and the proceeds of this worthy fundraising campaign are used exclusively for the benefit of disabled and needy veterans, and the widows and orphans of deceased veterans; and

WHEREAS, the basic purpose of the annual sale of Buddy Poppies by Veterans of Foreign Wars is eloquently reflected in the desire to "Honor the Dead by Helping the Living", now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby urge the citizens of this community to recognize the merits of this cause by contributing generously to its support through the purchase of Buddy Poppies on the day set aside for the distribution of these symbols of appreciation for the sacrifices of our honored dead; and be it further

RESOLVED, that we urge all patriotic citizens to wear a Buddy Poppy as mute evidence of our gratitude to the men and women of this country who have risked their lives in defense of the freedom which we continue to enjoy as American citizens.

Kevin Byrne, Putnam County Executive

Paul E. Jonke, Chair, Putnam County Legislature

Proclamation

May 2024 as Mental Health Awareness Month

WHEREAS, mental health symptoms and diagnoses affect millions of New York Residents translating to 1 in 4 New Yorkers who have symptoms of a mental health disorder; and

WHEREAS, some populations are more at risk of certain mental health diagnoses, mental health symptoms can affect anyone regardless of their age, gender, race, religion or socioeconomic status; and

WHEREAS, four million children and adolescents in the United States suffer from a serious mental health diagnosis that causes significant functional impairments at home, at school and with peers; and

WHEREAS, the disease burden or total cost of mental health diagnoses exceeds that caused by all cancers; and

WHEREAS, having a mental health diagnosis is the number one risk factor for suicide and about 90% of individuals who die by suicide meet criteria for a mental health diagnosis, oftentimes, it is undiagnosed or untreated; and

WHEREAS, Putnam County Residents report a decreasing perception that there are sufficient quality mental health providers, high levels of pandemic impact on self-reported mental health, increasing social isolation, and increasing frequency of drug use for non-medical purposes demonstrate an overall increased burden of mental health challenges; and

WHEREAS, about a third of all people experiencing mental health diagnoses and about half of people living with severe mental illnesses also experience substance misuse making access to effective treatment even more difficult; and

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim May 2024 as Mental Health Awareness Month and along with Putnam County Department of Mental Health and all mental health providers in Putnam County encourage all residents to challenge their own stigma about mental health, learn more about local resources and reach out for help as needed.

Kevin Byrne, Putnam County Executive

Paul E. Jonke, Chair, Putnam County Legislature

Proclamation

May 2024 as Older Americans Month “Powered by Connection”

WHEREAS, May is Older Americans Month, a time for us to recognize and honor Putnam County’s older adults and their immense influence on every facet of American society; and

WHEREAS, Putnam County includes a growing number of older Americans who guide our younger generations and carry forward abundant cultural and historical knowledge through their wealth of life experience and wisdom; and

WHEREAS, older Americans improve our communities through intergenerational relationships, community service, civic engagement, and many other activities; and

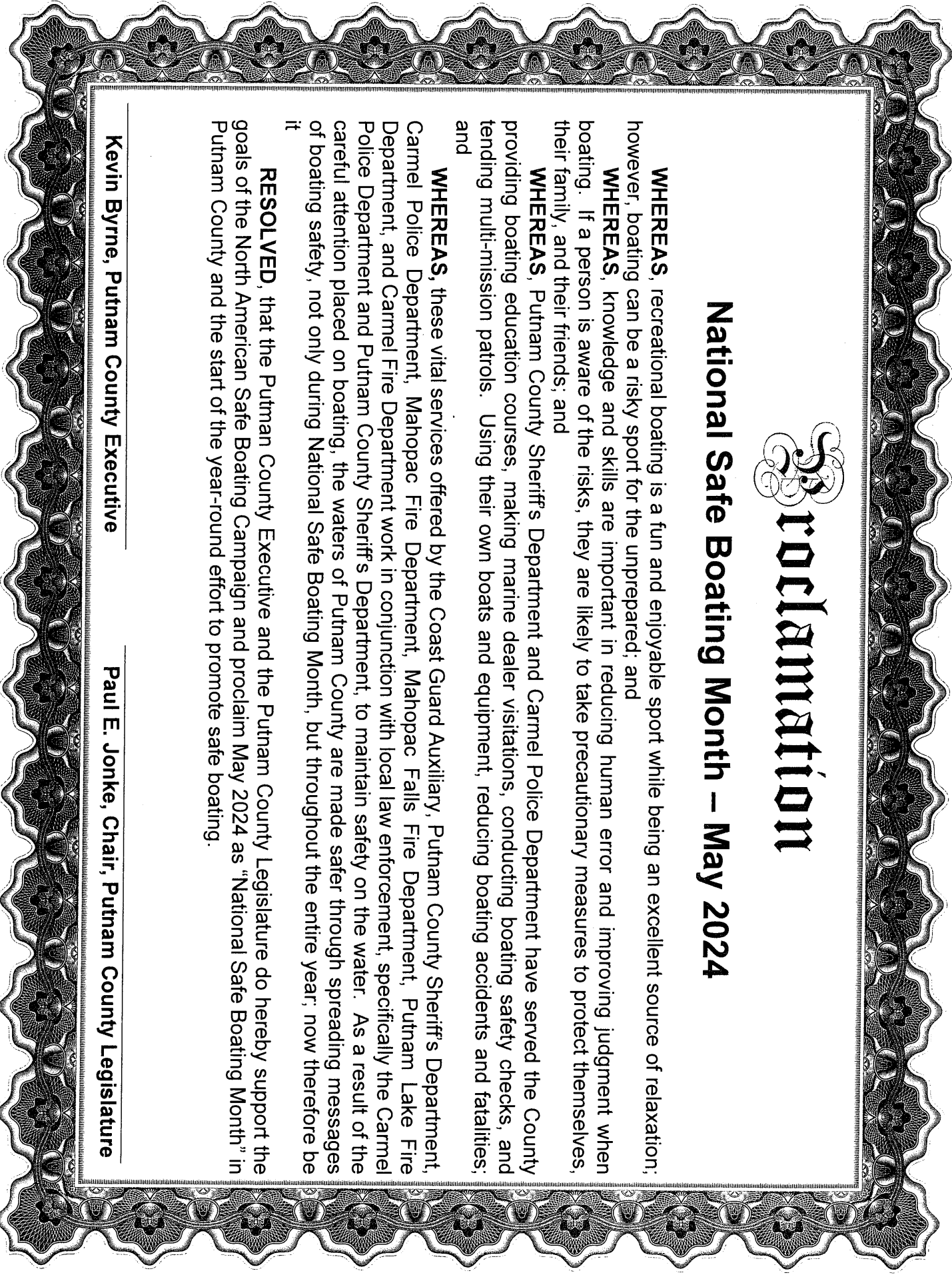
WHEREAS, communities benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently; and

WHEREAS, Putnam County can work to build an even better community for our older residents by ensuring that older adults have the resources and support needed to stay involved in their community, planning programs that encourage independence, maintaining our commitment to inclusivity and connectedness; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim May 2024 to be Older Americans Month with the theme of “Powered by Connection”. This theme emphasizes the profound impact of meaningful interactions and social connection on the well-being and health of older adults in our community. We urge every resident to recognize the contributions of our older citizens, help to create an inclusive society, and join efforts to promote programs and activities that foster connection, inclusion, and support for older adults.

Kevin Byrne, Putnam County Executive

Paul E. Jonke, Chair, Putnam County Legislature



Proclamation

National Safe Boating Month – May 2024

WHEREAS, recreational boating is a fun and enjoyable sport while being an excellent source of relaxation; however, boating can be a risky sport for the unprepared; and

WHEREAS, knowledge and skills are important in reducing human error and improving judgment when boating. If a person is aware of the risks, they are likely to take precautionary measures to protect themselves, their family, and their friends; and

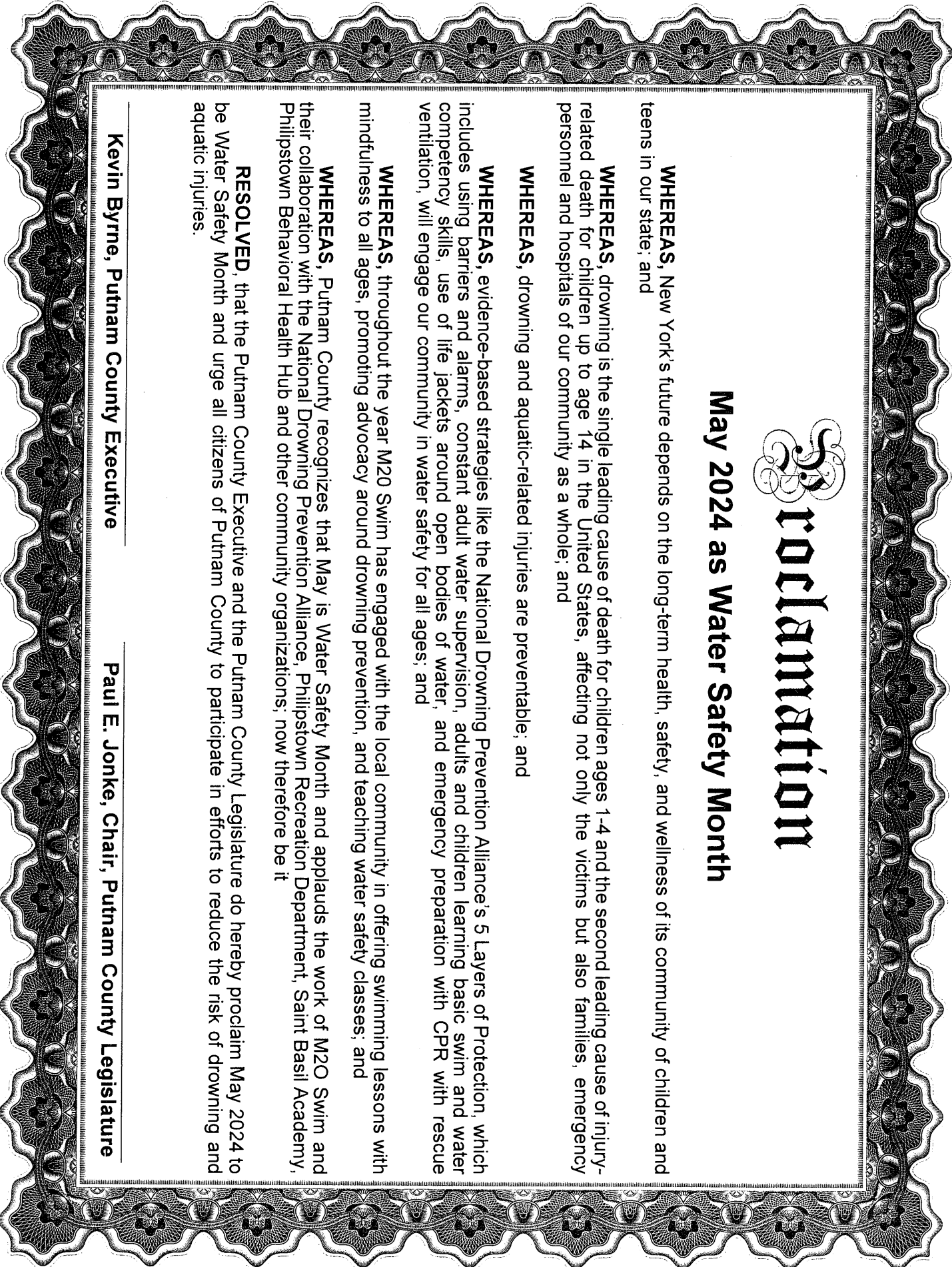
WHEREAS, Putnam County Sheriff's Department and Carmel Police Department have served the County providing boating education courses, making marine dealer visitations, conducting boating safety checks, and tending multi-mission patrols. Using their own boats and equipment, reducing boating accidents and fatalities; and

WHEREAS, these vital services offered by the Coast Guard Auxiliary, Putnam County Sheriff's Department, Carmel Police Department, Mahopac Fire Department, Mahopac Falls Fire Department, Putnam Lake Fire Department, and Carmel Fire Department work in conjunction with local law enforcement, specifically the Carmel Police Department and Putnam County Sheriff's Department, to maintain safety on the water. As a result of the careful attention placed on boating, the waters of Putnam County are made safer through spreading messages of boating safety, not only during National Safe Boating Month, but throughout the entire year, now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby support the goals of the North American Safe Boating Campaign and proclaim May 2024 as "National Safe Boating Month" in Putnam County and the start of the year-round effort to promote safe boating.

Kevin Byrne, Putnam County Executive

Paul E. Jonke, Chair, Putnam County Legislature



Proclamation

May 2024 as Water Safety Month

WHEREAS, New York's future depends on the long-term health, safety, and wellness of its community of children and teens in our state; and

WHEREAS, drowning is the single leading cause of death for children ages 1-4 and the second leading cause of injury-related death for children up to age 14 in the United States, affecting not only the victims but also families, emergency personnel and hospitals of our community as a whole; and

WHEREAS, drowning and aquatic-related injuries are preventable; and

WHEREAS, evidence-based strategies like the National Drowning Prevention Alliance's 5 Layers of Protection, which includes using barriers and alarms, constant adult water supervision, adults and children learning basic swim and water competency skills, use of life jackets around open bodies of water, and emergency preparation with CPR with rescue ventilation, will engage our community in water safety for all ages; and

WHEREAS, throughout the year M20 Swim has engaged with the local community in offering swimming lessons with mindfulness to all ages, promoting advocacy around drowning prevention, and teaching water safety classes; and

WHEREAS, Putnam County recognizes that May is Water Safety Month and applauds the work of M20 Swim and their collaboration with the National Drowning Prevention Alliance, Philipstown Recreation Department, Saint Basil Academy, Philipstown Behavioral Health Hub and other community organizations; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim May 2024 to be Water Safety Month and urge all citizens of Putnam County to participate in efforts to reduce the risk of drowning and aquatic injuries.

Kevin Byrne, Putnam County Executive

Paul E. Jonke, Chair, Putnam County Legislature

Proclamation

May 2024 as Global Youth Traffic Safety Month

WHEREAS, May has been designated as Global Youth Traffic Safety Month to raise awareness of safety issues associated with teen driving and encourage and empower youth to develop and lead traffic safety education projects, support law enforcement and actively promote legislation to protect youth passengers and teen drivers; and

WHEREAS, According to the Centers for Disease Control and Prevention, traffic-related crashes are the leading cause of death for youth in the United States. Young drivers from the ages of 16 to 19 years old are three times more likely to be in a fatal car crash than drivers over the age of 20. In addition to summertime, a teen driver's risk of a fatal crash increases with each additional passenger, at night, on the weekends, and during his or her first months of driving; and

WHEREAS, Considering drivers in this age group only account for four percent of drivers on the roadways yet are involved in eight percent of all crashes on the road today, and the need for intense effort on youth traffic safety is apparent; and

WHEREAS, The New York State Governor's Traffic Safety Committee is endorsing the Putnam County Youth Bureau's initiatives to spread awareness and ensure that youth are equipped with the information they need to make safe decisions while driving. Youth can drive safer by putting away their phones when they drive, buckling up, choosing the safest route available, only driving with those with whom they feel safe and by never getting into a vehicle with someone they suspect has been drinking; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim May 2024 as Global Youth Traffic Safety Month.

Kevin Byrne, Putnam County Executive

Paul E. Jonke, Chairman, Putnam County Legislature

#4(1)

**SPECIAL MEETING
OF THE
PUTNAM COUNTY LEGISLATURE
CALLED BY THE CLERK AT THE REQUEST OF THE CHAIRMAN
HELD IN ROOM 318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

**Tuesday March 12, 2024
(Immediately Following Personnel & Physical Services Committee Mtgs.
Starting at 6:30 P.M.)**

The meeting was called to order at 7:37 P.M. by Chairman Jonke who requested that Legislator Sayegh lead in the Pledge of Allegiance and the Legislative Prayer. Upon roll call, Legislators Montgomery, Gouldman, Addonizio, Nacerino, Ellner, Castellano, Sayegh, Crowley and Chairman Jonke were present. Also present was Legislative Counsel Firriolo.

**PERSONNEL COMMITTEE MEETING
(Chairman Jonke, Legislators Castellano & Nacerino)**

Item #4a – Approval/ Ratification of PBA Collective Bargaining Agreement was next.

Chairman Jonke made a motion to accept the revised resolution; seconded by Legislators Ellner and Sayegh. All in favor.

Legislator Nacerino explained to Legislator Montgomery why this item was not addressed at the March 5th Full Legislative meeting. Legislator stated that it would be fundamentally wrong for the Legislature to put this consideration forward under other business. She believed that Legislator Montgomery would usually be the first one (1) to express that an item placed under other business was not open and transparent to the public. Legislator Nacerino stated that this needed to be vetted through the Committee process as we did tonight. She explained that as a Legislator for almost 12 years, she did not believe that a contract has been approved under other business.

Legislator Montgomery stated that she received an email from the Legislative Clerk four (4) days prior to the Full Legislative meeting stating that Chairman Jonke would bring forward the contract under other business. She stated that she was trying to advocate for the deputies who have been without their full pay for over a year and are still waiting for their retroactive pay. She stated there were very minimal questions asked tonight. She stated that she was thankful that the members of our Sheriff's Department have been offered a fair contract. She stated that she would be happy to move this forward.

Legislator Nacerino agreed with the latter, however, it did not negate the fact that this should not have been other business.

Legislator Sayegh stated that she was happy that we brought this through committee first. She explained that it provides the Legislature the opportunity to question

department heads in the Personnel and Finance Departments, by vetting this contract through in front of the public. She was glad that we were having this Special Full meeting so that all back pay can be provided before the next Full meeting in April. She thanked everyone who worked on negotiating this fair contract.

Chairman Jonke stated that he was asked to expedite the ratification of the contract. He stated that he that wanted to move it forward. He believed that the wording in the email to the Legislature should have stated that it was for consideration, rather than him bringing it forward. He stated that in consideration that we could have a Special Full meeting a week later, did not strike him as being unfair. He stated that it was believed to be more appropriate to be put through the Committee process which we were all accustomed to. He then reconsidered it and did not bring it forward as other business.

Chairman Jonke called for a Roll Call vote on the revised resolution.

Legislator Crowley recused herself from the vote due of her husband's employment in the Sheriff's Department.

RESOLUTION #67

APPROVAL/ RATIFICATION OF PBA COLLECTIVE BARGAINING AGREEMENT

WHEREAS, the negotiating teams for the Putnam County Sheriff's Department Police Benevolent Association, Inc. ("the PBA") and the County of Putnam, Putnam County Sheriff ("the County") met on September 25, 2023, October 24, 2023 and January 18, 2024 to discuss amended contract language and terms and conditions of employment; and

WHEREAS, the PBA and the County have come to an Agreement concerning the terms and conditions of the employment of its members for the years January 1, 2023, through December 31, 2027; and

WHEREAS, a Memorandum of Agreement ("MOA") was executed by Putnam County Executive Kevin M. Byrne, Putnam County Sheriff Kevin McConville and representatives of the PBA, in which all of the terms and conditions of employment of its members were outlined; and

WHEREAS, the membership of the PBA met on February 27, 2024 to vote to ratify the MOA; and

WHEREAS, the Personnel Committee has reviewed and recommended approval of said MOA; and

WHEREAS, the Legislature is in agreement with the Administration and the negotiating teams that the MOA is in the best interests of both the County and the membership of the PBA; now therefore be it

RESOLVED, the Putnam County Legislature hereby approves and ratifies the Memorandum of Agreement, dated February 16, 2024 which was entered into with the PBA for the period of January 1, 2023 through and including December 31, 2027.

BY ROLL CALL VOTE: EIGHT AYES. ONE RECUSAL - LEGISLATOR CROWLEY. MOTION CARRIES.

Item #4b – Approval/ Budgetary Transfer (24T046)/ Commissioner of Finance/ PBA Contract Settlement was next. On behalf of the members of the Personnel Committee, Legislators Castellano and Nacerino, Chairman Jonke moved the following:

Legislator Crowley recused herself from the vote due of her husband’s employment in the Sheriff’s Department.

RESOLUTION #68

APPROVAL/ BUDGETARY TRANSFER (24T046)/ COMMISSIONER OF FINANCE/ PBA CONTRACT SETTLEMENT

WHEREAS, the Commissioner of Finance has requested a budgetary transfer (24T046) to provide funding for the 2023 and 2024 salary and benefit costs pursuant to the Ratified Contract Settlement between Putnam County and Putnam County Sheriff’s Department Police Benevolent Association, Inc. (“PBA”); and

WHEREAS, the Putnam County Legislature has reviewed and approved said budgetary transfer; now therefore be it

RESOLVED, that the following budgetary transfer be made:

Increase Estimated Appropriations:

10311000 51000	Personnel Services	8,067
10311000 58002	Social Security	617
13311000 51000	Personnel Services	7,319
13311000 58002	Social Security	560
14311000 51000	Personnel Services	56,558
14311000 58002	Social Services	4,327
15311000 51000	Personnel Services	20,682
15311000 58002	Social Services	1,582
16311000 51000	Personnel Services	80,737
16311000 58002	Social Services	6,176
17311000 51000	Personnel Services	245,320
17311000 58002	Social Services	18,767
19311000 51000	Personnel Services	6,710
19311000 58002	Social Services	514
20311000 51000	Personnel Services	7,355
20311000 58002	Social Services	563
32311000 51000	Personnel Services	96,729
32311000 58002	Social Services	<u>7,400</u>
		569,983

Decrease Estimated Appropriations:

10199000 54980	Contingency	569,983
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2024 Fiscal Impact - \$569,983

2025 Fiscal Impact - \$262,663

BY ROLL CALL VOTE: EIGHT AYES. ONE RECUSAL - LEGISLATOR CROWLEY. MOTION CARRIES.

Item #5 – Other Business

There was no other business submitted to the meeting.

Item #6 – Recognition of Public on Agenda Items

Deputy County Executive Jim Burpoe stated that he and County Executive Kevin Byrne would like to thank Chairman Jonke and the Legislature for voting to ratify the PBA Agreement and for holding this Special Full meeting. He stated that a lot of hard work went into this with the Sheriff and Personnel Department. He believed that it was a great contract, and he thanked the Legislature again for expediting the process.

Item #7 - Recognition of Legislators

Legislator Nancy Montgomery gave a shout out for the Haldane High School Boys' Blue Devils Basketball Team and the Putnam Valley Girls Basketball Team. She stated that they are both going to the New York State Championships on Friday.

There being no further business, at 7:47 P.M., Chairman Jonke made a motion to adjourn; seconded by Legislator Sayegh. All in favor.

Respectfully submitted by Diane Schonfeld, Clerk.

THE PUTNAM COUNTY LEGISLATURE

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**AGENDA
SPECIAL MEETING
OF THE
PUTNAM COUNTY LEGISLATURE
CALLED BY THE CLERK AT THE REQUEST OF THE CHAIRMAN
TO BE HELD IN ROOM 318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Tuesday

March 12, 2024

(Immediately following Personnel & Physical Services Committee Mtgs.
starting at 6:30 P.M.)

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

**PERSONNEL COMMITTEE MEETING
(Chairman Jonke, Legislators Castellano & Nacerino)**

- 4a. Approval/ Ratification of PBA Collective Bargaining Agreement**
- 4b. Approval/ Budgetary Transfer (24T046)/ Commissioner of Finance/ PBA Contract Settlement**
- 5. Other Business**
- 6. Recognition of Public on Agenda Items**
- 7. Recognition of Legislators**
- 8. Adjournment**

4 (2)

REGULAR MEETING
OF THE
PUTNAM COUNTY LEGISLATURE
HELD IN THE
HISTORIC COURTHOUSE
CARMEL, NEW YORK 10512

Tuesday April 2, 2024 7:00 P.M.

The meeting was called to order at 7:00 P.M. by Chairman Jonke who requested Legislator Castellano lead in the Pledge of Allegiance and Legislator Nacerino lead in the Legislative Prayer. Upon roll call, Legislators Montgomery, Gouldman, Addonizio, Nacerino, Castellano, Sayegh, Crowley and Chairman Jonke were present. Legislator Ellner was absent. Also present was Legislative Counsel Firriolo.

PROCLAMATIONS

Chairman Jonke recognized Legislator Gouldman who presented the "Alcohol Awareness" proclamation to Commissioner of Social Services Sara Servadio and Dual Recovery Coordinator, Putnam County Department of Mental Health Lauren Johnson.

APRIL AS ALCOHOL AWARENESS MONTH

WHEREAS, alcohol is the most commonly used addictive substance in the United States. 28.8 million adults ages 18 and older suffer from a diagnosable Alcohol Use Disorder; and

WHEREAS, underage alcohol presents an enormous public health issue and alcohol is the most prevalently used substance among children and adolescents. Annually, approximately 3,602 youth under the age of 21 die from motor vehicle crashes, other unintentional injuries, homicides, and suicides that involve underage drinking; 140,000 persons die each year from alcohol-related causes: drinking and driving crashes, other accidents, falls, fires, alcohol-related homicides and suicides; and

WHEREAS, negative health, social, and economic problems result from the use of alcohol by youth. Underage alcohol use is a causal factor in a host of serious problems, including traumatic injury, violent and property crime, high-risk sexual activity, Fetal Alcohol Syndrome, alcohol poisoning, and need for treatment for Alcohol Use Disorder; and

WHEREAS, the 2022 Prevention Needs Assessment Survey reports that 33% of Putnam County youth grades 8-12 have used alcohol in their lifetime; and

WHEREAS, young people who begin drinking before the age of 15 are four times more likely to develop Alcohol Use Disorder than those who begin drinking at age 21; and

WHEREAS, over 7.5 million children live in a household where at least one parent is dependent on or has misused alcohol; and

WHEREAS, alcohol-related problems cost America \$249 billion in lost productivity, absenteeism, healthcare costs, crime, and family-related problems; and

WHEREAS, the typical American will see 100,000 beer commercials before they turn 18; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim April 2024 as Alcohol Awareness Month and along with

the Putnam County Department of Mental Health, Putnam Communities That Care Coalition and all prevention, treatment and recovery providers in Putnam County encourage all residents to increase their awareness of substance use disorders, the dangers associated with underage drinking, the success of prevention and treatment programs, especially for our youth, and to support and encourage referrals for low-threshold supportive services for any concerns of underage alcohol use or alcohol misuse.

Chairman Jonke recognized Legislator Crowley who presented the “Child Abuse Prevention” proclamation to Commissioner of Social Services Sara Servadio, Coordinator of Child Advocacy Marla Behler, CPS Supervisor Nicolle McGuire, and Deputy County Attorney Deanna DiCaprio.

APRIL AS CHILD ABUSE PREVENTION MONTH

WHEREAS, the majority of child abuse cases stem from situations and conditions that are preventable in an engaged and supportive community; and

WHEREAS, effective child abuse prevention programs ensure the health of children and families, allowing children to grow into adults who prosper and contribute to society; and

WHEREAS, the Child Advocacy Center of Putnam County, the Department of Social Services Child Protective Services, Child Welfare Services, Legal Division, and Safe Harbour Putnam County are deeply committed to serving child abuse victims and their families with sensitivity, understanding, and compassion and providing services necessary to help healing begin; and

WHEREAS, the Child Advocacy Center of Putnam County, the Department of Social Services Child Protective Services, Child Welfare Services, Legal Division, and Safe Harbour Putnam County especially this month should be commended and recognized for working with schools, faith communities, civic organizations, law enforcement, and the business community to implement prevention programs to ensure the physical, mental, and emotional health and well-being of the children of Putnam County; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim April 2024 as Child Abuse Prevention Month in Putnam County and call upon all citizens to increase their efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

Chairman Jonke presented the “Developmental Disabilities Awareness & Autism Awareness” proclamation to Mid-Hudson Arc Director of Operations Louise Rheem, Mid-Hudson Arc Regional Director Brandon Gilseman, Mid-Hudson Arc Program Manager Zachary Disador, and individuals receiving services, Harpal Arora, William Davis Brown, and Jason McDonnell.

DEVELOPMENTAL DISABILITIES AWARENESS MONTH & AUTISM AWARENESS MONTH

WHEREAS, The Arc Mid-Hudson is an integral part of our community, serving both as a business and as a human services agency with the mission to empower people with intellectual and other developmental disabilities to achieve and experience the highest quality of life; and

WHEREAS, for over sixty-five years, The Arc Mid-Hudson has been the leading provider of services in Putnam County for children and adults with intellectual and developmental disabilities from birth through advanced age; and

WHEREAS, The Arc Mid-Hudson is one of the leading employers in Putnam County and also offers Vocational Training and Rehabilitation to participants so they can provide quality work to the business community, training employees in both supported and competitive placements; and

WHEREAS, The Arc Mid-Hudson educates and assists over 50 children with autism and special needs through its Preschool to reach their fullest potential and retain their success through their participation in the public school system; and

WHEREAS, The Arc Mid-Hudson's Residential program provides for more than 130 people in both homes and apartments throughout Putnam County; and

WHEREAS, The Arc Mid-Hudson's Day Habilitation programs offer the opportunity to expand social, communication, and life skills to over 150 adults with developmental disabilities; and

WHEREAS, The Arc Mid-Hudson provides Community Habilitation, Respite, Educational and Advocacy to over 50 children and adults living at home with their families throughout Putnam County; and

WHEREAS, The Arc Mid-Hudson's clinic, Mid-Hudson Health Specialties, offers clinical services for over 200 individuals with intellectual and developmental disabilities in Putnam County and their families, including psychology, social work, occupational, physical, and speech therapies, podiatry, psychiatry, and medical services, as well as behavioral supports for families in their homes; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim April 2024 as Developmental Disabilities Awareness Month and Autism Awareness Month, and recognize and commend The Arc Mid-Hudson for the valuable services this agency provides to people with disabilities, their families, and the business community.

Chairman Jonke recognized Legislator Sayegh who presented the "Donate Life" proclamation to County Clerk Michael Bartolotti and Community & Government Affairs Liaison for LiveOnNY Lauren Shields.

APRIL 2024 AS DONATE LIFE MONTH

WHEREAS, through their membership in the New York State Association of Counties (NYSAC), New York's Counties have come together to collectively support several important causes; and

WHEREAS, in New York State there are approximately 8,100 people waiting for an organ transplant which represents the third highest need in the nation; and there are an estimated 400 New Yorkers that die every year while waiting for an organ transplant; and

WHEREAS, a single individual's donation of the heart, lungs, liver, kidneys, pancreas, and small intestine can save up to eight lives; donation of tissue can save and heal the lives of up to 75 others; and

WHEREAS, organ, eye, and tissue donation are life-giving and healing acts recognized worldwide as expressions of compassion to those in need; and

WHEREAS, New York State's County governments play a key role in raising awareness of the need for organ, eye, and tissue donation through the interactions County officials have with the public with regard to this subject through local DMV

offices, local boards of elections, departments of health, naturalization ceremonies, and veterans' programs; and

WHEREAS, such interactions by Putnam County officials with the public provide opportunities for the provision of information on how individuals can help their fellow New Yorkers by signing up as organ and tissue donors; and

WHEREAS, the Putnam County Clerk's Office, through its Department of Motor Vehicles, wishes to promote the month of April 2023 as "Donate Life Month" in Putnam County and calls on residents to join the New York State Donate Life Registry; now, therefore, be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature hereby proclaim the month of April 2024 as "Donate Life Month" in Putnam County and encourage County departments involved in providing information on organ and tissue donations and enrolling residents in the New York State Donate Life Registry to engage in activities throughout the month to increase the number of organ and tissue donors and promote awareness of the need for organ and tissue donations in Putnam County.

Chairman Jonke recognized Legislator Castellano who presented the "Health Teen Brain" proclamation to Commissioner of Social Services Sara Servadio and Dual Recovery Coordinator, Putnam County Department of Mental Health Lauren Johnson.

APRIL 20, 2024 AS HEALTHY TEEN BRAIN DAY

WHEREAS, Our youth are our greatest joy and our hope for the future so it is necessary for us to support them in making safe and healthy decisions, while creating a supportive environment that safeguards their future; and

WHEREAS, Many of our youth are making very healthy and safe decisions to remain marijuana-free and providing leadership in their schools and communities to help other youth remain marijuana-free; and

WHEREAS, There is strong objective evidence that marijuana is harmful to the adolescent brain, with the potential to cause distorted perceptions, difficulty with thinking and problem solving, disrupted learning and memory, and impaired reaction time, attention span, judgment, balance and coordination; and

WHEREAS, It is with special pleasure that we join with the youth and adult leaders of the Putnam Communities That Care Coalition in celebrating the first "Healthy Teen Brain Day" to applaud and support our youth who are making healthy decisions; and

WHEREAS, On behalf of the citizens of Putnam County, we are pleased and proud to join all associated with the inception of "Healthy Teen Brain Day" and urge all citizens to acknowledge this very important day; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim April 20, 2024 to be Healthy Teen Brain Day in Putnam County and proudly join my fellow residents in marking this very special occasion.

Chairman Jonke recognized Legislator Addonizio who presented the "National Library Week" proclamation to Brewster Public Library Director Gina Lopinzo, Patterson Library Director Stephanie Harrison, Patterson Library Trustee George Disbrow, Board of Trustee President of the Brewster Public Library Kevin Finnegan, Carmel Reed Memorial Library Director Donna Perolli, and Mahopac Public Library Trustee Joseph Montuori.

NATIONAL LIBRARY WEEK – APRIL 7 – 13, 2024

WHEREAS, libraries are the hearts and hubs of their communities, providing essential and valued resources, collections, and programs for all ages and demographics; and

WHEREAS, libraries are continually evolving to meet the needs of their communities by offering opportunities for lifelong learning through both traditional services and new technologies; and

WHEREAS, libraries worked during the pandemic to provide both new and traditional services in ways which were safe for their communities, and

WHEREAS, libraries employ trained, tech-savvy professionals who provide Internet access, technology training, and access to downloadable content like e-books, downloadable audiobooks, and magazines; and

WHEREAS, libraries offer services such as job-seeking resources, homework help, storytimes, literacy training, and summer reading programs; and

WHEREAS, libraries value, promote, and practice sound sustainability measures that ensure economical services, conserve resources, reduce long-term energy costs, and protect the environment; and

WHEREAS, libraries, librarians, library staff, and library supporters across America are celebrating National Library Week; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim the week of April 7-13, 2024 as National Library Week. We encourage all county residents to use their local libraries, either in person or online, to take advantage of the wealth of library resources our libraries provide.

Chairman Jonke recognized Legislator Addonizio who presented the “Peers Influence Peers Partnership” proclamation to Peers Influence Peers President, Stephen R. Velichko.

APRIL 2024 AS PEERS INFLUENCE PEERS PARTNERSHIP MONTH

WHEREAS, the use of alcohol and illegal drugs cause serious health, social, and educational problems for our young people; and one in four high school girls will suffer from an abusive relationship before they graduate; and

WHEREAS, it has been empirically proven that substance abuse is significantly involved in the three leading causes of death for young people – car crashes, homicides, and suicides – and is also a major factor in school dropouts, violence, and vandalism as well as HIV/AIDS, teenage pregnancy, rapes, and sexual assaults; and

WHEREAS, the recent upturns in drug and alcohol usage, as documented in state and national surveys, show that we must target effective prevention strategies at key population groups, such as middle and high school students; and

WHEREAS, the Peers Influence Peers Partnership has demonstrated a great deal of initiative and sophistication in developing proactive media messages against dating and domestic violence as well as alcohol and other drug use; and

WHEREAS, that work, which has been aired through numerous schools and cable TV systems throughout our state, has won praise from many authorities; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby recognize April 2024 as Peers Influence Peers Partnership Month in hope that this declaration and a joint effort of all agencies and authorities to encourage young people to help others by encouraging them to live safe and healthy lives, may one day rid our children and their children's children of the scourge of drug and alcohol abuse.

Chairman Jonke recognized Legislator Crowley who presented the "Teen Driver Safety Awareness" proclamation to Undersheriff Thomas H. Lindert.

APRIL 2024 AS TEEN DRIVER SAFETY AWARENESS MONTH

WHEREAS, statistics and experience demonstrate that the greatest danger to our youth in Putnam County, and throughout our country, are the dangers posed from traffic crashes; and

WHEREAS, highway crash statistics inform us that although teen drivers make up only 7% of the driving population, they comprise 11% of the injury related automobile crashes; and

WHEREAS, the leading cause of accidental deaths to our youthful population throughout the United States are automobile accidents; and

WHEREAS, analysis shows us that the reasons for teen overrepresentation in injury related automobile crashes include: driver inexperience, excessive speed, unnecessary risk taking, inattentive driving, and use of alcohol and drugs; and

WHEREAS, in Putnam County, we have too often experienced a tragedy with the death of a teen driver at the wheel. Many of these deaths have occurred during the spring and summer months with a high incidence rate during the period leading up to prom season; and

WHEREAS, all accidents are preventable and crash rates can be lowered through the use of education and awareness programs through the use of our school systems, law enforcement programs and youth services organizations such as Boy Scouts, Girl Scouts, Junior RTC programs, the Civil Air Patrol, and the Putnam County Sheriff's Office Cadet Program just to name a few; and

WHEREAS, these programs work best when there is a period set aside for local government at every level, our school districts and churches, synagogues, and youth service organizations coming together to provide these educational programs; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim April 2024 as Teen Driver Safety Awareness Month in Putnam County. We encourage all levels of government, our school districts, law enforcement, our churches and synagogues, our youth service organizations and all the citizens of Putnam County to support programs that promote teen driver safety awareness in Putnam County, thereby protecting one of our most precious resources, our children and grandchildren.

Chairman Jonke recognized Legislator Nacerino who presented the "National Telecommunicators" proclamation to Commissioner of Emergency Services Robert Lipton and Emergency Services Dispatcher Heather Fox.

APRIL 14 – 20, 2024 AS NATIONAL TELECOMMUNICATORS' WEEK

WHEREAS, the Putnam County 911 Center answered 86,740 calls for help and dispatched Fire, EMS, and Police agencies more than 20,000 times during 2023; and

WHEREAS, emergencies can occur at any time that require police, fire, or emergency medical services; and

WHEREAS, when an emergency occurs the prompt response of police officers, firefighters, and paramedics is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our police officers, firefighters, and emergency medical services personnel is dependent upon the quality and accuracy of information obtained from citizens who telephone the Putnam 911 communications center; and

WHEREAS, Emergency Service Dispatchers are the first and most critical contact our citizens have with emergency services; and

WHEREAS, Emergency Service Dispatchers are the single vital link for our police officers, firefighters, and emergency medical services by monitoring their activities by radio, providing them information and ensuring their safety; and

WHEREAS, Emergency Service Dispatchers of the Putnam 911 Communications Center have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients; and

WHEREAS, each dispatcher has exhibited compassion, understanding, and professionalism during the performance of their job in the past year; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim the week of April 14th through April 20th, 2024, to be National Telecommunicators' Week in Putnam County, in honor of the men and women whose diligence and professionalism keep our County and its citizens safe.

**Item #4 – Acceptance of Minutes – Regular Meeting – March 5, 2024
Special Mtg. – State of the County – March 7, 2024**

The minutes were accepted as submitted.

**Item #5 – Correspondence
a) County Auditor**

There was no activity reported during the reporting period.

Item #6 – Pre-filed resolutions:

**PERSONNEL COMMITTEE
(Chairman Jonke, Legislators Castellano & Nacerino)**

Item #6a – Approval/ Budgetary Amendment (24A024)/ Social Services - Mental Health/ Reclassification / Salary Changes was next. On behalf of the members of the Personnel Committee, Legislators Castellano and Nacerino, Chairman Jonke moved the following:

Legislator Nacerino believed that the changes would bring efficiency to the department. She recognized all the CPS Caseworkers for all they do. She stated that it is a very crucial and taxing job. She supported their increase in salary which was long overdue.

Legislator Montgomery stated that she was happy to see this change in Social Services and she believed it was a great idea to create the position of Director of Mental Health for

this year. She extended credit to the previous Commissioner of Social Services Michael Piazza and Commissioner of Social Services Sara Servadio. She explained that she has witnessed this department assisting individuals in her town, as well as the assistance of the Deputies from the Sheriff's Department. She stated that this restructuring will address the need in this County for Mental Health Services. She stated that there is a growing collaboration between the County departments that gets stronger and stronger each year. She explained that that it was essential to provide these increases in salaries in order to retain these workers. She explained that counties across the State are experiencing understaffing and are unable to replace workers who leave for the private sector.

Legislator Sayegh commended Commissioner Servadio for being proactive in looking after her staff to make sure she can hire and retain a skilled workforce to accomplish the positions they are tasked with. She believed it made sense to split out Social Services and Mental Health by having a Deputy Commissioner of Social Services and a Director of Mental Health. She believed it would streamline the department and would better serve the people of Putnam County.

Chairman Jonke thanked Commissioner Servadio for taking this creative restructuring initiative. He believed that the changes would help the residents of Putnam County.

