

THE PUTNAM COUNTY LEGISLATURE

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

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



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

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

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

**Monday** **March 27, 2023**  
**(Immediately following the Personnel Committee Meeting beginning at 6:30pm)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Correspondence/County Auditor**
  - a. Sales Tax Report**
  - b. Board In Revenue Report**
  - c. OTB Report**
  - d. Transfer/Revenue Report**
  - e. 2022 & 2023 Contingency/Subcontingency Report**
- 4. Correspondence/ Commissioner of Finance**
  - a. Overtime/Temporary Report**
  - b. Approval/ Budgetary Amendment 22A092/ Finance/ Year End Entry #3**
  - c. Approval/ Budgetary Amendment 23A009/ Dept. of Social Services & Mental Health/ Utilize Opioid Settlement Trust Monies to Fund Prevention Programs (Also reviewed in Health)**
- 5. Approval/ Fund Transfer 23T048/ Finance/ Tilly's Table Insurance**
- 6. Approval/ Fund Transfer 23T054/ Finance/ Office for Senior Resources/ Reclassification (Also reviewed in Personnel)**
- 7. Approval/ Fund Transfer 23T058/ Health Dept./ Correctly Allocate Funding for McGuinness Software (Also reviewed in Health)**

- 8. Approval/ Fund Transfer 23T065/ District Attorney/ Reclassification (Also reviewed in Personnel)**
- 9. Approval/ Fund Transfer 23T067/ Sheriff's Dept./ Move Funds from Vehicle Purchase Line to Vehicle Lease Line (Also discussed in Protective)**
- 10. Approval/ County Auditor to Attend Association of Local Government Auditors 2023 Annual Conference held Virtually**
- 11. Local Law to Amend Chapter 41, Section 41-5 of the Code of Putnam County Entitled "Deposit & Investment Policy"**
- 12. FYI/ Signature Bank Update**
- 13. FYI/ County's Deposit & Investment Policies/ Fourth Quarter Ending 12/31/2022**
- 14. Other Business**
- 15. Adjournment**



#3a

[illegible]



[illegible]

\*Revenue includes US Marshalls



	2009	2010	2011	2012	2013	2014	OTB REPORT			2017	2018	2019	2020	2021	2022	2023	+or(-) Same Period
							2015	2016	2017	2018	2019	2020	2021	2022	2023		
January*	126,704	74,075	30,127	19,928	2,509	4,951	4,236	6,248	5,657	5,504	(358)	0	0	0	89	797	709
February	14,623	13,576	13,284	13,470	10,907	8,589	7,511	7,145	6,707	6,480	0	0	0	0	82		
March	14,583	13,680	11,292	11,804	10,211	7,906	7,062	7,551	6,573	5,626	0	0	0	0	219		
April	37,414	49,991	27,171	61,533	10,931	10,206	8,373	8,009	8,097	0	0	0	0	0	401		
May***	13,952	13,403	12,563	11,767	11,376	9,322	8,419	9,223	9,161	17,163	0	0	67,285	568			
June	19,695	18,807	16,276	17,844	17,473	13,566	12,691	13,826	13,495	0	0	0	0	968			
July	99,951	85,918	13,543	74,257	16,646	10,113	10,255	10,312	8,916	0	0	0	5	552			
August	14,480	13,476	63,152	12,384	10,495	8,569	9,327	8,879	7,208	0	0	0	0	637			
September**	(23,250)	(23,609)	(24,169)	(25,743)	(25,941)	(27,830)	(28,847)	(1,226)	(1,696)	(9,857)	0	0	0	54	495		
October	40,991	27,452	34,084	11,601	9,541	8,414	8,117	7,766	7,639	0	0	0	70	576			
November	13,974	12,027	11,054	10,198	9,826	8,617	8,981	8,836	7,881	0	0	0	99	547			
December	13,757	12,950	11,563	11,593	9,419	8,401	6,915	7,904	7,274	0	0	0	91	610			
Actual	386,873	311,744	219,940	230,635	93,393	70,826	63,042	94,473	86,911	24,916	(358)	0	67,605	5,744	797	709	
Budget/(Revised)	550,000	500,000	375,000	317,200	95,000	200,000	85,000	86,135	94,545	24,916	63,000	0	0	0	0	0	
(Deficit)/Surplus	(163,127)	(189,256)	(155,060)	(86,565)	(1,607)	(129,174)	(21,958)	8,338	(7,634)	0	(63,358)	0	67,605	5,744	797	709	