RESOLUTION #69

APPROVAL/ BUDGETARY AMENDMENT (24A024)/ SOCIAL SERVICES - MENTAL HEALTH/ RECLASSIFICATION / SALARY CHANGES

WHEREAS, the Commissioner of Social Services has requested a reclassification of the Deputy Commissioner of Social Services, Mental Health & Youth Bureau and Child Protective Services (CPS) Caseworker positions; and

WHEREAS, these personnel changes include:

- **Deputy Commissioner of Social Services, Mental Health & Youth Bureau position #10431000 51000 731010101 – Title being changed to: Deputy Commissioner of Social Services & Youth Bureau position #10120000 51000 60102125 – Proposed Salary \$120,000**
- **Director of Mental Health position #10431000 51000 431010101 – Increase Salary from \$90,000 to \$110,000**
- **CPS Caseworker position #10102000 51000 601002120 Increase Salary from \$59,595 to \$66,598**
- **CPS Caseworker position #10102000 51000 601002126 – Change Title to: CPS Caseworker Hiring Emergency Limited Placement Program (HELP) and New position #10102000 51000 601002920**
- **CPS Caseworker position #10102000 51000 601002134 – Change Title to: CPS Caseworker Spanish Speaking (SP) (HELP) – Increase Salary from \$59,595 to \$66,598 – New position #10102000 51000 601002934**
- **CPS Caseworker position #10102000 51000 601002118 – To Be Hired – Reduce Salary from \$80,294 to \$66,598**

WHEREAS, said changes shall be effective 4/01/24; and

WHEREAS, the Personnel Committee and the Audit & Administration Committee have reviewed and approved said budgetary amendment; now therefore be it RESOLVED, that Resolution #274 of 2023 setting the Salaries for Officers and Employees paid from County Funds is hereby amended for the following positions:

Budget Line:	Positions:	Salary:
10431000 51000 731010101	Deputy Commissioner of Social Services, Mental Health & Youth Bureau	56,471 to 0
10120000 51000 601020125	Reclassify to: Deputy Commissioner of Social Services & Youth Bureau	56,471 to 108,000
10731000 51000 601020125	“ “ “	12,549 to 12,000
10431000 51000 431010101	Director of Mental Health	54,000 to 66,000
10431000 51000 10206 431010101	Director of Mental Health	36,000 to 44,000

And be it further

RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Increase Appropriations:

10102000 51000 (2120)	Personnel Serv – CPS Worker	5,266.00
10102000 58001 (2120)	FICA – CPS Worker	403.00
10102000 51000 (2934)	Pers Serv – CPS Worker (SP) (HELP)	5,266.00
10102000 58001 (2934)	FICA – CPS Worker (SP) (HELP)	403.00
10120000 51000 (601020125)	Pers Serv – Dep Comm DSS/Youth	24,735.00
10120000 58001 (601020125)	FICA – Dep Comm DSS/Youth	1,892.00

Decrease Appropriations:

10102000 51000 (2118)	Personnel Serv – CPS Worker	5,266.00
10102000 58001 (2118)	FICA – CPS Worker	403.00
10102000 51000 (2118)	Personnel Serv – CPS Worker	5,266.00
10102000 58001 (2118)	FICA – CPS Worker	403.00
10431000 51000 (731010101)	Pers Serv – Dep Comm DSS/Youth/MH	24,735.00
10431000 58001 (731010101)	FICA – Dep Comm DSS/Youth/MH	1,892.00

Increase Estimated Revenues:

10601000 446101	Federal Aid – Admin DSS	13,313.50
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Decrease Estimated Revenues:

10431000 434873	State Aid – Mental Health	13,313.50
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2024 Fiscal Impact – 0 –

2025 Fiscal Impact – To Be Determined

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

Item #6b – Approval/ Fund Transfer (24T056)/ Sheriff’s Department/ Corrections Medical Overtime was next. On behalf of the members of the Personnel Committee, Legislators Castellano and Nacerino, Chairman Jonke moved the following:

Legislator Nacerino noted that Items #6b, #6c and #6d are all for overtime, each one (1) covering a different month; January, February and March.

RESOLUTION #70

APPROVAL/ FUND TRANSFER (24T056)/ SHERIFF’S DEPARTMENT/ CORRECTIONS MEDICAL OVERTIME

WHEREAS, the Putnam County Sheriff has requested a fund transfer (24T056) to cover projected Corrections Medical Overtime; and

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

RESOLVED, that the following fund transfer be made:

Decrease:

10315000 51000 10124	Pers. Correction Officer	5,387.00
10315000 51000 10129	Pers. Senior Office Assistant	5,911.00
10315000 51000 10140	Pers. Correction Officer	7,783.00
10315000 51000 10143	Pers. Correction Officer	6,161.00
10315000 51000 10150	Pers. Correction Officer	6,260.00
10315000 51000 10153	Pers. Correction Officer	7,266.00
10315000 51000 10156	Pers. Correction Officer	6,041.00
10315000 58002	FICA Corrections General	<u>3,427.88</u>
		48,236.88

Increase:

10008000 51093	Corrections Medical Overtime	44,809.00
10008000 58002	FICA Corrections Medical	<u>3,427.88</u>
		48,236.88

2024 Fiscal Impact – 0 –

2025 Fiscal Impact – 0 –

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

Item #6c – Approval/ Fund Transfer (24T057)/ Sheriff’s Department/ Corrections General Overtime was next. On behalf of the members of the Personnel Committee, Legislators Castellano and Nacerino, Chairman Jonke moved the following:

RESOLUTION #71

APPROVAL/ FUND TRANSFER (24T057)/ SHERIFF’S DEPARTMENT/ CORRECTIONS GENERAL OVERTIME

WHEREAS, the Putnam County Sheriff has requested a fund transfer (24T057) to cover projected Corrections General Overtime; and

WHEREAS, the Personnel Committee and the Audit & Administration Committee have reviewed and approved said fund transfer; now therefore be it RESOLVED, that the following fund transfer be made:

Decrease:		
10315000 51000 10120	Pers. Correction Officer	671
10315000 51000 10124	Pers. Correction Officer	4,919
10315000 51000 10129	Pers. Senior Office Assistant	5,397
10315000 51000 10140	Pers. Correction Officer	7,106
10315000 51000 10143	Pers. Correction Officer	5,625
10315000 51000 10150	Pers. Correction Officer	5,715
10315000 51000 10153	Pers. Correction Officer	7,266
10315000 51000 10156	Pers. Correction Officer	<u>7,048</u>
		43,747

Increase:		
10315000 51093	Corrections General Overtime	43,747
	2024 Fiscal Impact – 0 –	
	2025 Fiscal Impact – 0 –	

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

Item #6d – Approval/ Fund Transfer (24T058)/ Sheriff’s Department/ Corrections General Overtime was next. On behalf of the members of the Personnel Committee, Legislators Castellano and Nacerino, Chairman Jonke moved the following:

RESOLUTION #72

APPROVAL/ FUND TRANSFER (24T058)/ SHERIFF’S DEPARTMENT/ CORRECTIONS GENERAL OVERTIME

WHEREAS, the Putnam County Sheriff has requested a fund transfer (24T058) to cover projected Corrections General Overtime; and

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

RESOLVED, that the following fund transfer be made:

Decrease:		
10315000 51000 10120	Pers. Correction Officer	2,014
10315000 51000 10124	Pers. Correction Officer	1,405
10315000 51000 10129	Pers. Senior Office Assistant	1,542
10315000 51000 10140	Pers. Correction Officer	2,030
10315000 51000 10143	Pers. Correction Officer	1,607
10315000 51000 10150	Pers. Correction Officer	1,632
10315000 51000 10153	Pers. Correction Officer	2,076
10315000 51000 10156	Pers. Correction Officer	<u>2,014</u>
		14,320

Increase:

10315000 51093

Corrections General Overtime

14,320

2024 Fiscal Impact – 0 –

2025 Fiscal Impact – 0 –

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

PHYSICAL SERVICES COMMITTEE

(Chairman Ellner, Legislators Castellano & Crowley)

Item #6e – Approval/ Budgetary Amendment (24A023) / Planning Department/ Purchase Four (4) Transit Vans and One (1) Bus was next. Chairman Jonke recognized Legislator Crowley, member of the Physical Services Committee. On behalf of the members of the Committee, Legislators Ellner and Castellano, Legislator Crowley moved the following:

RESOLUTION #73

**APPROVAL/ BUDGETARY AMENDMENT (24A023) / PLANNING DEPARTMENT/
PURCHASE FOUR (4) TRANSIT VANS AND ONE (1) BUS**

WHEREAS, last year the County was awarded Section 5307 funding to purchase several replacement vehicles for PART including four (4) Transit Vans and a replacement Bus; and

WHEREAS, vehicles were underestimated due to the substantial inflation in vehicle pricing not being anticipated; and

WHEREAS, the Commissioner of Planning has requested a budgetary amendment (24A023) to use NY & CT Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds to cover the excess in cost to purchase these vehicles; and

WHEREAS, the Physical Services Committee and the Audit & Administration Committee have reviewed and approved said budgetary amendment; now therefore be it RESOLVED, that the following budgetary amendment be made:

CAPITAL FUND:

Increase Appropriations:

55997000 53000 51711 Capital Expenditures – Transit Buses 47,458

Decrease Appropriations:

55997000 53000 52103 Capital Expenditures – NY/CT CRRSAA 47,458

Increase Estimated Revenues:

55997000 445894 51711 Federal Aid – NY/CT CRRSAA 47,458

Decrease Estimated Revenues:

55997000 445894 52103 Federal Aid – NY/CT CRRSAA 47,458

2024 Fiscal Impact – 0 –

2025 Fiscal Impact – 0 –

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

Item #6f – Approval/ Budgetary Amendment (24T032)/ Department of Public Works/ Terravest International Property Owners/ Fire Protection Pump #2 Replacement was next. Chairman Jonke recognized Legislator Crowley, member of the Physical Services Committee. On behalf of the members of the Committee, Legislators Ellner and Castellano, Legislator Crowley moved the following:

RESOLUTION #74

APPROVAL/ BUDGETARY AMENDMENT (24T032)/ DEPARTMENT OF PUBLIC WORKS/ TERRAVEST INTERNATIONAL PROPERTY OWNERS/ FIRE PROTECTION PUMP #2 REPLACEMENT

WHEREAS, Covington Development, LLC., located at 322 Clock Tower Commons, Brewster, NY, notified Putnam County that fire protection pump #2, located at Terravest International, was no longer sufficient in providing the proper protection and is need of replacement; and

WHEREAS, Covington Development, LLC., provided a proposal and breakdown of costs from W&M Fire Protection for the replacement and installation of a new pump totaling \$424,586.30; and

WHEREAS, Covington Development, LLC., also provided the prorated costs of the project for each of the Terravest International Property Owners: NYSEG, Ace Endico, CareMount Medical, Putnam County, and Westchester Tractor; and

WHEREAS, Putnam County’s portion is approximately 5% totaling \$20,719.81; and

WHEREAS, the Department of Public Works Commissioner has requested a budgetary transfer (24T032) to account for Putnam County’s portion of said project; and

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

RESOLVED, that the following budgetary transfer be made:

GENERAL FUND:

Increase Appropriations:

10511100 54647	Sub Contractors	20,720
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Decrease Appropriations:

10199000 54980	Contingency	20,720
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2024 Fiscal Impact - \$20,720

2025 Fiscal Impact – 0 –

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

Item #6g – Approval/ Department of Public Works/ Use of Capital Facility Reserve/ (24CP02) (Facility Beautification Program) was next. Chairman Jonke recognized Legislator Crowley, member of the Physical Services Committee. On behalf of the members of the Committee, Legislators Ellner and Castellano, Legislator Crowley moved the following:

RESOLUTION #75

**APPROVAL/ DEPARTMENT OF PUBLIC WORKS/ USE OF CAPITAL FACILITY RESERVE/
(24CP02) (Facility Beautification Program)**

WHEREAS, the Department of Public Works Commissioner has proposed the use of \$50,000 from the Capital Facility Reserve to fund Project #24CP02 – Facility Beautification Program; and

WHEREAS, said program will improve and upgrade the exterior aesthetics and amenities at various County facilities; and

WHEREAS, initial funding will be used to address the County Office Building, the Donald B. Smith Campus, and the Board of Elections Building; and

WHEREAS, efforts will include but are not limited to landscaping improvements, privacy fencing around visible mechanicals and dumpsters, planters, picnic tables and pedestrian pathways; and

WHEREAS, remaining funds will be used to programmatically address similar needs at other County facilities; and

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

RESOLVED, that the Putnam County Legislature approves and authorizes the expenditure of \$50,000 from the Capital Facility Reserve fund budget line 55197000 53000 51509 as follows:

24CP02 – Facility Beautification Program

Project cost not to exceed \$50,000

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

Item #6h – Approval/ Updated Metropolitan Planning Organization (MPO) Federal Aid Project Agreement/ Planning was next. Chairman Jonke recognized Legislator Crowley, member of the Physical Services Committee. On behalf of the members of the Committee, Legislators Ellner and Castellano, Legislator Crowley moved the following:

RESOLUTION #76

APPROVAL/ UPDATED METROPOLITAN PLANNING ORGANIZATION (MPO) FEDERAL AID PROJECT AGREEMENT/ PLANNING

Authorizing the implementation, and funding in the first instance 100% of the federal-aid and State “Marchiselli” Program-aid eligible costs, of a transportation federal-aid project, and appropriating funds therefore.

WHEREAS, federal funds are provided to New York State for the purpose of carrying our Federal-Aid Highway and public transit projects pursuant to various Transportation Acts as administered by Federal Highway Administration (“FHWA”) and Federal Transit Administration (“FTA”); and

WHEREAS, certain transportation planning activities (the “Project”) are eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such programs to be borne at the ratio of 80% Federal Funds and 20% non-federal funds; and

WHEREAS, Resolution No. 76 of 2012 adopted by the County of Putnam on March 14, 2012 approved the County's participation in the project; and

WHEREAS, it was subsequently found necessary to undertake additional Project work not contemplated in the original agreement authorized by the previous Resolution; and

WHEREAS, it has been found necessary to increase the federal and non-federal share of costs for additional Project work; and

NOW, THEREFORE, the Putnam County Legislature, duly convened does hereby RESOLVE, that the Putnam County Legislature hereby approves the above-subject project; and it is hereby further

RESOLVED, that the Putnam County Legislature hereby authorizes the County of Putnam to pay in the first instance 100% of the federal and non-federal share of the cost of the additional Project work or portions thereof; and it is further

RESOLVED, that the County Executive of the County of Putnam be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid on behalf of the County of Putnam with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible, and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and it is further

RESOLVED, this Resolution shall take effect immediately.

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

Item #6i – Approval/ Ratification of FY2025 Congressionally Directed Spending Applications in Putnam County for Capital Infrastructure Projects was next. Chairman Jonke recognized Legislator Crowley, member of the Physical Services Committee. On behalf of the members of the Committee, Legislators Ellner and Castellano, Legislator Crowley moved the following:

RESOLUTION #77

APPROVAL/RATIFICATION OF FY 2025 CONGRESSIONALLY DIRECTED SPENDING APPLICATIONS IN PUTNAM COUNTY FOR CAPITAL INFRASTRUCTURE PROJECTS

WHEREAS, competitive funding opportunities are being offered through the United States Senate, as set forth in the recently published Congressionally Directed Spending Guidance, for which submission of applications to Senator Gillibrand's and Senator Schumer's offices; and

WHEREAS, Section 5-1(D)(1) of the Putnam County Code requires the Legislature to approve all grant applications prior to their submission and that in the event time is of the essence requiring submission before Legislature approval is obtained for such application submission, consideration of the application shall occur at the next Full Legislature Meeting; and

WHEREAS, the County, by and through the Putnam County Department of Planning, Development and Public Transportation (the "Department"), is desirous to competitively

seek grant funds described herein and, in furtherance thereof, submit grant applications by the March 13, 2024 deadline, which was subsequently extended to April 5, 2024; and

WHEREAS, funding is available through the Department of Justice for projects which improve police effectiveness and the flow of information among law enforcement agencies, local government service providers, and the communities they serve and includes Technology & Equipment purchases for Traffic Safety; and

WHEREAS, funding is available through Homeland Security for improvements to the Emergency Operations Center and for pre-disaster mitigation of which the Lake MacGregor Dam is in need of repairs; and

WHEREAS, funding is also available through the National Park Service for preservation of historic sites, of which the Putnam County Historic Courthouse could benefit from funding for needed repairs to the building columns and facade; and

WHEREAS, the County Executive and the Putnam County Legislature support the submittal of competitive funding applications in connection with projects as aforesaid mentioned for grant funding, more specifically, Traffic Signalization Technology Safety Improvements, Emergency Operations Center technology and campus safety upgrades, Lake MacGregor Dam Repairs, and Historic Courthouse repairs; and

WHEREAS, if grant funding is awarded to the County, depending on the award and grant category, the local shared contribution from the County would be twenty (20%) percent and more; and

WHEREAS, the County, by and through the Putnam County Department of Planning, Development and Public Transportation, will continue efforts to seek and make application for supplemental grant funding for the aforesaid Proposed Projects; now therefore be it

RESOLVED, that the County Executive, together with the County Legislature, supports and ratifies the County's applications for funding that will be submitted for FY25 federal Community Project grant competitive funding; and it is hereby further

RESOLVED, that this Resolution shall take effect immediately.

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

ECONOMIC DEVELOPMENT & ENERGY COMMITTEE
(Chairman Gouldman, Legislators Addonizio & Crowley)

Item #6j – Approval/ Re-Appointments/ Putnam County Industrial Development Agency Board was next. Chairman Jonke recognized Legislator Gouldman, Chairman of the Economic Development & Energy Committee. On behalf of the members of the Committee, Legislators Addonizio and Crowley, Legislator Gouldman moved the following;

Legislator Montgomery stated that she was happy to support this, however, in the future she would like to see resumes attached. She believed that we should require resumes from individuals who want to serve on our boards.

Legislator Nacerino believed that the majority of these individuals were reappointments.

Legislator Addonizio thanked the volunteers who have taken the time to serve on the IDA Board.

RESOLUTION #78

**APPROVAL/ RE-APPOINTMENTS/ PUTNAM COUNTY INDUSTRIAL DEVELOPMENT
AGENCY BOARD**

**RESOLVED, that the following be re-appointed to the Putnam County Industrial
Development Agency:**

**Simon Carey, Town of Kent, for a three (3) year term; said term to expire
December 31, 2026.**

**Joseph Downey, Town of Patterson, for a three (3) year term; said term to expire
December 31, 2026.**

**Michael B. Karlsson, Esq., Town of Southeast, for a three (3) year term; said term
to expire December 31, 2026.**

**Abigail O'Brien, Town of Putnam Valley, for a three (3) year term; said term to
expire December 31, 2026.**

And be it further

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

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

**HEALTH, SOCIAL, EDUCATIONAL & ENVIRONMENTAL COMMITTEE
(Chairwoman Sayegh, Legislators Crowley & Gouldman)**

**Item #6k – Approval/ Budgetary Amendment (24A013)/ Health Department/ Medical
Reserve Corps – State, Territory and Tribal Nations, Representative Organizations for
Next Generation (MRC-STTRONG) Grant was next. Chairman Jonke recognized
Legislator Sayegh, Chairwoman of the Health, Social, Educational & Environmental
Committee. On behalf of the members of the Committee, Legislaotrs Crowley and
Gouldman, Legislator Sayegh moved the following:**

RESOLUTION #79

**APPROVAL/ BUDGETARY AMENDMENT (24A013)/ HEALTH DEPARTMENT/ MEDICAL
RESERVE CORPS – STATE, TERRITORY AND TRIBAL NATIONS, REPRESENTATIVE
ORGANIZATIONS FOR NEXT GENERATION (MRC-STTRONG) GRANT**

**WHEREAS, the Putnam County Health Department has been awarded \$12,100 for
the Medical Reserve Corps – State, Territory and Tribal Nations, Representative
Organizations for Next Generation (MRC-STTRONG) Grant from the New York State
Department of Health (NYSDOH) Office of Health Emergency Preparedness (OHEP); and**

**WHEREAS, there are no matching funds required by the County and the
performance period for this grant is June 1, 2023 through May 31, 2025; and**

**WHEREAS, the Interim Commissioner of Health has requested a budgetary
amendment (24A013) to account for this grant award; and**

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

RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Increase Estimated Revenues:

26401001 444892 10217	MRC-STTRONG Grant	12,100
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Increase Appropriations:

26401001 54329 10217	Promotional	5,000
26401001 54330 10217	Medical Supplies	1,500
26401001 54640 10217	Education & Training	3,000
26401001 54410 10217	Supplies & Materials	<u>2,600</u>
		12,100

2024 Fiscal Impact – 0 –

2025 Fiscal Impact – 0 –

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

Item #6L – Approval/ Budgetary Amendment (24A017)/ Health Department/ Enhanced Laboratory Capacity (ELC) Covid-19 Grant was next. On behalf of the members of the Health, Social, Educational & Environmental Committee, Legislators Crowley and Gouldman, Legislator Sayegh moved the following:

RESOLUTION #80

APPROVAL/ BUDGETARY AMENDMENT (24A017)/ HEALTH DEPARTMENT/ ENHANCED LABORATORY CAPACITY (ELC) COVID-19 GRANT

WHEREAS, the ELC-Covid 19 Grant period was expected to end on December 31, 2023, therefore the Putnam County Health Department did not include revenues or expenses in the 2024 budget; and

WHEREAS, a new agreement was signed in January 2024 extending the grant period through July 31, 2024; and

WHEREAS, all purchases will be reimbursed at 100% by the ELC-Covid 19 Grant per this agreement; and

WHEREAS, the Interim Commissioner of Health has requested a budgetary amendment (24A017) to account for said ELC-Covid 19 grant funding; and

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

RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Increase Estimated Revenues:

26401001 444892 10160 Federal Aid – ELC Covid 19 Grant 17,900

Increase Appropriations:

26401001 52130 10160	Computer Equipment	12,000
26401001 54313 10160	Books & Supplements	800
26401001 54410 10160	Supplies & Materials	500
26401001 54636 10160	Internet Costs	600
26401001 54782 10160	Software Accessories	1,000
26401001 54989 10160	Miscellaneous	<u>3,000</u>
		17,900

2024 Fiscal Impact – 0 –

2025 Fiscal Impact – 0 –

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

Item #6m – Approval/ Budgetary Amendment (24A019)/ Social Services, Mental Health/ NYS Office of Mental Health (NYSOMH) was next. On behalf of the members of the Health, Social, Educational & Environmental Committee, Legislators Crowley and Gouldman, Legislator Sayegh moved the following:

RESOLUTION #81

APPROVAL/ BUDGETARY AMENDMENT (24A019)/ SOCIAL SERVICES, MENTAL HEALTH/ NYS OFFICE OF MENTAL HEALTH (NYSOMH)

WHEREAS, the Commissioner of Social Services has requested a budgetary amendment (24A019) to amend the Budget in accordance with the New York State Office of Mental Health 2024 State Aid authorization; and

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

RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Increase Appropriations:

10034000 54647 MH Supported Housing – Sub Contractors 54,749

Increase Estimated Revenues:

10034000 434903 State Aid – MH Supported Housing 54,749

Decrease Appropriations:

10040000 54647 MH Reinvestment – Sub Contractors 54,749

Increase Estimated Revenues:

10040000 434981 State Aid – MH Reinvestment 54,749

2024 Fiscal Impact – 0 –

2025 Fiscal Impact – 0 –

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

Item #6n – Approval/ Budgetary Amendment (24A020)/ Social Services, Mental Health/ OASAS Abatement Funds was next. On behalf of the members of the Health, Social, Educational & Environmental Committee, Legislators Crowley and Gouldman, Legislator Sayegh moved the following:

RESOLUTION #82

APPROVAL/ BUDGETARY AMENDMENT (24A020)/ SOCIAL SERVICES, MENTAL HEALTH/ OASAS ABATEMENT FUNDS

WHEREAS, the Commissioner of Social Services has requested a budgetary amendment (24A020) to utilize the Office of Addiction Services and Supports (OASAS) opioid abatement funds to purchase a laptop for the Dual Recovery Coordinator; and

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

RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Increase Appropriations:

10431000 52130 10206 MH LGU – OASAS Abatement Funds 560.00

Increase Estimated Revenues:

10431000 434983 10206 MH LGU – Computer Equipment 560.00

2024 Fiscal Impact – 0 –

2025 Fiscal Impact – 0 –

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

Item #6o – Approval/ Budgetary Amendment (24A025)/ Office for Senior Resources/ Jane Lobdell Bequeathment/ Motor Vehicle was next. On behalf of the members of the Health, Social, Educational & Environmental Committee, Legislators Crowley and Gouldman, Legislator Sayegh moved the following:

RESOLUTION #83

APPROVAL/ BUDGETARY AMENDMENT (24A025)/ OFFICE FOR SENIOR RESOURCES/ JANE LOBDELL BEQUEATHMENT/ MOTOR VEHICLE

WHEREAS, the Director of Office for Senior Resources has requested a budgetary amendment (24A025) to utilize the Jane Lobdell bequeathment funds to acquire a handicap van for medical transportation; and

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

RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Increase Appropriations:

10677300 52650	OSR – Motor Vehicles	70,000
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Increase Estimated Revenues:

10677300 427050	OSR – Gifts and Donations	70,000
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2024 Fiscal Impact – 0 –

2025 Fiscal Impact – 0 –

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

Item #6p – Approval/ Fund Transfer (24T030)/ Social Services/ Division of Juvenile Justice & Opportunities for Youth (DJJOY) Facility Chargebacks was next. On behalf of the members of the Health, Social, Educational & Environmental Committee, Legislators Crowley and Gouldman, Legislator Sayegh moved the following:

RESOLUTION #84

APPROVAL/ FUND TRANSFER (24T030)/ SOCIAL SERVICES/ DIVISION OF JUVENILE JUSTICE & OPPORTUNITIES FOR YOUTH (DJJOY) FACILITY CHARGEBACKS

WHEREAS, the Commissioner of Social Services has requested a fund transfer (24T030) to cover 2022 second through fourth quarter DJJOY Facility Chargebacks; and

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

RESOLVED, that the following fund transfer be made:

Decrease:

10612300 54414	Care at Private Institution	88,233
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Increase:

10612900 54413	Care State Training School	88,233
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2024 Fiscal Impact – 0 –

2025 Fiscal Impact – 0 –

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

**PROTECTIVE SERVICES COMMITTEE
(Chairwoman Nacerino, Legislators Addonizio & Sayegh)**

Item #6q – Approval/ Budgetary Amendment (24A022)/ Bureau of Emergency Services/ New York State 2022 & 2023 Statewide Interoperable Communications Targeted Grant Program (SICG) was next. Chairman Jonke recognized Legislator Nacerino, Chairwoman

of the Protective Services Committee. On behalf of the members of the Committee, Legislators Addonizio and Sayegh, Legislator Nacerino moved the following:

Legislator Nacerino stated that the \$6 million 2022 SICG Targeted Program focuses on closing the gaps in National Interoperability channels implementation and enhancing regional alliance, ensuring that county communication systems remain capable to support multijurisdictional response. She stated that the \$422,645 2023 SICG Formula Program will concentrate on improving interoperability and operability of communications systems in New York State.

RESOLUTION #85

**APPROVAL/ BUDGETARY AMENDMENT (24A022)/ BUREAU OF EMERGENCY SERVICES/
NEW YORK STATE 2022 & 2023 STATEWIDE INTEROPERABLE COMMUNICATIONS
TARGETED GRANT PROGRAM (SICG)**

WHEREAS, at the April 19, 2022 Protective Services Committee meeting, Deputy Commissioner of the Bureau of Emergency Services Robert Lipton, informed the Committee of the 2022 Statewide Interoperable Communications (SICG) Formula-Based Grant Program; and

WHEREAS, at the August 17, 2023 Protective Services Committee meeting, Commissioner of the Bureau of Emergency Services Robert Lipton, informed the Committee of the 2023 Statewide Interoperable Communications (SICG) Formula-Based Grant Program; and

WHEREAS, on March 1, 2023 and October 24, 2023, Putnam County was awarded \$6 million and \$422,645 respectively, under the 2022 & 2023 (SICG) Grant Program; and

WHEREAS, the performance period for the 2022 SICG Targeted grant will be 48 months beginning March 1, 2023 through February 28, 2027, with expenses claimed occurring within that period; and

WHEREAS, the performance period for the 2023 SICG Targeted grant will be 36 months, beginning January 1, 2023 through December 31, 2025, with the possibility of an extension based upon a good cause shown and ample justification for needing additional time; and

WHEREAS, expenses wishing to be claimed must occur within that period; and

WHEREAS, the Commissioner of the Bureau of Emergency Services has requested a budgetary amendment (24A022) to account for both the 2022 and 2023 SICG Formula Grants awarded by New York State Department of Homeland Security and Emergency Services; and

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

CAPITAL FUND:

Increase Appropriations:

53097000 53000 51601	Capital – SICG 2022 Formula Grant	6,000,000
53097000 53000 51601	Capital – SICG 2023 Formula Grant	422,645

Increase Estimated Revenues:

53097000 433971 51601	State Aid – SICG 2022 Formula Grant	6,000,000
53097000 433971 51601	State Aid – SICG 2023 Formula Grant	422,645

2024 Fiscal Impact – 0 –
2025 Fiscal Impact – 0 –

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

Item #6r – Approval/ Budgetary Amendment (24A027)/ Probation/ Stop DWI Program was next. On behalf of the members of the Protective Services Committee, Legislators Addonizio and Sayegh, Legislator Nacerino moved the following:

RESOLUTION #86

APPROVAL/ BUDGETARY AMENDMENT (24A027)/ PROBATION/ STOP DWI PROGRAM

WHEREAS, the Probation Department received \$16,500 from the NYS Governor's Office Traffic Committee's 2023-24 Aid to Localities Stop DWI Program; and

WHEREAS, the Director of Probation has requested a budgetary amendment (24A027) to account for these funds; and

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

Increase Revenues:

10331500 433890 10219	Probation - Stop DWI	16,500
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Increase Appropriations:

10331500 10219	Probation – Stop DWI	
52180	Equipment	3,000
54385	Uniform	350
54640	Education/Training	2,000
54329	Promotional Materials	6,000
54664	Advertising	<u>5,150</u>
		16,500

2024 Fiscal Impact – 0 –
2025 Fiscal Impact – 0 –

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

Item #6s – Approval/ Budgetary Transfer (24T053)/ Probation/ Pretrial Services Grant Award/ NY Division of Criminal Justice Services (DCJS) was next. On behalf of the members of the Protective Services Committee, Legislators Addonizio and Sayegh, Legislator Nacerino moved the following:

RESOLUTION #87

APPROVAL/ BUDGETARY TRANSFER (24T053)/ PROBATION/ PRETRIAL SERVICES GRANT AWARD/ NY DIVISION OF CRIMINAL JUSTICE SERVICES (DCJS)

WHEREAS, by Resolution #44 of 2024, the Putnam County Legislature approved placing \$130,809 in sub-contingency to account for the Putnam County grant awarded by the New York Division of Criminal Justice Services (DCJS) to offset the costs associated with the provision of certified pretrial services; and

WHEREAS, as a requirement of the reward letter, the Director of Probation presented a plan and received approval from the New York State Division of Criminal Justice Services (DCJS) of how the Pretrial Services Grant Award of \$130,809 would be allocated; and

WHEREAS, the cost for the Probation Officer's salary and the electronic monitoring costs are already included in the County's budget; and

WHEREAS, the Director of Probation has requested a budgetary transfer (24T053) in order to implement this plan; and

WHEREAS, the Protective Services Committee and the Audit & Administration Committee have reviewed and approved said budgetary transfer; now therefore be it RESOLVED, that the following budgetary transfer be made:

GENERAL FUND:

Increase Appropriations:

10199000 54980	General Contingencies	86,366
10314000 51093	Overtime	25,000
10314000 52130	Computer Equipment	2,443
10314000 54635	Cellphone	5,000
10314000 54646	Contracts	<u>12,000</u>
		130,809

Decrease Appropriations:

10199000 54987	Sub-contingency – Probation	130,809
	2024 Fiscal Impact – (86,366)	
	2025 Fiscal Impact – 0 –	

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

Item #6t – Approval/ Appointments/ Putnam County Traffic Safety Board was next. On behalf of the members of the Protective Services Committee, Legislators Addonizio and Sayegh, Legislator Nacerino moved the following:

Legislator Addonizio thanked the volunteers.

RESOLUTION #88

APPROVAL/ APPOINTMENTS/ PUTNAM COUNTY TRAFFIC SAFETY BOARD

RESOLVED, that the following be appointed to the Putnam County Traffic Safety Board:

Michael Stern, Town of Carmel Highway Department Superintendent, for the remainder of a three (3) year term; said term to expire December 31, 2024.

Michael Burdick, Town of Southeast Highway Department Superintendent, for the remainder of a three (3) year term; said term to expire December 31, 2025.

Adam Hotaling, Town of Philipstown Highway Department Superintendent, for the remainder of a three (3) year term; said term to expire December 31, 2025.

Shawn Keeler, Town of Putnam Valley Highway Department Superintendent, for the remainder of a three (3) year term; said term to expire December 31, 2025.

Jason Kinash, Town of Carmel, for the remainder of a three (3) year term; said term to expire December 31, 2025.

Richard T. Othmer, Jr., Town of Kent Highway Department Superintendent, for a three (3) year term, said term to expire December 31, 2026.

Leonor Volpe, Town of Southeast, for a three (3) year term, said term to expire December 31, 2024.

And be it further

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

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

**RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE
(Chairwoman Addonizio, Legislators Ellner & Nacerino)**

Item #6u – Approval/ Fund Transfer (24T040)/ Law Department/ Judgment & Claims/ Litigation Settlement / TD Auto Finance LLC v. County of Putnam was next. Chairman Jonke recognized Legislator Addonizio, Chairwoman of the Rules, Enactments & Intergovernmental Relations Committee. On behalf of the members of the Committee, Legislators Ellner and Nacerino, Legislator Addonizio moved the following:

RESOLUTION #89

APPROVAL/ FUND TRANSFER (24T040)/ LAW DEPARTMENT/ JUDGMENT & CLAIMS/ LITIGATION SETTLEMENT / TD AUTO FINANCE LLC V. COUNTY OF PUTNAM

WHEREAS, the County Attorney requested a fund transfer (24T040) to cover the litigation settlement TD Auto Finance LLC. V. County of Putnam per Resolution #49 of 2024; and

WHEREAS, the Rules, Enactments & Intergovernmental Relations Committee and the Audit & Administration Committee have reviewed and approved said fund transfer; now therefore be it

RESOLVED, that the following fund transfer be made:

Decrease:

10199000 54980

Contingency

102,500

Increase:

10193000 54933

Judgment & Claims

102,500

2024 Fiscal Impact - \$102,500

2025 Fiscal Impact – 0 –

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

Item #6v – Approval/ Town of Patterson American Rescue Plan Act (ARPA) Funding Reallocation was next. On behalf of the members of the Rules, Enactments & Intergovernmental Relations Committee, Legislators Ellner and Nacerino, Legislator Addonizio moved the following:

Legislator Nacerino stated that extending Dorset Hollow Water District will be crucial to the redevelopment and revitalization of Front Street.

RESOLUTION #90

APPROVAL/ TOWN OF PATTERSON AMERICAN RESCUE PLAN ACT (ARPA) FUNDING REALLOCATION

WHEREAS, the Town of Patterson was allocated a total of \$1,181,656.00 of American Rescue Plan Act (ARPA) and sales tax funding pursuant to Resolutions # 133 & # 134 of 2022; and

WHEREAS, the Town of Patterson has requested that the use of the funds approved for the EMS Building pursuant to Resolutions #133 and #134 of 2022 be modified to provide that a portion of the APRA funding, \$250,000.00, be reallocated to a different project, the Dorset Hollow Water District Extension; and

WHEREAS, the County consultant has indicated that the Dorset Hollow Water District Extension is an allowable use of ARPA funds; and

WHEREAS, the County Executive, the Commissioner of Finance, County Auditor, and the Rules Committee have reviewed and approved of this request; now therefore be it

RESOLVED, that the Putnam County Legislature approves and authorizes the Town of Patterson ARPA funding of \$250,000.00 originally allocated pursuant to Resolution #133 of 2022 is hereby authorized to be expended on the Dorset Hollow Water District Extension.

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

Item #6w – Approval/ Town of Southeast American Rescue Plan Act (ARPA) Funding Reallocation was next. On behalf of the members of the Rules, Enactments & Intergovernmental Relations Committee, Legislators Ellner and Nacerino, Legislator Addonizio moved the following:

Chairman Jonke commended Town of Southeast Councilman Eric Cyprus for taking the initiative to move the funding, from a project that could not move forward, and placing into another project.

RESOLUTION #91

APPROVAL/TOWN OF SOUTHEAST AMERICAN RESCUE PLAN ACT (ARPA) FUNDING REALLOCATION & SALES TAX FUNDING REALLOCATION

WHEREAS, the Town of Southeast was allocated a total of \$1,592,128.00 of American Rescue Plan Act (ARPA) and sales tax funding pursuant to Resolutions # 133 & # 134 of 2022; and

WHEREAS, the Town of Southeast has requested that the use of these funds originally approved for the Town Court Relocation and the Town Hall Relocation pursuant to Resolutions #133 & #134 of 2022 be modified to provide that both the ARPA funding of \$400,000 and the sales tax funding of \$400,000 from these projects be reallocated, in its entirety to other projects; and

WHEREAS, the Town has requested that \$215,000 be reallocated to the Lake Tonetta Bio Treatment System Project; and

WHEREAS, the County consultant has indicated that the Lake Tonetta Bio Treatment System Project is an allowable use of ARPA funds; and

WHEREAS, the Town has requested that \$585,000 be reallocated to the Cobb Road Culvert Replacement Project; and

WHEREAS, the County Auditor and the Commissioner of Finance have confirmed that the Cobb Road Culvert Replacement Project is an existing, approved project; and

WHEREAS, the County Executive has reviewed and recommended said reallocation; and

WHEREAS, the Rules, Enactments & Intergovernmental Relations Committee has reviewed and approved of said request; now therefore be it

RESOLVED, that the Putnam County Legislature approves and authorizes the Town of Southeast sales tax funding of \$400,000 originally allocated pursuant to Resolution # 134 of 2022 is hereby authorized to be expended as follows: \$107,500 for the Lake Tonetta Bio Treatment System Project and \$292,500 for the Cobb Road Culvert Replacement Project; and be it further

RESOLVED, that the Putnam County Legislature approves and authorizes the Town of Southeast ARPA funding of \$400,000.00 originally allocated pursuant to Resolution # 133 of 2022 is hereby authorized to be expended as follows: \$107,500 for the Lake Tonetta Bio Treatment System Project and \$292,500 for the Cobb Road Culvert Replacement Project.

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

Item #6x – Approval/ Village of Nelsonville Sales Tax Funding Reallocation was next. On behalf of the members of the Rules, Enactments & Intergovernmental Relations Committee, Legislators Ellner and Nacerino, Legislator Addonizio moved the following:

RESOLUTION #92

APPROVAL/VILLAGE OF NELSONVILLE SALES TAX FUNDING REALLOCATION

WHEREAS, the Village of Nelsonville was allocated a total of \$63,890 of American Rescue Plan Act (ARPA) and sales tax funding pursuant to Resolutions # 133 & # 134 of 2022; and

WHEREAS, the Village of Nelsonville has recognized a savings on one its projects, the Village-wide Sewer Feasibility Study, and would like to shift these funds to its other approved project, the HVAC System-Village Hall; and

WHEREAS, the Village of Nelsonville has requested that the use of these funds originally approved for the pursuant to Resolutions #133 & #134 of 2022 be modified to provide that the remaining \$4,945 of sales tax funding that was originally allocated to the Village-wide Sewer Feasibility Study be reallocated to be used for the HVAC System - Village Hall; and

WHEREAS, the County Auditor and Commissioner of Finance have reviewed the proposed request; and

WHEREAS, the County Executive has recommended said reallocation; and

WHEREAS, the Rules, Enactments & Intergovernmental Relations Committee has reviewed and approved of this request; now therefore be it

RESOLVED, that the Putnam County Legislature approves and authorizes the Village of Nelsonville sales tax funding of \$4,945 originally allocated pursuant to Resolution # 134 of 2022 is hereby authorized to be expended on the HVAC System-Village Hall Project.

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

Item #6y – Approval/ Local Law to Repeal Sub-sections 5.03 and 5.04 of the Putnam County Charter relating to Tourism, and to Amend Article 12 of the Putnam County Charter Entitled “Other County Functions” by Adding Subsections 12.12 and 12.13 relating to Tourism was next. On behalf of the members of the Rules, Enactments & Intergovernmental Relations Committee, Legislators Ellner and Nacerino, Legislator Addonizio moved the following:

Legislator Addonizio stated that as discussed in the Rules Committee meeting, the Department of Tourism was inadvertently proposed to be placed in Article 3 entitled “County Executive.” She stated that it is more appropriate to place the department under Article 12 entitled “Other County Functions.”

RESOLUTION #93

A LOCAL LAW TO REPEAL SUBSECTIONS 5.03 AND 5.04 OF THE PUTNAM COUNTY CHARTER RELATING TO TOURISM, AND TO AMEND ARTICLE 12 OF THE PUTNAM COUNTY CHARTER ENTITLED “OTHER COUNTY FUNCTIONS” BY ADDING SUBSECTIONS 12.12 AND 12.13 RELATING TO TOURISM

Be it enacted by the Legislature of the County of Putnam as follows:

Section 1.

Sections 5.03 and 5.04 of Article 5 of the Putnam County Charter are hereby repealed.

Section 2.

Article 12 of the Putnam County Charter is hereby amended to add a new section 12.12 to read as follows:

§ 12.12 Office of Tourism; Director

There shall be an Office of Tourism under the direction of a Director of Tourism who shall be appointed by the County Executive subject to confirmation by the County Legislature. The Director shall serve at the pleasure of the County Executive. He or she shall have the power, within budgetary appropriations and in accordance with County policy, or as may be otherwise required by law, to appoint and remove such staff as he or she deems necessary. The Director shall serve on a full-time basis and shall not engage in any private practice nor be employed in their field of expertise with the County by any private or other governmental entity.

Section 3.

Article 12 of the Putnam County Charter is hereby amended to add a new section 12.13 to read as follows:

§ 12.13 Director of Tourism; powers and duties.

The Director shall have the following powers and duties:

- A. Promote tourism in Putnam County;**
- B. Serve as the County's representative as the official Tourism Promotion Agency ("TPA") under the regulations of the I Love New York Matching Funds program, which is administered by Empire State Development, Market New York and Matching Funds Program;**
- C. Promote already existing attractions, help develop new tourism related events and attractions, and help provide an environment conducive to attracting tourists to Putnam County;**
- D. Create, update, compile and publish brochures and guides that encompass all tourism sites, accommodations, restaurants, a county map, transportation information, brief town histories, county historical information and any and all other information relevant to tourism events and destinations within and throughout the County;**
- E. Promote events throughout the year by advertising in regional and State-wide newspapers, magazines, trade publications and on radio and/or television stations;**
- F. Maintain a presence on the internet and social media outlets with continual updates and posts relative to upcoming events, attractions, business openings, as well as permanent tourist attractions, restaurants and other tourism-related events;**
- G. Promote tourism and tourist-related events, including, without limitation, annual and/or seasonal special events at tourist sites such as: Tilly Foster Farm and Tilly's Table, Boscobel, Putnam County Veteran's Memorial Park, Putnam County**

Golf Course, as well as various food and beverage festivals, tourism lecture series and any and all other events and festivals of interest to the general public;

- H. Work closely with the Putnam County Economic Development Corporation to assist in the marketing of local businesses and economic ventures related to tourism;
- I. Report to the Legislature on a quarterly basis, or as often as is directed, relative to the operations of the office;
- J. Perform such other and related duties as may be required by the County Executive.

Section 4.

This Local Law shall take effect forty-five (45) days after its passage and is subject to permissive referendum.

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

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

Item #6z – Approval/ DPW/ Use of Capital Facility Reserve/ Amend (20CP01) (Access Control) was next. Legislator Addonizio moved the following:

RESOLUTION #94

APPROVAL/ DPW/ USE OF CAPITAL FACILITY RESERVE/ AMEND (20CP01) (ACCESS CONTROL)

WHEREAS, by Resolution #144 of 2017 & Resolution #55 of 2020, the Putnam County Legislature approved the use of the Capital Facility Reserve fund for an “Access Control” Project to provide uniform access control systems throughout County Facilities; and

WHEREAS, by Resolution #74 of 2021 & Resolution #98 of 2023, the Putnam County Legislature approved an amendment to Project #20CP01, adding additional funding to further continue this program; and

WHEREAS, some of the facilities and departments with successful security installation under this program include the Law Department, the Sheriff’s Department, the Department of Motor Vehicles, the County Office Building and the Donal B. Smith Campus Building 3; and

WHEREAS, the Commissioner of DPW has requested an additional amount of \$50,000 to continue this program, providing new security and access control installations at various facilities including, but not limited to, the Board of Elections Building; and

WHEREAS, the Audit & Administration Committee has reviewed and approved this request; now therefore be it

RESOLVED, that the Putnam County Legislature approves and authorizes the expenditure of \$50,000 from the Capital Facility Reserve fund budget line 55197000 53000 51509 as follows:

20CP01 – Access Control

\$ 82,537 – Approved by Resolution #144 of 2017 (CP-6)
75,000 – Approved by Resolution #55 of 2020
35,000 – Approved by Resolution #74 of 2021
20,000 – Approved by Resolution #98 of 2023
50,000 – Additional funds requested to continue project
\$262,537

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

Item #6aa – Approval/ Budgetary Transfer (24T069)/ DPW/ Capital Facility Reserve/ Amend 20CP01 Access Control was next. Legislator Addonizio moved the following:

RESOLUTION #95

APPROVAL/ BUDGETARY TRANSFER (24T069)/ DPW/ CAPITAL FACILITY RESERVE/ AMEND 20CP01 / ACCESS CONTROL

WHEREAS, per Resolution #94 of 2024, the Putnam County Legislature approved and authorized an additional expenditure of \$50,000 from the Capital Facility Reserve fund for Capital Project 20CP01 – Access Control; and

WHEREAS, the Commissioner of Public Works has requested a budgetary transfer (24T069) to account for the continuation of this program with new security and access control installation at various facilities including, but not limited to, the Board of Elections building ahead of this year’s elections beginning in June; and

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

RESOLVED, that the following budgetary transfer be made:

CAPITAL FUND:

Increase Appropriations:

55197000 532001 51509	20CP01 – Access Control	50,000
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Decrease Appropriations:

55197000 53000 51509	County Facility Renovations Reserve	50,000
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2024 Fiscal Impact – 0 –

2025 Fiscal Impact – 0 –

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

Item #6bb – Approval/ Budgetary Transfer (23T524)/ Finance/ Electric Year Ending 2023 was next. Legislator Addonizio moved the following:

RESOLUTION #96

APPROVAL/ BUDGETARY TRANSFER (23T524)/ FINANCE/ ELECTRIC YEAR ENDING 2023

WHEREAS, the Commissioner of Finance has requested a budgetary transfer (23T524) to provide additional funding to cover electric for the remainder of 2023; and

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

RESOLVED, that the following budgetary transfer be made:

GENERAL FUND:

Increase Appropriations:

10511100 54631	Electric	45,152
-----------------------	-----------------	---------------

Decrease Appropriations:

10511100 54630	Natural Gas	26,203
10011000 54630	Natural Gas	<u>18,949</u>
		45,152

2023 Fiscal Impact – 0 –

2024 Fiscal Impact – 0 –

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

Item #7 – Other Business

There was no other business submitted to the meeting.

Item #8 – Recognition of Public on Agenda Items

There were no members of the public that wished to be recognized.

Item #9 - Recognition of Legislators

Legislator Montgomery stated that this is Earth Month and April 22nd is Earth Day. She stated that we have a lot to be proud of in Putnam County. She explained that she paved the way for the County's Climate Smart Initiative and Complete Streets Initiative. She stated that the County was just awarded \$150,000 from the New York Metropolitan Transportation Council for the Complete Streets Initiative. She explained that there will be plenty of activities pertaining to Earth Month and she encourage everyone to participate. She explained how it was a great honor to recognize all of the organizations that received proclamations.

Legislator Sayegh joined Legislator Montgomery in commending all of the outside agencies. She stated that they are not-for-profit agencies doing good work in Putnam County, not at the expense of the taxpayers.

Legislator Gouldman raised awareness to garbage being thrown on the side of the roads in Putnam County. He encouraged individuals to get involved in helping to make Putnam a cleaner and greener place to call home.

Legislator Castellano explained that there was a fantastic event that takes place every year leading up to Memorial Day. He explained that there was a World War II Veteran in the Village of Brewster by the name of Bob Palmer, who passed away a few years ago, who during his incredible life started placing American Flags on all the soldier's graves buried in our Town of Southeast cemeteries. He stated that the event, with the help of many volunteers, will be taking place on Sunday, April 28th this year. Legislator Castellano acknowledged the greatest generation of World War II Veterans and thanked them for their service. He encouraged people to join in and help on April 28th.

There being no further business, at 8:03 P.M., Chairman Jonke made a motion to adjourn; seconded by Legislator Sayegh. All in favor.

Respectfully submitted by Diane Schonfeld, Clerk.

- 4. **Acceptance of Minutes – Regular Meeting – March 5, 2024**
Special Mtg.- State of the County – March 7, 2024

- 5. **Correspondence**
 - a) **County Auditor**

- 6. **Pre-filed resolutions:**

PERSONNEL COMMITTEE
(Chairman Jonke, Legislators Castellano & Nacerino)

- 6a. **Approval/ Budgetary Amendment (24A024)/ Social Services - Mental Health/ Reclassification / Salary Changes**
- 6b. **Approval/ Fund Transfer (24T056)/ Sheriff's Department/ Corrections Medical Overtime**
- 6c. **Approval/ Fund Transfer (24T057)/ Sheriff's Department/ Corrections General Overtime**
- 6d. **Approval/ Fund Transfer (24T058)/ Sheriff's Department/ Corrections General Overtime**

PHYSICAL SERVICES COMMITTEE
(Chairman Ellner, Legislators Castellano & Crowley)

- 6e. **Approval/ Budgetary Amendment (24A023) / Planning Department/ Purchase Four (4) Transit Vans and One (1) Bus**
- 6f. **Approval/ Budgetary Amendment (24T032)/ Department of Public Works/ Terravest International Property Owners/ Fire Protection Pump #2 Replacement**
- 6g. **Approval/ Department of Public Works/ Use of Capital Facility Reserve/ (24CP02) (Facility Beautification Program)**
- 6h. **Approval/ Updated Metropolitan Planning Organization (MPO) Federal Aid Project Agreement/ Planning**
- 6i. **Approval/ Ratification of FY2025 Congressionally Directed Spending Applications in Putnam County for Capital Infrastructure Projects**

ECONOMIC DEVELOPMENT & ENERGY COMMITTEE
(Chairman Gouldman, Legislators Addonizio & Crowley)

- 6j. **Approval/ Re-Appointments/ Putnam County Industrial Development Agency Board**

HEALTH, SOCIAL, EDUCATIONAL & ENVIRONMENTAL COMMITTEE
(Chairwoman Sayegh, Legislators Crowley & Gouldman)

- 6k. **Approval/ Budgetary Amendment (24A013)/ Health Department/ Medical Reserve Corp – State, Territory and Tribal Nations, Representative Organizations for Next Generation (MRC-STTRONG) Grant**
- 6L. **Approval/ Budgetary Amendment (24A017)/ Health Department/ Enhanced Laboratory Capacity (ELC) Covid-19 Grant**
- 6m. **Approval/ Budgetary Amendment (24A019)/ Social Services, Mental Health/ NYS Office of Mental Health (NYSOMH)**
- 6n. **Approval/ Budgetary Amendment (24A020)/ Social Services, Mental Health/ OASAS Abatement Funds**
- 6o. **Approval/ Budgetary Amendment (24A025)/ Office for Senior Resources/ Jane Lobdell Bequeathment/ Motor Vehicle**
- 6p. **Approval/ Fund Transfer (24T030)/ Social Services/ Division of Juvenile Justice & Opportunities for Youth (DJJOY) Facility Chargebacks**

PROTECTIVE SERVICES COMMITTEE
(Chairwoman Nacerino, Legislators Addonizio & Sayegh)

- 6q. **Approval/ Budgetary Amendment (24A022)/ Bureau of Emergency Services/ New York State 2022 & 2023 Statewide Interoperable Communications Targeted Grant Program (SICG)**
- 6r. **Approval/ Budgetary Amendment (24A027)/ Probation/ Stop DWI Program**
- 6s. **Approval/ Budgetary Transfer (24T053)/ Probation/ Pretrial Services Grant Award/ NY Division of Criminal Justice Services (DCJS)**
- 6t. **Approval/ Appointments/ Putnam County Traffic Safety Board**

RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE
(Chairwoman Addonizio, Legislators Ellner & Nacerino)

- 6u. **Approval/ Fund Transfer (24T040)/ Law Department/ Judgment & Claims/ Litigation Settlement / TD Auto Finance LLC v. County of Putnam**
- 6v. **Approval/ Town of Patterson American Rescue Plan Act (ARPA) Funding Reallocation**

- 6w. Approval/ Town of Southeast American Rescue Plan Act (ARPA) Funding Reallocation**
- 6x. Approval/ Village of Nelsonville Sales Tax Funding Reallocation**
- 6y. Approval/ Local Law to Repeal Sub-sections 5.03 and 5.04 of the Putnam County Charter relating to Tourism, and to Amend Article 12 of the Putnam County Charter Entitled "Other County Functions" by Adding Subsections 12.12 and 12.13**

AUDIT & ADMINISTRATION COMMITTEE
(Chairman Castellano, Legislators Ellner & Gouldman)

- 6z. Approval/ DPW/ Use of Capital Facility Reserve/ Amend (20CP01) (Access Control)**
- 6aa. Approval/ Budgetary Transfer (24T069)/ DPW/ Capital Facility Reserve/ Amend 20CP01/ Access Control**
- 6bb. Approval/ Budgetary Transfer (23T524)/ Finance/ Electric Year Ending 2023**
- 7. Other Business**
- 8. Recognition of Public on Agenda Items**
- 9. Recognition of Legislators**
- 10. Adjournment**

Michele Alfano- Sharkey
County Auditor

Francine Romeo
Deputy County Auditor



COUNTY AUDITOR

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

TO: Putnam County Legislature

FROM: Michele Alfano-~~Sharkey~~
County Auditor (MAS)

DATE: April 30, 2024

RE: Refund of Taxes

This is the report for April 30, 2024 provided by Real Property Tax Law- Section 556, Paragraph (c).

There was no activity during this reporting period.

#6a

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL/ BUDGETARY AMENDMENT (24A029)/ DPW/ REORGANIZATION/
RECLASSIFICATION**

WHEREAS, the Commissioner of DPW has requested a budgetary amendment (24A029) to account for the following proposed changes in the Department of Public Works:

- Salary Increase of \$17,800 for the Soil & Water Conservation District Manager, upon passing of exam, from \$82,200 to \$100,000 - retroactive to January 1, 2024.
- Reclassify Park Attendant to Senior Account Clerk in the Parks Department with a Salary Increase of \$4,168 from \$44,659 to \$48,827 effective June 1, 2024.
- Increase Temporary line to cover Auto Mechanic for the remainder of 2024. Auto Mechanic currently working 2 days per week, at an hourly rate of \$30.00.

WHEREAS, the Personnel Committee and the Audit & Administration Committee have reviewed and approved said budgetary amendment; now therefore be it RESOLVED, that Resolution #274 of 2023 setting the Salaries for Officers and Employees paid from County Funds is hereby amended for the following position:

Budget Line:	Position:	Salary:
10874500 51000 802110107	Soil & Water Conservation District Manager	82,200 to 100,000

And be it further
RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Increase Appropriations:		
10874500 51000 (107)	Pers. – Soil & Water Conservation District Manager	17,800
10874500 58002 (107)	Social Security	1,362
10711000 51000 (111)	Pers. – DPW Parks – Sr. Acct Clerk	<u>4,168</u>
		23,330

Legislator Addonizio _____
 Legislator Castellano _____
 Legislator Crowley _____
 Legislator Ellner _____
 Legislator Gouldman _____
 Legislator Montgomery _____
 Legislator Nacerino _____
 Legislator Sayegh _____
 Chairman Jonke _____

Committee Mtg _____ Resolution # _____
 Introduced By _____ Regular Mtg _____
 Seconded By _____ Special Mtg _____

Decrease Appropriations:
10711000 51094 DPW Parks – Temporary 4,168

Increase Estimated Revenues:
10874500 439105 Soil & Water – Performance Measure Part C 19,162

COUNTY ROAD:

Increase Appropriations:
10511000 59055 Transfer Out – Road Machinery 26,913

Decrease Appropriations:
10511000 51000 (101) Pers. – Construction Material & Highway Dispatcher 25,000
10511000 58002 (101) Social Security 1,913
26,913

ROAD MACHINERY:

Increase Estimated Revenues:
10513000 51094 Temporary 25,000
10513000 58002 Social Security 1,913
26,913

Increase Estimated Revenues:
10513000 428601 Transfer In – County Road 26,913

2024 Fiscal Impact – 0 –
2025 Fiscal Impact – 0 –

Legislator Addonizio _____
 Legislator Castellano _____
 Legislator Crowley _____
 Legislator Ellner _____
 Legislator Gouldman _____
 Legislator Montgomery _____
 Legislator Nacerino _____
 Legislator Sayegh _____
 Chairman Jonke _____

MICHAEL J. LEWIS
Commissioner of Finance



cc: all
Pers
A+A

Reso

SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

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

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

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

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

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

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

Joseph Bellucci
Deputy Commissioner



Thomas Feighery
Commissioner

DEPARTMENT OF PUBLIC WORKS

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

MEMORANDUM

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

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

DATE: April 2, 2024

Thomas Feighery Joseph Bellucci

RE: DPW Personnel Funding

Commissioner Lewis,

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

Thank you for your consideration with this matter.

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

DPW Personnel Movement 2024

Steve Odell:

Background:

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

Fiscal Impact/Budget Implications:

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

Justification:

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

Neal Tomann:

Background:

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

Fiscal Impact/Budgetary Implications:

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

Justification:

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

Senior Account Clerk (Parks Division):

Background & Justification:

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

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

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

Fiscal Impact/Budget Implications:

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

FUND TRANSFERS NEEDED FOR DPW PERSONNEL MOVEMENTS 2024

April 2, 2024

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

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

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

#66

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL/ BUDGETARY TRANSFER (24T079)/ SOCIAL SERVICES/ TEMPORARY/
ADMINISTRATIVE & LEGAL TRAINING**

WHEREAS, upon retirement, the former Director of Children and Family Services transitioned into a temporary position to support the Department of Social Services Legal Department; and

WHEREAS, although weekly hours may vary depending on workload, the Commissioner of Social Services has requested a budgetary transfer (24T079) to utilize funding from several vacant administrative positions to support an average of 20 hours per week for 43 weeks (3/4/24 – 12/31/24); and

WHEREAS, the Personnel Committee and the Audit & Administration Committee have reviewed and approved said budgetary transfer; now therefore be it

RESOLVED, that the following budgetary transfer be made:

GENERAL FUND:

Increase Appropriations:

10120000 51094	Temporary – Legal/Administration	56,751
10120000 58002	Social Security	<u>3,842</u>
		60,593

Decrease Appropriations:

10120000 51000 (114)	Pers. Serv. – Acct Clerk/Typist II	11,292
10120000 51000 (118)	Pers. Serv. – Senior Typist	11,292
10120000 51000 (121)	Pers. Serv. – Acct Clerk II	11,292
10120000 51000 (115)	Pers. Serv. – Steno Secretary	12,741
10120000 51000 (117)	Pers. Serv. – Pr Office Assistant	<u>13,976</u>
		60,593

2024 Fiscal Impact – 0 –

2025 Fiscal Impact – 0 –

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

cc:all
Pers
A+A

Reso

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

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk

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

RE: **Budgetary Amendment – 24T079**

DATE: April 2, 2024

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

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

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

24T079

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner
Sara.Servadio@dfa.state.NY.US

KRISTEN WUNNER
Fiscal Manager
Kristen.Wunner@putnamcountyny.gov



ELIZABETH BARÇAVAGE
Director of Eligibility
Elizabeth.Barcavage@dfa.state.NY.US

DEANNA DICAPRIO, ESQ
Deputy Counsel for DSS
Deanna.Dicaprio@dfa.state.ny.us

DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

DATE: April 2, 2024

TO: Paul E. Jonke, Chair
Personnel Committee

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

SUBJECT: Administrative and Legal Training

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

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

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

Attachments:

2024 Fiscal Impact on Legal and Admin Temp

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

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

<u>Title</u>	<u>Weekly Hours</u>	<u>FY24 Weeks</u>	<u>Hourly Rate</u>	<u>Budgeted Earnings</u> <u>3/4-12/31</u>
Temp - Legal / Admin (101200000)	20	43	\$ 65.99	\$ 56,751.40

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

<u>Title</u>	<u>Position Number</u>	<u>FY24 Budget</u>	<u>Current Salary</u>	<u>Savings</u> <u>1/1-3/31</u>
Vacant - Accnt Clk / Typist II (101200000)	601020114	\$ 45,517.00	\$ -	\$ 11,292.39
Vacant - Sr Typist (101200000)	601020118	\$ 45,517.00	\$ -	\$ 11,292.39
Vacant - Accnt Clerk II (101200000)	601020121	\$ 45,517.00	\$ -	\$ 11,292.39
Vacant - Steno Secretary (101200000)	601020115	\$ 51,356.00	\$ -	\$ 12,740.99
Vacant - Pr Office Assistant (101200000)	601020117	\$ 56,334.00	\$ -	\$ 13,975.99
				<u>\$ 60,594.14</u>

#6c

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ BUDGETARY AMENDMENT (24A026)/ VETERANS SERVICE AGENCY/ PEER TO PEER PROGRAM

WHEREAS, Putnam County has been notified by the NYS Office of Mental Health of \$199,800 in funding for the Putnam County Veterans Service Agency Peer to Peer Support Pilot Program for SFY 23-24; and

WHEREAS, these funds are to assist Veterans suffering from post-traumatic stress syndrome or other related combat stress disorders through individual and small group peer-to-peer counseling methods; and

WHEREAS, the funds are available for the calendar year of 2024; and

WHEREAS, the Department of Social Services, Mental Health has requested a budgetary amendment (24A026) to account for these funds; and

WHEREAS, the Rules, Enactments & Intergovernmental Relations Committee and the Audit & Administration Committee have reviewed and approved said budgetary amendment; now therefore be it

RESOLVED, that the following budgetary amendment be made:

Increase Revenues:

10651000 437895 10105 Veterans Peer to Peer Program 199,800

Increase Appropriations:

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

2024 Fiscal Impact – 0 –

2025 Fiscal Impact – 0 –

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____



cc: all
Rules
A+A

Reso

MICHAEL LEWIS
Commissioner Of Finance

SHEILA BARRETT
First Deputy Commissioner of
Finance

DEPARTMENT OF FINANCE

March 20, 2024

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

Dear Mrs. Schonfeld,

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

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

Increase Revenues:

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

Increase Appropriations:

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

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

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

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

AUTHORIZATION:

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

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

Date Chairperson Audit/Designee: \$0 - \$10,000.00 **24A026**

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

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

Remarks

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

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

Remarks

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

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

Funding Source	Code	Type	Prior Letter Allocation	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value from Prior Letter	Annualized Value Changes from Prior Letter	Fiscal Year Revised Annualized Value	Beds
<p>Remarks An Increase of \$7,400 represents the 4/1/23 - 3/31/24 value of a 4% COLA, effective 4/1/23. The full annual value is \$7,400.</p> <p>Funding in the amount of \$185,000 in the SFY 23-24 Enacted Budget for the period of 4/1/2023-3/31/2024, will be used for the Veteran Peer to Peer Support Service Program for veteran suffering from post-traumatic stress syndrome, other related combat stress disorders, or having counseling needs, using individual and small group peer to peer counseling methods. The provider should use the program code 0690 on all OMH financial reporting documents.</p>									
Clinical Infrastructure-Adult	039P	GS	\$61,957	\$0	\$61,957	\$62,560	\$0	\$62,560	
<p>Remarks An Increase of \$1,805 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$2,408.</p>									
CMHS Kids COVID Relief Funds	044C	F	\$0	\$0	\$0	\$0	\$0	\$0	
Clinical Infrastructure-C&F	046A	GS	\$77,167	\$0	\$77,167	\$77,916	\$0	\$77,916	
<p>Remarks An Increase of \$2,247 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$2,996.</p>									
Community Support Programs-C&F	046L	GS	\$319,809	\$0	\$319,809	\$322,914	\$0	\$322,914	
<p>Remarks An increase of \$9,315 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$12,420.</p>									
Supported Housing	078	GS	\$2,188,926	\$0	\$2,188,926	\$2,173,872	\$0	\$2,173,872	76

Guardian Revival, Inc.

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

Compensation

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

Payroll Taxes	\$20,880.00
Employee Benefits	<u>\$0.00</u>
Total Compensation	\$127,880.00

OTPS

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

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

Funding

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

1065000.437895.10105
106510000.54646.10105

#6d

Approval

Litigation Settlement

Manzoeillo v. County of Putnam

#6e

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL/ FUND TRANSFER (24T078)/ COUNTY ATTORNEY/ JUDGMENT & CLAIMS/
MANZOEILLO V. COUNTY OF PUTNAM**

WHEREAS, the County Attorney has requested a fund transfer (24T078) to cover costs associated with the Manzoeillo vs. County of Putnam settlement pursuant to Resolution # _____ of 2024; and

WHEREAS, the Rules, Enactments & Intergovernmental Relations Committee and the Audit & Administration Committee have reviewed and approved said fund transfer; now therefore be it

RESOLVED, that the following fund transfer be made:

Decrease:		
10199000 54980	General Contingency	250,000
Increase:		
10193000 54933	Judgment & Claims	250,000
2024 Fiscal Impact - \$250,000		
2025 Fiscal Impact - 0 -		

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

cc: all
Rules
A+A

Reso

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

TO: Michael Lewis
Commissioner of Finance

FROM: C. Compton Spain
County Attorney

DEPT: Law

DATE: March 18, 2024

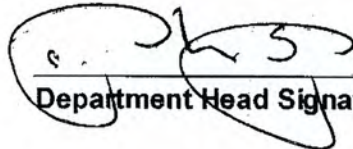
2024 APR - 1 PM 4:06
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

I hereby request approval for the following transfer of funds:

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

2024 Fiscal Impact \$ 250,000.00

2025 Fiscal Impact \$ 0

 3-18-24
Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

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

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

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

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

24T078

#6f

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**A LOCAL LAW TO AMEND ARTICLE 5 OF THE PUTNAM COUNTY CHARTER ENTITLED
"EXECUTIVE DEPARTMENT"**

Be it enacted by the Legislature of the County of Putnam as follows:

Section 1.

Article 5 of the Putnam County Charter is hereby REPEALED and REPLACED as provided hereinafter:

ARTICLE 5

DEPARTMENT OF GENERAL SERVICES

§ 5.01 Department of General Services; Commissioner.

There shall be a Department of General Services under the direction of a Commissioner of General Services who shall be appointed by the County Executive, subject to confirmation by the County Legislature. The appointment shall be on the basis of education, professional experience, and qualifications for the duties of the office. The Commissioner shall hold at minimum a Bachelor's degree and four (4) years' experience as a buyer, purchaser or an equivalent position. He or she shall have the authority within budgetary appropriations, and in accordance with County policy or as may be otherwise required by law, to appoint and remove such staff as may be necessary. The Commissioner shall be directly responsible to and serve at the pleasure of the County Executive.

The Commissioner shall not hold any other public or political office, whether elected or appointed, as long as he or she remains in the current position of County employment. He or she and all full-time managerial employees in the department shall serve on a full-time basis and shall not engage in any private practice, nor be employed in their field of expertise with the County by any private or other government entity.

§ 5.02 Commissioner of General Services; powers and duties.

Except as otherwise provided by law, the Commissioner of General Services shall have the following duties:

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____
- Chairman Jonke _____

- A. Have charge, oversight, and supervision of the Department;**
- B. Make all purchases of materials, supplies, and equipment, and contract for rentals and servicing of equipment for the County in accordance with applicable law;**
- C. Assure suitable specifications or standards for all materials, supplies, and equipment to be purchased and assure inspection of all deliveries to determine their compliance with such specifications and standards;**
- D. Make purchases for municipalities or other civil divisions of the County upon the written request of the governing body thereof;**
- E. Have authority to transfer or reassign equipment, material, and supplies among offices, departments and agencies of the County upon approval of the County Executive;**
- F. Be responsible for disposing of any surplus, obsolete or unwanted County property in a manner provided by state law;**
- G. Manage the County's vehicle fleet, with the exception of those heavy vehicles which maintain, improve, and plow County highways.**
- H. Administer all central administrative services for the County government, including but not limited to mail and messenger service, printing and reproduction, telephone, and other related operational services;**
- I. Monitor and enforce procurement and contract compliance practices throughout County government and coordinate training to ensure such compliance;**
- J. Identify and evaluate grant initiatives of benefit to the County; provide assistance and training to units of County government with application drafting, contract monitoring, reporting and compliance requirements; ensure that procurement practices and contracts are in compliance with the terms and conditions of all applicable federal or state grants, including all applicable laws, regulations, and policies related thereto;**
- K. Be responsible for the continuing development of programs designed to provide accurate, sufficient and timely information for decision making and service provisions by all units of Putnam County Government, and any entity contracting with Putnam County for such services;**
- L. Exercise such further power and authority as the Legislature of Putnam County may, from time to time, delegate by local law or resolution or as the County Executive may delegate in his or her administrative capacity; and**
- M. Perform all the duties now or hereafter conferred or imposed by law.**

§ 5.03 Division of Information Technology/Geographic Information Systems; Director.

There shall be within the Department of General Services an independent Division of Information Technology/Geographic Information Systems (IT/GIS), which shall be headed by a Director of Information Technology/GIS. The Director shall be appointed by the County Executive on the basis of professional training, experience in IT, education, and other qualifications appropriate to the responsibilities of the office in the manner provided by state law. The Director shall have the authority, within budgetary appropriations and in accordance with County policy or as may be otherwise required by law, to appoint and remove such staff as he or she deems necessary.

§ 5.04 Director of Information Technology/GIS; powers and duties.

Except as otherwise provided in this Charter, the Director of Information technology shall have the power to:

- A. Coordinate, plan, and develop all information technology systems and resources, which shall include all computer, telephone and radio hardware, fax machines, software, peripherals, applications (including electronic and voice mail), networks and network connections (including to the Internet), documentation and other capabilities intended for the purpose of processing, transferring or storing data to conduct County business and provide access to government information and government services;
- B. Administer the storage and security of electronic data as may be required by departments and agencies, and in compliance with federal and/or state governmental requirements. In furtherance of this, the Director of Information Technology shall consult with the County Clerk to meet records retention requirements;
- C. Provide and support the communications and technology infrastructure as may be required by departments and agencies;
- D. Develop and administer policies and protocols governing information technology systems employed by the County and to ensure maximum intra- and interdepartmental compatibility;
- E. Have charge of the management and processing of information and data for all units of Putnam County Government and all other local governments or other entities that may contract with Putnam County for such services;
- F. Be responsible for the ongoing development of efficient information systems including data and word processing, and other information management techniques;

- G. Coordinate and consult with all units of Putnam County Government and any entity contracting with Putnam County for such services, relating to the planning, development, organization and use of information management techniques;**
- H. Advise and assist the Putnam County Legislature in matters and decisions related to the selection and implementation of information technology services;**
- I. Perform such other and related duties required by the County Executive or County Legislature and work with the Commissioner of General Services to assist in completing the responsibilities required under this Article.**

Section 2.

This Local Law shall take effect forty-five (45) days after its passage and is subject to permissive referendum.



PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk

FROM: Kevin M. Byrne, County Executive

CC: James Burpoe, Deputy County Executive
John Tully, Director of Purchasing
Thomas Lannon, Director of IT/GIS
Michael Lewis, Commissioner of Finance
Paul Eldridge, Personnel Officer
Tracey Walsh, Director of Tourism
Conrad Pasquale, Senior Deputy County Attorney

DATE: March 8, 2024

RE: Proposed Legislation to Create Department of General Services

After months of hard work and collaboration among several departments, we are presenting this comprehensive proposal for the creation of a new Department of General Services. This new department would merge the Department of Purchasing, the Department of IT/GIS, and other related central services of the County with zero fiscal impact.

Like other municipalities that have done this before, this merger will provide a long-term solution using technology to process data. This will provide greater oversight that will cut costs, improve efficiencies, and reduce overhead. Ultimately, the goal is to cut costs to County government, streamline business practices, and maximize existing County resources by providing coordinated procurement. This will assist in ensuring contract compliance, enhancing communications, as well as coordinating grants activities and office services for the departments and agencies of Putnam County.

Integrating these units, offices, and departments under the Department of General Services will aid all departments in performing their respective functions with the greatest potential efficiency and fiscal economy, while avoiding duplication and waste wherever possible.

The Department of General Services will be headed by a Commissioner of General Services. The Commissioner of General Services shall supervise and coordinate the diverse units, offices, departments, activities, functions, and services of purchasing at all County facilities.

Due to the specialized nature of the duties and responsibilities, there will be an independent Division of Information Technology within the Department of General Services. This division will be headed by a Director of Information Technology, who will be responsible for coordinating, planning, developing, and managing all information technology systems and resources for the County. Previously, the Office of Information Technology/GIS was inadvertently removed from the Charter. This change will remedy that flaw, and formally recognize IT/GIS.

Finally, as a result of these changes, the Department of Tourism will be moved to Article 3 of the Charter.

Attached for review and discussion by the Legislature are the following:

- Proposal to form the Department of General Services from John Tully Director of Purchasing and Tom Lannon, Director of IT/GIS
- Charter and Code Changes prepared by Conrad Pasquale, Sr. Deputy County Attorney as follows:
 - Local law to amend the Charter for the formation of the Department of General Services (Article 5);
 - Local law to amend the Code for the formation of the Department of General Services (Chapters 117 and 140);
 - Local law to amend the Charter to add the Commissioner of General Services to the Capital Projects Committee (§7.05);
 - Local law to move the Department of Tourism to Article 3 of the Charter.
- Civil Service appendix from the Director of Personnel, Paul Eldridge
- Budgetary Amendments from Commissioner of Finance, Michael Lewis

The attached legislation is being forwarded for the review and consideration of the Rules, Enactments, & Intergovernmental Relations Committee (or, appropriate committee). Please note that the proposed amendment is subject to a permissive referendum and shall take effect within forty-five (45) days from passage as consistent with Section 15.01 of the Charter, which addresses the procedure for Charter amendments.

Should you have any questions, please do not hesitate to contact my office.

A proposal to Putnam County Executive Kevin Byrne and the Putnam County Legislature on the initiative to create a Department of General Services to help direct policy, enhance business practices and effectively manage centralized operating and capital costs.

Proposal for Department of General Services

For Putnam County
Government

John Tully, Director of Purchasing and Central
Services and Tom Lannon, Director of IT/GIS

Executive Summary

The creation of a Department of General Services (“DGS”), through the merging of the Purchasing and IT/GIS Departments, will increase efficiency and cost effectiveness, consolidate operations, and maximize existing County resources by providing centralized, coordinated services to other Departments of County government. These services will include Purchasing, Central Services, Asset Management, Capital Planning, Information Technology and GIS.

By merging Information Technology and Procurement into the Department of General Services, we will modernize and enhance the services of information technology as a method to improve business practices and efficiencies, while cutting County government operational costs. By researching and utilizing best business practices together with best technology practices, we will be able to reduce costs and improve efficiencies while better coordinating the use of technology to reduce the financial burden on taxpayers, all while improving services to our citizens. The challenge has been and will continue to be learning to adapt as an organization to new methods in a world where technology develops daily.

Similar to decisions made by other county governments such as Albany, Dutchess, Orange, and Rockland, creating a Department of General Services will help to further achieve both the County Executive and the Legislature’s goal of reducing government spending, finding new and innovative solutions to promote efficiencies, and contain costs to ensure that taxpayers are getting added value for their hard-earned dollars. This Administration supports and respects the policy making authority of the County Legislature and respectfully asks that the Board approve the requested Charter and Code changes and the budgetary amendments necessary for the formation of the Department of General Services. This Administration, along with the Directors of Purchasing and Information Technology are available to meet and discuss these changes through the committee process. Establishing a Department of General Services and supporting its mission is a proactive measure that will help to ensure Putnam County continues to be ranked among the top of the most fiscally prudent counties in New York State.

Included with this proposal for Legislative consideration are the necessary changes to the Putnam County Charter, and the Putnam County Code, budgetary amendments (no fiscal impact) and a Civil Service explanation.

Department of General Services (“DGS”)

Introduction:

During the preparation and subsequent adoption of the 2024 budget, certain measures were taken to consolidate and transfer various governmental expenses into the Department of Purchasing and Central Services and the Department of Information Technology (“IT”)/ Geographic Information Systems (“GIS”). Administratively, these measures were taken because they provide economic efficiencies and are consistent with our intentions to create a Department of General Services that will include Purchasing, Central Services, Asset Management, Capital Planning, Information Technology and GIS.

This initiative is intended to bring together important internal services. This will improve efficiency and effectiveness of not only these two departments, but also, and more importantly, the ones that they serve.

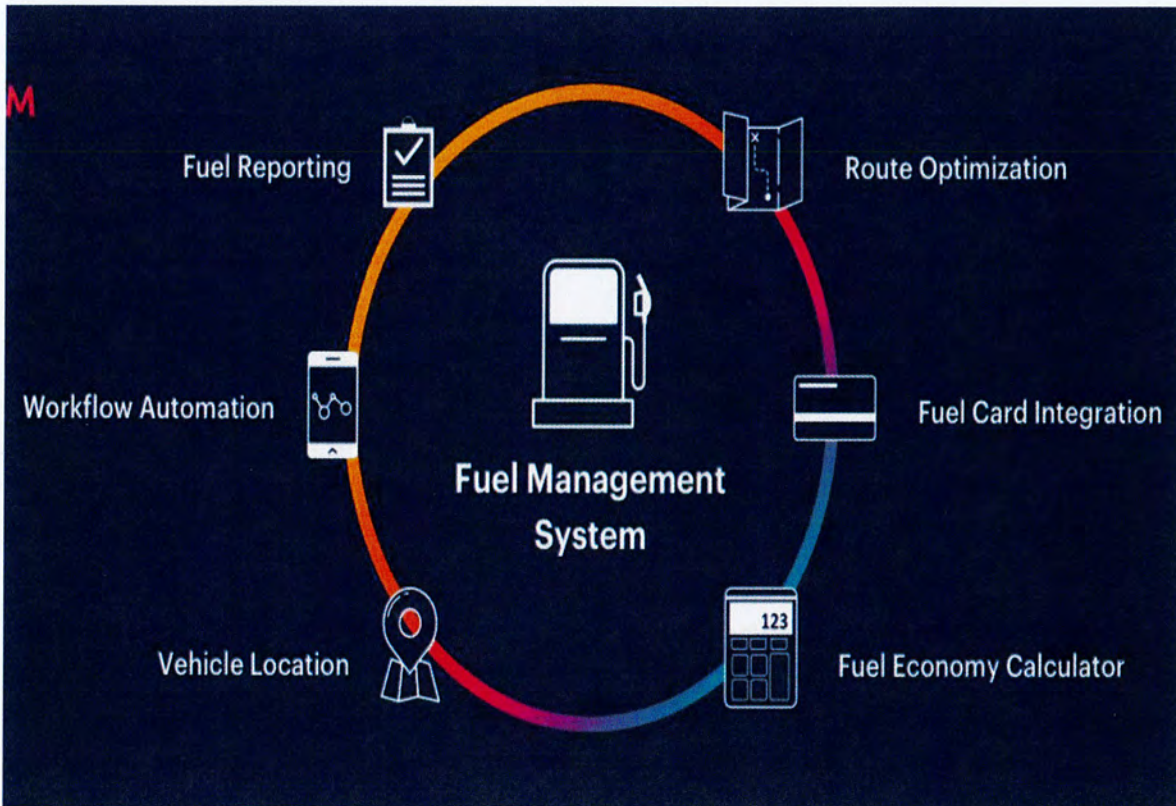
In order to officially effectuate the creation of the Department of General Services (“DGS”), attached to this proposal is a recommended charter change that rescinds the existing Article 5 and replaces it with a new Article 5 wherein Procurement and Information Technology/GIS are merged into the Department of General Services. The structure presented in the Charter change provides the current and future administrations with two options, one of which would require subsequent budgetary considerations. The first option the Charter change provides is to hire a commissioner to oversee both Divisions of Procurement and Information Technology. Each Division would be headed by its own Director under the purview of the Commissioner of DGS. The second scenario, and the one that this Administration is recommending, requires that the Commissioner of the Department of General Services also be directly responsible for one of the two Divisions. ***It should be noted that this proposal also corrects an oversight, in that even though the Department of Information Technology/GIS existed, no reference was made to it in the County Charter.***

The Charter proposal above, along with this Administration’s intent to rely upon two current employees with over 60 years of combined and diverse Putnam County government experience, and in consultation with Deputy County Executive Burpoe with his 12 plus years of experience running one of the first and largest County Departments of General Services in New York State, are the key elements for the successful development of a DGS for Putnam County.

The mission we have laid out for the Department of General Services is to strive for excellence in public service through the seamless integration of procurement, central services, Information Technology, GIS, asset management and capital planning functions. To that end, some of the initiatives that will be handled by DGS are:

Fleet and Fuel Management:

DGS will manage the inventory, purchases, leases and the disposal of vehicles in the County Fleet to ensure that the fleet is consistently right sized and that all Departments have the necessary vehicles needed to carry out their respective missions. The Department of General Services will coordinate this effort with all Departments who are stakeholders in Fleet Management activities, including Risk Management through the Law Department, as well as the Department of Public Works Chief Mechanic.



Additionally, under a continuing initiative to transition the County fleet to a national fueling card system, DGS will issue fuel cards for fleet vehicles, track fuel usage and monitor expenditures. This centralization will result in increased efficiency, additional security and a reduction in consulting and compliance costs.

Asset Management & Capital Planning:

DGS, through Asset management, will develop and implement a comprehensive program to manage County-wide assets through their lifecycle, from planning to procurement to disposition. This includes identification and tracking of the County's fixed assets and establishment of an inclusive fixed asset inventory maintained in the centralized financial database.



Capital improvement planning is critically important in creating a long-term plan for capital projects and a strong capital plan results from a strong asset management program. An Asset Manager will inventory and collect data about the County's infrastructure and condition, monitor performance and identify the need for maintenance, restoration or replacement measures and prioritize those needs based on the condition of the asset and the purpose it serves. This ongoing programmatic collection and aggregation of data will allow the County to evaluate and identify infrastructure needs well in advance, providing the time to develop funding and to establish prioritization in the capital plan. This will prevent a reactive approach to infrastructure expenditures and instead allow a proactive approach to capital planning.

As a function of asset management and capital Planning, DGS will also act as a liaison to the Law Department, Executive and Legislature in matters concerning the leasing and rental of County owned or occupied facilities or other infrastructure.

Commodities/ Utilities:

Natural Gas, Electricity, Gasoline:

Prior to last year's budget process, certain expense categories such as electricity, natural gas, heating oil and other building specific expenses were accounted for through various budget strategies. Twenty years ago, the budget had cost centers included in certain department or building account budgets. Over the years, the expenses were aggregated and included as a budget item in the Highways and Facilities (currently DPW) accounts. As we continue to evolve and adapt, the decisions we made last year to move the expense to the Purchasing Department, coupled with the Legislature's support of this initiative, will put the expense squarely in the Department of General Services' budget. In doing so, we are making a clear distinction between budget responsibility and the responsibility for effectively managing the procurement of entire expense categories that are subject to economic conditions, requiring regular monitoring and consultation with experts.

Former Purchasing Director Alex Mazzotta took a leadership role in working with then Highways and Facilities on the implementation of Article 9 Energy improvements to reduce the electrical demand of County Government facilities. Now, with all utility expenses aggregated into the Department of General Services we will monitor and track the cost of every Kilowatt, therm, and gallon of fuel that this County consumes and contract with experts and cooperatives to guide us in keeping the cost of the commodities as low as possible. I am happy to report that this effort has saved Putnam County \$126,000 on the purchase of electricity and natural gas during fiscal year 2023. ***This effort coupled with proper selection of energy efficient equipment through Asset Management will ensure that Putnam County government is doing its part to contain costs and be energy efficient.***

Grant Assistance:

In addition to making every effort to control costs and maximize the County buying power, DGS will also centralize the task of aiding departments in their search for grant opportunities to offset County investments. The Department will issue requests for proposals (RFPs) to organizations interested in aggressively seeking grant opportunities that will offset the costs of department missions, and approved initiatives that align with countywide goals. The selected firm(s) will offer to be compensated as a percentage of successful grant proceed. This effort will include a collaborative approach with the Department of Planning, Development and Transportation Commissioner who continuously monitors available governmental grant opportunities. The Legislative rule regarding the pre-approval of grant applications will be coordinated with the Clerk of the Legislature for appropriate committee assignment.

Information Technology

Before discussing the benefits of combining IT/GIS and Procurement into one department, it is important to reiterate that this proposal also addresses administrative and legislative responsibility to the Putnam County Charter. This proposal corrects an oversight, in that even though the department existed, no reference was made to the Department of Information Technology/GIS in the County Charter.

By merging Information Technology and Procurement into the Department of General Services, we will modernize and enhance the services of information technology as a method to improve business practices and efficiencies, while cutting County government operational costs. By researching and utilizing best business practices together with best technology practices, we will be able to reduce costs and improve efficiencies while better coordinating the use of technology to reduce the financial burden on taxpayers, all while improving services to our citizens. The challenge has been, and will continue to be learning to adapt as an organization to new methods in a world where technology develops daily.