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023	2	23T027	Highway Roads & Bridges	10511000	52130		COMPUTER EQUIPMENT	350.00	D	TO PURCHASE NEW PRINTER FOR 6N
2023	2	23T027	Highway Roads & Bridges	10511000	54410		SUPPLIES AND MAT	350.00	C	TO PURCHASE NEW PRINTER FOR 6N
2023	2	23T029	Transit - PART	95630000	54753		RUBBISH REMOVAL	1,100.00	D	RUBBISH REMOVAL
2023	2	23T029	Transit - PART	95630000	54682		SPECIAL SERVICES	1,100.00	C	RUBBISH REMOVAL
2023	2	23T030	Real Property	10135500	52110		FURNITURE AND FURNISHINGS	150.00	D	TO PURCHASE A NEW CHAIR
2023	2	23T030	Real Property	10135500	52130		COMPUTER EQUIPMENT	150.00	C	TO PURCHASE A NEW CHAIR
2023	2	23T031	Health - Community Health Assessment Fed	26401001	52650	10066	MOTOR VEHICLES	1,800.00	C	ALCHEMER SUBSCRIPTION
2023	2	23T031	Health - Community Health Assessment Fed	26401001	54782	10066	SOFTWARE ACCESSORIES	1,800.00	D	ALCHEMER SUBSCRIPTION
2023	2	23T032	Finance	10131000	54310		OFFICE SUPPLIES	135.00	C	BUDGET TRANSFER
2023	2	23T032	Finance	10131000	54510		MACHINE MAINTENANCE	135.00	D	BUDGET TRANSFER
2023	2	23T033	Planning	10802000	54636		INTERNET COSTS	83.00	D	BUDGET TXFR
2023	2	23T033	Planning	10802000	54313		BOOKS AND SUPPLEMENTS	83.00	C	BUDGET TXFR
2023	2	23T034	Health - Community Health Assessment Fed	26401001	54675	10173	TRAVEL	200.00	C	INCENTIVES AND HANDOUTS

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YEAR	PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023	2 23T034	Health - Community Health Assessment Fed	26401001	54329	10173	PROMOTIONAL MATERIALS	200.00	D	INCENTIVES AND HANDOUTS
2023	2 23T035	Highway Facilities	10511100	54410		SUPPLIES AND MAT	1,066.00	C	TO COVER PRINTER AND INK
2023	2 23T035	ENGINEERING	10144000	52130		COMPUTER EQUIPMENT	1,066.00	D	TO COVER PRINTER AND INK
2023	2 23T036	Emergency Services	10398900	54989		MISCELLANEOUS	200.00	C	MORE MONEY FOR POSTAGE NEEDED
2023	2 23T036	Emergency Services	10398900	54314		POSTAGE	200.00	D	MORE MONEY FOR POSTAGE NEEDED
2023	2 23T038	District Attorney	10116500	54313		BOOKS AND SUPPLEMENTS	1,250.00	D	REALLOCATION OF 2023 WESTLAW
2023	2 23T038	Law	10142000	54313		BOOKS AND SUPPLEMENTS	750.00	D	REALLOCATION OF 2023 WESTLAW
2023	2 23T038	DSS Overhead	10120000	54313		BOOKS AND SUPPLEMENTS	500.00	D	REALLOCATION OF 2023 WESTLAW
2023	2 23T038	Planning	10802000	54313		BOOKS AND SUPPLEMENTS	2,500.00	C	REALLOCATION OF 2023 WESTLAW
2023	2 23T039	Golf	10085000	54911		TAXES AND ASSESS ON CO PROP	100.00	D	FOR PC HEALTH DEPT WATER SUPPL
2023	2 23T039	Golf	10085000	54646		CONTRACTS	100.00	C	FOR PC HEALTH DEPT WATER SUPPL
2023	2 23T040	OSR	10677900	54634		TELEPHONE	172.00	C	ADD MONEY TO 6777.54634.10186
2023	2 23T040	OSR	10677900	54634		TELEPHONE	522.00	C	ADD MONEY TO 6772.54634
2023	2 23T040	OSR	10677700	54634	10186	TELEPHONE	172.00	D	ADD MONEY TO 6777.54634.10186