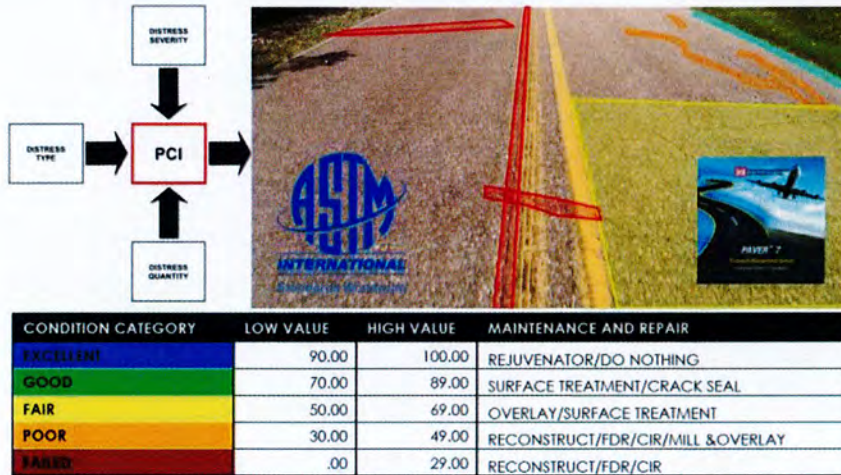
Putnam County Information Technology continuously support between 600 and 1000 active users of I.T.- managed networks and resources. Listed below are some of the specific tools used by our employees daily. These tools (computers, servers, phones, cell phones, tablets peripherals, etc.) are a significant ongoing investment in our annual operating budget. Keeping these components as close to 100% reliable will always be one of the goals of the IT Department staff as they are extraordinarily important to productivity. We witnessed this firsthand as Deputy County Executive Burpoe began conversations with all Department Heads regarding "Continuity of Operations Plans (COOP)". Every single Department will rely upon our network and technology solutions to maintain services during events that range from snow delays to catastrophic events that could disrupt daily operations and the delivery of vital government services.

Each expense category could be described in a narrative to justify how, working closely with Procurement, we can more effectively manage the expense categories through DGS. However, for the purposes of this proposal we can describe the concept through the procurement of computer equipment expenditures.

Geographic Information Systems (GIS):

The budgetary amendment included with this package, if approved, will set us up for generating additional revenue as we prepare for the 2025 budget. This amendment restructures the budget of DGS and establishes a new cost center for GIS only that will remain under the management of the Director of Information Technology. Isolating the costs of GIS will help us to understand the investment we make in this important function. It will also help us allocate recoverable expenses to other Departments and divisions of the County that rely on this important service. We have already identified the \$50k in additional funding available through the Planning Department in 2025.

In furtherance of the goals of the DGS, Geographic Information Systems will play a crucial role in supporting the asset management functions. Map based presentation of County owned assets will aid in decision making, GIS will also play a role in asset inventory, tracking, and analysis. In fact, procurement and IT/GIS are currently working with DPW and Planning to integrate and collect new spatial data that will assist Planning and DPW in their mutual efforts to plan for infrastructure improvements. Below is a sample of what we can, through GIS mapping, display pavement conditions and demonstrate that funding for road rehabilitation and reconstruction efforts are being used wisely. We are currently working with Planning and DPW to implement this system.



Computer Expenditures:

The County Executive and Legislature supported the aggregation of certain computer budgets into the Department of Information Technology. In doing so, it becomes easier to standardize the hardware and software configurations across the County. This will also simplify warranty claims, repairs, and ongoing technical support, leading to faster resolution of issues and improved user satisfaction. This will also support the Department of Information Technology in effectively managing the shipping dates and deployment of new equipment. Standardizing hardware and

software configurations through aggregated purchases can strengthen security measures allowing for more consistent implementation of security protocols, updates and patches across all devices.

From a procurement perspective, the aggregation of this expense category provides numerous untapped benefits beyond volume discounts and cost savings, including increased efficiency, improved quality control, enhanced vendor relationships, and better support for Putnam County objectives such as security and innovation. This streamlined effort can also save time and administrative effort for both Procurement and Information Technology staff.

Cybersecurity:

As the world becomes increasingly reliant on technology, the more important cybersecurity becomes. Everyday our security systems fend off multiple attacks from malicious actors. To protect the County, we must be involved in all aspects of each department. As we work to make technology an integral part of County business, we must stay ahead of cybersecurity threats.

As the Director of IT has said time and time again, viruses don't just jump into our system, we (the employees) allow them in. Clicking a link, downloading a file, opening a web page, all these are common actions taken by employee's multiple time each day. Ironically, each of these are the way into our infrastructure where cyber criminals can begin the chaos. Having IT and its goal of 100 % cybersecurity compliance front and center to each department is effectively achieved by establishing the Department of General Services.

"We need to do a lot more training for our existing staff, not only our end users. Better training will reduce the number of issues, while also creating more security professionals. It must be a multi-faceted approach."

Faisal Shah, Chief Information Officer, Broome County

Building Security:

Building security is a critical component of protecting our assets, and we need to leverage the role that technology plays in safeguarding our space. Monitoring fire, intrusion, providing access control. Technology has changed the landscape of each of these. Old school switches and sensors connected by vulnerable wires to dial up phone systems are being replaced by highly reliable solid state and digital equipment connected via wireless technology and monitored via internet connections.

Weighing the advantages of using newer technology or staying with traditional methods is a task that the Office of IT/GIS deals with every day. In the past, the Office of IT/GIS was given the

oversight of most of the security landscape, but not provided with the funds. In budget year 2023 all funds for month-to-month operations were moved to the Office of IT/GIS. This still leaves the operational control of new projects along with the break/fix administration (both technologically and financially) to be redirected.

To allow the County to realize better financial oversight as well implementing the best technology solution, all County Physical Security needs will fall under the oversight of the Director of IT

Other, ongoing Information Technology Services and Responsibilities:

Other services and day to day functions that are supported by the Department of Information Technology are referenced below. Fostering ongoing collaboration, and using all the tools of procurement DGS will strive to improve these functions and services:

- Cloud Support, including M365
- Computers & Peripherals
- Printing and Copiers
- County Switchboard
- Credit Cards
- Databases
- Event Planning & Support
- Financials
- Firewalls
- Inventory Management
- Mobile App
- Tyler ERP
- Network
- NY Alert
- Phones
- Photography
- Project Management
- Recycling, E-waste
- Security Systems & ID Cards
- Servers
- SharePoint
- Social Media
- Trainings
- Videography
- Website Design & Maintenance
- Wireless Communication – Cellphones/Wireless Telephony
- Wireless Communications – Radios, microwave, towers

Implementation Considerations

Civil Service Impact:

Upon approval of the Charter Change by local law of the Putnam County Legislature, all staff from the Department of Information Technology and the Department of Purchasing and Central Services will be considered staff within the Department of General Services. The Personnel Department has reviewed Civil Services requirements and I have attached a memorandum summarizing the review, from Director Paul Eldridge.

Current Budget Considerations:

The adopted budget for information Technology/GIS for fiscal year 2024 is \$2.6 million, and for Purchasing and Central services \$2.7 million, for a combined total budget of \$5.3 million. It is through these resources that the Department of General Services is proposed to be funded. In other words, the measures taken through the combined efforts of the Legislature and the County Executive's administration in the preparation and adoption of the 2024 budget allows us to support the proposal for formation of DGS as outlined above ***with no fiscal impact*** to Putnam County. Through its mission, and with Executive and Legislative support, we anticipate greater efficiencies and productivity savings that will inure to the benefit of our taxpayers and further support this proposal as a future proof strategy.

Future Forward:

We have outlined several different functions and responsibilities that will be managed by the efforts of the Directors within DGS. However, we must recognize that there exist additional opportunities to improve upon this initiative as DGS continues to evolve. Some such items include, but are not limited to:

- Proper succession planning
- Co-locating the Divisions of DGS
- Investments in Innovative technology solutions
- Modernize printing and mail services to include centralized shipping and receiving.
- Enhancing cyber security efforts
- Investing in the future of GIS

The addition of these programs and any budgetary impacts will be brought forth with separate justification for approval by the Administration and Legislature before implementation.

While we recognize that there are other goals and opportunities for DGS, the functions that will become the responsibility of DGS are not taken lightly and will require our ongoing support. Those functions include procurement, capital planning, asset management, utility/commodity management, lease/rental management, fleet management, coordinated grant assistance, central mail, information technology, GIS, and website and social media maintenance. It is noteworthy that some of the functions are full -time positions in other larger municipalities. Some require an ongoing commitment from other departments. These will be coordinated through DGS as, referenced in our Fleet Management example. Managing these functions as efficiently and effectively as possible will be the charge of DGS and we are confident that our team can deliver.

Measuring Success:

Service will be the cornerstone of a strong DGS operation. We intend to measure its success on a regular basis through feedback from those we serve. We will use the results of surveys to provide unfiltered feedback from which to build upon. Who, where, what, when, why and how DGS can help will be questions the staff will be encouraged to ask, as we deliver centralized General Services.

DGS is being proposed to have a major role in assisting the County Executive and Legislature in setting policy (for example: procurement, energy, fleet, vehicle, security, and various technology policies) that will result in both short- and long-term cost reductions for Putnam County. It is through this ongoing relationship that DGS also intends to have its success measured.

Conclusion:

Creating a Department of General Services will help to further achieve both the County Executive and the Legislature's goal of reducing government spending, finding new and innovative solutions to promote efficiencies, and contain costs to ensure that taxpayers are getting added value for their hard-earned dollars. This Administration supports and respects the policy making authority of the County Legislature and respectfully asks that the Board approve the requested Charter and Code changes, and the budgetary amendments necessary for the formation of the Department of General Services. This Administration, along with the Directors of Purchasing and Information Technology are available to meet and discuss these changes through the committee process. Establishing a Department of General Services and supporting its mission is a proactive measure that will help to ensure Putnam County continues to be ranked among the top of the most fiscally prudent counties in New York State.

Revised
6 f (1)

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**A LOCAL LAW TO AMEND ARTICLE 5 OF THE PUTNAM COUNTY CHARTER ENTITLED
"EXECUTIVE DEPARTMENT"**

Be it enacted by the Legislature of the County of Putnam as follows:

Section 1.

Article 5 of the Putnam County Charter is hereby REPEALED and REPLACED as provided hereinafter:

ARTICLE 5

DEPARTMENT OF GENERAL SERVICES

§ 5.01 Department of General Services; Commissioner.

There shall be a Department of General Services under the direction of a Commissioner of General Services who shall be appointed by the County Executive, subject to confirmation by the County Legislature. The appointment shall be on the basis of education, professional experience, and qualifications for the duties of the office. The Commissioner shall hold at minimum a Bachelor's degree and four (4) years' experience as a buyer, purchaser or an equivalent position. He or she shall have the authority within budgetary appropriations, and in accordance with County policy or as may be otherwise required by law, to appoint and remove such staff as may be necessary. The Commissioner shall be directly responsible to and serve at the pleasure of the County Executive.

The Commissioner shall not hold any other public or political office, whether elected or appointed, as long as he or she remains in the current position of County employment. He or she and all full-time managerial employees in the department shall serve on a full-time basis and shall not engage in any private practice, nor be employed in their field of expertise with the County by any private or other government entity.

§ 5.02 Commissioner of General Services; powers and duties.

Except as otherwise provided by law, the Commissioner of General Services shall have the following duties:

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____
- Chairman Jonke _____

- A. Have charge, oversight, and supervision of the Department;**
- B. Make all purchases of materials, supplies, and equipment, and contract for rentals and servicing of equipment for the County in accordance with applicable law;**
- C. Assure suitable specifications or standards for all materials, supplies, and equipment to be purchased and assure inspection of all deliveries to determine their compliance with such specifications and standards;**
- D. Make purchases for municipalities or other civil divisions of the County upon the written request of the governing body thereof;**
- E. Have authority to transfer or reassign equipment, material, and supplies among offices, departments and agencies of the County upon approval of the County Executive;**
- F. Be responsible for disposing of any surplus, obsolete or unwanted County property in a manner provided by state law;**
- G. Manage the County's vehicle fleet, with the exception of those heavy vehicles which maintain, improve, and plow County highways.**
- H. Administer all central administrative services for the County government, including but not limited to mail and messenger service, printing and reproduction, telephone, and other related operational services;**
- I. Monitor and enforce procurement and contract compliance practices throughout County government and coordinate training to ensure such compliance;**
- J. Identify and evaluate grant initiatives of benefit to the County; provide assistance and training to units of County government with application drafting, contract monitoring, reporting and compliance requirements; ensure that procurement practices and contracts are in compliance with the terms and conditions of all applicable federal or state grants, including all applicable laws, regulations, and policies related thereto;**
- K. Be responsible for the continuing development of programs designed to provide accurate, sufficient and timely information for decision making and service provisions by all units of Putnam County Government, and any entity contracting with Putnam County for such services;**
- L. Exercise such further power and authority as the Legislature of Putnam County may, from time to time, delegate by local law or resolution or as the County Executive may delegate in his or her administrative capacity; and**
- M. Perform all the duties now or hereafter conferred or imposed by law.**

§ 5.03 Division of Information Technology/Geographic Information Systems; Director.

There shall be within the Department of General Services an independent Division of Information Technology/Geographic Information Systems (IT/GIS), which shall be headed by a Director of Information Technology/GIS. The Director shall be appointed by the County Executive, subject to confirmation by the County Legislature. The Director of Information Technology/GIS shall be appointed on the basis of professional training, experience in IT, education, and other qualifications appropriate to the responsibilities of the office in the manner provided by state law. The Director shall have the authority, within budgetary appropriations and in accordance with County policy or as may be otherwise required by law, to appoint and remove such staff as he or she deems necessary.

§ 5.04 Director of Information Technology/GIS; powers and duties.

Except as otherwise provided in this Charter, the Director of Information technology shall have the power to:

- A. Coordinate, plan, and develop all information technology systems and resources, which shall include all computer, telephone and radio hardware, fax machines, software, peripherals, applications (including electronic and voice mail), networks and network connections (including to the Internet), documentation and other capabilities intended for the purpose of processing, transferring or storing data to conduct County business and provide access to government information and government services;
- B. Administer the storage and security of electronic data as may be required by departments and agencies, and in compliance with federal and/or state governmental requirements. In furtherance of this, the Director of Information Technology shall consult with the County Clerk to meet records retention requirements;
- C. Provide and support the communications and technology infrastructure as may be required by departments and agencies;
- D. Develop and administer policies and protocols governing information technology systems employed by the County and to ensure maximum intra- and interdepartmental compatibility;
- E. Have charge of the management and processing of information and data for all units of Putnam County Government and all other local governments or other entities that may contract with Putnam County for such services;
- F. Be responsible for the ongoing development of efficient information systems including data and word processing, and other information management techniques;

- G. Coordinate and consult with all units of Putnam County Government and any entity contracting with Putnam County for such services, relating to the planning, development, organization and use of information management techniques;**
- H. Advise and assist the Putnam County Legislature in matters and decisions related to the selection and implementation of information technology services;**
- I. Perform such other and related duties required by the County Executive or County Legislature and work with the Commissioner of General Services to assist in completing the responsibilities required under this Article.**

Section 2.

This Local Law shall take effect forty-five (45) days after its passage and is subject to permissive referendum.

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

MEMORANDUM

TO: Diane Schonfeld
Clerk, Putnam County Legislature

FROM: Toni Addonizio
Chair, Rules, Enactments & Intergovernmental Relations Committee

DATE: April 12, 2024

RE: Revision – Local Law to Amend Article 5 of the Putnam County Charter Entitled
“Executive Department”

At the Rules, Enactments & Intergovernmental Relations Committee meeting held on Tuesday, April 9, 2024, the Committee approved proposed changes to Article 5 of the Putnam County Charter.

In Section 5.03 Division of Information Technology/Geographic Information Systems; Director, the Rules Committee approved the requirement of having the County Executive appoint the Director instead of the appointment being made by the Commissioner of the Department of General Services as proposed by the Administration.

After the Rules Committee meeting, I recognized that said appointment by the County Executive did not include the wording, “subject to a majority confirmation by the County Legislature.” This additional wording was previously discussed at the March Rules Committee meeting held on Thursday, March 21, 2024, but was not contained in the revision received from the Law Department.

As proposed at the March Rules Committee meeting, please revise the wording in Section 5.03 to include, “subject to a majority confirmation by the County Legislature” which will also comport with the wording used for the appointment of other Department Heads found within the County Charter.

Please circulate the attached revised Local Law to the Legislature to comply with the procedures for adoption of local laws by the Legislative Body in Municipal Home Rule Law Section 20 and the Legislative Manual Section II (H)(1)(b)(3). I will move the proposed amended Local Law at the May 7, 2024 Full Legislative Meeting.

Att./

Revised by Legislator Addonizio.
Highlighted in yellow.

**A LOCAL LAW TO AMEND ARTICLE 5 OF THE PUTNAM COUNTY CHARTER ENTITLED
"EXECUTIVE DEPARTMENT"**

Be it enacted by the Legislature of the County of Putnam as follows:

Section 1.

Article 5 of the Putnam County Charter is hereby REPEALED and REPLACED as provided hereinafter:

ARTICLE 5

DEPARTMENT OF GENERAL SERVICES

§ 5.01 Department of General Services; Commissioner.

There shall be a Department of General Services under the direction of a Commissioner of General Services who shall be appointed by the County Executive, subject to confirmation by the County Legislature. The appointment shall be on the basis of education, professional experience, and qualifications for the duties of the office. The Commissioner shall hold at minimum a Bachelor's degree and four (4) years' experience as a buyer, purchaser or an equivalent position. He or she shall have the authority within budgetary appropriations, and in accordance with County policy or as may be otherwise required by law, to appoint and remove such staff as may be necessary. The Commissioner shall be directly responsible to and serve at the pleasure of the County Executive.

The Commissioner shall not hold any other public or political office, whether elected or appointed, as long as he or she remains in the current position of County employment. He or she and all full-time managerial employees in the department shall serve on a full-time basis and shall not engage in any private practice, nor be employed in their field of expertise with the County by any private or other government entity.

§ 5.02 Commissioner of General Services; powers and duties.

Except as otherwise provided by law, the Commissioner of General Services shall have the following duties:

- A. Have charge, oversight, and supervision of the Department;
- B. Make all purchases of materials, supplies, and equipment, and contract for rentals and servicing of equipment for the County in accordance with applicable law;
- C. Assure suitable specifications or standards for all materials, supplies, and equipment to be purchased and assure inspection of all deliveries to determine their compliance with such specifications and standards;
- D. Make purchases for municipalities or other civil divisions of the County upon the written request of the governing body thereof;

- E. Have authority to transfer or reassign equipment, material, and supplies among offices, departments and agencies of the County upon approval of the County Executive;
- F. Be responsible for disposing of any surplus, obsolete or unwanted County property in a manner provided by state law;
- G. Manage the County's vehicle fleet, with the exception of those heavy vehicles which maintain, improve, and plow County highways.
- H. Administer all central administrative services for the County government, including but not limited to mail and messenger service, printing and reproduction, telephone, and other related operational services;
- I. Monitor and enforce procurement and contract compliance practices throughout County government and coordinate training to ensure such compliance;
- J. Identify and evaluate grant initiatives of benefit to the County; provide assistance and training to units of County government with application drafting, contract monitoring, reporting and compliance requirements; ensure that procurement practices and contracts are in compliance with the terms and conditions of all applicable federal or state grants, including all applicable laws, regulations, and policies related thereto;
- K. Be responsible for the continuing development of programs designed to provide accurate, sufficient and timely information for decision making and service provisions by all units of Putnam County Government, and any entity contracting with Putnam County for such services;
- L. Exercise such further power and authority as the Legislature of Putnam County may, from time to time, delegate by local law or resolution or as the County Executive may delegate in his or her administrative capacity; and
- M. Perform all the duties now or hereafter conferred or imposed by law.

§ 5.03 Division of Information Technology/Geographic Information Systems; Director.

There shall be within the Department of General Services an independent Division of Information Technology/Geographic Information Systems (IT/GIS), which shall be headed by a Director of Information Technology/GIS. The Director shall be appointed by the County Executive, subject to confirmation by the County Legislature. The Director of Information Technology/GIS shall be appointed on the basis of professional training, experience in IT, education, and other qualifications appropriate to the responsibilities of the office in the manner provided by state law. The Director shall have the authority, within budgetary appropriations and in accordance with County policy or as may be

otherwise required by law, to appoint and remove such staff as he or she deems necessary.

§ 5.04 Director of Information Technology/GIS; powers and duties.

Except as otherwise provided in this Charter, the Director of Information technology shall have the power to:

- A. Coordinate, plan, and develop all information technology systems and resources, which shall include all computer, telephone and radio hardware, fax machines, software, peripherals, applications (including electronic and voice mail), networks and network connections (including to the Internet), documentation and other capabilities intended for the purpose of processing, transferring or storing data to conduct County business and provide access to government information and government services;**
- B. Administer the storage and security of electronic data as may be required by departments and agencies, and in compliance with federal and/or state governmental requirements. In furtherance of this, the Director of Information Technology shall consult with the County Clerk to meet records retention requirements;**
- C. Provide and support the communications and technology infrastructure as may be required by departments and agencies;**
- D. Develop and administer policies and protocols governing information technology systems employed by the County and to ensure maximum intra- and interdepartmental compatibility;**
- E. Have charge of the management and processing of information and data for all units of Putnam County Government and all other local governments or other entities that may contract with Putnam County for such services;**
- F. Be responsible for the ongoing development of efficient information systems including data and word processing, and other information management techniques;**
- G. Coordinate and consult with all units of Putnam County Government and any entity contracting with Putnam County for such services, relating to the planning, development, organization and use of information management techniques;**
- H. Advise and assist the Putnam County Legislature in matters and decisions related to the selection and implementation of information technology services;**
- I. Perform such other and related duties required by the County Executive or County Legislature and work with the Commissioner of General Services to assist in completing the responsibilities required under this Article.**

Section 2.

This Local Law shall take effect forty-five (45) days after its passage and is subject to permissive referendum.

#69

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

A LOCAL LAW TO AMEND SECTION 7.05 OF THE PUTNAM COUNTY CHARTER ENTITLED "CAPITAL PROGRAM AND CAPITAL BUDGET"

Be it enacted by the Legislature of the County of Putnam as follows:

Section 1.

Subsection 3 of Section 7.05(B) of the Putnam County Charter is hereby amended to read as follows:

§ 7.05 Capital program and capital budget.

- 3. Review by the Capital Projects Committee. There shall be a Capital Projects Committee consisting of the County Executive as Chairman, the Commissioner of Finance as Vice-Chairman, the Commissioner of General Services, the Commissioner of Planning, Development and Public Transportation, the Commissioner of Public Works, the Chairman of the County Legislature, a designee of the Budget and Finance Committee and a member of the County Legislature representing the minority political party, if another party is represented, or a member elected without party endorsement, to review the capital project requests in consideration of the capital program and the capital budget. In the event there is no member of the County Legislature representing another party nor any member of the County Legislature elected without party endorsement, then the County Legislature shall select any other member of the County Legislature not serving on the Capital Projects Committee as the additional member of this Committee.**

Section 2.

This Local Law shall take effect forty-five (45) days after its passage and is subject to permissive referendum.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

#6h

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

A LOCAL LAW TO AMEND CHAPTER 117 ENTITLED "APPRENTICESHIP TRAINING PROGRAM" AND CHAPTER 140 ENTITLED "CONTRACTS AND PROCUREMENT" OF THE PUTNAM COUNTY CODE IN RELATION TO THE CREATION OF THE DEPARTMENT OF GENERAL SERVICES

Be it enacted by the Legislature of the County of Putnam as follows:

<<PUTNAM COUNTY CODE CHAPTER 117>>

Section 1.

Section 117-5 of the Putnam County Code is hereby amended to read as follows:

§ 117-5 Enforcement.

The Commissioner of General Services is hereby authorized, empowered and directed to promulgate and, from time to time amend, such rules and regulations that he deems necessary for the implementation and enforcement of any provisions of this chapter. However, this local law shall not preclude the Commissioner of General Services, along with the Putnam County Attorney, from negotiating such terms and conditions with the construction contract contractor to assure a sufficient labor workforce on the job so as not to delay timely completion of the construction contract project.

Section 2.

Section 117-8 of the Putnam County Code is hereby amended to read as follows:

§ 117-8 Effective date.

This chapter shall become effective 90 days after its filing in the office of the Secretary of the State pursuant to Municipal Home Rule Law, provided, however, that any regulations of the Commissioner of General Services may be promulgated prior to the effective date of this chapter.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

<<PUTNAM COUNTY CODE CHAPTER 140>>

<<ARTICLE I: General Provisions>>

Section 3.

Section 140-1.3 of the Putnam County Code is hereby amended to read as follows:

§ 140-1.3 Exemptions.

Unless otherwise ordered by regulation the following commodities, supplies or services need not be procured through the Department of General Services in accordance with the County's Procurement Policy, and shall be procured by the appropriate agency, department or committee:

- A. Works of art for public display.

Section 4.

Section 140-1.6 of the Putnam County Code is hereby amended to read as follows:

§ 140-1.6 Definitions.

CHANGE ORDER

A written order signed and issued by the Commissioner of General Services, directing the contractor to make changes in relation to a specific purchase order or County contract.

<<ARTICLE II: Office of the Commissioner Of General Services>>

Section 5.

Section 140-2.1 of the Putnam County Code is hereby amended to read as follows:

§ 140-2.1 Authority and duties.

- A. Principal public purchasing official. Except as otherwise provided herein, the Commissioner of General Services shall serve as the principal public purchasing official for the County, and shall be responsible for the procurement of supplies, services, equipment, and public works projects in accordance with this policy, as well as the management and disposal of supplies, services, and equipment.
- B. Duties. In accordance with this policy, the Commissioner of General Services shall:
 - (1) Procure or supervise the procurement of all supplies, services, materials and equipment, as well as public works projects.

- (2) Exercise direct supervision over the County's central stores and general supervision over all other inventories of supplies belonging to the County;**
- (3) Sell, trade, or otherwise dispose of surplus supplies belonging to the County; and**
- (4) Establish and maintain programs for specification development, contract administration and inspection and acceptance, in cooperation with the public agencies using the supplies, services, and construction.**

C. Operational procedures. Consistent with this policy, the Commissioner of General Services may adopt operational procedures relating to the execution of its duties.

Section 6.

Section 140-2.2 of the Putnam County Code is hereby amended to read as follows:

§ 140-2.2 Delegations to other County officials.

With the approval of the County Executive, the Commissioner of General Services may delegate authority to purchase certain supplies, services, equipment, or construction items to other County officials, if such delegation is deemed necessary for the effective procurement of those items.

Section 7.

Section 140-2.3 of the Putnam County Code is hereby amended to read as follows:

§ 140-2.3 Procurement card program.

- A. With the approval of the County Executive, the Commissioner of General Services, under the authority provided in § 140-2.1 of this policy, may establish a procurement card program to improve efficiency and streamline the purchasing process of small-dollar items, thereby eliminating the need for many petty cash accounts, and also reducing the volume of individual purchase orders and payments processed by the County to suppliers. Audits shall be required to ensure that the cardholders and their respective department head or commissioner are adhering to proper policies and procedures.**
- B. Conditions for use. The Commissioner of General Services and the Commissioner of Finance shall develop procurement card policies and procedures that detail the regulations which will govern the program. The Procurement Card Policy shall be reviewed annually by the County Legislature in conjunction with its annual review of the County's Procurement Policy. The Procurement Card Policy shall include:**
 - (1) Purpose of the procurement card program.**
 - (2) Scope of the program.**

- (3) Detailed listing of all card holders, card limits, and approved uses.
- (4) Applicability of the policies and procedures.
- (5) Responsibilities.
- (6) Assignment and control of the procurement cards.
- (7) Card holder use of the procurement card.
- (8) Prohibited use of the procurement card.
- (9) Procedures for making and paying for purchases.
- (10) Procedures for disputes.
- (11) Review of purchases by departments.
- (12) Audit requirements.

<<ARTICLE III: Source Selection, Bidder Qualifications, Contract Formation and Administration >>

Section 8.

Section 140-3.1 of the Putnam County Code is hereby amended to read as follows:

140-3.1 Competitive sealed bidding; lowest responsible bidder.

- A. Conditions for use. All contracts of the County of Putnam shall be awarded by competitive sealed bidding except as otherwise provided in §§ 140-3.3 (Competitive sealed proposals), 140-3.5 (Contracting for legal services), 140-3.7 (Small purchases), 140-3.8 (Sole source procurement), 140-3.9 (Emergency procurements).**
- B. Invitation for bids. An invitation for bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement.**
- C. Public notice. Adequate public notice of the invitation for bids shall be given, not less than 14 calendar days prior to the date set forth therein for the opening of bids, unless it is determined by the Commissioner of General Services, in writing, that a public notice of less than 14 days is adequate. In no instance shall the public notice be less than five business days. Such notice shall include publication in the newspaper(s) of general circulation as designated by the County Legislature. The public notice shall state the place, date, and time of the bid opening.**

- D. Bid opening.** Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid, and such other relevant information as the Commissioner of General Services deems appropriate, together with the name of each bidder, shall be recorded; the record and each bid shall be open to public inspection in accordance with § 140-1.7 (Public access to procurement information).
- E. Bid acceptance and bid evaluation.** Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used. No criteria that are not set forth in the invitation for bids may be used in bid evaluations.
- F. Correction or withdrawal of bids; cancellation of awards.** Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, correction of bids shall not be permitted. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the County or fair competition shall be permitted. In lieu of bid correction, a bidder alleging a material mistake of fact may be permitted to withdraw his bid if:
- (1) The mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or
 - (2) The bidder submits evidence that clearly and convincingly demonstrates that a mistake was made. All decisions to permit correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by written determination made by the Commissioner of General Services.
- G. Award.** The contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids.
- H. Receipt of bids.**
- (1) Bids are to be packaged, sealed and submitted to the location stated in the bid specifications. Bidders are solely responsible for timely delivery of their bids to the location set forth in the bid specification prior to the stated bid opening date/time; or
 - (2) If authorized by the bid specification, bids may be submitted in an electronic format. Submission in an electronic format may not, however, be required as the sole method for the submission of bids.

(a) The receiving device designated by the County of Putnam will be the Empire State Purchasing Group's e-Procurement software from Bidnet or the Bonfire e-Procurement software and will be identified in the bid specification. Both receiving devices will:

[1] Document the time and date of each bid received electronically;

[2] Authenticate the identity of the sender;

[3] Ensure the security of the information transmitted; and

[4] Ensure confidentiality of the bid until the time and date established for opening of the bids.

(b) The timely submission of an electronic bid in compliance with instructions provided for such submission in the advertisement for bids and/or specifications shall be the sole responsibility of each bidder or prospective bidder. The County shall not incur any liability from delays of or interruptions in the receiving device designated for the submission and receipt of electronic bids.

Section 9.

Section 140-3.2 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.2 Best value awards.

- A. Purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the Labor Law) may be awarded on the basis of best value, as defined in § 163 of the State Finance Law and as authorized in § 103 of the General Municipal Law, to a responsive and responsible offeror.**
- B. Where the basis for award is the best value offer, the Commissioner of General Services shall document, in the procurement record and in advance of the initial receipt of offers, the determination of the evaluation criteria, which, whenever possible, shall be quantifiable, the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted.**
- C. The Commissioner of General Services shall select a formal competitive procurement process and document its determination in the procurement record. The process shall include, but is not limited to, a clear statement of need; a description of the required specifications governing performance and related factors; a reasonable process for ensuring a competitive field; a fair and equal opportunity for offerors to submit responsive offers; and a balanced and fair method of award. Where the basis**

for the award is best value, documentation in the procurement record shall, where practicable, include a quantification of the application of the criteria to the rating of proposals and the evaluation results or, where not practicable, such other justification which demonstrates that best value will be achieved.

- D. The solicitation shall prescribe the minimum specifications or requirements that must be met in order to be considered responsive and shall describe and disclose the general manner in which the evaluation and selection shall be conducted. The solicitation shall identify the relative importance and/or weight of cost and the overall evaluation criterion to be considered by the County in its determination of best value.
- E. In assessing best value when awarding the purchase contract, non-price factors can be considered. Non-price factors can include, but are not limited to, reliability of a product, efficiency of operation, difficulty/ease of maintenance, useful lifespan, ability to meet needs regarding timeliness of performance and experience of a service provider with similar contracts. The basis for a best value award, however, must reflect, whenever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerors that are small businesses or certified minority- or women-owned business enterprises as defined in Subdivisions 1, 7, 15 and 20 of § 310 of the Executive Law.

Section 10.

Section 140-3.3 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.3 Competitive sealed proposals.

- A. Conditions for use. When the Commissioner of General Services determines, in writing, that the use of competitive sealed bidding is either not practicable or not advantageous to the County, a contract may be entered into by the use of the competitive sealed proposal method.
- B. Request for proposals. Proposals shall be solicited through a request for proposals.
- C. Public notice. Adequate public notice of the request for proposal shall be given in the same manner as provided in § 140-3.1C (Competitive sealed bidding, public notice), provided the minimum time shall be 14 calendar days.
- D. Receipt of proposals. No proposals shall be handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of negotiation. A register of proposals shall be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.
- E. Evaluation factors. The request for proposals shall state the importance of price and other evaluation factors.

- F. Discussion with responsible offerors and revisions to proposals.** As provided in the request for proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offerors. In conducting discussions, there shall be no disclosure of the identity of competing offerors or of any information derived from proposals submitted by competing offerors.
- G. Award.** Award shall be made to the responsible offeror whose proposal is determined, in writing, to offer the best value to the County, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award was made.

Section 11.

Section 140-3.7 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.7 Purchases not subject to competitive bidding.

A. The following purchases are not subject to competitive bidding:

- (1) Purchases of \$20,000 or less for commodities, equipment, materials, supplies and services.**
- (2) Purchases of \$35,000 or less for public works projects.**
- (3) Purchases through preferred sources pursuant to § 162 of the state Finance Law.**
- (4) Purchases in excess of \$500, of materials, equipment and supplies (except printed material) through the New York State Office of General Services (OGS), subject to rules established by OGS (see State Finance Law, § 163).**
- (5) Purchases through other New York State counties contracts, pursuant to General Municipal Law § 103(3).**
- (6) Purchases of surplus and secondhand supplies, materials or equipment from the federal government, the State of New York or from any other political subdivision, district or public benefit corporation with the state, pursuant to General Municipal Law § 103(6).**

(7) Purchases through contracts let by the United States of America or any agency thereof, any state or any other political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value.

B. Section 104-b of the New York State General Municipal Law requires that procedures for purchasing goods and services that fall below the monetary bid limits be established and approved by the governing board. The following shall constitute Putnam County policy:

(1) Cumulative purchases.

(a) Purchases shall be evaluated with attention given to cumulative dollar amounts expected in a given fiscal year. The Commissioner of General Services shall canvas using agencies to determine yearly value of a commodity or service. Past history can be taken into consideration when evaluating yearly costs associated with the purchase of a commodity or service. If the bid limit is suspected to be exceeded, competitive bidding shall be used. This decision shall rest with the Commissioner of General Services.

(b) If there are several comparable separate public works projects for the same or various locations, in a foreseeable time frame, whose expected cumulative total is more than \$10,000, written quotes must be obtained from a minimum of three suppliers.

(2) Methods of procurement not covered by competitive bidding.

(a) Purchases for commodities, equipment, supplies, materials and services in the amount of \$3,000 or less shall be awarded at the discretion of the Commissioner of General Services; purchases of more than \$3,000 up to and including \$20,000 shall require a minimum of three electronic or written quotes. All purchases of more than \$20,000 shall be competitively bid.

(b) Purchases that are defined as public works projects in the amount of \$10,000 or less shall be awarded at the discretion of the Commissioner of General Services; purchases of more than \$10,000 up to and including \$35,000 shall require a minimum of three written or electronic quotes. All purchases of more than \$35,000 shall be competitively bid.

(c) Purchases and contracts defined as professional services in the amount of \$50,000 or less shall be awarded at the discretion of the County Executive, Commissioner of General Services and the Commissioner or Director of the using agency. Purchases and contracts of more than \$50,000 shall require the issuing of a formal request for proposal and the approval of the County Executive.

(3) Award. All awards from telephone, facsimile, e-mail or written quotes shall be made to the supplier offering the best value to the County. In determining the best value for the County, the purchase price and whether the goods or services meet

specifications are the most important considerations. However, the Commissioner of General Services may consider other relevant factors, including:

- (a) Installation costs;
 - (b) Life cycle costs;
 - (c) The quality and reliability of the goods and services;
 - (d) The delivery terms;
 - (e) Indicators of probable supplier performance under the contract such as past supplier performance, the supplier's financial resources and ability to perform, the supplier's experience or demonstrated capability and responsibility, and the supplier's ability to provide reliable maintenance agreements and support;
 - (f) The cost of any employee training associated with a purchase;
 - (g) The effect of a purchase on agency productivity; and
 - (h) Other factors relevant to determining the best value for the County in the context of a particular purchase, including the status of the vendor as a Putnam County based small business.
- (4) Documentation. All quotes (written or telephone) shall be documented in the procurement record and shall be filed in the respective year's quote files or attached to the Department of General Services' copy of the purchase order. All purchases resulting from a written, electronic or telephone quote shall have the quote number referenced on the electronic purchase order or voucher, thus creating an audit trail.

Section 12.

Section 140-3.8 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.8 Sole source procurement.

- A. A contract may be awarded without competition when the Commissioner of General Services determines in writing, after conducting a good faith review of available resources that there is only one source for the required commodity, supply, service or construction item. The Commissioner of General Services shall conduct negotiations, as appropriate, as to price, delivery and terms. A record of sole source procurements shall be maintained as a public record and shall list each supplier's name, the amount and type of each contract, a listing of the item(s) procured under each contract, and the identification number of each contract file.

B. In determining whether procurement qualifies as a sole source, the Department of General Services and the agency requesting the procurement shall show, at a minimum:

- (1) The unique benefits to the County of the item as compared to other products available in the marketplace;**
- (2) That no other product provides substantially equivalent or similar benefits;**
- (3) That, considering the benefits received, the cost of the item is reasonable in comparison to other products in the marketplace;**
- (4) That there is no possibility of competition, as from competing dealers or distributors.**

Section 13.

Section 140-3.9 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.9 Emergency procurements.

Notwithstanding any other provisions of this policy, the Commissioner of General Services, with the approval of the County Executive and the Chairman of the Legislature, may make or authorize others to make emergency procurements of commodities, supplies, services, or construction items when there exists a threat to public health, welfare, or safety, or County property, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular supplier shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the supplier's name, the amount and type of contract, a listing of the item(s) procured under the contract, and the identification number of the contract file.

- A. All Departments, except for Department of Public Works: During periods of emergency, such as (1) natural catastrophes such as landslides, snowfalls, flooding or other acts of nature which prevent normal operations, (2) damage to buildings, roads, or other structures requiring immediate repair to prevent further deterioration or losses, and (3) breakdown of essential mechanical systems and machinery, such as boilers, electrical circuits, water mains or pipes, the normal purchasing procedures are not practical. Therefore, special emergency procedures are established to aid the departments in their operations. In those cases of emergency requiring immediate actions, the department head responsible for that operation will assume charge for the operation. The following procedure will then be used:**
- (1) If possible, immediately notify the Commissioner of General Services of the nature of the emergency and your plans to cope with the situation.**
 - (2) Contact the vendor immediately and arrange the purchase.**

(3) Notify the Department of General Services, as soon as practical, that the emergency purchases are necessary and being arranged.

(4) Within five days after the emergency purchase is made, the department head will prepare and forward to the Department of General Services a receiving report, indicating descriptions of the purchase and other information.

B. Department of Public Works: For field employees: If an emergency purchase is required, such as natural catastrophes (e.g., landslides, snowfalls, flooding or other acts of nature which prevent normal operations), damage to buildings, roads, or other structures requiring immediate repair to prevent further deterioration or losses. Breakdown of essential mechanical systems and machinery, such as boilers, electrical circuits, water mains or pipes:

(1) Normal purchasing procedures are not practical. Therefore, the following should be followed:

(a) Contact vendor.

(b) Notification to your supervisor and/or commissioner.

(c) Make purchase.

(2) For Public Works Administration Office only:

(a) Public Works Administration only will provide documentation as to the item/service purchased, vendor, date and justification as to why this procedure was utilized to the Department of General Services via letter or e-mail.

(b) The Department of General Services will then document verification of purchase to audit.

Section 14.

Section 140-3.11 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.11 Responsibility of bidders and offerors.

A. Determination of nonresponsibility. If a bidder or offeror who otherwise would have been awarded a contract is found nonresponsible, a written determination of nonresponsibility, setting forth the basis of the finding, shall be prepared by the Commissioner of General Services. The unreasonable failure of a bidder or offeror promptly to supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of nonresponsibility with respect to such bidder or offeror. The final determination shall be made part of the contract file and be made a public record.

- B. Right of nondisclosure.** To the extent possible under the New York State Freedom of Information Law (FOIL), information furnished by a bidder or offeror pursuant to this section shall not be disclosed by the County outside of the office of the Commissioner of General Services, or using agency, without prior written consent of the bidder or offeror.

Section 15.

Section 140-3.13 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.12 Cost or pricing data.

- A. Required submissions relating to the award of contracts.** A prospective contractor shall submit cost or pricing data when the contract is expected to exceed \$100,000 and is to be awarded by competitive sealed proposals (§ 140-3.3, Competitive sealed proposals), or by sole source procurement authority (§ 140-3.8, Sole source procurement).
- B. Exceptions.** The submission of cost or pricing data relating to the award of a contract is not required when:
- (1) The contract price is based on adequate price competition;
 - (2) The contract price is based on established catalog prices or market prices;
 - (3) The contract price is set by law or regulation; or
 - (4) It is determined, in writing, by the Commissioner of General Services that the requirements of § 140-3.12A (Cost or pricing data, Required submissions relating to the award of contracts) may be waived, and the determination states the reasons for such a waiver.
- C. Required submissions relating to change orders or contract modifications.** A contractor shall submit cost or pricing data prior to the pricing of any change order or contract modification, including adjustments to contracts awarded by competitive sealed bidding, whether or not cost or pricing data was required in connection with the initial pricing of the contract, when the change or modification involves aggregate increases or aggregate decreases in costs plus applicable profits that are expected to exceed 10% of the original contract amount.
- D. Exceptions.** The submission of cost or pricing data relating to the pricing of a change order or contract modification is not required when unrelated and separately priced adjustments for which cost or pricing data would not be required are consolidated for administrative convenience.

- E. Certification required. A contractor, actual or prospective, required to submit cost or pricing data in accordance with this section, shall certify that, to the best of its knowledge and belief, the cost or pricing data submitted was accurate, complete, and current as of a mutually specified date prior to the award of the contract or the pricing of the change order or contract modification.**
- F. Price adjustment provision required. Any contract award, change order, or contract modification under which the submission and certification of cost or pricing data are required shall contain a provision stating that the price to the County of Putnam, including profit or fee, shall be adjusted to exclude any significant sums by which the County of Putnam finds that such price was increased because the contractor-furnished cost or pricing data that was inaccurate, incomplete, or not current as of the date agreed upon between the County of Putnam and the contractor.**

Section 16.

Section 140-3.14 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.14 Bid and performance bonds on supply or service contracts.

- A. Bid and performance bonds or other security may be requested for supply contracts or service contracts as the Commissioner of General Services or head of a using agency deems advisable to protect the County of Putnam's interests. Any such bonding requirements shall be set forth in the solicitation. Bid or performance bonds shall not be used as a substitute for a determination of a bidder's or offeror's responsibility.**
- B. The County reserves its right to approve the form, sufficiency, or manner of execution of surety bonds and contracts of insurance furnished by the surety company selected by the bidder to underwrite such bonds or contracts. In addition, all surety companies shall be licensed by the State of New York and have a Best's rating on bonds and contracts of insurance of an A- or better.**
- C. In addition, the County reserves the right to approve or reject the contractor's proposed surety company. The County shall notify potential bidders, as part of the bid solicitation, of any surety company that has been deemed unacceptable to the County.**

Section 17.

Section 140-3.15 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.15 Types of contracts.

- A. General authority. Subject to the limitations of this section, any type of contract which is appropriate to the procurement and which will promote the best interests of**

the County of Putnam may be used. A cost reimbursement contract may be used only when a determination is made, in writing, that such contract is likely to be less costly to the County of Putnam than any other type or that it is impracticable to obtain the supply, service, or construction item required under such a contract.

B. Multiterm contracts.

- (1) Specified period.** Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the County of Putnam, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriations of funds thereafter.
- (2) Determination prior to use.** Prior to the utilization of a multiterm contract, it shall be determined in writing that:
 - (a) Estimated requirements cover the period of the contract and are reasonably firm and continuing; and**
 - (b) Such a contract will serve the best interests of the County of Putnam by encouraging effective competition or otherwise promoting economies in County of Putnam procurements.**
- (3) Cancellation due to unavailability of funds in succeeding fiscal periods.** When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled.

C. Multiple source contracting.

- (1) General.** A multiple source award is an award of an indefinite quantity contract for one or more similar supplies or services to more than one bidder or offeror. The obligation to order the County of Putnam's actual requirements is limited by the provision of Uniform Commercial Code § 2-306(1).
- (2) Limitations on use.** A multiple source award may be made when award to two or more bidders or offerors for similar products is necessary for adequate delivery, service, or product compatibility. Any multiple source award shall be made in accordance with the provisions of § 140-3.1 (Competitive sealed bidding), § 140-3.2 (Competitive sealed proposals), § 140-3.7 (small purchases), and § 140-3.9 (Emergency procurements), as applicable. Multiple source awards shall not be made when a single award will meet the County of Putnam's needs without sacrifice of economy or service. Awards shall not be made for the purpose of dividing the business, making available product or supplier selection to allow for user preference unrelated to utility or economy, or avoiding the resolution of tie bids. Any such awards shall be limited to the least number of suppliers necessary to meet the actual requirements.

(3) Contract and solicitation provisions. All eligible users of the contract shall be named in the solicitation, and it shall be mandatory that the actual requirements of such users that can be met under the contract be obtained in accordance with the contract, provided that:

(a) The County of Putnam shall reserve the right to take bids separately if a particular quantity requirement arises which exceeds its normal requirement or an amount specified in the contract; and

(b) The County of Putnam shall reserve the right to take bids separately if the Commissioner of General Services approves a finding that the supply or service available under the contract will not meet a nonrecurring special need of the County of Putnam.

(4) Intent to use. If a multiple source award is anticipated prior to issuing a solicitation, the County of Putnam shall reserve the right to make such an award, and the criteria for award shall be stated in the solicitation.

(5) Determination required. The Commissioner of General Services shall make a written determination setting forth the reasons for a multiple source award, which shall be made a part of the procurement file.

D. Multiple source contracting: purchase of office furnishings by percentage discount awards.

(1) General. A multiple source award for office furnishings is an award of an indefinite quantity contract on one or more office furnishings manufacturer's product lines to more than one bidder or offeror. The obligation to order the County of Putnam's actual requirements is limited by the provisions of Uniform Commercial Code Section 2-306(1).

(2) Limitations of use. A multiple source award may be made when award to two or more bidders or offerors for similar product lines is necessary for adequate delivery, service or product compatibility. All multiple source awards shall be made in accordance with the provisions of § 140-3.1 (Competitive sealed bidding), § 140-3.2 (Competitive sealed proposals), § 140-3.7 (small purchases), and § 140-3.9 (Emergency procurements), as applicable. Multiple source awards shall not be made when a single award will meet the County of Putnam's needs without sacrifice of economy or service. Awards shall not be made for the purpose of dividing the business, making available product or supplier selection to allow for user preference unrelated to utility or economy, or avoiding the resolution of tie bids. Any such awards shall be limited to the least number of suppliers necessary to meet actual requirements.

(3) Contract and solicitation provisions. Specifications shall be drafted to include and utilize a mini-bid system to ensure that the County receives the best value for dollars expended.

- (4) Mini-bid procurement process.** The Department of General Services shall issue bids for discounts off of manufacturers' product lines and suggested retail price list. Award will be made by product line to the bidder offering the highest discount. Departments may request a specific brand and item based on the bid awards made. The Department of General Services shall review the requested requisition and obtain a minimum of three additional quotations from a minimum of three additional contract vendors for an "equivalent" item from other manufacturers. The Department of General Services shall review all of the mini-bid quotations and select the vendor/manufacturer that meets the form, function, utility and quality of the requesting agency, and also offers the lowest price.
- (5) Waiver of mini bid procurement process.** The Commissioner of General Services may waive the requirement of the mini-bid process for those procurements that are additions to and alterations of existing systems furniture groups. The reasons for such waiver shall be documented, in writing, and made part of the procurement record.

E. Design service contracts for office furnishings.

- (1) General.** The Commissioner of General Services or his/her designee may enter into separate contracts for design services or space planning services as deemed necessary for a particular project.
- (2) Limitations on use.** A design services or space planning services contract may be entered into in accordance with the provisions of § 140-3.2 (Competitive sealed proposals), § 140-3.7 (small purchases), and § 140-3.9 (Emergency procurements), as applicable.
- (3) Contract and solicitation provisions.** All solicitations and contracts for design services and space planning services shall include the following requirements:
 - (a)** All specifications prepared under this contract shall be drafted so as to promote overall economy for the purpose intended and encourage competition in satisfying the County's needs and shall not be unduly restrictive. Design service contractors are prohibited from recommending or specifying any manufacturer's products or brand names in their plans and specifications if the design services contractor currently holds a bid award for that product line/manufacturer with the County of Putnam.
 - (b)** When brand names are used in the plans and specifications developed by the Contractor, the contractor shall identify a minimum of three brand names that will satisfy the requirements of the plans and specifications.

Section 18.

Section 140-3.16 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.16 Contract clauses and their administration.

A. Contract clauses. All County of Putnam contracts for supplies, services, materials and equipment, as well as public works projects, shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The Commissioner of General Services, after consultation with the County Attorney, may issue clauses appropriate for supply, service, or public works contracts, addressing among others, the following subjects:

- (1) The unilateral right of the County of Putnam to order, in writing, the changes in the work within the scope of the contract;**
- (2) The unilateral right of the County of Putnam to order, in writing, temporary stopping of the work or delaying performance that does not alter the scope of the contract;**
- (3) Variations occurring between estimated quantities of work in contract and actual quantities;**
- (4) Defective pricing;**
- (5) Liquidated damages;**
- (6) Specified excuses for delay or nonperformance;**
- (7) Termination of the contract for default;**
- (8) Termination of the contract, in whole or in part, for the convenience of the County of Putnam;**
- (9) Suspensions of work on a construction project or by the County of Putnam; and**
- (10) Site conditions differing from those indicated in the contract, or ordinarily encountered, except that a differing site conditions clause need not be included in a contract:**
 - (a) When the contract is negotiated;**
 - (b) When the contractor provides the site or design; or**
 - (c) When the parties have otherwise agreed with respect to the risk of differing site conditions.**

B. Price adjustments.

(1) Adjustments in price resulting from the use of contract clauses required by Subsection A of this section shall be computed in one or more of the following ways:

(a) By agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;

(b) By unit prices specified in the contract or subsequently agreed upon;

(c) By the costs attributable to the events or situations under such clauses with adjustment of profit or fee, all as specified in the contract or subsequently agreed upon;

(d) In such other manner as the contracting parties may mutually agree.

(2) A contractor shall be required to submit cost or pricing data if any adjustment in contract price is subject to the provisions of § 140-3.12 (Cost or pricing data).

C. Standard clauses and their modification. The Commissioner of General Services, after consultation with the County of Putnam County Attorney, may establish standard contract clauses for use in County of Putnam contracts. If the Commissioner of General Services establishes any standard clauses addressing the subjects set forth in Subsection A of this section, such clauses may be varied, provided that any variations are supported by a written determination that states the circumstances justifying such variations, and provided that notice of any such material variation be stated in the invitation for bids or requests for proposals.

Section 19.

Section 140-3.17 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.17 Approval of accounting system.

Except with respect to firm fixed-price contracts, no contract shall be awarded unless it has been determined in writing by the Commissioner of General Services that:

A. The proposed contractor's accounting system will permit timely development of all necessary cost data in the form required by the specific contract type contemplated; and

B. The proposed contractor's accounting system is adequate to allocate costs in accordance with generally accepted cost accounting principles.

Section 20.

Section 140-3.21 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.21 Procurement records.

- 1. Contract file. All determinations and other written records pertaining to the solicitation, award, or performance of a contract shall be maintained by the County of Putnam in a contract file by the Commissioner of General Services.**
- 2. Retention of procurement records. All procurement records shall be retained and disposed of by the County of Putnam in accordance with record retention guidelines and schedules approved by the State of New York.**

<<ARTICLE IV: Specifications>>

Section 21.

Section 140-4.2 of the Putnam County Code is hereby amended to read as follows:

§ 140-4.2 Brand name or equal specification.

- A. Use. Brand name or equal specifications may be used when the Commissioner of General Services determines in writing that:
 - (1) No other design or performance specification is available;**
 - (2) Time does not permit the preparation of another form of purchase description, not including a brand name specification;**
 - (3) The nature of the product or the nature of the County of Putnam's requirements makes use of a brand name or equal specification suitable for the procurement; or**
 - (4) Use of a brand name or equal specification is in the County of Putnam's best interests.****
- B. Designation of several brand names. Brand name or equal specifications shall seek to designate three, or as many different brands as are practicable, as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.**
- C. Required characteristics. Unless the Commissioner of General Services determines in writing that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equal specifications shall include a description of the particular design, functional, or performance characteristics that are required.**
- D. Nonrestrictive use of brand name or equal specifications. Where a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard**

of quality, performance, and characteristics desired and is not intended to limit or restrict competition.

Section 22.

Section 140-4.3 of the Putnam County Code is hereby amended to read as follows:

§ 140-4.3 Brand name specification.

- 1. Use.** Since use of a brand name specification is restrictive of product competition, it may be used only when the Commissioner of General Services makes a written determination that only the identified brand name item or items will satisfy the County of Putnam's needs. After the Commissioner of General Services prepares the written determination, a request shall be forwarded to the County Legislature to pass a standardization resolution. Under no circumstances shall any solicitation offered by the County contain only one brand name, without allowing for "or equal" products, unless a standardization resolution has been passed by the County Legislature.
- 2. Competition.** The Commissioner of General Services shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under § 140-3.8 (Sole source procurement).

<<ARTICLE V: Debarment or Suspension>>

Section 23.

Section 140-5.1 of the Putnam County Code is hereby amended to read as follows:

§ 140-5.1 Authority to debar or suspend.

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the Commissioner of General Services, after consultation with the County Attorney, is authorized to debar a person for cause from consideration for award of contracts. The debarment shall be for a period of not more than three years. After consultation with the County Attorney, the Commissioner of General Services is authorized to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity that might lead to debarment. The suspension shall be for a period not to exceed three years. The causes for debarment include:

- A. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such a contract or subcontract;**

- B. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a County of Putnam contractor;**
- C. Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;**
- D. Violation of contract provisions, as set forth below, of a character which is regarded by the Commissioner of General Services to be so serious as to justify debarment action:
 - a. Deliberate failure, without good cause, to perform in accordance with the specifications or within the time limit provided in the contract; or**
 - b. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;****
- E. Any other cause the Commissioner of General Services determines to be so serious and compelling as to affect responsibility as a County of Putnam contractor, including debarment by another governmental entity for any cause listed in this policy; and**
- F. For violation of the ethical standards set forth in Article VII (Ethics in Public Contracting).**

Section 24.

Section 140-5.2 of the Putnam County Code is hereby amended to read as follows:

§ 140-5.2 Decision to debar or suspend.

The Commissioner of General Services shall issue a written decision to debar or suspend. The decision shall state the reasons for action taken and inform the debarred or suspended person involved of its rights concerning judicial or administrative review.

<<ARTICLE VI: Appeals and Remedies>>

Section 25.

Section 140-6.1 of the Putnam County Code is hereby amended to read as follows:

§ 140-6.1 Bid protests.

- A. Right to protest. Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the County Executive. Protestors are urged to seek resolution of their complaints initially with the Commissioner of General Services. A protest with respect to an invitation for bids or request for proposals shall be submitted, in writing, prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. The protest shall be submitted within three calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.**
- B. Stay of procurements during protests. In the event of a timely protest under Subsection A of this Section, the Commissioner of General Services shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the County Executive makes a determination on the record that the award of a contract without delay is necessary to protect substantial interests of the County of Putnam.**

Section 26.

Section 140-6.2 of the Putnam County Code is hereby amended to read as follows:

§ 140-6.2 Contract claims.

- A. Decision of the Commissioner of General Services. All claims by a contractor against the County of Putnam relating to a contract, except bid protests, shall be submitted in writing to the Commissioner of General Services for a decision. The contractor may request a conference with the Commissioner of General Services on the claim. Claims include, without limitation, disputes arising under a contract, and those based upon breach of a contract, mistake, misrepresentation, or other causes for contract modification or rescission.**
- B. Notice to the contractor of the Commissioner of General Services' decision. The decision of the Commissioner of General Services shall be promptly issued, in writing, and shall be immediately mailed or otherwise furnished to the contractor. The decision shall state the reasons for the decision reached, and shall inform the contractor of its appeal rights under Subsection C of this section.**
- C. Finality of Commissioner of General Services' decision; contractor's right to appeal. The Commissioner of General Services' decision shall be final and conclusive unless, within five calendar days from the date of receipt of the decision, the contractor mails**

or otherwise delivers a written appeal to the County Executive or commences an action in a court of competent jurisdiction.

- D. Failure to render timely decision. If the Commissioner of General Services does not issue a written decision regarding any contract controversy within 20 days after written request for a final decision, or within such longer period as may be agreed upon between parties, then the aggrieved party may proceed as if an adverse decision had been received.

Section 27.

Section 140-6.4 of the Putnam County Code is hereby amended to read as follows:

§ 140-6.4 Authority of Commissioner of General Services to settle bid protests and contract claims.

The Commissioner of General Services is authorized to settle any protest regarding the solicitation or award of a County of Putnam contract, or any claim arising out of the performance of a County of Putnam contract, prior to an appeal to the County Executive or the commencement of an action in a court of competent jurisdiction.

Section 28.

Section 140-6.5 of the Putnam County Code is hereby amended to read as follows:

§ 140-6.5 Remedies for solicitations or awards in violation of law.

- A. Prior to bid opening or closing date for receipt of proposals. If, prior to the bid opening or closing date for receipt of proposals, the Commissioner of General Services, after consultation with the County Attorney, determines that a solicitation is in violation of federal, state, or municipal law, then the solicitation shall be cancelled or revised to comply with applicable law.
- B. Prior to award. If, after bid opening or the closing date for receipt of proposals, the Commissioner of General Services, after consultation with the County Attorney, determines that a solicitation or a proposed award of a contract is in violation of federal, state, or municipal law, then the solicitation or proposed award shall be cancelled.
- C. After award. If, after an award, the Commissioner of General Services, after consultation with the County Attorney, determines that a solicitation or award of a contract was in violation of applicable law, then:
 - (1) If the person awarded the contract has not acted fraudulently or in bad faith:
 - (a) The contract may be ratified and affirmed, provided it is determined that doing so is in the best interests of the County of Putnam; or

- (b) The contract may be terminated and the person awarded the contract shall be compensated for the actual costs reasonably incurred under the contract, plus a reasonable profit, prior to the termination; or
- (2) If the person awarded the contract has acted fraudulently or in bad faith, the contract may be declared null and void or voidable, if such action is in the best interests of the County of Putnam.

<<ARTICLE VII: Ethics in Public Contracting>>

Section 29.

Section 140-7.8 of the Putnam County Code is hereby amended to read as follows:

§ 140-7.8 Sanctions.

- A. **Employees.** Sanctions against employees shall be in accordance with Chapter 55 of the Laws of Putnam County (Code of Ethics).
- B. **Nonemployees.** The Commissioner of General Services may impose any one or more of the following sanctions on a non-employee for violations of ethical standards:
 - (1) **Written warnings or reprimands;**
 - (2) **Termination of contracts; or**
 - (3) **Debarment or suspension as provided in § 140-5.1 (Authority to debar or suspend).**

<<ARTICLE VIII: Disposition of Surplus Personal Property>>

Section 30.

Section 140-8.1 of the Putnam County Code is hereby amended to read as follows:

§ 140-8.1 Purpose.

No statute prescribes a procedure for the sale of unneeded County personal property, and, therefore, there is no statutory mandate that such property be sold only after public advertisement for sealed bids or advertisement for public auction. The method chosen for sale is within the sound discretion of the Commissioner of General Services, subject to the approval of the County Executive. However, in order to fill a fiduciary duty, the method of sale adopted should be one which is thought to bring the best price or maximum benefits and may include sale by either auction, private negotiation, or competitive bidding.

<<ARTICLE IX: Additional Requirements for Federal Transit Administration Funded Contracts>>

Section 31.

Section 140-9.4 of the Putnam County Code is hereby amended to read as follows:

§ 140-9.4 Duty to inquire into vendor's election not to submit a bid.

Should any request for bid or request for proposal result in only one submitted bid or proposal, the Department of General Services will contact all vendors that received a bid or RFP package and inquire into why they elected not to submit a bid or proposal.

Section 32.

Section 140-9.5 of the Putnam County Code is hereby amended to read as follows:

§ 140-9.5 Procedures to implement provisions.

The Commissioner of General Services shall develop and implement procedures for the execution of this article.

<<ARTICLE X: Uniform Guidance for Compliance for Federal Awards>>

Section 33.

Section 140-10.2 of the Putnam County Code is hereby amended to read as follows:

§ 140-10.2 General policy statement.

B.(13) County departments will be required to notify the Department of General Services and Department of Law that federal funding will be used for a certain procurement/contract. When requesting a written contract, the County Department will be responsible for running the vendor/contractor's name through the System for Award Management (SAM) to determine any exclusions. A copy of the SAM search will be included with the contract request. Prior to issuing a purchase order using federal funds, the Department of General Services will check the SAM to determine if any exclusions exist for the vendor/contractor. If a vendor/contractor is found to be suspended or debarred, the County will immediately cease to do business with the vendor.

Section 34.

This Local Law shall take effect forty-five (45) days after its passage and is subject to permissive referendum.

A LOCAL LAW TO AMEND CHAPTER 117 ENTITLED "APPRENTICESHIP TRAINING PROGRAM" AND CHAPTER 140 ENTITLED "CONTRACTS AND PROCUREMENT" OF THE PUTNAM COUNTY CODE IN RELATION TO THE CREATION OF THE DEPARTMENT OF GENERAL SERVICES

Be it enacted by the Legislature of the County of Putnam as follows:

<<PUTNAM COUNTY CODE CHAPTER 117>>

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Section 1.

Section 117-5 of the Putnam County Code is hereby amended to read as follows:

§ 117-5 Enforcement.

The ~~Director of Purchasing~~ Commissioner of General Services is hereby authorized, empowered and directed to promulgate and, from time to time amend, such rules and regulations that he deems necessary for the implementation and enforcement of any provisions of this chapter. However, this local law shall not preclude the ~~Director of Purchasing~~ Commissioner of General Services, along with the Putnam County Attorney, from negotiating such terms and conditions with the construction contract contractor to assure a sufficient labor workforce on the job so as not to delay timely completion of the construction contract project.

Section 2.

Section 117-8 of the Putnam County Code is hereby amended to read as follows:

§ 117-8 Effective date.

This chapter shall become effective 90 days after its filing in the office of the Secretary of the State pursuant to Municipal Home Rule Law, provided, however, that any regulations of the ~~Director of Purchasing~~ Commissioner of General Services may be promulgated prior to the effective date of this chapter.

<<PUTNAM COUNTY CODE CHAPTER 140>>

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<<ARTICLE I: General Provisions>>

Section 3.

Section 140-1.3 of the Putnam County Code is hereby amended to read as follows:

§ 140-1.3 Exemptions.

Unless otherwise ordered by regulation the following commodities, supplies or services need not be procured through the ~~Purchasing Division~~ Department of General Services in accordance with the County's Procurement Policy, and shall be procured by the appropriate agency, department or committee:

- A. Works of art for public display.

Section 4.

Section 140-1.6 of the Putnam County Code is hereby amended to read as follows:

§ 140-1.6 Definitions.

CHANGE ORDER

A written order signed and issued by the ~~Director of Purchasing~~ Commissioner of General Services, directing the contractor to make changes in relation to a specific purchase order or County contract.

<<ARTICLE II: Office of the ~~Director of Purchasing~~ Commissioner Of General Services>>

Section 5.

Section 140-2.1 of the Putnam County Code is hereby amended to read as follows:

§ 140-2.1 Authority and duties.

- A. Principal public purchasing official. Except as otherwise provided herein, the ~~Director of Purchasing~~ Commissioner of General Services shall serve as the principal public purchasing official for the County, and shall be responsible for the procurement of supplies, services, equipment, and public works projects in accordance with this policy, as well as the management and disposal of supplies, services, and equipment.
- B. Duties. In accordance with this policy, the ~~Director of Purchasing~~ Commissioner of General Services shall:
 - (1) Procure or supervise the procurement of all supplies, services, materials and equipment, as well as public works projects;

- (2) Exercise direct supervision over the County's central stores and general supervision over all other inventories of supplies belonging to the County;
- (3) Sell, trade, or otherwise dispose of surplus supplies belonging to the County; and
- (4) Establish and maintain programs for specification development, contract administration and inspection and acceptance, in cooperation with the public agencies using the supplies, services, and construction.

C. Operational procedures. Consistent with this policy, the ~~Director of Purchasing~~ Commissioner of General Services may adopt operational procedures relating to the execution of its duties.

Section 6.

Section 140-2.2 of the Putnam County Code is hereby amended to read as follows:

§ 140-2.2 Delegations to other County officials.

With the approval of the County Executive, the ~~Director of Purchasing~~ Commissioner of General Services may delegate authority to purchase certain supplies, services, equipment, or construction items to other County officials, if such delegation is deemed necessary for the effective procurement of those items.

Section 7.

Section 140-2.3 of the Putnam County Code is hereby amended to read as follows:

§ 140-2.3 Procurement card program.

- A. With the approval of the County Executive, the ~~Director of Purchasing~~ Commissioner of General Services, under the authority provided in § 140-2.1 of this policy, may establish a procurement card program to improve efficiency and streamline the purchasing process of small-dollar items, thereby eliminating the need for many petty cash accounts, and also reducing the volume of individual purchase orders and payments processed by the County to suppliers. Audits shall be required to ensure that the cardholders and their respective department head or commissioner are adhering to proper policies and procedures.
- B. Conditions for use. The ~~Director of Purchasing~~ Commissioner of General Services and the Commissioner of Finance shall develop procurement card policies and procedures that detail the regulations which will govern the program. The Procurement Card Policy shall be

reviewed annually by the County Legislature in conjunction with its annual review of the County's Procurement Policy. The Procurement Card Policy shall include:

- (1) Purpose of the procurement card program.
- (2) Scope of the program.
- (3) Detailed listing of all card holders, card limits, and approved uses.
- (4) Applicability of the policies and procedures.
- (5) Responsibilities.
- (6) Assignment and control of the procurement cards.
- (7) Card holder use of the procurement card.
- (8) Prohibited use of the procurement card.
- (9) Procedures for making and paying for purchases.
- (10) Procedures for disputes.
- (11) Review of purchases by departments.
- (12) Audit requirements.

<<ARTICLE III: Source Selection, Bidder Qualifications, Contract Formation and
Administration >>

Section 8.

Section 140-3.1 of the Putnam County Code is hereby amended to read as follows:

140-3.1 Competitive sealed bidding; lowest responsible bidder.

- A. Conditions for use. All contracts of the County of Putnam shall be awarded by competitive sealed bidding except as otherwise provided in §§ 140-3.3 (Competitive sealed proposals), 140-3.5 (Contracting for legal services), 140-3.7 (Small purchases), 140-3.8 (Sole source procurement), 140-3.9 (Emergency procurements).

- B. Invitation for bids. An invitation for bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement.
- C. Public notice. Adequate public notice of the invitation for bids shall be given, not less than 14 calendar days prior to the date set forth therein for the opening of bids, unless it is determined by the ~~Director of Purchasing~~ Commissioner of General Services, in writing, that a public notice of less than 14 days is adequate. In no instance shall the public notice be less than five business days. Such notice shall include publication in the newspaper(s) of general circulation as designated by the County Legislature. The public notice shall state the place, date, and time of the bid opening.
- D. Bid opening. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid, and such other relevant information as the ~~Director of Purchasing~~ Commissioner of General Services deems appropriate, together with the name of each bidder, shall be recorded; the record and each bid shall be open to public inspection in accordance with § 140-1.7 (Public access to procurement information).
- E. Bid acceptance and bid evaluation. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used. No criteria that are not set forth in the invitation for bids may be used in bid evaluations.
- F. Correction or withdrawal of bids; cancellation of awards. Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, correction of bids shall not be permitted. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the County or fair competition shall be permitted. In lieu of bid correction, a bidder alleging a material mistake of fact may be permitted to withdraw his bid if:
- (1) The mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or
 - (2) The bidder submits evidence that clearly and convincingly demonstrates that a mistake was made. All decisions to permit correction or withdrawal of bids, or to cancel awards

or contracts based on bid mistakes, shall be supported by written determination made by the **Director of Purchasing** ~~Commissioner of General Services~~.

G. Award. The contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids.

H. Receipt of bids.

- (1) Bids are to be packaged, sealed and submitted to the location stated in the bid specifications. Bidders are solely responsible for timely delivery of their bids to the location set forth in the bid specification prior to the stated bid opening date/time; or
- (2) If authorized by the bid specification, bids may be submitted in an electronic format. Submission in an electronic format may not, however, be required as the sole method for the submission of bids.
 - (a) The receiving device designated by the County of Putnam will be the Empire State Purchasing Group's e-Procurement software from Bidnet or the Bonfire e-Procurement software and will be identified in the bid specification. Both receiving devices will:
 - [1] Document the time and date of each bid received electronically;
 - [2] Authenticate the identity of the sender;
 - [3] Ensure the security of the information transmitted; and
 - [4] Ensure confidentiality of the bid until the time and date established for opening of the bids.
 - (b) The timely submission of an electronic bid in compliance with instructions provided for such submission in the advertisement for bids and/or specifications shall be the sole responsibility of each bidder or prospective bidder. The County shall not incur any liability from delays of or interruptions in the receiving device designated for the submission and receipt of electronic bids.

Section 9.

Section 140-3.2 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.2 Best value awards.

- A. Purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the Labor Law) may be awarded on the basis of best value, as defined in § 163 of the State Finance Law and as authorized in § 103 of the General Municipal Law, to a responsive and responsible offeror.
- B. Where the basis for award is the best value offer, the ~~Director of Purchasing~~ Commissioner of General Services shall document, in the procurement record and in advance of the initial receipt of offers, the determination of the evaluation criteria, which, whenever possible, shall be quantifiable, the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted.
- C. The ~~Director of Purchasing~~ Commissioner of General Services shall select a formal competitive procurement process and document its determination in the procurement record. The process shall include, but is not limited to, a clear statement of need; a description of the required specifications governing performance and related factors; a reasonable process for ensuring a competitive field; a fair and equal opportunity for offerors to submit responsive offers; and a balanced and fair method of award. Where the basis for the award is best value, documentation in the procurement record shall, where practicable, include a quantification of the application of the criteria to the rating of proposals and the evaluation results or, where not practicable, such other justification which demonstrates that best value will be achieved.
- D. The solicitation shall prescribe the minimum specifications or requirements that must be met in order to be considered responsive and shall describe and disclose the general manner in which the evaluation and selection shall be conducted. The solicitation shall identify the relative importance and/or weight of cost and the overall evaluation criterion to be considered by the County in its determination of best value.
- E. In assessing best value when awarding the purchase contract, non-price factors can be considered. Non-price factors can include, but are not limited to, reliability of a product, efficiency of operation, difficulty/ease of maintenance, useful lifespan, ability to meet needs regarding timeliness of performance and experience of a service provider with similar contracts. The basis for a best value award, however, must reflect, whenever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerors that are small businesses or certified minority- or women-owned business enterprises as defined in Subdivisions 1, 7, 15 and 20 of § 310 of the Executive Law.

Section 10.

Section 140-3.3 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.3 Competitive sealed proposals.

- A. Conditions for use. When the ~~Director of Purchasing~~ ^{Commissioner of General Services} determines, in writing, that the use of competitive sealed bidding is either not practicable or not advantageous to the County, a contract may be entered into by the use of the competitive sealed proposal method.
- B. Request for proposals. Proposals shall be solicited through a request for proposals.
- C. Public notice. Adequate public notice of the request for proposal shall be given in the same manner as provided in § 140-3.1C (Competitive sealed bidding, public notice), provided the minimum time shall be 14 calendar days.
- D. Receipt of proposals. No proposals shall be handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of negotiation. A register of proposals shall be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.
- E. Evaluation factors. The request for proposals shall state the importance of price and other evaluation factors.
- F. Discussion with responsible offerors and revisions to proposals. As provided in the request for proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offerors. In conducting discussions, there shall be no disclosure of the identity of competing offerors or of any information derived from proposals submitted by competing offerors.
- G. Award. Award shall be made to the responsible offeror whose proposal is determined, in writing, to offer the best value to the County, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award was made.

Section 11.

Section 140-3.7 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.7 Purchases not subject to competitive bidding.

A. The following purchases are not subject to competitive bidding:

- (1) Purchases of \$20,000 or less for commodities, equipment, materials, supplies and services.
- (2) Purchases of \$35,000 or less for public works projects.
- (3) Purchases through preferred sources pursuant to § 162 of the state Finance Law.
- (4) Purchases in excess of \$500, of materials, equipment and supplies (except printed material) through the New York State Office of General Services (OGS), subject to rules established by OGS (see State Finance Law, § 163).
- (5) Purchases through other New York State counties contracts, pursuant to General Municipal Law § 103(3).
- (6) Purchases of surplus and secondhand supplies, materials or equipment from the federal government, the State of New York or from any other political subdivision, district or public benefit corporation with the state, pursuant to General Municipal Law § 103(6).
- (7) Purchases through contracts let by the United States of America or any agency thereof, any state or any other political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value.

B. Section 104-b of the New York State General Municipal Law requires that procedures for purchasing goods and services that fall below the monetary bid limits be established and approved by the governing board. The following shall constitute Putnam County policy:

- (1) Cumulative purchases.
 - (a) Purchases shall be evaluated with attention given to cumulative dollar amounts expected in a given fiscal year. The ~~Director of Purchasing~~ Commissioner of General Services shall canvas using agencies to determine yearly value of a commodity or service. Past history can be taken into consideration when evaluating yearly costs associated with the purchase of a commodity or service. If the bid limit is suspected to be exceeded, competitive bidding shall be used. This decision shall rest with the ~~Director of Purchasing~~ Commissioner of General Services.

- (b) If there are several comparable separate public works projects for the same or various locations, in a foreseeable time frame, whose expected cumulative total is more than \$10,000, written quotes must be obtained from a minimum of three suppliers.

(2) Methods of procurement not covered by competitive bidding.

- (a) Purchases for commodities, equipment, supplies, materials and services in the amount of \$3,000 or less shall be awarded at the discretion of the ~~Director of Purchasing~~ Commissioner of General Services; purchases of more than \$3,000 up to and including \$20,000 shall require a minimum of three electronic or written quotes. All purchases of more than \$20,000 shall be competitively bid.
 - (b) Purchases that are defined as public works projects in the amount of \$10,000 or less shall be awarded at the discretion of the ~~Director of Purchasing~~ Commissioner of General Services; purchases of more than \$10,000 up to and including \$35,000 shall require a minimum of three written or electronic quotes. All purchases of more than \$35,000 shall be competitively bid.
 - (c) Purchases and contracts defined as professional services in the amount of \$50,000 or less shall be awarded at the discretion of the County Executive, ~~Director of Purchasing~~ Commissioner of General Services and the Commissioner or Director of the using agency. Purchases and contracts of more than \$50,000 shall require the issuing of a formal request for proposal and the approval of the County Executive.
- (3) Award. All awards from telephone, facsimile, e-mail or written quotes shall be made to the supplier offering the best value to the County. In determining the best value for the County, the purchase price and whether the goods or services meet specifications are the most important considerations. However, the ~~Director of Purchasing~~ Commissioner of General Services may consider other relevant factors, including:
- (a) Installation costs;
 - (b) Life cycle costs;
 - (c) The quality and reliability of the goods and services;
 - (d) The delivery terms;
 - (e) Indicators of probable supplier performance under the contract such as past supplier performance, the supplier's financial resources and ability to perform, the supplier's experience or demonstrated capability and responsibility, and the supplier's ability to provide reliable maintenance agreements and support;

- (f) The cost of any employee training associated with a purchase;
 - (g) The effect of a purchase on agency productivity; and
 - (h) Other factors relevant to determining the best value for the County in the context of a particular purchase, including the status of the vendor as a Putnam County based small business.
- (4) Documentation. All quotes (written or telephone) shall be documented in the procurement record and shall be filed in the respective year's quote files or attached to the **Purchasing Division** Department of General Services' copy of the purchase order. All purchases resulting from a written, electronic or telephone quote shall have the quote number referenced on the electronic purchase order or voucher, thus creating an audit trail.

Section 12.

Section 140-3.8 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.8 Sole source procurement.

- A. A contract may be awarded without competition when the **Director of Purchasing** Commissioner of General Services determines in writing, after conducting a good faith review of available resources that there is only one source for the required commodity, supply, service or construction item. The **Director of Purchasing** Commissioner of General Services shall conduct negotiations, as appropriate, as to price, delivery and terms. A record of sole source procurements shall be maintained as a public record and shall list each supplier's name, the amount and type of each contract, a listing of the item(s) procured under each contract, and the identification number of each contract file.
- B. In determining whether procurement qualifies as a sole source, the **Purchasing Division** Department of General Services and the agency requesting the procurement shall show, at a minimum:
 - (1) The unique benefits to the County of the item as compared to other products available in the marketplace;
 - (2) That no other product provides substantially equivalent or similar benefits;
 - (3) That, considering the benefits received, the cost of the item is reasonable in comparison to other products in the marketplace;

- (4) That there is no possibility of competition, as from competing dealers or distributors.

Section 13.

Section 140-3.9 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.9 Emergency procurements.

Notwithstanding any other provisions of this policy, the ~~Director of Purchasing~~ Commissioner of General Services, with the approval of the County Executive and the Chairman of the Legislature, may make or authorize others to make emergency procurements of commodities, supplies, services, or construction items when there exists a threat to public health, welfare, or safety, or County property, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular supplier shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the supplier's name, the amount and type of contract, a listing of the item(s) procured under the contract, and the identification number of the contract file.

A. All Departments, except for Department of ~~Highways and Facilities~~ Public Works: During periods of emergency, such as (1) natural catastrophes such as landslides, snowfalls, flooding or other acts of nature which prevent normal operations, (2) damage to buildings, roads, or other structures requiring immediate repair to prevent further deterioration or losses, and (3) breakdown of essential mechanical systems and machinery, such as boilers, electrical circuits, water mains or pipes, the normal purchasing procedures are not practical. Therefore, special emergency procedures are established to aid the departments in their operations. In those cases of emergency requiring immediate actions, the department head responsible for that operation will assume charge for the operation. The following procedure will then be used:

- (1) If possible, immediately notify the ~~Director of Purchasing~~ Commissioner of General Services of the nature of the emergency and your plans to cope with the situation.
- (2) Contact the vendor immediately and arrange the purchase.
- (3) Notify the Department of ~~Purchasing~~ General Services, as soon as practical, that the emergency purchases are necessary and being arranged.
- (4) Within five days after the emergency purchase is made, the department head will prepare and forward to the Department of ~~Purchasing~~ General Services a receiving report, indicating descriptions of the purchase and other information.

B. Department of ~~Highways and Facilities~~ Public Works: For field employees: If an emergency purchase is required, such as natural catastrophes (e.g., landslides, snowfalls, flooding or other acts of nature which prevent normal operations), damage to buildings, roads, or other structures requiring immediate repair to prevent further deterioration or losses. Breakdown of essential mechanical systems and machinery, such as boilers, electrical circuits, water mains or pipes:

(1) Normal purchasing procedures are not practical. Therefore, the following should be followed:

(a) Contact vendor.

(b) Notification to your supervisor and/or commissioner.

(c) Make purchase.

(2) For ~~Highways and Facilities~~ Public Works Administration Office only:

(a) ~~Highways and Facilities~~ Public Works Administration only will provide documentation as to the item/service purchased, vendor, date and justification as to why this procedure was utilized to ~~Purchasing~~ the Department of General Services via letter or e-mail.

(b) ~~Purchasing~~ The Department of General Services will then document verification of purchase to audit.

Section 14.

Section 140-3.11 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.11 Responsibility of bidders and offerors.

A. Determination of nonresponsibility. If a bidder or offeror who otherwise would have been awarded a contract is found nonresponsible, a written determination of nonresponsibility, setting forth the basis of the finding, shall be prepared by the ~~Director of Purchasing~~ Commissioner of General Services. The unreasonable failure of a bidder or offeror promptly to supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of nonresponsibility with respect to such bidder or offeror. The final determination shall be made part of the contract file and be made a public record.

- B. Right of nondisclosure. To the extent possible under the New York State Freedom of Information Law (FOIL), information furnished by a bidder or offeror pursuant to this section shall not be disclosed by the County outside of the office of the **Director of Purchasing** ~~Commissioner of General Services~~, or using agency, without prior written consent of the bidder or offeror.

Section 15.

Section 140-3.13 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.12 Cost or pricing data.

- A. Required submissions relating to the award of contracts. A prospective contractor shall submit cost or pricing data when the contract is expected to exceed \$100,000 and is to be awarded by competitive sealed proposals (§ 140-3.3, Competitive sealed proposals), or by sole source procurement authority (§ 140-3.8, Sole source procurement).
- B. Exceptions. The submission of cost or pricing data relating to the award of a contract is not required when:
- (1) The contract price is based on adequate price competition;
 - (2) The contract price is based on established catalog prices or market prices;
 - (3) The contract price is set by law or regulation; or
 - (4) It is determined, in writing, by the **Director of Purchasing** ~~Commissioner of General Services~~ that the requirements of § 140-3.12A (Cost or pricing data, Required submissions relating to the award of contracts) may be waived, and the determination states the reasons for such a waiver.
- C. Required submissions relating to change orders or contract modifications. A contractor shall submit cost or pricing data prior to the pricing of any change order or contract modification, including adjustments to contracts awarded by competitive sealed bidding, whether or not cost or pricing data was required in connection with the initial pricing of the contract, when the change or modification involves aggregate increases or aggregate decreases in costs plus applicable profits that are expected to exceed 10% of the original contract amount.
- D. Exceptions. The submission of cost or pricing data relating to the pricing of a change order or contract modification is not required when unrelated and separately priced adjustments for which cost or pricing data would not be required are consolidated for administrative convenience.

- E. Certification required. A contractor, actual or prospective, required to submit cost or pricing data in accordance with this section, shall certify that, to the best of its knowledge and belief, the cost or pricing data submitted was accurate, complete, and current as of a mutually specified date prior to the award of the contract or the pricing of the change order or contract modification.
- F. Price adjustment provision required. Any contract award, change order, or contract modification under which the submission and certification of cost or pricing data are required shall contain a provision stating that the price to the County of Putnam, including profit or fee, shall be adjusted to exclude any significant sums by which the County of Putnam finds that such price was increased because the contractor-furnished cost or pricing data that was inaccurate, incomplete, or not current as of the date agreed upon between the County of Putnam and the contractor.

Section 16.

Section 140-3.14 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.14 Bid and performance bonds on supply or service contracts.

- A. Bid and performance bonds or other security may be requested for supply contracts or service contracts as the ~~Director of Purchasing~~ Commissioner of General Services or head of a using agency deems advisable to protect the County of Putnam's interests. Any such bonding requirements shall be set forth in the solicitation. Bid or performance bonds shall not be used as a substitute for a determination of a bidder's or offeror's responsibility.
- B. The County reserves its right to approve the form, sufficiency, or manner of execution of surety bonds and contracts of insurance furnished by the surety company selected by the bidder to underwrite such bonds or contracts. In addition, all surety companies shall be licensed by the State of New York and have a Best's rating on bonds and contracts of insurance of an A- or better.
- C. In addition, the County reserves the right to approve or reject the contractor's proposed surety company. The County shall notify potential bidders, as part of the bid solicitation, of any surety company that has been deemed unacceptable to the County.

Section 17.

Section 140-3.15 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.15 Types of contracts.

- A. General authority. Subject to the limitations of this section, any type of contract which is appropriate to the procurement and which will promote the best interests of the County of Putnam may be used. A cost reimbursement contract may be used only when a determination is made, in writing, that such contract is likely to be less costly to the County of Putnam than any other type or that it is impracticable to obtain the supply, service, or construction item required under such a contract.
- B. Multiterm contracts.
- (1) Specified period. Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the County of Putnam, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriations of funds thereafter.
 - (2) Determination prior to use. Prior to the utilization of a multiterm contract, it shall be determined in writing that:
 - (a) Estimated requirements cover the period of the contract and are reasonably firm and continuing; and
 - (b) Such a contract will serve the best interests of the County of Putnam by encouraging effective competition or otherwise promoting economies in County of Putnam procurements.
 - (3) Cancellation due to unavailability of funds in succeeding fiscal periods. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled.
- C. Multiple source contracting.
- (1) General. A multiple source award is an award of an indefinite quantity contract for one or more similar supplies or services to more than one bidder or offeror. The obligation to order the County of Putnam's actual requirements is limited by the provision of Uniform Commercial Code § 2-306(1).
 - (2) Limitations on use. A multiple source award may be made when award to two or more bidders or offerors for similar products is necessary for adequate delivery, service, or product compatibility. Any multiple source award shall be made in accordance with the provisions of § 140-3.1 (Competitive sealed bidding), § 140-3.2 (Competitive sealed

proposals), § 140-3.7 (small purchases), and § 140-3.9 (Emergency procurements), as applicable. Multiple source awards shall not be made when a single award will meet the County of Putnam's needs without sacrifice of economy or service. Awards shall not be made for the purpose of dividing the business, making available product or supplier selection to allow for user preference unrelated to utility or economy, or avoiding the resolution of tie bids. Any such awards shall be limited to the least number of suppliers necessary to meet the actual requirements.

- (3) Contract and solicitation provisions. All eligible users of the contract shall be named in the solicitation, and it shall be mandatory that the actual requirements of such users that can be met under the contract be obtained in accordance with the contract, provided that:
 - (a) The County of Putnam shall reserve the right to take bids separately if a particular quantity requirement arises which exceeds its normal requirement or an amount specified in the contract; and
 - (b) The County of Putnam shall reserve the right to take bids separately if the ~~Director of Purchasing~~ Commissioner of General Services approves a finding that the supply or service available under the contract will not meet a nonrecurring special need of the County of Putnam.
- (4) Intent to use. If a multiple source award is anticipated prior to issuing a solicitation, the County of Putnam shall reserve the right to make such an award, and the criteria for award shall be stated in the solicitation.
- (5) Determination required. The ~~Director of Purchasing~~ Commissioner of General Services shall make a written determination setting forth the reasons for a multiple source award, which shall be made a part of the procurement file.

D. Multiple source contracting: purchase of office furnishings by percentage discount awards.

- (1) General. A multiple source award for office furnishings is an award of an indefinite quantity contract on one or more office furnishings manufacturer's product lines to more than one bidder or offeror. The obligation to order the County of Putnam's actual requirements is limited by the provisions of Uniform Commercial Code Section 2-306(1).
- (2) Limitations of use. A multiple source award may be made when award to two or more bidders or offerors for similar product lines is necessary for adequate delivery, service or product compatibility. All multiple source awards shall be made in accordance with the provisions of § 140-3.1 (Competitive sealed bidding), § 140-3.2 (Competitive sealed proposals), § 140-3.7 (small purchases), and § 140-3.9 (Emergency procurements), as applicable. Multiple source awards shall not be made when a single award will meet the County of Putnam's needs without sacrifice of economy or service. Awards shall not be

made for the purpose of dividing the business, making available product or supplier selection to allow for user preference unrelated to utility or economy, or avoiding the resolution of tie bids. Any such awards shall be limited to the least number of suppliers necessary to meet actual requirements.

- (3) Contract and solicitation provisions. Specifications shall be drafted to include and utilize a mini-bid system to ensure that the County receives the best value for dollars expended.
- (4) Mini-bid procurement process. The ~~Purchasing Division~~ Department of General Services shall issue bids for discounts off of manufacturers' product lines and suggested retail price list. Award will be made by product line to the bidder offering the highest discount. Departments may request a specific brand and item based on the bid awards made. The ~~Purchasing Division~~ Department of General Services shall review the requested requisition and obtain a minimum of three additional quotations from a minimum of three additional contract vendors for an "equivalent" item from other manufacturers. The ~~Purchasing Division~~ Department of General Services shall review all of the mini-bid quotations and select the vendor/manufacturer that meets the form, function, utility and quality of the requesting agency, and also offers the lowest price.
- (5) Waiver of mini bid procurement process. The ~~Director of Purchasing~~ Commissioner of General Services may waive the requirement of the mini-bid process for those procurements that are additions to and alterations of existing systems furniture groups. The reasons for such waiver shall be documented, in writing, and made part of the procurement record.

E. Design service contracts for office furnishings.

- (1) General. The ~~Director of Purchasing~~ Commissioner of General Services or his/her designee may enter into separate contracts for design services or space planning services as deemed necessary for a particular project.
- (2) Limitations on use. A design services or space planning services contract may be entered into in accordance with the provisions of § 140-3.2 (Competitive sealed proposals), § 140-3.7 (small purchases), and § 140-3.9 (Emergency procurements), as applicable.
- (3) Contract and solicitation provisions. All solicitations and contracts for design services and space planning services shall include the following requirements:
 - (a) All specifications prepared under this contract shall be drafted so as to promote overall economy for the purpose intended and encourage competition in satisfying the County's needs and shall not be unduly restrictive. Design service contractors are prohibited from recommending or specifying any manufacturer's products or brand

names in their plans and specifications if the design services contractor currently holds a bid award for that product line/manufacturer with the County of Putnam.

- (b) When brand names are used in the plans and specifications developed by the Contractor, the contractor shall identify a minimum of three brand names that will satisfy the requirements of the plans and specifications.

Section 18.

Section 140-3.16 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.16 Contract clauses and their administration.

A. Contract clauses. All County of Putnam contracts for supplies, services, materials and equipment, as well as public works projects, shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The ~~Director of Purchasing~~ Commissioner of General Services, after consultation with the County Attorney, may issue clauses appropriate for supply, service, or public works contracts, addressing among others, the following subjects:

- (1) The unilateral right of the County of Putnam to order, in writing, the changes in the work within the scope of the contract;
- (2) The unilateral right of the County of Putnam to order, in writing, temporary stopping of the work or delaying performance that does not alter the scope of the contract;
- (3) Variations occurring between estimated quantities of work in contract and actual quantities;
- (4) Defective pricing;
- (5) Liquidated damages;
- (6) Specified excuses for delay or nonperformance;
- (7) Termination of the contract for default;
- (8) Termination of the contract, in whole or in part, for the convenience of the County of Putnam;
- (9) Suspensions of work on a construction project or by the County of Putnam; and

(10) Site conditions differing from those indicated in the contract, or ordinarily encountered, except that a differing site conditions clause need not be included in a contract:

(a) When the contract is negotiated;

(b) When the contractor provides the site or design; or

(c) When the parties have otherwise agreed with respect to the risk of differing site conditions.

B. Price adjustments.

(1) Adjustments in price resulting from the use of contract clauses required by Subsection A of this section shall be computed in one or more of the following ways:

(a) By agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;

(b) By unit prices specified in the contract or subsequently agreed upon;

(c) By the costs attributable to the events or situations under such clauses with adjustment of profit or fee, all as specified in the contract or subsequently agreed upon;

(d) In such other manner as the contracting parties may mutually agree.

(2) A contractor shall be required to submit cost or pricing data if any adjustment in contract price is subject to the provisions of § 140-3.12 (Cost or pricing data).

C. Standard clauses and their modification. The ~~Director of Purchasing~~ Commissioner of General Services, after consultation with the County of Putnam County Attorney, may establish standard contract clauses for use in County of Putnam contracts. If the ~~Director of Purchasing~~ Commissioner of General Services establishes any standard clauses addressing the subjects set forth in Subsection A of this section, such clauses may be varied, provided that any variations are supported by a written determination that states the circumstances justifying such variations, and provided that notice of any such material variation be stated in the invitation for bids or requests for proposals.

Section 19.

Section 140-3.17 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.17 Approval of accounting system.

Except with respect to firm fixed-price contracts, no contract shall be awarded unless it has been determined in writing by the Commissioner of General Services that:

- A. The proposed contractor's accounting system will permit timely development of all necessary cost data in the form required by the specific contract type contemplated; and
- B. The proposed contractor's accounting system is adequate to allocate costs in accordance with generally accepted cost accounting principles.

Section 20.

Section 140-3.21 of the Putnam County Code is hereby amended to read as follows:

§ 140-3.21 Procurement records.

- 1. Contract file. All determinations and other written records pertaining to the solicitation, award, or performance of a contract shall be maintained by the County of Putnam in a contract file by the ~~Director of Purchasing~~ Commissioner of General Services.
- 2. Retention of procurement records. All procurement records shall be retained and disposed of by the County of Putnam in accordance with record retention guidelines and schedules approved by the State of New York.

<<ARTICLE IV: Specifications>>

Section 21.

Section 140-4.2 of the Putnam County Code is hereby amended to read as follows:

§ 140-4.2 Brand name or equal specification.

- A. Use. Brand name or equal specifications may be used when the ~~Director of Purchasing~~ Commissioner of General Services determines in writing that:
 - (1) No other design or performance specification is available;

- (2) Time does not permit the preparation of another form of purchase description, not including a brand name specification;
 - (3) The nature of the product or the nature of the County of Putnam's requirements makes use of a brand name or equal specification suitable for the procurement; or
 - (4) Use of a brand name or equal specification is in the County of Putnam's best interests.
- B. Designation of several brand names. Brand name or equal specifications shall seek to designate three, or as many different brands as are practicable, as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.
- C. Required characteristics. Unless the ~~Director of Purchasing~~ Commissioner of General Services determines in writing that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equal specifications shall include a description of the particular design, functional, or performance characteristics that are required.
- D. Nonrestrictive use of brand name or equal specifications. Where a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.

Section 22.

Section 140-4.3 of the Putnam County Code is hereby amended to read as follows:

§ 140-4.3 Brand name specification.

1. Use. Since use of a brand name specification is restrictive of product competition, it may be used only when the ~~Director of Purchasing~~ Commissioner of General Services makes a written determination that only the identified brand name item or items will satisfy the County of Putnam's needs. After the ~~Director of Purchasing~~ Commissioner of General Services prepares the written determination, a request shall be forwarded to the County Legislature to pass a standardization resolution. Under no circumstances shall any solicitation offered by the County contain only one brand name, without allowing for "or equal" products, unless a standardization resolution has been passed by the County Legislature.
2. Competition. The ~~Director of Purchasing~~ Commissioner of General Services shall seek to identify sources from which the designated brand name item or items can be obtained and

shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under § 140-3.8 (Sole source procurement).

<<ARTICLE V: Debarment or Suspension>>

Section 23.

Section 140-5.1 of the Putnam County Code is hereby amended to read as follows:

§ 140-5.1 Authority to debar or suspend.

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the ~~Director of Purchasing~~ Commissioner of General Services, after consultation with the County Attorney, is authorized to debar a person for cause from consideration for award of contracts. The debarment shall be for a period of not more than three years. After consultation with the County Attorney, the ~~Director of Purchasing~~ Commissioner of General Services is authorized to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity that might lead to debarment. The suspension shall be for a period not to exceed three years. The causes for debarment include:

- A. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such a contract or subcontract;
- B. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a County of Putnam contractor;
- C. Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;
- D. Violation of contract provisions, as set forth below, of a character which is regarded by the ~~Director of Purchasing~~ Commissioner of General Services to be so serious as to justify debarment action:
 - a. Deliberate failure, without good cause, to perform in accordance with the specifications or within the time limit provided in the contract; or

- b. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;
- E. Any other cause the ~~Director of Purchasing~~ Commissioner of General Services determines to be so serious and compelling as to affect responsibility as a County of Putnam contractor, including debarment by another governmental entity for any cause listed in this policy; and
- F. For violation of the ethical standards set forth in Article VII (Ethics in Public Contracting).

Section 24.

Section 140-5.2 of the Putnam County Code is hereby amended to read as follows:

§ 140-5.2 Decision to debar or suspend.

The ~~Director of Purchasing~~ Commissioner of General Services shall issue a written decision to debar or suspend. The decision shall state the reasons for action taken and inform the debarred or suspended person involved of its rights concerning judicial or administrative review.

<<ARTICLE VI: Appeals and Remedies>>

Section 25.

Section 140-6.1 of the Putnam County Code is hereby amended to read as follows:

§ 140-6.1 Bid protests.

- A. Right to protest. Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the County Executive. Protestors are urged to seek resolution of their complaints initially with the ~~Director of Purchasing~~ Commissioner of General Services. A protest with respect to an invitation for bids or request for proposals shall be submitted, in writing, prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. The protest shall be submitted within three calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.

- B. Stay of procurements during protests. In the event of a timely protest under Subsection A of this Section, the ~~Director of Purchasing~~ Commissioner of General Services shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the County Executive makes a determination on the record that the award of a contract without delay is necessary to protect substantial interests of the County of Putnam.

Section 26.

Section 140-6.2 of the Putnam County Code is hereby amended to read as follows:

§ 140-6.2 Contract claims.

- A. Decision of the ~~Director of Purchasing~~ Commissioner of General Services. All claims by a contractor against the County of Putnam relating to a contract, except bid protests, shall be submitted in writing to the ~~Director of Purchasing~~ Commissioner of General Services for a decision. The contractor may request a conference with the ~~Director of Purchasing~~ Commissioner of General Services on the claim. Claims include, without limitation, disputes arising under a contract, and those based upon breach of a contract, mistake, misrepresentation, or other causes for contract modification or rescission.
- B. Notice to the contractor of the ~~Director of Purchasing's~~ Commissioner of General Services' decision. The decision of the ~~Director of Purchasing~~ Commissioner of General Services shall be promptly issued, in writing, and shall be immediately mailed or otherwise furnished to the contractor. The decision shall state the reasons for the decision reached, and shall inform the contractor of its appeal rights under Subsection C of this section.
- C. Finality of ~~Director of Purchasing's~~ Commissioner of General Services' decision; contractor's right to appeal. The ~~Director of Purchasing's~~ Commissioner of General Services' decision shall be final and conclusive unless, within five calendar days from the date of receipt of the decision, the contractor mails or otherwise delivers a written appeal to the County Executive or commences an action in a court of competent jurisdiction.
- D. Failure to render timely decision. If the ~~Director of Purchasing~~ Commissioner of General Services does not issue a written decision regarding any contract controversy within 20 days after written request for a final decision, or within such longer period as may be agreed upon between parties, then the aggrieved party may proceed as if an adverse decision had been received.

Section 27.

Section 140-6.4 of the Putnam County Code is hereby amended to read as follows:

§ 140-6.4 Authority of ~~Director of Purchasing~~ Commissioner of General Services to settle bid protests and contract claims.

The ~~Director of Purchasing~~ Commissioner of General Services is authorized to settle any protest regarding the solicitation or award of a County of Putnam contract, or any claim arising out of the performance of a County of Putnam contract, prior to an appeal to the County Executive or the commencement of an action in a court of competent jurisdiction.

Section 28.

Section 140-6.5 of the Putnam County Code is hereby amended to read as follows:

§ 140-6.5 Remedies for solicitations or awards in violation of law.

- A. Prior to bid opening or closing date for receipt of proposals. If, prior to the bid opening or closing date for receipt of proposals, the ~~Director of Purchasing~~ Commissioner of General Services, after consultation with the County Attorney, determines that a solicitation is in violation of federal, state, or municipal law, then the solicitation shall be cancelled or revised to comply with applicable law.
- B. Prior to award. If, after bid opening or the closing date for receipt of proposals, the ~~Director of Purchasing~~ Commissioner of General Services, after consultation with the County Attorney, determines that a solicitation or a proposed award of a contract is in violation of federal, state, or municipal law, then the solicitation or proposed award shall be cancelled.
- C. After award. If, after an award, the ~~Director of Purchasing~~ Commissioner of General Services, after consultation with the County Attorney, determines that a solicitation or award of a contract was in violation of applicable law, then:
 - (1) If the person awarded the contract has not acted fraudulently or in bad faith:
 - (a) The contract may be ratified and affirmed, provided it is determined that doing so is in the best interests of the County of Putnam; or
 - (b) The contract may be terminated and the person awarded the contract shall be compensated for the actual costs reasonably incurred under the contract, plus a reasonable profit, prior to the termination; or

- (2) If the person awarded the contract has acted fraudulently or in bad faith, the contract may be declared null and void or voidable, if such action is in the best interests of the County of Putnam.

<<ARTICLE VII: Ethics in Public Contracting>>

Section 29.

Section 140-7.8 of the Putnam County Code is hereby amended to read as follows:

§ 140-7.8 Sanctions.

- A. Employees. Sanctions against employees shall be in accordance with Chapter 55 of the Laws of Putnam County (Code of Ethics).
- B. Nonemployees. The ~~Director of Purchasing~~ Commissioner of General Services may impose any one or more of the following sanctions on a non-employee for violations of ethical standards:
- (1) Written warnings or reprimands;
 - (2) Termination of contracts; or
 - (3) Debarment or suspension as provided in § 140-5.1 (Authority to debar or suspend).

<<ARTICLE VIII: Disposition of Surplus Personal Property>>

Section 30.

Section 140-8.1 of the Putnam County Code is hereby amended to read as follows:

§ 140-8.1 Purpose.

No statute prescribes a procedure for the sale of unneeded County personal property, and, therefore, there is no statutory mandate that such property be sold only after public advertisement for sealed bids or advertisement for public auction. The method chosen for sale is within the sound discretion of the ~~Director of Purchasing~~ Commissioner of General Services, subject to the approval of the County Executive. However, in order to fill a fiduciary duty, the method of sale

adopted should be one which is thought to bring the best price or maximum benefits and may include sale by either auction, private negotiation, or competitive bidding.

<<ARTICLE IX: Additional Requirements for Federal Transit Administration Funded Contracts>>

Section 31.

Section 140-9.4 of the Putnam County Code is hereby amended to read as follows:

§ 140-9.4 Duty to inquire into vendor's election not to submit a bid.

Should any request for bid or request for proposal result in only one submitted bid or proposal, the ~~Purchasing~~ Department of ~~General Services~~ will contact all vendors that received a bid or RFP package and inquire into why they elected not to submit a bid or proposal.

Section 32.

Section 140-9.5 of the Putnam County Code is hereby amended to read as follows:

§ 140-9.5 Procedures to implement provisions.

The ~~Director of Purchasing~~ ~~Commissioner of General Services~~ shall develop and implement procedures for the execution of this article.

<<ARTICLE X: Uniform Guidance for Compliance for Federal Awards>>

Section 33.

Section 140-10.2 of the Putnam County Code is hereby amended to read as follows:

§ 140-10.2 General policy statement.

B.(13) County departments will be required to notify the ~~Purchasing~~ Department of ~~General Services~~ and Department of Law that federal funding will be used for a certain procurement/contract. When requesting a written contract, the County Department will be responsible for running the vendor/contractor's name through the System for Award

Management (SAM) to determine any exclusions. A copy of the SAM search will be included with the contract request. Prior to issuing a purchase order using federal funds, the Purchasing Department of General Services will check the SAM to determine if any exclusions exist for the vendor/contractor. If a vendor/contractor is found to be suspended or debarred, the County will immediately cease to do business with the vendor.

Section 34.

This Local Law shall take effect forty-five (45) days after its passage and is subject to permissive referendum.

#6i

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL/ BUDGETARY AMENDMENT (24A028)/ DPW/ INSURANCE RECOVERY/
GUARDRAIL DAMAGES/ FARMERS MILLS ROAD & CROTON FALLS ROAD**

WHEREAS, the Department of Public Works has been compensated a total of \$15,197.50 for guardrail damages resulting from two (2) separate accidents; and

WHEREAS, compensation has been received in the amount of \$4,573.90 from Progressive Insurance for guardrail damages on Farmers Mills Road, and \$10,623.60 from Utica National Insurance Group for guardrail damages on Croton Falls Road; and

WHEREAS, Risk Manager Mat Bruno requested a budgetary amendment (24A028) to proceed with the repair of said guardrails; and

WHEREAS, the Physical Services Committee and the Audit & Administration Committee have reviewed and approved said budgetary amendment; now therefore be it RESOLVED, that the following budgetary amendment be made:

Increase Revenues:

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

Increase Expenses:

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

**10511000 54647 DPW – Rd/Bridges – Sub-Contractors 8,536.00
15,197.50**

**2024 Fiscal Impact – 0 –
2025 Fiscal Impact – 0 –**

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

cc: all
A+A
Phys

RESO



MICHAEL LEWIS
Commissioner Of Finance

SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

March 21, 2024

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

2024 MAR 26 AM 11:29
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2024 Department of Public Works budget:

Increase Revenues:

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

Increase Expenses:

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

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

\$15,197.50

2024 Fiscal Impact - 0

2025 Fiscal Impact - 0

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

AUTHORIZATION:

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

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

Date Chairperson Audit/Designee: \$0 - \$10,000.00 **24A028**

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

Progressive – Ck# 6007714651 - \$4,573.90

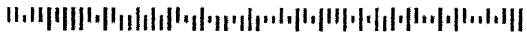
Utica National Insurance Group – Ck# 2223811 - \$10,623.60

Progressive
PO Box 2930
Clinton, IA 52733-2930



511417 19987 1 MB 0.571 CMBPI01X 074 019987

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



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

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

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

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

***Full Description of Coverage:**

PD - Property Damage Liability

JOHN B. CHERICO
First Deputy County Attorney

ANNA M. DIAZ
Senior Deputy County Attorney

CONRAD J. PASQUALE
Senior Deputy County Attorney



CONOR McKIERNAN
Senior Deputy County Attorney

HEATHER M. ABISSI
Senior Deputy County Attorney

MAT C. BRUNO, SR.
Risk Manager

C. COMPTON SPAIN
County Attorney

DEPARTMENT OF LAW

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

A handwritten signature in black ink, appearing to be "Mat C Bruno", is written over a horizontal line.

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

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

UTICA NATIONAL INS

10,623.60

Please credit the Department of Public Works for this payment.

Thank you.

MCB/da

48 GLENEIDA AVENUE, CARMEL, NEW YORK 10512

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

Putnam County DPW

Road Name: Croton Falls Rd

Police Report # BL-01052-24

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

Notes:

#6j

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL/ SEQRA / INTENT TO SERVE AS LEAD AGENCY/ COUNTY OFFICE BUILDING
ADA RAMP AND ENTRY DOOR PROJECT/ TOWN OF CARMEL**

WHEREAS, the Putnam County Legislature is considering the approval of a Putnam County Department of Public Works project to install an ADA ramp and entry door for public visitor, elected official and county employee access to the main entrance of the Putnam County David D. Bruen County Office Building located at 40 Gleneida Avenue, Carmel, New York; and

WHEREAS, the proposed ramp will consist of a switchback design with a minimum of 42 inches unobstructed width at all points, a maximum 1:12 grade on sloped areas, a 60-inch unobstructed radius on both platforms and a safety railing where required. The entry door will be a 3/0 x 6/8 steel frame full glass outswing design complete with a handicap access sill and automatic opener/closer activated by push buttons located on both the interior and exterior walls of the building. The ramp and entry door will be constructed using applicable ADA & NYS Building Code compliant practices; and

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

WHEREAS, other potential involved or interested agencies have been identified in regards to the proposed action; and

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

WHEREAS, the Putnam County Legislature, after a review of SEQRA 6 NYCRR Part 617 et seq., finds that the proposed action is Type I action "occurring wholly or partially within, or substantially contiguous to, any historic building, structure, facility, site or district or prehistoric site that is listed on the National Register of Historic Places (Volume 36 of the Code of Federal Regulations, parts 60 and 63, which is incorporated by reference pursuant to Section 617.17 of this Part), or that is listed on the State Register of Historic Places or that has been determined by the Commissioner of the Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places pursuant to sections 14.07 or 14.09 of the Parks, Recreation and Historic Preservation Law"; now therefore be it

RESOLVED, the Putnam County Legislature hereby declares its intent to act as the Lead Agency under the procedures and requirements of SEQRA and will conduct a coordinated SEQRA environmental review for the proposed action; and be it further

RESOLVED, that this Resolution shall take effect immediately.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

cc: all
Phys. Reso

Diane Schonfeld

From: Barbara Barosa
Sent: Friday, April 5, 2024 10:05 AM
To: Diane Schonfeld
Cc: Joseph Bellucci; Thomas Feighery; Matthew Covucci; Diane Trabulsy
Subject: Resolution & Supporting EAF for the COB ADA Ramp & Entry Door Project
Attachments: EAF ADA Ramp v3.pdf; COB ADA Ramp SEQR Lead Agency Reso.docx; COB RAMP-ENTRY DOOR PKG.pdf

Good Morning,

Attached please find a proposed Resolution and supporting documentation for the SEQR Request to Serve as Lead Agency the COB ADA Ramp & Entry Door Project. It is respectfully requested that this be placed on the next Physical Services Meeting agenda for the Legislature's review/consideration.

Thank you,
Barbara



Barbara Barosa, AICP

Commissioner • Department of Planning, Development & Public Transportation •

PHONE | 845.878-3480 • WEBSITE | PUTNAMCOUNTYNY.COM

PUTNAM COUNTY NEW YORK GOVERNMENT

"Empowering Putnam County through dedicated service."

APPROVAL/ SEQRA / INTENT TO SERVE AS LEAD AGENCY/ COUNTY OFFICE BUILDING ADA RAMP AND ENTRY DOOR PROJECT/ TOWN OF CARMEL

WHEREAS, the Putnam County Legislature is considering the approval of a Putnam County Department of Public Works project to install an ADA ramp and entry door for public visitor, elected official and county employee access to the main entrance of the Putnam County David D. Bruen County Office Building located at 40 Gleneida Avenue, Carmel, New York; and

WHEREAS, the proposed ramp will consist of a switchback design with a minimum of 42 inches unobstructed width at all points, a maximum 1:12 grade on sloped areas, a 60-inch unobstructed radius on both platforms and a safety railing where required. The entry door will be a 3/0 x 6/8 steel frame full glass outswing design complete with a handicap access sill and automatic opener/closer activated by push buttons located on both the interior and exterior walls of the building. The ramp and entry door will be constructed using applicable ADA & NYS Building Code compliant practices; and

WHEREAS, the proposed action is subject to review under the State Environmental Quality Review Act and the Regulations promulgated thereunder (“SEQRA 6 NYCRR Part 617”); and

WHEREAS, other potential involved or interested agencies have been identified in regards to the proposed action; and

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

WHEREAS, the Putnam County Legislature, after a review of SEQRA 6 NYCRR Part 617 *et seq.*, finds that the proposed action is Type I action “occurring wholly or partially within, or substantially contiguous to, any historic building, structure, facility, site or district or prehistoric site that is listed on the National Register of Historic Places (Volume 36 of the *Code of Federal Regulations*, parts 60 and 63, which is incorporated by reference pursuant to Section 617.17 of this Part), or that is listed on the State Register of Historic Places or that has been determined by the Commissioner of the Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places pursuant to sections 14.07 or 14.09 of the Parks, Recreation and Historic Preservation Law”; now therefore be it

RESOLVED, the Putnam County Legislature hereby declares its intent to act as the Lead Agency under the procedures and requirements of SEQRA and will conduct a coordinated SEQRA environmental review for the proposed action; and be it further

RESOLVED, that this Resolution shall take effect immediately.

Full Environmental Assessment Form
Part 1 - Project and Setting

Instructions for Completing Part 1

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

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

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

A. Project and Applicant/Sponsor Information.

Name of Action or Project: County Office Building ADA Ramp & Entry Door		
Project Location (describe, and attach a general location map): David Bruen County Office Building (COB) located at 40 Gleneida Ave., Carmel, NY 10512		
Brief Description of Proposed Action (include purpose or need): Construction/installation of a new handicapped ramp, required railings, and exterior door at the main entrance of the David Bruen County Office Building (COB). The new ramp is to be installed on the existing sidewalk and door installation will require the removal of an existing window, and modification, opening, and installation of a new exterior door frame.		
Name of Applicant/Sponsor: Putnam County Legislature	Telephone: (845) 808-1001	E-Mail: putcoleg@putnamcountyny.gov
Address: 40 Gleneida Avenue		
City/PO: Carmel	State: NY	Zip Code: 10512
Project Contact (if not same as sponsor; give name and title/role): Barbara Barosa, Commissioner of Planning	Telephone: (845) 878-3480	E-Mail: barbara.barosa@putnamcountyny.gov
Address: 841 Fair Street		
City/PO: Carmel	State: NY	Zip Code: 10512
Property Owner (if not same as sponsor):	Telephone:	E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)		
Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Counsel, Town Board, <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No or Village Board of Trustees		
b. City, Town or Village <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Planning Board or Commission		
c. City, Town or <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Village Zoning Board of Appeals		
d. Other local agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
g. State agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DASNY CREST Grant, SHPO Approval	TBD
h. Federal agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
iii. Is the project site within a Coastal Erosion Hazard Area?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

C. Planning and Zoning

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

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, identify the plan(s):	

C.3. Zoning

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

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

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

C.4. Existing community services.

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

b. What police or other public protection forces serve the project site?
Putnam County Sheriff's Department, Carmel Police Department

c. Which fire protection and emergency medical services serve the project site?
Carmel Fire District, Putnam County 911 Emergency Operations, Carmel Volunteer Ambulance Corps

d. What parks serve the project site?
Fred Dill Wildlife Sanctuary

D. Project Details

D.1. Proposed and Potential Development

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

b. a. Total acreage of the site of the proposed action? 2.74 acres
b. Total acreage to be physically disturbed? .01 acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? 169.62 acres

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

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

e. Will the proposed action be constructed in multiple phases? Yes No
i. If No, anticipated period of construction: 1 months
ii. If Yes:
• Total number of phases anticipated _____
• Anticipated commencement date of phase 1 (including demolition) _____ month _____ year
• Anticipated completion date of final phase _____ month _____ year
• Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____
Anticipated construction date: 06/2024

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

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

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

i. Total number of structures _____

ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length

iii. Approximate extent of building space to be heated or cooled: _____ square feet

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

i. Purpose of the impoundment: _____

ii. If a water impoundment, the principal source of the water: Ground water Surface water streams Other specify: _____

iii. If other than water, identify the type of impounded/contained liquids and their source. _____

iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres

v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length

vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____

D.2. Project Operations

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

i. What is the purpose of the excavation or dredging? _____

ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?

- Volume (specify tons or cubic yards): _____
- Over what duration of time? _____

iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____

iv. Will there be onsite dewatering or processing of excavated materials? Yes No
 If yes, describe. _____

v. What is the total area to be dredged or excavated? _____ acres

vi. What is the maximum area to be worked at any one time? _____ acres

vii. What would be the maximum depth of excavation or dredging? _____ feet

viii. Will the excavation require blasting? Yes No

ix. Summarize site reclamation goals and plan: _____

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

i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

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

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

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

v. Describe any proposed reclamation/mitigation following disturbance: _____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

 If Yes:

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

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

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

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

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

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

- How much impervious surface will the project create in relation to total size of project parcel?
 _____ Square feet or _____ acres (impervious surface)
 _____ Square feet or _____ acres (parcel size)
- Describe types of new point sources. _____
- Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?

 - If to surface waters, identify receiving water bodies or wetlands: _____
 - Will stormwater runoff flow to adjacent properties? Yes No

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

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

- Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)

- Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)

- Stationary sources during operations (e.g., process emissions, large boilers, electric generation)

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

- Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) Yes No
- In addition to emissions as calculated in the application, the project will generate:
 - _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
 - _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
 - _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
 - _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
 - _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs)
 - _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? Yes No
 If Yes:
 i. Estimate methane generation in tons/year (metric): _____
 ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? Yes No
 If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? Yes No
 If Yes:
 i. When is the peak traffic expected (Check all that apply): Morning Evening Weekend
 Randomly between hours of _____ to _____.
 ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____
 iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____
 iv. Does the proposed action include any shared use parking? Yes No
 v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe:
Proposed project will provide an ADA accessible ramp and door into publicly accessible County Office Building.
 vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? Yes No
 vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? Yes No
 viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? Yes No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? Yes No
 If Yes:
 i. Estimate annual electricity demand during operation of the proposed action: _____
 ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____
 iii. Will the proposed action require a new, or an upgrade, to an existing substation? Yes No

l. Hours of operation. Answer all items which apply.
 i. During Construction:
 • Monday - Friday: _____
 • Saturday: _____
 • Sunday: _____
 • Holidays: _____
 ii. During Operations:
 • Monday - Friday: _____
 • Saturday: _____
 • Sunday: _____
 • Holidays: _____

<p>m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes:</p> <p>i. Provide details including sources, time of day and duration:</p> <p>_____</p>
<p>ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Describe: _____</p>
<p>n. Will the proposed action have outdoor lighting? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes:</p> <p>i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:</p> <p> <u>Wall mounted outdoor LED fixtures and pole mounted LED parking lot fixtures.</u></p>
<p>ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Describe: _____</p>
<p>o. Does the proposed action have the potential to produce odors for more than one hour per day? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____</p> <p>_____</p>
<p>p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Product(s) to be stored _____</p> <p>ii. Volume(s) _____ per unit time _____ (e.g., month, year)</p> <p>iii. Generally, describe the proposed storage facilities: _____</p>
<p>q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe proposed treatment(s):</p> <p>_____</p> <p>_____</p>
<p>ii. Will the proposed action use Integrated Pest Management Practices? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe any solid waste(s) to be generated during construction or operation of the facility:</p> <ul style="list-style-type: none"> • Construction: _____ tons per _____ (unit of time) • Operation : _____ tons per _____ (unit of time) <p>ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:</p> <ul style="list-style-type: none"> • Construction: _____ • Operation: _____ <p>iii. Proposed disposal methods/facilities for solid waste generated on-site:</p> <ul style="list-style-type: none"> • Construction: _____ • Operation: _____

s. Does the proposed action include construction or modification of a solid waste management facility? Yes No
 If Yes:
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____
 ii. Anticipated rate of disposal/processing:
 • _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
 • _____ Tons/hour, if combustion or thermal treatment
 iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? Yes No
 If Yes:
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

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

 iii. Specify amount to be handled or generated _____ tons/month
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? Yes No
 If Yes: provide name and location of facility: _____

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

E. Site and Setting of Proposed Action

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

a. Existing land uses.
 i. Check all uses that occur on, adjoining and near the project site.
 Urban Industrial Commercial Residential (suburban) Rural (non-farm)
 Forest Agriculture Aquatic Other (specify): County Government Offices
 ii. If mix of uses, generally describe:

b. Land uses and covertypes on the project site.

Land use or Covertype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces	2.74	2.74	0
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

c. Is the project site presently used by members of the community for public recreation? Yes No
i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? Yes No
If Yes,
i. Identify Facilities:
Carmel High School, Legal Aid Society, Putnam Supreme and County Court, Putnam County Sheriff's Department and Correctional facility, Drew United Methodist Church, St. James the Apostle Catholic Church & School, Reed Memorial Library, Mt Carmel Baptist Church

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

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

iii. Describe any development constraints due to the prior solid waste activities: _____

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

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

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

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

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ Approximately 6 feet

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

c. Predominant soil type(s) present on project site: _____ 86.3 %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: _____ 350 feet

e. Drainage status of project site soils: Well Drained: _____ 100 % of site
 Moderately Well Drained: _____ % of site
 Poorly Drained _____ % of site

f. Approximate proportion of proposed action site with slopes: 0-10%: _____ 100 % of site
 10-15%: _____ % of site
 15% or greater: _____ % of site

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

h. Surface water features.

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

ii. Do any wetlands or other waterbodies adjoin the project site? Yes No
 If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

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

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

- Streams: Name _____ Classification _____
- Lakes or Ponds: Name Lake Gleneida Classification Croton Watershed (Ctrld. Lake)
- Wetlands: Name _____ Approximate Size _____
- Wetland No. (if regulated by DEC) _____

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

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

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

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

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

<p>m. Identify the predominant wildlife species that occupy or use the project site: _____</p>		
<p>Birds _____</p>	<p>Squirrels _____</p>	<p>Raccoons _____</p>
<p>n. Does the project site contain a designated significant natural community? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p>		
<p>i. Describe the habitat/community (composition, function, and basis for designation): _____</p>		
<p>ii. Source(s) of description or evaluation: _____</p>		
<p>iii. Extent of community/habitat:</p> <ul style="list-style-type: none"> • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres 		
<p>o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p>		
<p>i. Species and listing (endangered or threatened): _____</p> <p>Northern Long-eared Bat</p>		
<p>p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p>		
<p>i. Species and listing: _____</p>		
<p>q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, give a brief description of how the proposed action may affect that use: _____</p> <p>Lake Gleneida is used for NYCDEP permitted fishing access.</p>		
<p>E.3. Designated Public Resources On or Near Project Site</p>		
<p>a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, provide county plus district name/number: _____</p>		
<p>b. Are agricultural lands consisting of highly productive soils present? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>i. If Yes: acreage(s) on project site? _____</p> <p>ii. Source(s) of soil rating(s): _____</p>		
<p>c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature</p> <p>ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____</p>		
<p>d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p> <p>i. CEA name: _____</p> <p>ii. Basis for designation: _____</p> <p>iii. Designating agency and date: _____</p>		

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input checked="" type="checkbox"/> Historic Building or District	
<i>ii.</i> Name: Putnam County Courthouse	
<i>iii.</i> Brief description of attributes on which listing is based: Nationally and State Registered Historic Courthouse	
f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
g. Have additional archaeological or historic site(s) or resources been identified on the project site?	
If Yes:	
<i>i.</i> Describe possible resource(s): _____	
<i>ii.</i> Basis for identification: _____	
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Identify resource: Fred Dill Wildlife Sanctuary, Putnam County Veterans Memorial Park	
<i>ii.</i> Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): County Parks	
<i>iii.</i> Distance between project and resource: _____ Less than 1 miles.	
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes:	
<i>i.</i> Identify the name of the river and its designation: _____	
<i>ii.</i> Is the activity consistent with development restrictions contained in 6NYCRR Part 666?	
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

F. Additional Information

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

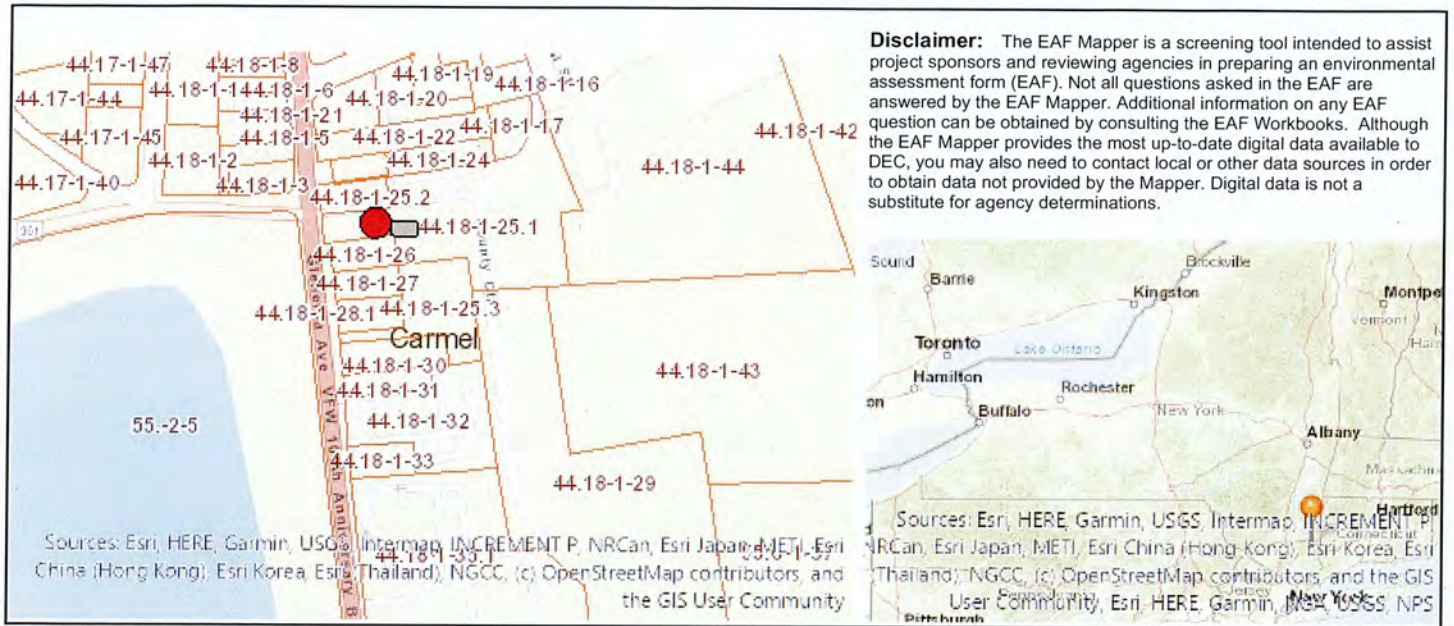
If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

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

Applicant/Sponsor Name _____ Date _____

Signature _____ Title _____



B.i.i [Coastal or Waterfront Area]	No
B.i.ii [Local Waterfront Revitalization Area]	No
C.2.b. [Special Planning District]	Yes - Digital mapping data are not available for all Special Planning Districts. Refer to EAF Workbook.
C.2.b. [Special Planning District - Name]	NYC Watershed Boundary
E.1.h [DEC Spills or Remediation Site - Potential Contamination History]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Listed]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Environmental Site Remediation Database]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.iii [Within 2,000' of DEC Remediation Site]	No
E.2.g [Unique Geologic Features]	No
E.2.h.i [Surface Water Features]	No
E.2.h.ii [Surface Water Features]	Yes
E.2.h.iii [Surface Water Features]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
E.2.h.v [Impaired Water Bodies]	No
E.2.i. [Floodway]	No
E.2.j. [100 Year Floodplain]	No
E.2.k. [500 Year Floodplain]	No
E.2.l. [Aquifers]	No
E.2.n. [Natural Communities]	No
E.2.o. [Endangered or Threatened Species]	Yes

E.2.o. [Endangered or Threatened Species - Northern Long-eared Bat Name]	
E.2.p. [Rare Plants or Animals]	No
E.3.a. [Agricultural District]	No
E.3.c. [National Natural Landmark]	No
E.3.d [Critical Environmental Area]	No
E.3.e. [National or State Register of Historic Places or State Eligible Sites]	Yes - Digital mapping data for archaeological site boundaries are not available. Refer to EAF Workbook.
E.3.e.ii [National or State Register of Historic Places or State Eligible Sites - Name]	Putnam County Courthouse
E.3.f. [Archeological Sites]	No
E.3.i. [Designated River Corridor]	No

EMPIRECORE

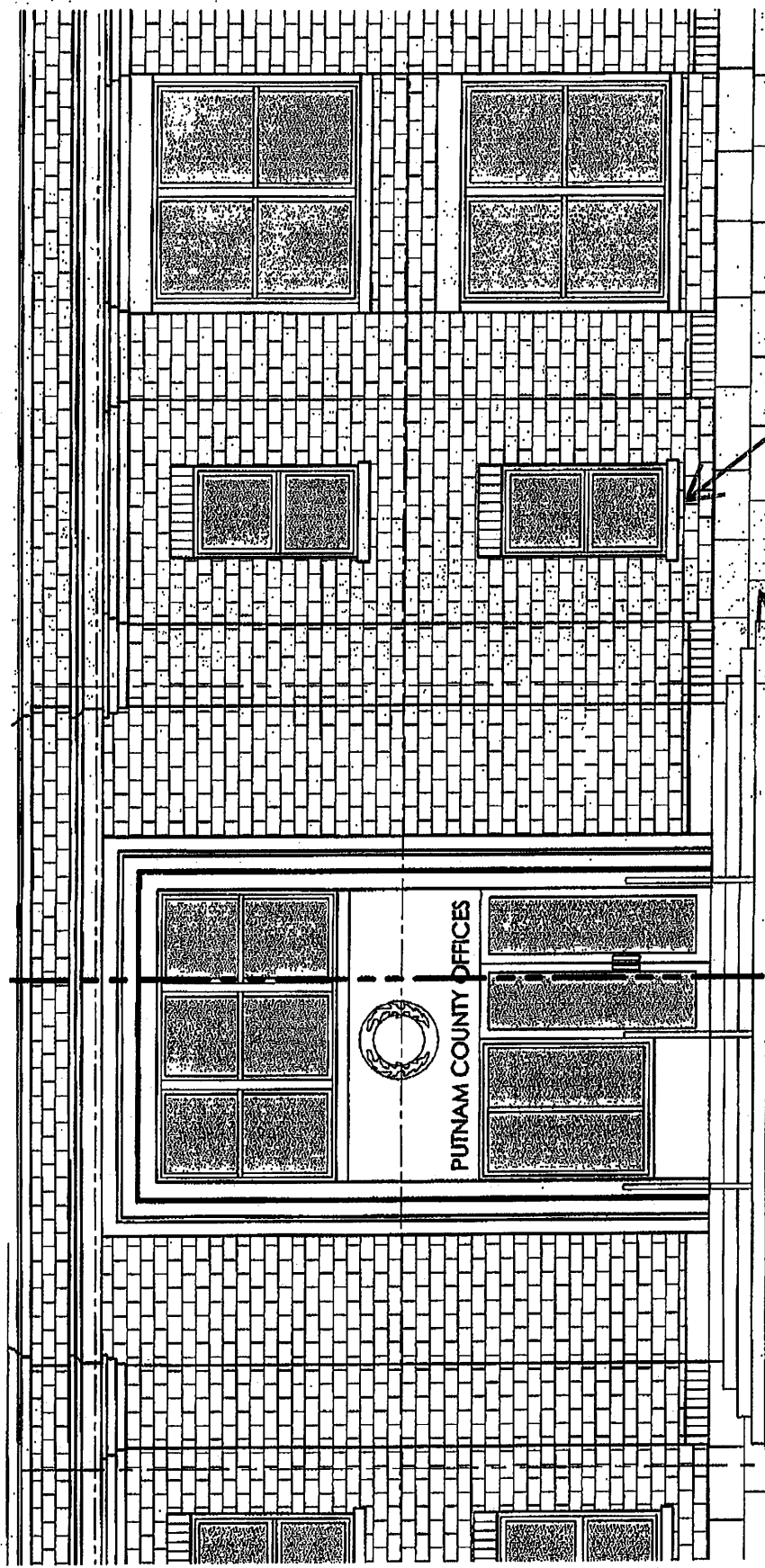
199 Main Street 10th Floor
 White Plains, NY 10601
www.empirecore.com
 O: 212.494.0003

Friday, October 27, 2023

COUNTY OFFICE BUILDING RAMP & DOOR

SCOPE	RATE	QTY		
GENERAL REQUIREMENT			\$	2,913.75
1. Site Protection	\$83.25	15	\$	1,248.75
2. Demolition and Carting	\$83.25	20	\$	1,665.00
RAMP			\$	16,885.00
1. Formwork	\$250.00	1	\$	250.00
2. Rebar & Wire Mesh	\$575.00	1	\$	575.00
3. Concrete	\$275.00	12	\$	3,300.00
4. Labor	\$127.60	100	\$	12,760.00
RAILING			\$	11,191.60
1. 54' Standing Double Rail	\$75.00	108	\$	8,100.00
2. 14" Wall Rail	\$75.00	14	\$	1,050.00
3. Labor	\$127.60	16	\$	2,041.60
GLASS ENTRY WAY			\$	16,956.60
1. Furnish & Installation of Storefront Entrance	\$15,350.00	1	\$	13,350.00
2. Furnish & Installation of Door Hardware	\$1,565.00	1	\$	1,565.00
3. Labor	\$127.60	16	\$	2,041.60
GENERAL WORK			\$	4,432.50
1. Cleaning and Protection Removal	\$83.25	10	\$	832.50
1. Management & Supervision (hrs.)	\$60.00	60	\$	3,600.00
			SUBTOTAL	\$52,379.45
				\$52,379.45

EXISTING



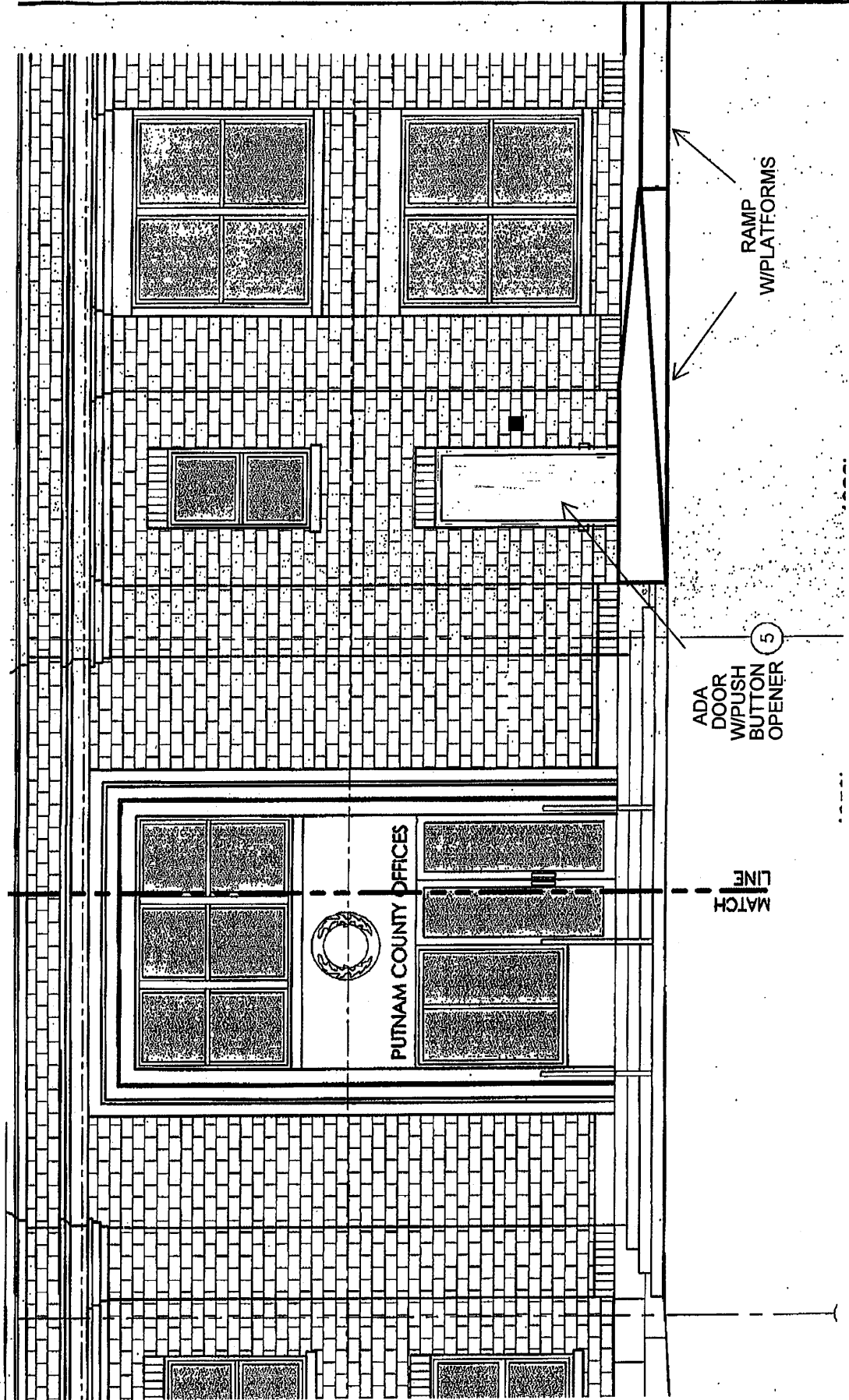
INSTALL ADA COMPLIANT
SWITCH BACK RAMP & RAIL
(SEE "ADA RAMP DRAWING")

REMOVE EXISTING WINDOW CUT LOWER BRICK
& INSTALL ADA COMPLIANT FULL GLASS DOOR
IN NEW OPENING AT TOP OF NEW RAMP

MATCH
LINE

5

PROPOSED



RAMP
W/PLATFORMS

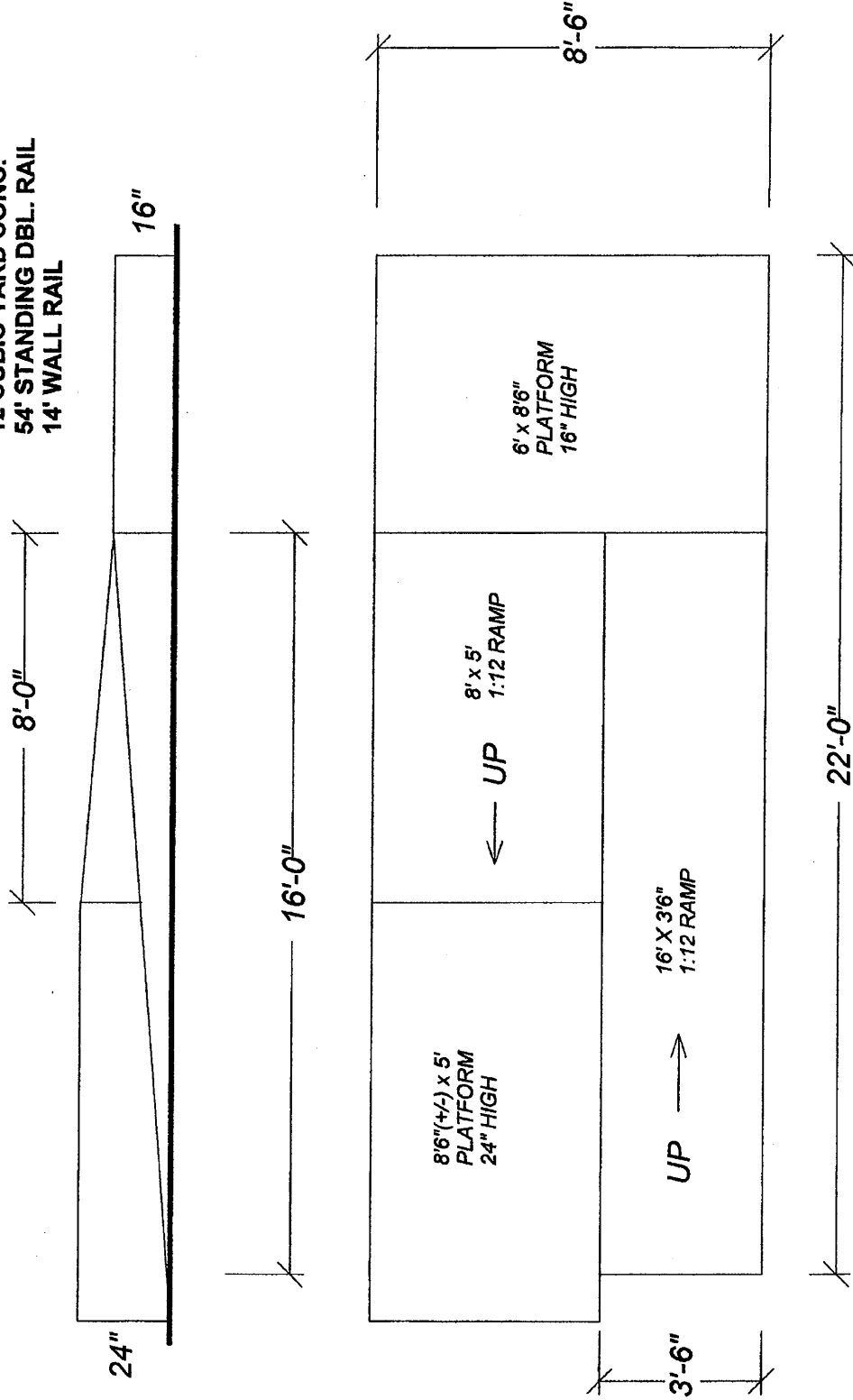
ADA
DOOR
W/PUSH
BUTTON
OPENER

MATCH
LINE

5

COB RAMP

12 CUBIC YARD CONC.
54' STANDING DBL. RAIL
14' WALL RAIL



#6K

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL/ DEPARTMENT OF PUBLIC WORKS/ USE OF CAPITAL FACILITY RESERVE/
AMEND (22CP01) (Flooring Repair & Replacement at Various County Facilities)**

WHEREAS, by Resolution #109 of 2022, the Putnam County Legislature approved the use of the Capital Facility Reserve fund for Project #22CP01 – Flooring Repair & Replacement at Various County Facilities of \$100,000, to fund specific and programmatic replacement of aging, worn, and damaged flooring in County facilities; and

WHEREAS, by Resolution #261 of 2022, the Putnam County Legislature approved an amendment to Project #22CP01, adding an additional \$75,000 to continue the program; and

WHEREAS, by Resolution #100 of 2023, the Putnam County Legislature approved an amendment to Project #22CP01, adding an additional \$80,000 to continue the program; and

WHEREAS, by Resolution #248 of 2023, the Putnam County Legislature approved an amendment to Project #22CP01, adding an additional \$100,000 to continue the program; and

WHEREAS, the Commissioner of DPW has proposed an additional amount of \$100,000 for the continuation of this flooring program on an as needed basis throughout our County facilities to keep them safe and in a state of good repair; and

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

RESOLVED, that the Putnam County Legislature approved and authorized the expenditure of \$100,000 from the County Facility Reserve fund budget line 55197000 53000 51509 as follows:

22CP01 – Flooring Repair & Replacement at Various County Facilities

- \$120,000 – Approved by Resolution #109 of 2022**
- 75,000 - Approved by Resolution #261 of 2022**
- 80,000 - Approved by Resolution #100 of 2023**
- 100,000 – Approved by Resolution #248 of 2023**
- 100,000 – Request for additional funding**
- \$475,000 – Total Project cost not to be exceeded**

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

cc: All
Other Business
Phy 5-4-16-24

Joseph Bellucci
Deputy Commissioner



Thomas Feighery
Commissioner

DEPARTMENT OF PUBLIC WORKS

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

MEMORANDUM

TO: Diane Schonfeld, Clerk, County Legislature

FROM: Joe Bellucci, Deputy Commissioner *JB*

CC: Thomas Feighery, Commissioner
Alexis M. Hawley, Asst. Supv. of Planning & Design
Michael Lewis, Commissioner of Finance

DATE: April 16, 2024

RE: Physical Services Committee- Amend 22CP01- Flooring Repair & Replacement at Various County Facilities

Please approve the necessary resolution to amend and authorize adding \$100,000 to 22CP01.

22CP01 was authorized by the Full Legislature in June 2022 to fund specific and programmatic replacements of aging, worn and damaged flooring in County facilities and additional funding was authorized by the Full Legislature in December 2022, May 2023 and November 2023 to continue the program.

We are respectfully requesting your authorization of the funds necessary to complete floor repair/replacements throughout the County to keep them safe and in a state of good repair.

Thank you for the consideration.

2024 APR 16 AM 3:00
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

#62

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL/ BUDGETARY AMENDMENT (24A030)/ SHERIFF'S DEPARTMENT /
EMERGENCY SERVICES/ FY2023 STATE HOMELAND SECURITY PROGRAM (SHSP)
GRANT/ RE-ALLOCATE FUNDING FROM RESOLUTION #223 OF 2023**

WHEREAS, the Putnam County Legislature approved Resolution #223 of 2023 to account for the FY2023 State Homeland Security Program (SHSP) Grant award in the amount of \$234,731; and

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

WHEREAS, Resolution #223 of 2023 accounted for and complied with said guidelines; and

WHEREAS, the Putnam County Sheriff has requested a budgetary amendment (24A030) to reallocate \$42,156 of the \$82,156 SHSP Grant award for the purchase of equipment; and

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

RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Increase Appropriations:

17311000 52195 10210	PCSO Rd Patrol – Rescue Equipment	7,500
17311000 52695 10210	PCSO Rd Patrol - Rescue Equipment	10,000
17311000 52680 10210	PCSO Rd Patrol – Other Equipment	18,925
17311000 52180 10210	PCSO Rd Patrol – Other Equipment	<u>5,731</u>
		42,156

Decrease Appropriations:

10364501 54646 10210	PCSO DHSES – Contracts	42,156
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Increase Estimated Revenues:

17311000 440891 10210	PCSO – SHSP 2023	42,156
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Decrease Estimated Revenues:

10364501 440891 10210	PCSO DHSES – SHSP 2023	42,156
-----------------------	------------------------	--------

2024 Fiscal Impact – 0 –

2025 Fiscal Impact – 0 –

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

cc: all
Prot
A+A

Reso

DEPARTMENT OF FINANCE

MEMORANDUM

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

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

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

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

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

**PUTNAM COUNTY SHERIFF'S OFFICE
INTER-OFFICE MEMORANDUM**

April 11, 2024

TO: Sheriff Kevin J. McConville

FROM: First Sergeant Timothy Keith

SUBJECT: BUDGET TRANSFER REQUEST

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

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

to line 01 1731100 52195 10210 (Rescue Equipment)

Purchase various breaching equipment under \$5000

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

to line 01 1731100 52695 10210 (Rescue Equipment)

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

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

to line 01 1731100 52680 10210 (Other Equipment)

Purchase (2) Point Blank Vanguard Rifle Shields

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

to line 01 1731100 52180 10210 (Other Equipment)


Purchase helmets and ballistic vests for SRT

P-1

PUTNAM COUNTY SHERIFF'S OFFICE
INTER-OFFICE MEMORANDUM

April 1, 2024

TO: Sheriff Kevin J. McConville

FROM: First Sergeant Timothy Keith 

SUBJECT: BUDGET TRANSFER REQUEST

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

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

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

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

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

4/1/24 Approved 

Michael Lewis

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

Mike,

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

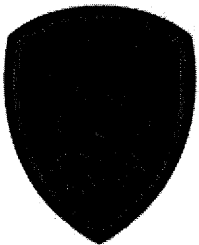
Bob

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

Good afternoon Bob,

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

-Tim



First Sergeant Timothy Keith
Putnam County Sheriff's Office
3 County Center
Carmel, New York 10512
(845) 225-4300 ext. 42239
(845) 222-9672 (cell)
Timothy.Keith@putnamcountyny.gov



PUTNAM COUNTY LEGISLATURE

Resolution #223

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

page 1

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

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

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

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

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

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

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

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

RESOLVED, that the following budgetary amendment be made:

Increase Appropriations:

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

Increase Estimated Revenues:

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

2023 Fiscal Impact – 0 –

2024 Fiscal Impact – 0 –

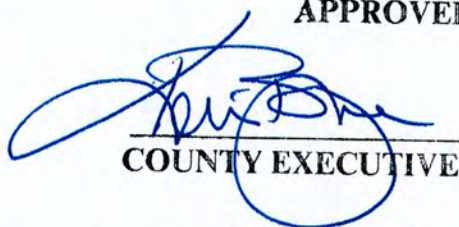
BY POLL VOTE: ALL AYES. LEGISLATOR CROWLEY WAS ABSENT. MOTION CARRIES.

APPROVED

State of New York

ss:

County of Putnam


 COUNTY EXECUTIVE

4/20/23
 DATE

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

Dated: November 13, 2023

Signed: Diane Schonfeld

Diane Schonfeld
Clerk of the Legislature of Putnam County

#6M

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ GRANT APPLICATION/ BUREAU OF EMERGENCY SERVICES/ HAZARD MITIGATION GRANT PROGRAM (HMGP)

WHEREAS, the Bureau of Emergency Services Commissioner had requested permission to apply for the Hazard Mitigation Grant Program (HMGP) under the New York State (NYS) Division of Homeland Security and Emergency Services (DHSES); and

WHEREAS, funding will be used for the update of the Hazard Mitigation Plan; and

WHEREAS, the amount of the grant is \$150,000; with a Federal share of \$112,500 and 25% matching County funds of \$37,500; and

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

RESOLVED, that the Bureau of Emergency Services is authorized to apply for grant funding in the amount of \$150,000 through the New York State (NYS) Division of Homeland Security and Emergency Services (DHSES) the Hazard Mitigation Grant for the Hazard Mitigation Grant Program (HMGP).

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____



PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES



cc All
Prot Reso

Kevin M. Byrne
County Executive

Robert A. Lipton
Commissioner of Emergency Services

J. Ralph Falloon
Deputy Commissioner of Emergency Services

Christopher E. Shields
Director of Emergency Management

Robert Cuomo
Director of Emergency Medical Services

MEMORANDUM

To: Ginny Nacerino, Chairwoman, Protective Services
From: Robert A. Lipton, Commissioner
Re: April Protective Services Meeting
Date: April 10, 2024

I would like to add the Hazard Mitigation Grant Program (HMGP) to the Protective Services agenda for April. The application deadline for this grant is April 30, 2024.

This grant is being used for the update of the Hazard Mitigation Plan. The amount of the Grant is \$150,000. The Federal share is \$112,500 and the Non-Federal share is \$37,500, which is the 25% match for the Grant.

The information package is attached.

Thank you.

2024 APR 11 AM 12:40
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Appendix A: Detailed Scope of Work

This is a sample scope of work! The subapplicant is responsible for modifying it to represent their needs and what is unique about their geographic area.

Approach

This Hazard Mitigation Plan (HMP) update will utilize planning framework and tools developed by New York State (NYS) Division of Homeland Security and Emergency Services (DHSES) to streamline, and better integrate, local hazard mitigation planning in New York State.

MitigateNY planning framework is intended to be utilized by both local planners and officials to complete well-organized HMPs, while promoting collaboration, use of best available data and the efficient use of resources. These planning tools will be used to guide and track planning processes, simplify efforts to meet and exceed state and federal regulations and assist in state and federal plan review during this HMP update. This approach will further optimize the multi-jurisdictional planning process by encouraging methodical, iterative planning tasks and outcomes, as outlined below. The outcome of this Scope of Work (SOW) will be an approvable multi-jurisdictional Hazard Mitigation Plan (HMP) that complies with the regulatory requirements under 44 CFR Part 201 and current NYS Mitigation Planning Standards.

{Describe the extent to which the plan maintenance process was followed to “right size” this planning grant scope.}

{Insert description of planning area not identified in subapplication including specific names of participating governments, private nonprofits, and/or other partners. Be sure to include any non-contiguous land holdings or assets and demographics such as dams not physically located in the owner’s jurisdiction.}

Tasks

To accomplish the objectives of this program, the work to be performed is framed within eight major task areas. The following describes the nature of the activities and deliverables planned under each task.

Task 1: Organize the Planning Effort

{Enter Time and Cost}

Task	Task/Deliverable
1	Organize the Planning Effort
1.1	Confirm jurisdictional participation in hazard mitigation planning process
1.2	Establish and mobilize planning teams, including the Core Planning Group (Plan Managers), Steering Committee, Jurisdictional Teams, and Stakeholders Stakeholders that must be offered an opportunity to participate are as follows: -Local and regional agencies involved in hazard mitigation activities -Agencies that have the authority to regulate development -Neighboring communities -Representatives of businesses, academia, and other private organizations -Representatives of nonprofit organizations, including community-based organizations, that work directly with and/or provide support to underserved communities and socially vulnerable populations
1.3	Review feedback from FEMA and DHSES for previous approved HMP (Review Tool)
1.4	Distribute federal and state hazard mitigation planning guidelines and resources to appropriate Planning Team partners
1.5	Develop a planning process strategy to include a meeting schedule, meeting objectives, meeting

Appendix A: Detailed Scope of Work

	deliverables and desired participants/roles/responsibilities
1.6	<p>Establish methods and schedule for soliciting and documenting input from public, stakeholders and neighboring jurisdictions at various stages of the planning process</p> <p>Stakeholders that must be offered an opportunity to participate are as follows:</p> <ul style="list-style-type: none"> -Local and regional agencies involved in hazard mitigation activities -Agencies that have the authority to regulate development -Neighboring communities -Representatives of businesses, academia, and other private organizations -Representatives of nonprofit organizations, including community-based organizations, that work directly with and/or provide support to underserved communities and socially vulnerable populations
1.7	<p>Identify technical data needs, request, and collect data from local, state and federal planning partners (Recommended that NFIP data is requested as early as possible from FEMA)</p>
1.7.1	<p>Review feedback from FEMA and DHSES for current/previous/lapsed approved HMP (Must Attach Previous Review Tool)</p>
1.8	<p>Request, collect and inventory existing resources (plans, studies, ordinances, policies, programs, local media accounts, etc.) from local, state, and federal planning partners</p>
1.9	<p>Update status of actions included in previous HMP</p>

The first task will establish the overall framework for the entire planning process. This will involve two main tracks of work: designing a comprehensive process for public outreach and stakeholder engagement and inventorying and reviewing planning and technical resources.

An essential purpose of the mitigation planning process is to facilitate activities from concept to implementation that create safer, more disaster-resilient communities. The **XX** HMP Update will include opportunities for convenings, collaboration and input throughout the planning process to ensure that all stakeholders are provided ample and meaningful opportunity to engage with and affect the development of this plan update and the subsequent implementation of mitigation actions and risk-reduction measures.

Planning teams will be established at the onset of the HMP update, each with unique opportunities to influence and contribute to the planning process. One of the main tasks associated with the planning efforts of these teams will be addressing gaps identified in the previous Federal Emergency Management Agency (FEMA) approved plan's FEMA Review Tool. ***{Insert specific description of past mitigation efforts and how they correlate to priorities for this current plan update}***

The planning teams to be identified are:

The Core Planning Group (Plan Managers)

The Core Planning Group meets to coordinate and manage planning tasks. The Core Planning Group includes lead coordinators from the County, the Consultant Firm and the NYS DHSES. These meetings may also include representatives from FEMA, and/or other planning teams described below. The anticipated number of meetings for this group is **{insert estimation here}**.

The Steering Committee (Jurisdictional Representatives, Local Experts and Advisors)

The Steering Committee meets monthly to discuss plan development, outreach progress, and to provide direction to the county-wide planning effort. This committee includes the Core Planning Group,

Appendix A: Detailed Scope of Work

Jurisdictional Representatives (see below), select officials local Emergency Services, Code Enforcement, Board of Supervisors, Public Works, Sheriff's Office, etc., and other experts and advisors as appropriate. In many instances the Steering Committee Members will be provided with preparatory materials (guidance documents, surveys, etc.) that will facilitate essential information gathering, data collection and community input. It is expected that the Steering Committee will be responsive to information requests in a timely manner to ensure planning progress stays on track. The anticipated number of meetings for this group is {insert estimation here}.

Jurisdictional Teams (Jurisdictional Representatives and local participants responsible for Plan Participation and Adoption)

Each Jurisdictional Team (including the County), must assess risk to their community, evaluate their capabilities, develop mitigation actions, and adopt, implement and monitor the plan. To ensure the unique needs of a community are met, members of the Jurisdictional Teams should be made up of a wide range of individuals including Town Supervisors, Deputy Supervisors, Municipal Clerks and those from local Planning Departments, Highway Departments, Department of Public Works, Stormwater Management, etc.

Each Jurisdictional Team will appoint one or more Jurisdictional Representative(s). These local points of contact will serve on the Steering Committee and will be responsible for the coordination of their community's input to the plan, as well as the development of their community's jurisdictional annex. A variety of meetings will be held with Jurisdictional Representatives including: a kickoff meeting, data collection webinars and interviews, and in-person (or virtual) jurisdictional and multi-jurisdictional stakeholder meetings. The anticipated number of meetings for this group is {insert estimation here}.

Stakeholders (Community Members)

A stakeholder is any person, group, or institution that can affect or be affected by a course of action. Involving stakeholders in the planning process helps to develop support for the plan and identify opportunities for and barriers to implementation. At a minimum, the stakeholders that must and will be included in the planning process include neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia, and other private and nonprofit interests. Stakeholders will be identified by members of the Steering Committee. The anticipated number of meetings for this group is {insert estimation here}.

The Public

In addition to informing the public of the plan's development, this public outreach effort seeks to educate the public and motivate action. Many mitigation actions affect private property; therefore, the public will be engaged early to understand community priorities, help identify community assets and problem areas, describe issues of concern, narrate threat and hazard history, prioritize proposed mitigation strategies, and provide ideas for continuing public involvement after the plan is adopted. The anticipated number of meetings for this group is {insert estimation here}.

Outreach methods should include facilitated presentation meetings, interactive interviews for data collection and information sharing. Examples may be inventorying, and exploring existing resources, capabilities or updating previously proposed action statuses. Methods may also include workshops to review and update risk

Appendix A: Detailed Scope of Work

assessments, develop problem statements and mitigation actions. Other opportunities for outreach may include but not limited social media platforms, online surveys, municipal websites or via email. There must be documentation of all outreach methods utilized, as they provide invaluable information specific to each participating community. Additionally, any feedback and input received will be directly incorporated into the plan.

For a community to succeed in reducing risks in the long term, the information and recommendations of the mitigation plan should be integrated throughout government operations. Through the planning process, partnerships are formed or revitalized and must involve a variety of county and jurisdictional representatives. Invitations for participation should include representatives from agencies involved in hazard mitigation activities and emergency preparedness and response, specifically, agencies with the authority to regulate development and offices responsible for enforcing local ordinances. This should also include State and Federal partners, neighboring communities, representatives of businesses, academia, private and nonprofit organizations including community-based organizations that work directly with and/or provide support to underserved communities and socially vulnerable populations throughout the planning process. These diverse planning partners will provide the expertise and authority needed to update the plan. The Core Planning Team will begin this work by reaching out to local municipal officials to confirm their participation. This includes mayors, town supervisors, code enforcement officers, heads of public works departments, highway superintendents, and others. As part of the Hazard Mitigation Plan (HMP), there will need to be documentation of all participants involved.

The Core Planning Team will create an inclusive and engaging outreach process for stakeholders and the public with a greater emphasis on socially vulnerable populations and underserved communities. Documentation of the completion of all major work tasks, from the risk assessment to the proposed hazard mitigation actions, rely on the input of local officials from every jurisdiction in the county. This will maximize input, improve the quality of local information on community hazard risks, vulnerabilities, and develop informed strategies and actions for hazard mitigation.

With a comprehensive process for stakeholder engagement started and the initial data gathered, plans for the update of the County's HMP will begin to take shape. This phase of work also involves the development of a format, outline, and draft content of the HMP update. The format and draft content of the updated HMP will be reviewed by the Steering Committee and state partners to ensure the plan reflects local priorities and meets FEMA/DHSES requirements. This will be accomplished by reviewing and addressing the opportunities for improvement from the previously approved plan's FEMA Review Tool along with an evaluation of the previous plan's maintenance schedule.

Task 2: Profile the Community & Existing Conditions

{Enter Time and Cost}

2	Profile the Community & Existing Conditions
2.1	Profile the Social Environment. Evaluate and document: <ul style="list-style-type: none"> - demographic data - at-risk populations (including underserved communities and socially vulnerable populations) - relevant governmental operations and structures - the local economy
2.2	Profile the Built Environment. Evaluate and document: <ul style="list-style-type: none"> - land-use and zoning - development since the last plan - anticipated future development - transportation networks and services

Appendix A: Detailed Scope of Work

	- historic site, structure, and districts
2.3	Profile Critical Infrastructure. Evaluate and document: <ul style="list-style-type: none"> - critical facilities - critical infrastructure - critical community assets -Lifelines
2.4	Profile the Natural Environment. Evaluate and document: <ul style="list-style-type: none"> - waterbodies - coastal and/or wetland areas - restricted and/or protected areas - protected species - cultural resources
2.5	Profile Systems. Evaluate and document <ul style="list-style-type: none"> -Critical networks -Capabilities -Activities that have value to the community -Other elements of the social, built and/or natural environment, as applicable
2.6	Solicit and document input from the public, stakeholders and neighboring jurisdictions related to this Planning Phase, as applicable <p>Stakeholders that must be offered an opportunity to participate are as follows:</p> <ul style="list-style-type: none"> -Local and regional agencies involved in hazard mitigation activities -Agencies that have the authority to regulate development -Neighboring communities -Representatives of businesses, academia, and other private organizations -Representatives of nonprofit organizations, including community-based organizations, that work directly with and/or provide support to underserved communities and socially vulnerable populations

The second task focuses on profiling the social, built, and natural environments within the planning area to determine what vulnerabilities are present. Ultimately this task conducts a vulnerability assessment to predict the potential impacts of natural and/or human caused hazards on communities. A priority of the HMP, the assessment will include initial analysis of quantitative data and will be supplemented by local stakeholder feedback to provide a complete overview of hazard vulnerabilities that is accurate to the experience of all communities.

The initial quantitative vulnerability assessment will factor for the social vulnerability of residents, which is estimated by socioeconomic factors that indicate a higher susceptibility of residents being impacted by hazards. This will include economic vulnerability, measured by the value of structures and their contents as well as the productivity of local workers and businesses. Information on hazard prone areas, vulnerable populations, and assets, along with data collected in the identification of hazards and risk assessment in Task 3, will be compiled, and organized into the HMP.

Task 3: Select, Profile, and Evaluate Impacts of Hazards of Concern

{Enter Time and Cost}

3	Select, Profile and Evaluate Impacts of Hazards of Concern
3.1	Review all hazards included in the last plan, review NYSHMP hazards and consider alignment, and

Appendix A: Detailed Scope of Work

	select/confirm hazards of concern for update (and document justification for selection)
3.2	<p>Profile Hazards of Concern. For each hazard of concern:</p> <ul style="list-style-type: none"> - Update location, or confirm previous - Update hazard characteristics, or confirm previous - Update potential extent (magnitude), or confirm previous - Update significant hazard events since last plan using best available data AND community input - Update future probability estimate, or confirm previous - Document cascading impacts - Document impact of climate change to hazard
3.3	For each jurisdiction, describe changes in development that have occurred in hazard prone areas and increased or decreased the vulnerability of each jurisdiction since the last plan was approved. If no changes in development have impacted risk/vulnerability, please state so clearly.
3.4	For each jurisdiction, document the impacts of each hazard of concern to the social, built, and natural environment, and to critical infrastructure evaluated and documented in Task 2. If no risk exists, state this clearly
3.5	<p>Solicit and document input from the public, stakeholders and neighboring jurisdictions related to this Planning Phase, as applicable</p> <p>Stakeholders that must be offered an opportunity to participate are as follows:</p> <ul style="list-style-type: none"> -Local and regional agencies involved in hazard mitigation activities -Agencies that have the authority to regulate development -Neighboring communities -Representatives of businesses, academia, and other private organizations -Representatives of nonprofit organizations, including community-based organizations, that work directly with and/or provide support to underserved communities and socially vulnerable populations

The next task is an updated evaluation of hazards and risks across all jurisdictions. This work involves an initial technical data analysis followed by qualitative input gathered through stakeholder engagement. The process includes compiling all current relevant data, which may include Geographic information systems (GIS) data, flood maps, other hazard maps, meteorological and historical disaster records, asset and built environment data. The National Flood Insurance Program (NFIP) data can be used as well as identification of critical infrastructure and facilities. Additionally, Risk Mapping, Assessment and Planning (Risk MAP) processes updated recently within the planning area will be included during data analysis and integrated within the plan's risk assessment. This will include direct references to the Special Flood Hazard Area (SFHA) maps in any flood risk analysis, which may be accessed through FEMA's MSC or CNMS databases.

The Project team will review and update the previous plan's list of hazards of concern by consulting with the remaining partners on the team. The plan will leverage the NYSHMP for foundations hazard profile information so that the plan's hazard information is focused on local hazard characteristics, exposure to risks and impacts. During these sessions, the project team will work with representatives from all municipalities to determine if actions are required to protect any critical facilities from a 500-year flood (.2 percent) or worst-case damage scenario.

After an initial risk assessment, the project team will host a series of meetings with local representatives from each jurisdiction to describe hazards, disaster events, assess risks, and identify critical assets and infrastructure. These municipal stakeholder groups will vet and supplement this information in a series of interactive workshops. These interactive tools will be shared with stakeholders to provide an opportunity for feedback

Appendix A: Detailed Scope of Work

beyond the meeting setting and may be made publicly available to give the community at large an opportunity to weigh in on hazards and risks.

Task 4: Capability Assessment and Resource Integration

{Enter Time and Cost}

4	Capability Assessment and Resource Integration
4.1	Review Existing Resources (Phase 1) and identify resources available to support the mitigation strategy and to incorporate into this HMP
4.2	Identify and describe opportunities by which local governments can expand on and improve identified capabilities
4.3	Assess and document NFIP participation data including: -Adoption of minimum floodplain management criteria -Current FIRM adoption -Local floodplain regulation enforcement -NFIP administrator or designee -Substantial improvement/substantial damage provisions
4.4	Assess and document NFIP data and local floodplain management activities including RL and SRL property number and type.
4.5	Describe commitment to maintaining NFIP compliance *Simply stating “The community will continue to comply with the NFIP” is not sufficient to meet the requirement.
4.6	Document comprehensive list of strategic funding sources for implementation
4.7	Solicit and document input from the public, stakeholders and neighboring jurisdictions related to this Planning Phase, as applicable Stakeholders that must be offered an opportunity to participate are as follows: -Local and regional agencies involved in hazard mitigation activities -Agencies that have the authority to regulate development -Neighboring communities -Representatives of businesses, academia, and other private organizations -Representatives of nonprofit organizations, including community-based organizations, that work directly with and/or provide support to underserved communities and socially vulnerable populations

The Core Planning Team will compile and synthesize existing plans that impact hazard mitigation, including comprehensive plans, stormwater management plans and more. This plan synthesis will uncover major related themes, potential gaps, and opportunities for inter-jurisdictional collaboration on hazard mitigation, such as floodplain management.

Each community has a unique set of capabilities, including authorities, policies, programs, staff, funding, and other resources available to accomplish mitigation and reduce long term vulnerability. Assessing capabilities supports the development of a mitigation strategy that is realistic and implementable by identifying goals, objectives, and actions that are politically, technically, administratively, and fiscally feasible. This is especially useful for multi-jurisdictional plans where local capability varies widely and each community has a unique capacity to reduce the impacts of hazard events.

The inventory, review and integration of existing local plans and resources early and throughout the planning process set a foundation for identifying and coordinating shared objectives and planning mechanisms. Integrating the last HMP update into existing planning mechanisms leverages the ongoing work of emergency

Appendix A: Detailed Scope of Work

planning, capital improvement planning, municipal budgeting, economic development, and social and environmental justice work across the county.

Planning team participants will contribute to and review the capability inventory to assess how local resources and capacities might contribute to mitigation efforts, or how that resource may inadvertently increase risk. This synthesis of existing plans, assessment findings, and feedback from public and stakeholders will generate broad strategies, and specific actions that may be taken to expand capacities for hazard mitigation while increasing resource efficiencies through inter-municipal collaboration. This information will be compiled into a variety of outreach materials to be used in the next phase of engagement for mitigation action planning and will also be used to produce draft content for the HMP deliverables.

Task 5: Mitigation Strategy and Actions, and Plan Integration

{Enter Time and Cost}

5	Mitigation Strategy and Actions, and Plan Integration
5.1	Consider new priorities and describe any shifts in priorities since last HMP; if none, state this clearly
5.2	Confirm/update Goals consistent with identified hazards and describe strategies for achieving goals (objectives)
5.3	Based on Tasks 2, 3, 4: decide which vulnerabilities present an unacceptable risk and for which capabilities are lacking, and summarize those risks and vulnerabilities as problem statements
5.4	For each problem statement identify a range of solutions/actions
5.5	Establish action prioritization criteria
5.6	Select, describe, and prioritize mitigation actions
5.7	For each action, identify lead department, timeframe, and potential funding sources for implementation
5.8	Complete a minimum of 1 unique action per hazard of concern per jurisdiction using the DHSES mitigation action table -The plan must include a minimum of two (2) new or carryover (not started) proposed mitigation actions -For jurisdictions containing an SFHA, one (1) of these actions must be for a project that addresses flooding
5.9	Solicit and document input from the public, stakeholders and neighboring jurisdictions related to this Planning Phase, as applicable Stakeholders that must be offered an opportunity to participate are as follows: -Local and regional agencies involved in hazard mitigation activities -Agencies that have the authority to regulate development -Neighboring communities -Representatives of businesses, academia, and other private organizations -Representatives of nonprofit organizations, including community-based organizations, that work directly with and/or provide support to underserved communities and socially vulnerable populations

This task will result in a comprehensive list of action-oriented recommendations informed by an interdisciplinary planning process developed in collaboration with the community. The work here will also establish strategies and a plan for implementation of effective measures to make progress towards reducing vulnerability, improving resilience, and mitigating hazards.

After the initial lists of recent and proposed mitigation actions are completed by stakeholders, the planning teams will synthesize these actions along with the work of the capability assessment (task 4). This synthesis will

Appendix A: Detailed Scope of Work

be used to draft problem statements, goals and strategies for hazard mitigation, and specific actions that may be taken to address adverse hazard risks. This information will be compiled into outreach materials for a series of mitigation action planning workshops with local stakeholders to review hazard problems and develop strategies and actions to address them. This work will result in a full list of all proposed mitigation projects that can be implemented within the five-year time horizon of the plan in every jurisdiction.

Tasks 6: Implementation and Plan Maintenance

{Enter Time and Cost}

6	Implementation and Plan Maintenance
6.1	Describe the method and schedule for continuing public engagement throughout the five-year lifecycle of the plan
6.2	Describe the method and schedule for monitoring and evaluating progress throughout the five-year lifecycle of the plan
6.3	Describe method and schedule for updating the mitigation plan before it expires
6.4	<p>Solicit and document input from the public, stakeholders and neighboring jurisdictions related to this Planning Phase, as applicable</p> <p>Stakeholders that must be offered an opportunity to participate are as follows:</p> <ul style="list-style-type: none"> -Local and regional agencies involved in hazard mitigation activities -Agencies that have the authority to regulate development -Neighboring communities -Representatives of businesses, academia, and other private organizations -Representatives of nonprofit organizations, including community-based organizations, that work directly with and/or provide support to underserved communities and socially vulnerable populations

The mitigation plan is a living document that guides action over time. Over the course of the five-year life of a plan, major revisions to the plan are not likely to be needed, but new risk information may become available and warrant changes to the plan. Keeping the plan current also keeps the focus on implementation, and progress reports can be shared with the public to encourage their continuing involvement.

The plan will describe processes for monitoring, evaluating, and updating the HMP.

- **Monitoring:** Tracking the implementation of the plan, status of mitigation actions and new information about risks.
- **Evaluating:** Assessing the effectiveness of the plan at achieving its stated purpose and goals and the implications of any new information.
- **Updating:** Reviewing and revising the plan at least once every 5 years.

The plan maintenance process will document and assess the status of each mitigation action, changes to community risk, recent or newly planned development, integration with other planning mechanisms, continued stakeholder and public engagement and impacts from hazard events over the five-year lifecycle of the plan.

Tasks 7: Draft Plan

{Enter Time and Cost}

7	Draft Plan
7.1	<p>Write and assemble draft HMP update</p> <ul style="list-style-type: none"> -Make sure there is an annex for each jurisdiction

Appendix A: Detailed Scope of Work

	-Make sure the plan includes a table in the introduction section clearly identifying all jurisdictions
7.2	Publish and distribute draft HMP and solicit review and comments by planning teams and the public
7.3	Document comments in HMP and revise plan, as applicable
7.4	Complete the 'Location in Plan' section of FEMA's Local Mitigation Plan Review Tool and the DHSES mitigation action spreadsheet *Be as Specific as possible when completing the 'Location in Plan' section*
7.5	Submit plan to NYSDHSES for review
7.6	Document comments and revise plan (if applicable)
7.7	Submit final plan to NYSDHSES for review and submittal to FEMA

All planning participants, stakeholders and the public must be provided the opportunity to review, revise and give feedback on all written sections of the plan. To receive and incorporate additional comments and feedback, a presentation of the draft plan will occur before the plan is finalized and submitted to NYS DHSES and FEMA for review and approval. All planning team participants, stakeholders and the public will be invited to attend. Any additional feedback and input provided by planning partners, stakeholders and the public will be reviewed and incorporated into the plan.

Prior to submitting the plan to NYS DHSES, the Core Planning Team will validate that the HMP meets all requirements of Title 44 Code of Regulations (CFR) 201.6 and current NYS Mitigation Planning Standards using FEMA's current Local Mitigation Plan Review Tool.

Task 8: Plan Adoption

{Enter Time and Cost}

8	Plan Adoption
8.1	Each jurisdiction must adopt the plan and notify DHSES of the adoption for forwarding and approval by FEMA. Once approved, include certified adoption resolutions in the HMP from each participating jurisdiction.

Adoption by the local governing body demonstrates the community's commitment to implementing the mitigation strategy and authorizes responsible agencies to execute their actions. The final plan will not be approved until the community adopts the plan and FEMA receives documentation of formal adoption by the governing body of the jurisdiction(s) requesting approval. Communities will make every effort to adopt the plan within one year of being designated Approvable Pending Adoption (APA) by FEMA.

The Core Planning Team will support each Jurisdiction's adoption process, including the submission of adoption documentation to NYS DHSES, which is responsible for forwarding this on to FEMA Regional II.

Optional Tasks HHPD: High Hazard Potential Dam (HHPD)

HHPD	High Hazard Potential Dam
HHPD 1	Does the planning process describe how the local government coordinated with local dam owners and/or the state dam safety agency and the incorporation of existing plans, studies, reports, and technical information for high hazard potential dams?
HHPD 2	Did the risk assessment describe the risks and vulnerabilities to and from HHPDs? Did it document

Appendix A: Detailed Scope of Work

	the limitations and describe the approach for addressing deficiencies?
HHPD 3	Does the plan include mitigation goals to reduce long-term vulnerabilities to and from high hazard potential dams that pose an unacceptable risk to the public? Does the plan link proposed actions to reducing long-term vulnerabilities consistent with the goals?
HHPD 4	Does the plan include a range of specific actions to reduce vulnerabilities from high hazard potential dams that pose an unacceptable risk to the public? Make sure to describe the criteria used for prioritizing actions related to HHPDs and to identify the position, office, department or agency responsible for implementing and administering each action.

While this task is optional, if a County or its participating jurisdiction(s) wish to be eligible for HHPD grants for their Class C dam they must comply with FEMA's HHPD HMP requirements.

Eligible High Hazard Potential Dams (Eligible for HHPD grants):

These dams are Class C dams that have an Emergency Action Plan and have a condition rating of unsafe or unsound. However, federally owned dams, hydroelectric dams licensed by the Federal Energy Regulatory Commission (FERC), and dams built under the authority of the Secretary of Agriculture are not eligible dams.

A dam to be eligible for funding must also be in an area under the jurisdiction of a local government that has a FEMA-approved mitigation plan that addresses all dam risk. In most cases this will be a municipality. Most municipalities are participants in a multi-jurisdictional plan. Their portion of the multi-jurisdictional will need to meet the requirements for addressing all dam risks to and from all state regulated HHPDs.

During task 3's Risk Assessment and task 4's review and integrates existing local plans and resources, the Core Planning Team will make a special effort to coordinate with the dam owner and the state dam safety office to included them in the process. In this way the risks and vulnerabilities of High Hazard Potential Dams along with any plans and information that relate to them can be included in the Hazard Mitigation Plan. Similarly, during task 5 special consideration will be made to included goals and specific actions that can reduce the Long-term vulnerabilities to and from high hazard potential dams.



Hazard Mitigation Grant Program (HMGP) Planning Subapplication

Subapplicant	Atlantic County Office of Emergency Services		
Subapplication Title	Atlantic County Multi-Jurisdictional Hazard Mitigation Plan 2024 Update		
Subapplication Type	<input checked="" type="checkbox"/> Formal Hazard Mitigation Plan or Plan Update (HMP) <input type="checkbox"/> Hazard Mitigation Planning-Related Activities (HMP-A)		
<i>Each of the following subsections indicates applicability to HMP and/or HMP-A (Subapplication Type). Complete all subsections for which your Subapplication Type is listed.</i>			
Total Project Cost	\$ 150,000	Federal Share	\$ 112,500
Management Costs (up to 5% of the total project)	\$ 7,500		
If a subapplication for this planning activity for has been submitted under a previous mitigation grant cycle, please list the program, date, and disaster (if applicable)			

Contact Information (HMP or HMP-A)

Subrecipient Authorized Representative (SAR) – individual authorized to sign certifications			
Name	Jane Doe		
Title	Chief Financial Officer		
Agency/Organization	Atlantic County Office of Emergency Services		
Primary Phone	555-555-5555	Type	<input type="checkbox"/> Home <input checked="" type="checkbox"/> Work <input type="checkbox"/> Mobile
Secondary Phone		Type	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile
Email	jane@atlanticcoes.gov		
Address line 1	1 Atlantic Avenue		
Address line 2			
City	Atlantic City	State	NY Zip 00000

Point of Contact (POC) – individual to be contacted for additional information			
Name	John Smith		
Title	Director		
Agency/Organization	Atlantic County of Emergency Services		
Primary Phone	555-555-5555	Type	<input type="checkbox"/> Home <input checked="" type="checkbox"/> Work <input type="checkbox"/> Mobile
Secondary Phone		Type	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile
Email	john@atlanticcoes.gov		

Point of Contact (POC) – individual to be contacted for additional information				
Address line 1	1 Atlantic Avenue			
Address line 2				
City	Atlantic City	State	NY	Zip 00000

Subapplicant Information (HMP or HMP-A)

Subapplicant			
Type of Subapplicant	<input type="checkbox"/> State Government <input checked="" type="checkbox"/> Local Government <input type="checkbox"/> Indian Tribal Government <input type="checkbox"/> Special Governmental District <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Other (please specify)		
City/Town/Village	Atlantic City		
County	Atlantic		
UEI#	ABC123456789		
FIPS Code	12345	DUNS Number	123456789
US Congressional District(s)	20	Federal Tax ID Number	12-1234567
Is Subapplication subject to review by Executive Order 12372 Process? For more information, visit www.epa.gov			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, program is not covered by E.O. 12372 <input type="checkbox"/> No, program has not been selected by state for review			
If Yes, date application was made available to the E.O. 12372 Process.			
Is the Subapplicant delinquent on any Federal debt?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, please explain:			

Current Mitigation Plan (HMP or HMP-A)

Mitigation plan information	
Is the subapplicant covered by a current FEMA approved multi-hazard mitigation plan in compliance with 44 CFR Part 201?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide plan information:	
Plan Name	Atlantic County 2019 Multi-Jurisdictional Hazard Mitigation Plan

Mitigation plan information

Plan Type

State Hazard Mitigation Plan
 Local Hazard Mitigation Plan Local Multijurisdictional Hazard Mitigation Plan
 Tribal Hazard Mitigation Plan Tribal (Local) Hazard Mitigation Plan
 Tribal (Local) Multijurisdictional Hazard Mitigation Plan

Plan Approval Date	12/12/2019	Plan Adoption Date	12/12/2019	Plan Expiration Date	12/11/2024
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Provide link to the plan with reference to or attachment of the location in the plan where this project is identified and description of consistency with goals and objectives of the plan

www.atlanticcountyhmp-fake.com

For Hazard Mitigation Plan Development and Plan Updates (HMP) ONLY:

NYS Division of Homeland Security and Emergency Services (DHSES) will consider funding requests to develop or update multi-jurisdictional hazard mitigation plans, or to help counties without a plan develop one. Subapplicants are encouraged to carefully review the FEMA May 2023 publication titled *Local Mitigation Planning Handbook* (https://www.fema.gov/sites/default/files/documents/fema_local-mitigation-planning-handbook_052023.pdf); and DHSES documents -- *2022 NYS Hazard Mitigation Planning Standards and Guide* (<https://www.dhSES.ny.gov/2022-nys-mitigation-planning-standards>).

The State **will not fund** formal mitigation plans that evaluate risk to a single jurisdiction within a county, or risk to a County’s assets without including those of all participating jurisdictions.

When developing an HMA subapplication or application for a hazard mitigation plan update, the subapplicant or applicant should (1) reference prior approved mitigation plans and the Mitigation Plan Review Tool for areas and suggestions on improvement in the next update cycle and (2) describe the extent to which the plan maintenance process was followed to “right size” the planning grant scope. Additionally, the applicant or subapplicant should consider scheduling time with the state, local, tribal or territorial official and/or FEMA planner to discuss the appropriate scope needed for the update based on changes in development, risk and past disaster activity. (Page 256 -2023 HMA Program and Policy Guide)

Scope of Work (HMP, HMP-A)

Proposed Activity

Primary Activity

- New Formal Hazard Mitigation Plan
- Formal Hazard Mitigation Plan Update
- Hazard Mitigation Planning-Related activities

HMP-A: select a Sub-activity

https://www.fema.gov/sites/default/files/documents/fema_hma-planning-related-activities_factsheet.pdf

- Updating or enhancing sections of the current FEMA-approved mitigation plan
- Integrating information from mitigation plans, specifically risk assessment or mitigation strategies, with other planning efforts, including public health planning
- Building capability through delivery of technical assistance and training
- Evaluating the adoption/implementation of codes and ordinances that reduce risk and/or increase resilience to future hazards
- Other

HMP, HMP-A: please provide below or in a separate attachment a detailed description of the proposed scope of work.

HMP: please see HMGP HMP App - Appendix A SOW SAMPLE.

HMP-A: the scope of work must include a detailed description of the deliverable for the proposed activity.

Proposed Activity

Community (HMP or HMP-A)

Answer questions A through F for each jurisdiction (including the county) that is expected to participate in the mitigation planning activity. Details relevant to completing the questions below may be available in your community's Hazard Mitigation Plan.

Information can be provided using this Subapplication (add lines as needed), the attached spreadsheet or in a separate document clearly identifying the questions and answers.

HMP: A written commitment from each jurisdiction seeking plan approval will be required before assistance is obligated. (Page 263 -2023 HMA Program and Policy Guide)

- a) Jurisdiction Name (for all participating and including the County)
- b) Population to be covered by the plan
- c) Name of Hazard Mitigation Coordinator (County) or Floodplain Coordinator/Manager (municipal)
- d) Is the community a participant in good standing with the National Flood Insurance Program (NFIP)?
- e) CID Number of Community (<https://www.fema.gov/cis/NY.pdf>)
- f) Does the community participate in the Community Rating System (NFIP CRS)?

Communities (complete for each benefitting/participating community; add more rows as needed)

	Jurisdiction Name (a)	Population (b)	HM and/or Floodplain Coordinator (c)	NFIP Participant (d)	CID # (e)	CRS (f)	If Yes, CRS Rating
1	Atlantic Town	8,000	John Doe	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	36#	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
2	Atlantic City	150,000	Jane Smith	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	CID #	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
3	Atlantic Village	3,500	Michael Jones	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	CID #	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
4	Atlantic Town 2	20,000	Anne Johnson	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	CID #	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	8
5	Atlantic Town 3	25,000	Steve Stevens	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	CID #	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
6	Atlantic City 2	80,000	Joe Jennings	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	CID #	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	5
7				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N	
8				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N	
9				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N	
10				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N	
11				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N	
12				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N	
13				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N	
14				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N	
15				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N	
16				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N	
17				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N	
18				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N	
19				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N	
20				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N	

Provide any additional comments and/or reference to applicable attachments (optional)

Hazard History (HMP Only)

Identify the County's assessment of the following 18 Hazards. The NYS Hazard Mitigation Plan <https://mitigateny.availabs.org/> may be used as a reference (not compatible with Internet Explorer web-browser). Please add additional hazards as appropriate.

Hazard	Impacts County?	Hazard of Concern?	Included in last HMP?	Intended to be included in HMP update?
Avalanche	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Coastal Hazards	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cold Wave	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Drought	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Earthquake	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Flooding	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hail	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Heat Wave	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hurricane	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Ice Storm	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Landslide	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Lightning	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Snowstorm	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Tornado	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Tsunami/Seiche	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Wildfire	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Wind	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Timeline/Schedule (HMP or HMP-A)

Using the outline below, estimate in monthly increments how much time will be allotted for each task after grant award notification. Due to a possible overlap in the time allotted for each task, include an estimate for each task's duration and the total schedule. Because the exact FEMA award date cannot be determined, please use a number-based schedule starting with month zero.

Note: *Scope of Work, Timeline and Budget should be aligned by Task*

	Task (add lines for each task)	Start Month	Task Duration (in months)
0	Management Costs (if being requested)	1	18
	Procurement	1	3
	Grant Administration (Reporting, Reimbursements, etc.)	1	18
1	Organize the Planning Effort	2	2
2	Profile the Community & Existing Conditions	4	2
3	Select, Profile, and Evaluate Impacts of Hazards of Concern	4	3
4	Assess Capabilities and Integrate Resources	4	4
5	Develop the Mitigation Strategy	7	3
6	Establish the Plan Maintenance Process	12	1
7	Draft and Submit the Plan	9	4
	Draft Plan	9	2
	Submit Plan to DHSES	11	2
	Submit Plan to FEMA, after DHSES approval	13	2
8	Adopt the Plan (County + all participating jurisdictions)	15	3

Total Schedule	
Estimate the total duration of your proposed activities (in months)	18 months
Proposed start date (MM/DD/YYYY)	Date
Proposed end date (MM/DD/YYYY)	Start Date + 18 months

Budget (HMP or HMP-A)

Cost estimates should directly link to the scope of work and work schedule.

*Management costs are any indirect cost, any direct administrative cost and any other administrative expense associated with the administration of an HMGP grant. The total amount of management costs cannot exceed 5% of the total cost estimate amount. **FEMA will provide 100 percent federal funding for subrecipient management costs.***

A completed FEMA 20-20 *Non-Construction Budget Form* (included with this subapplication package) must be attached to your subapplication.

Budget Summary

The budget summary below is typically how FEMA will allocate costs to be included in your contract. This may not cover important details (e.g., details of anticipated hourly labor costs, volunteer time, specific technical needs, etc.), from which the summary is derived.

	Cost Item	Federal Share (75%)	Non-Fed Share (25%)	Sub-recipient 5% Management Costs (100%)	Total Cost
0	Management Costs (if being requested)			\$7,500	\$7,500
	Procurement			\$3,000	-
	Grant Administration (Reporting, Reimbursements, etc.)			\$4,500	-
1	Organize the Planning Effort	\$4,500	\$1,500	0	\$6,000
2	Profile the Community & Existing Conditions	\$27,750	\$9,250	0	\$37,000
3	Select, Profile, and Evaluate Impacts of Hazards of Concern	\$27,750	\$9,250	0	\$37,000
4	Assess Capabilities and Integrate Resources	\$10,500	\$3,500	0	\$14,000
5	Develop the Mitigation Strategy	\$27,750	\$9,250	0	\$37,000
6	Establish the Plan Maintenance Process	\$6,000	\$2,000	0	\$8,000
7	Draft and Submit the Plan	\$6,750	\$2,250	0	\$9,000
8	Adopt the Plan (County + all participating jurisdictions)	\$1,500	\$500	0	\$2,000
	Total Project Cost	\$112,500	\$37,500	0	\$150,000
	Total Management Costs			\$7,500	\$7,500
	Grand Total	\$112,500	\$37,500	\$7,500	\$157,500

Cost share (HMP or HMP-A)

Cost share, or non-federal matching funds, are the portion of project costs not paid by federal funds.

Proposed federal vs. non-federal funding shares		
Total Budget	\$ 157,500	
Proposed federal share	\$ 112,500	75%
Proposed non-federal share	\$ 37,500	25%
Proposed Management Costs	\$ 7,500	100 %

Non-federal funding share is that portion of the total costs of the program provided by the non-federal entity in the form of in-kind contributions (professional services, labor, etc.) or cash match received from third parties or contributed by the entity. In-kind contributions must be provided and/or cash expended during the project period of performance to satisfy requirements.

Non-federal funding source (complete this table for each funding source)	
Funding source	Municipal Personnel Labor Hours

Non-federal funding source (complete this table for each funding source)

Name of source agency	Atlantic County Office of Emergency Services		
Funding amount	\$ 37,500	Percent non-federal share by source	25%
Funding type	<input type="checkbox"/> Administration <input type="checkbox"/> Cash <input type="checkbox"/> Supplies <input checked="" type="checkbox"/> Labor <input type="checkbox"/> Consulting fees <input type="checkbox"/> Engineering fees <input type="checkbox"/> Program income <input type="checkbox"/> Equipment operation/rental <input type="checkbox"/> Other		
Date of availability	4/1/2023	Fund commitment letter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Provide any additional comments and/or reference to applicable attachments (optional)			
FTE hours including fringe benefit rate.			
Volunteer match hours at \$35.71 per volunteer hour			

Social Vulnerability Benefit

Social Vulnerability Index Determination (see: <https://svi.cdc.gov/map.html>)

Which census tract(s) will be addressed through this planning effort?

All census tracts in Atlantic County will be addressed through the HMP update though not all census tracts within the County are socially vulnerable. The tracts listed below meet the thresholds for social vulnerability according to the CDC's Social Vulnerability Index.

Please list all that apply Tracts 111, 1112, 1113, 1114

Does the tract(s) have an Overall SVI score > .5 (darkest 2 shades)? Yes No

If no, does the tract(s) have a Theme Ranking(s) > .5 (darkest 2 shades)? Yes No

Is the community an economically disadvantaged rural community, also known as small impoverished community? * Yes No

If no, please describe other factors or indicators that may categorize the project area as a socially vulnerable/disadvantaged community

If the community is Socially Vulnerable, as identified above, please describe what elements of the planning effort are designed to specifically address the needs of the vulnerable area.

Social Vulnerability Index Determination (see: <https://svi.cdc.gov/map.html>)

If the community is Socially Vulnerable, as identified above, please describe what elements of the planning effort are designed to specifically address the needs of the vulnerable area.

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
BUDGET INFORMATION-NONCONSTRUCTION PROGRAMS

See reverse for Paperwork
Burden Disclosure Notice
Page ___ of ___ pages

O.M.B. No. 1660-0025
Expires November 30, 2013

1. PROGRAM AGENCY AND ORGANIZATION ELEMENT TO WHICH REPORT IS SUBMITTED
FEMA

2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED
DR-4694-NY

3. RECIPIENT ORGANIZATION (Name and complete address, including zip code)
Atlantic County

4. EMPLOYER IDENTIFICATION
00-0000000

5. RECIPIENT ACCOUNT NUMBER OR I.D. NO.
75 (%) 25 (%) 75 (%) 25 (%)

6. BUDGET PERIOD (Month, Day, Year)
Beginning Date _____ Ending Date _____

7. Mark x in Appropriate Box
 New Budget
 Revised Budget Enter Grant Number in Box 2 above
Date of Budget Revision: _____

Object Class	PROGRAM ACRONYM	CFDA NUMBER	75 (%)	25 (%)	HMGP	5% Mgmt Costs	100 (%)	TOTAL (%)
a. Personnel								
b. Fringe Benefits								
c. Travel								
d. Equipment								
e. Supplies								
f. Contractual								
g. Construction								
h. Other			112,500	37,500			7,500	150,000
i. Total Direct Charges (10a to 10h)			112,500	37,500			7,500	150,000
j. Indirect Charges								
k. Total (Sum of 10i & 10j)			112,500	37,500			7,500	157,500
l. Federal Share			112,500	0			7,500	120,000
Non-Federal Resources:								
m. Applicant								
n. State								
o. Local				37,500				37,500
p. Other Sources								
q. Total (Sum of 10l to 10p)			112,500	37,500			7,500	157,500
r. Program Income								
s. Detail on Indirect Cost								

11. Signature of Authorizing Official _____
12. Name and Title (Type or print) _____
13. Telephone Number (Area code, Number and Extension) _____ Date Report Submitted _____

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 9.7 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless it displays a valid OMB control number. You may send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Act (1660-0025). **NOTE: Do not send your completed form to this address.**

INSTRUCTIONS

1. Enter FEMA.
2. Enter grant or cooperative agreement identifier.
3. Enter the name of the recipient to receive assistance.
4. Enter the number assigned to the recipient by the Internal Revenue Service. This number should be the same as the number reported in item 6 of the applicant's Application for Federal Assistance, SF 424.
5. Enter recipient account number or identification number.
6. Enter the beginning and ending dates for the budget period submitted for approval.
7. Mark the appropriate box for budget submission and date of budget revision.
8. Enter Federal rate of sharing percentage.
9. Enter each program acronym and CFDA number in the horizontal columns. Columns are to be used to report by Program.
10. Enter the estimated amounts for:
 - 10a. Personnel costs.
 - 10b. Fringe benefits.
 - 10c. Travel.
 - 10d. Equipment to be purchased. Note: Rented or leased equipment amounts are listed in Other, Item (h).
 - 10e. Expendable supplies.
 - 10f. Contractual costs.
 - 10g. Minor construction or renovation costs.
 - 10h. Rent, reproduction, telephone, rented/leased equipment, janitorial and security services, etc.
 - 10i. Enter the sum of items 10a through 10h.
 - 10j. Enter amount for the indirect charges (applicant must include a copy of the approved indirect cost agreement with the application).
 - 10k. Enter the sum of items 10i and 10j.
 - 10l. Federal Share. Enter the Federal share amount.
 - Non-Federal Resources. Enter the non-Federal amounts in items 10m through 10p that are being contributed by:
 - 10m. The applicant.
 - 10n. The State.
 - 10o. The local government.
 - 10p. Sources other than State or local governments.
 - 10q. Enter the sum of 10l through 10p.
 - 10r. Enter the amount of program income. Report income expected to be generated during the grant period.
 - 10s. Provide the details on type of rate, the rate or rates that are in effect during the funding period, the amount of base the rate is to be applied and the total amount of indirect costs. If additional space is required to provide an explanation, attach a schedule. Note: Each time a FEMA Form 20-20 is submitted, the applicant is to attach the most recent negotiated Indirect Cost Agreement.
 11. The individual's signature who has the responsibility for the submission of the budget data.
 12. Type or print the authorizing official's name and title.
 13. Telephone Number. Type or print the authorizing official's telephone number. Date Report Submitted. Enter the date of submission.

#60

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ BUDGETARY AMENDMENT (23A095)/ FINANCE/ YEAR END JOURNAL ENTRY #4

WHEREAS, the Commissioner of Finance has requested a budgetary amendment (23A095) for the 4th Year End Entry for the year ending December 31, 2023; and

WHEREAS, further entry(s) will follow as more information becomes available during the year end closing process; and

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

RESOLVED, that the following budgetary amendment be made:

CAPITAL FUND:

**Increase Appropriations:
SEE ATTACHED SHEET 10,031.00**

**Increase Estimated Revenues:
SEE ATTACHED SHEET 10,031.00**

GENERAL FUND:

**Increase Appropriations:
SEE ATTACHED SHEET 33,814.00**

**Decrease Appropriations:
SEE ATTACHED SHEET 33,814.00**

DEBT SERVICE FUND:

**Increase Appropriations:
SEE ATTACHED SHEET 33,814.00**

**Increase Estimated Revenues:
SEE ATTACHED SHEET 33,814.00**

**2023 Fiscal Impact – 0 –
2024 Fiscal Impact – 0 –**

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

MICHAEL J. LEWIS
Commissioner of Finance



cc: all
A+A

Reso

SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

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

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

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

CAPITAL FUND:

Increase Appropriations:

SEE ATTACHED SHEET \$ 10,031.00

Increase Estimated Revenues:

SEE ATTACHED SHEET \$ 10,031.00

GENERAL FUND:

Increase Appropriations:

SEE ATTACHED SHEET \$ 33,814.00

Decrease Appropriations:

SEE ATTACHED SHEET \$ 33,814.00

DEBT SERVICE FUND:

Increase Appropriations:

SEE ATTACHED SHEET \$ 33,814.00

Increase estimated revenues:

SEE ATTACHED SHEET \$ 33,814.00

Fiscal Impact - 2023 - \$ 0

Fiscal Impact - 2024 - \$ 0

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

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

#60

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL/ BUDGETARY AMENDMENT (24A032)/ SOCIAL SERVICES/ CHILD
ADVOCACY CENTER**

WHEREAS, the Commissioner of Social Services has requested a budgetary amendment (24A032) to amend the 2024 DSS budget to include expenses other than Personnel Services funded in accordance with the contract renewal awarded to the Child Advocacy Center (CAC) for the period 10/01/23 – 9/30/24; and

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

RESOLVED, that the following budgetary amendment be made:

Increase Estimated Revenue:

22071000 446131 OEOP Crime Victims' Board 39,473

Increase Estimated Appropriations:

22071000 52110	Furniture	7,157
22071000 52130	Computer Equipment	5,500
22071000 54640	Education & Training	8,917
22071000 54646	Contracts	16,070
22071000 54675	Travel	250
22071000 55370	Chargeback Automotive	<u>1,579</u>
		3,9473

**2024 Fiscal Impact – 0 –
2025 Fiscal Impact – 0 –**

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

MICHAEL J. LEWIS
Commissioner Of Finance



cc: all
AKA OK Amy

SHEILA M. BARRETT
First Deputy Commissioner Of Finance

Reso.

DEPARTMENT OF FINANCE

MEMORANDUM

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

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

Increase estimated revenue:

22071000.446131 OEOP Crime Victims' Board \$39,473

Increase estimated appropriations:

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

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

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

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

Approved:

Kevin M. Byrne
County Executive

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

April 17, 2024

TO: Michael Lewis, Commissioner of Finance

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

SUBJECT: DSS 2024 Budgetary Amendment

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

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

Increase Estimated Revenue:

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

Increase Estimated Appropriations:

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

Thank you for your time and consideration of this request.

Attachments:

CAC OVS Victim Assistance Program Grant Detail

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

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

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

*Sara Servadio
Nicolle McGuire*

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

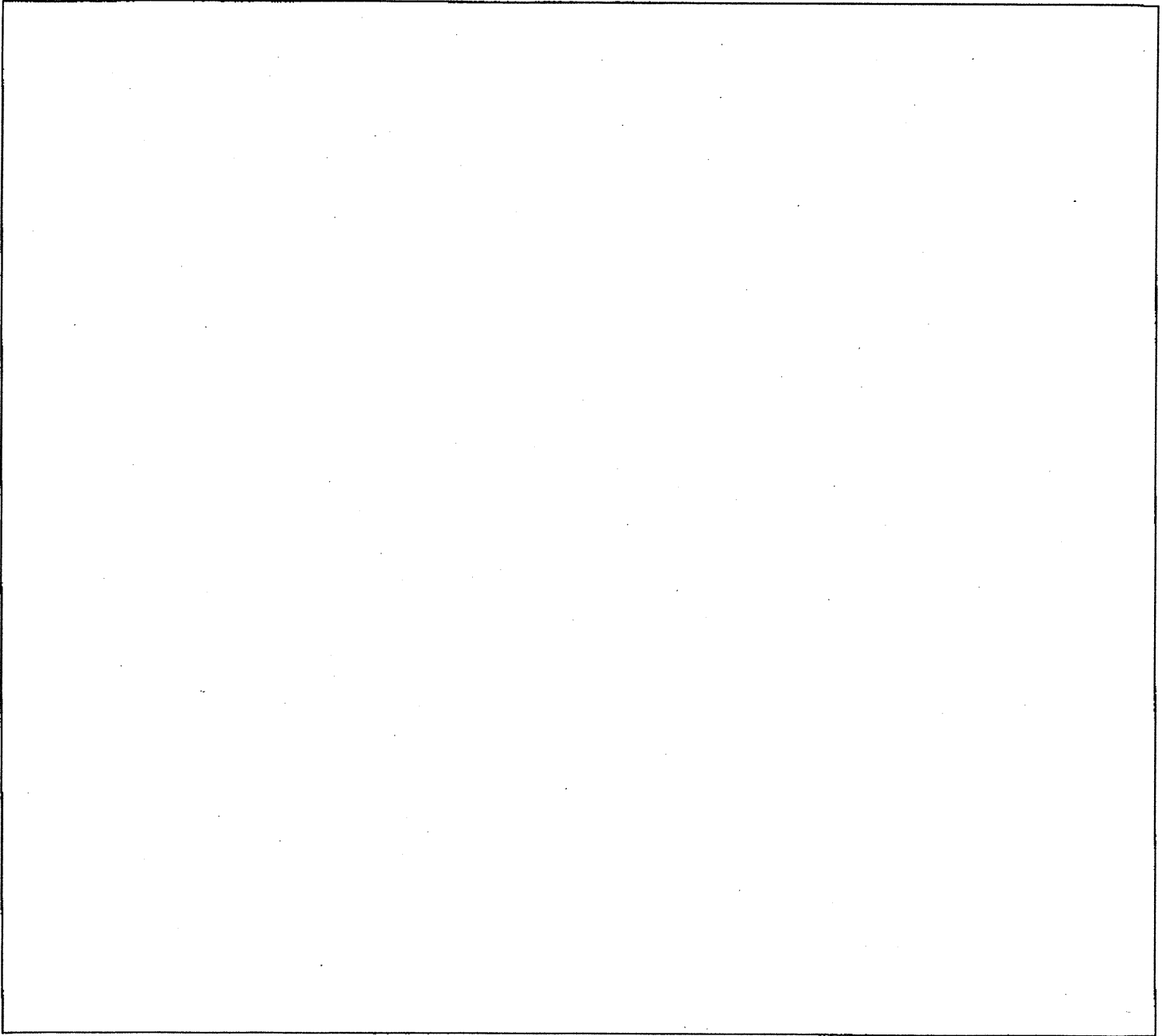
	APPROVED GRANT BUDGET	MUNIS REVISED BUDGET	BUDGETARY AMENDMENT
52110 FURNITURE	7,157	-	7,157
52130 COMPUTER EQUIPMENT	5,500	-	5,500
54310 OFFICE SUPPLIES	400	1,500	N/A
54410 SUPPLIES AND MATERIALS	400	1,500	N/A
54635 CELL PHONES	2,180	2,180	N/A
54640 EDUCATION AND TRAINING	11,250	2,333	8,917
54646 CONTRACTS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

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

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

CATEGORY OF EXPENSE	GRANT FUNDS			MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
	CURRENT BUDGET	CHANGE	REVISED BUDGET				
1) Personal Services							
a) SALARY	\$194,099.97	\$0.00	\$194,099.97	\$87,666.08	45%	\$0.00	\$281,766.05
b) FRINGE	\$68,597.00	(\$22,807.00)	\$45,790.00	\$26,423.00	58%	\$0.00	\$72,213.00
Subtotal	\$262,696.97	(\$22,807.00)	\$239,889.97	\$114,089.08	48%	\$0.00	\$353,979.05
2) Non Personal Services							
a) CONTRACTUAL	\$125,660.00	\$6,769.80	\$132,429.80	\$0.00	0%	\$0.00	\$132,429.80
b) TRAVEL	\$7,120.44	\$4,880.00	\$12,000.44	\$0.00	0%	\$0.00	\$12,000.44
c) EQUIPMENT	\$1,500.00	\$11,157.20	\$12,657.20	\$0.00	0%	\$0.00	\$12,657.20
d) SPACE/PROPERTY RENT	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
e) SPACE/PROPERTY OWN	\$9,300.00	\$0.00	\$9,300.00	\$0.00	0%	\$0.00	\$9,300.00
f) UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
g) OPERATING EXPENSES	\$5,759.00	\$0.00	\$5,759.00	\$0.00	0%	\$0.00	\$5,759.00
h) OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
Subtotal	\$149,339.44	\$22,807.00	\$172,146.44	\$0.00	0%	\$0.00	\$172,146.44
Total	\$412,036.41	\$0.00	\$412,036.41	\$114,089.08	28%	\$0.00	\$526,125.49

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



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

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

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

PERSONAL SERVICES NARRATIVE - SALARY

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

PERSONAL SERVICES NARRATIVE - FRINGE

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

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

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

CONTRACTUAL NARRATIVE

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

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

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

TRAVEL NARRATIVE

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

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

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

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

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

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

SPACE/PROPERTY OWN NARRATIVE

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

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

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

OPERATING EXPENSES NARRATIVE

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

ATTACHMENT C – WORK PLAN

SUMMARY

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

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

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

OVS currently funds one forensic interviewer who also serves as the CAC s community outreach worker. Forensic interviews facilitate information gathering from children to determine whether abuse occurred and the nature of the allegations. This specialized field requires continual training, practice and participation in peer review. The CAC s previous model when multidisciplinary team members (MDT) conducted interviews blurred professional roles. Team members did not have the time and resources to meet the demands required of a forensic interviewer. The continuation of a forensic interviewer/outreach worker at the CAC allows for skill specialization and enhances our ability to obtain a statement from a child in a manner that is a child-sensitive, unbiased, developmentally and culturally appropriate and legally sound. The skills acquired as a forensic interviewer also benefit our outreach efforts to identify crime victims. Research shows disclosures increase when children participate in prevention programs. The recent enactment of Erin s Law, mandating sexual abuse prevention education in schools, will likely increase program requests resulting in increased disclosures and case referrals. Also, adult education and awareness programs are crucial to identify risk factors and encourage increased reporting. To continue these important activities, we are requesting continued funding for our outreach worker. Proposed services, Implementation and Evaluation The CAC services children and their family members. In 2021, the CAC updated its three-year strategic plan which is the framework for this application. Plan goals include: increase program capacity to improve the delivery of services to clients, explore options for immediate and long-term succession and program sustainability, provide a trauma informed team response utilizing best practices that are

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

and strategies for sustainability.

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

Time Frame:

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

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

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

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

Performance Measure: Pre and post

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

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

Organizational Capacity

The CAC of Putnam

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

Initiated a

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

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

Budget Narrative Personal Services

CAC Senior

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

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

**ATTACHMENT C – WORK PLAN
DETAIL**

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

#60

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/SEMI-ANNUAL MORTGAGE TAX REPORT/ OCTOBER 1, 2023 THROUGH MARCH 31, 2024

WHEREAS, upon receipt of approval of the Semi-Annual Report showing the amounts to be credited to each district of the County of the money collected during the period October 1, 2023 through March 31, 2024 from the New York State Department of Taxation and Finance, the Putnam County Audit and Administration Committee reviewed and hereby forwards same to the Putnam County Legislature; now therefore be it RESOLVED, that pursuant to Section 261 of the Tax Law, the Putnam County Legislature issues tax warrants for the payment to the respective districts of the amounts so credited and authorizes and directs the Commissioner of Finance to make a payment of said amounts to the respective district in accordance with the report as follows:

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

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

cc All
Audit Reso

Michael Lewis
Commissioner of Finance



TRISH McLOUGHLIN
County Director- Real Property

Memorandum

To: Hon. Paul E. Jonke, Chairman
Putnam County Legislature

From: Patricia A. McLoughlin, CCD - Real Property

Date: April 12, 2024

Subject: Mortgage Tax Apportionment of Payments – 10/1/2023 to 3/31/2024

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

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

PM

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

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

PART II

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

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

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

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



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

NEW YORK STATE MORTGAGE TAX SEMI-ANNUAL REPORT

TAX RATE: 0.9360728993

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

Recording Officer

Treasurer

SEMI ANNUAL MORTGAGE TAX BREAKDOWN

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



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

cc All Reso
Audit

MICHAEL C. BARTOLOTTI
County Clerk

JAMES J. MCCONNELL
First Deputy County Clerk

April 11, 2024

VIA HAND DELIVERY

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

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

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

Dear Chairman Jonke:

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

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

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

Sincerely,

Michael C. Bartolotti
Putnam County Clerk

MCB:jm

Enc. (2)



**Department of
Taxation and Finance**

AUDIT DIVISION

April 11, 2024

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

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

Putnam County Clerk

APR 11 2024

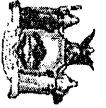
We approved your report.

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

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

Questions?

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



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

NEW YORK STATE MORTGAGE TAX SEMI-ANNUAL REPORT

BASIC TAX DISTRIBUTED TAX RATE: 0.9360728993

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 Recording Officer

 Treasurer

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

#69

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ AUTHORIZING THE FILING OF AN APPLICATION FOR A STATE ASSISTANCE FROM THE HOUSEHOLD HAZARDOUS WASTE (HHW) STATE ASSISTANCE PROGRAM AND SIGNING OF THE ASSOCIATED STATE MASTER GRANT CONTRACT, UNDER THE APPROPRIATE LAWS OF NEW YORK STATE

WHEREAS, the State of New York provides financial aid for household hazardous waste programs; and

WHEREAS, Putnam County, herein called the MUNICIPALITY, has examined and duly considered the applicable laws of the State of New York and the MUNICIPALITY deems it to be in the public interest and benefit to file an application under these laws; and

WHEREAS, it is necessary that a Contract by and between THE PEOPLE OF THE STATE OF NEW YORK, herein called the STATE, and the MUNICIPALITY be executed for such STATE Aid;

NOW THEREFORE BE IT RESOLVED by the Putnam County Legislature

- 1. That the filing of an application in the form required by the State of New York in conformity with the applicable laws of the State of New York including all understanding and assurances contained in said application is hereby authorized.**
- 2. That the Commissioner of Health or his/her designee is directed and authorized as the official representative of the MUNICIPALITY to act in connection with the application, to sign the resulting contract if said application is approved by the STATE; and to provide such additional information as may be required.**
- 3. That the MUNICIPALITY agrees that it will fund the entire cost of said household hazardous waste program and will be reimbursed by the State for share of such costs as indicated in the contract.**
- 4. That two (2) certified copies of this Resolution be prepared and sent to the New York State Department of Environmental Conservation together with a complete application.**
- 5. That this resolution shall take effect immediately.**

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____



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

amy OKed

*cc: All
 Audit 4/29*

Kevin M. Byrne
 COUNTY EXECUTIVE

Michael J. Nesheiwat, MD
 INTERIM COMMISSIONER OF HEALTH

*Other Business
 #129
 Approval*

MEMORANDUM

TO: Diane Schonfeld
FROM: Michael Nesheiwat, MD Commissioner of Health
DATE: January 15, 2024
RE: Resolution for Household Hazardous Waste Grant

The Department is in the process of preparing the request for NYS Department of Environmental Conservation funding for the Household Hazardous Waste Collection events to be held in 2024. The application requires that a Legislative Resolution be passed and submitted with the request.

Attached please find the sample resolution and the certificate of recording officer, with the specific language required for this purpose. Also attached is a copy of a resolution from a previous year for reference.

The Department requests that this item be placed on the agenda for the next Legislative meeting.

Thank you.

cc: Shawn Rogan
 Director of Environmental Health

Enc. Samples of previous year

Michael Nesheiwat MD

2024 APR 29 AM 11:04
 LEGISLATURE
 PUTNAM COUNTY
 CARMEL, NY

PUTNAM COUNTY LEGISLATURE

Resolution #91

Introduced by Legislator: Amy Sayegh on behalf of the Health, Social, Educational & Environmental Committee at a Regular Meeting held on May 2, 2023.

page 1

APPROVAL/ AUTHORIZING THE FILING OF AN APPLICATION FOR A STATE ASSISTANCE FROM THE HOUSEHOLD HAZARDOUS WASTE (HHW) STATE ASSISTANCE PROGRAM AND SIGNING OF THE ASSOCIATED STATE MASTER GRANT CONTRACT, UNDER THE APPROPRIATE LAWS OF NEW YORK STATE

WHEREAS, the State of New York provides financial aid for household hazardous waste programs; and

WHEREAS, Putnam County, herein called the MUNICIPALITY, has examined and duly considered the applicable laws of the State of New York and the MUNICIPALITY deems it to be in the public interest and benefit to file an application under these laws; and

WHEREAS, it is necessary that a Contract by and between THE PEOPLE OF THE STATE OF NEW YORK, herein called the STATE, and the MUNICIPALITY be executed for such STATE Aid;

NOW THEREFORE BE IT RESOLVED by the Putnam County Legislature

1. That the filing of an application in the form required by the State of New York in conformity with the applicable laws of the State of New York including all understanding and assurances contained in said application is hereby authorized.
2. That the Commissioner of Health or his/her designee is directed and authorized as the official representative of the MUNICIPALITY to act in connection with the application, to sign the resulting contract if said application is approved by the STATE; and to provide such additional information as may be required.
3. That the MUNICIPALITY agrees that it will fund the entire cost of said household hazardous waste program and will be reimbursed by the State for share of such costs as indicated in the contract.
4. That two (2) certified copies of this Resolution be prepared and sent to the New York State Department of Environmental Conservation together with a complete application.
5. That this resolution shall take effect immediately.

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

State of New York

ss:

County of Putnam

APPROVED

5/4/23
COUNTY EXECUTIVE DATE

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on May 2, 2023.

Dated: May 4, 2023

Signed:

Diane Schonfeld
Clerk of the Legislature of Putnam County