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023	2	23T040	OSR	10677200	54634		TELEPHONE	522.00	D	ADD MONEY TO 6772.54634
2023	2	23T041	OSR	10677900	54636		INTERNET COSTS	2,470.00	D	ALLOCATE INTERNET COSTS
2023	2	23T041	OSR	10677200	54636		INTERNET COSTS	3,690.00	D	ALLOCATE INTERNET COSTS
2023	2	23T041	OSR	10677800	54636		INTERNET COSTS	1,220.00	C	ALLOCATE INTERNET COSTS
2023	2	23T041	OSR	10677400	54636		INTERNET COSTS	2,470.00	C	ALLOCATE INTERNET COSTS
2023	2	23T041	OSR	10677400	54636		INTERNET COSTS	3,690.00	C	ALLOCATE INTERNET COSTS
2023	2	23T041	OSR	10677900	54636		INTERNET COSTS	1,220.00	D	ALLOCATE INTERNET COSTS
2023	2	23T042	ENGINEERING	10144000	54385		UNIFORMS	250.00	C	FOR NACE MEMBERSHIP FOR B. HIL
2023	2	23T042	ENGINEERING	10144000	54313		BOOKS AND SUPPLEMENTS	250.00	D	FOR NACE MEMBERSHIP FOR B. HIL
2023	2	23T043	Personnel	10143000	54640		EDUCATION AND TRAINING	500.00	C	THOMPSON REUTERS SUBS & DUES
2023	2	23T043	Personnel	10143000	54313		BOOKS AND SUPPLEMENTS	500.00	D	THOMPSON REUTERS SUBS & DUES
2023	2	23T044	Finance	10131000	54510		MACHINE MAINTENANCE	500.00	D	COVER FOR PARTS & LABOR
2023	2	23T044	Finance	10131000	54646		CONTRACTS	500.00	C	COVER FOR PARTS & LABOR
2023	2	23T045	DSS Overhead	10120000	54989		MISCELLANEOUS	750.00	C	COVER WESTLAW SUBSCRIPTION



YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023	2	23T045	DSS Overhead	10120000	54313		BOOKS AND SUPPLEMENTS	750.00	D	COVER WESTLAW SUBSCRIPTION
2023	2	23T046	Health - Lead	11015000	54510		MACHINE MAINTENANCE	140.00	D	REPLACE XRF BATTERIES
2023	2	23T046	Health - Lead	11015000	54314		POSTAGE	140.00	C	REPLACE XRF BATTERIES
2023	2	23T047	Mental Health Legal	10431000	54410	10115	SUPPLIES AND MAT	800.00	D	PURCHASES FOR CIT CLASS
2023	2	23T047	Mental Health Legal	10431000	54646	10115	CONTRACTS	800.00	C	PURCHASES FOR CIT CLASS
2023	2	23T049	Health - Community Health Assessment Fed	26401001	54646	10167	CONTRACTS	450.00	C	CELL PHONES FOR 2023
2023	2	23T049	Health - Community Health Assessment Fed	26401001	54635	10167	CELLPHONES	450.00	D	CELL PHONES FOR 2023
2023	2	R#49/23	Inmate T Commission	10364501	440891	10200	FY06 HOMELAND SECURITY SHSP	103,000.00	C	2022 STATE HOMELAND SECURITY
2023	2	R#49/23	EMS Fed	10398901	52680	10200	OTHER EQUIPMENT	10,000.00	D	2022 STATE HOMELAND SECURITY
2023	2	R#49/23	EMS Fed	10398901	52650	10200	MOTOR VEHICLES	121,731.00	D	2022 STATE HOMELAND SECURITY
2023	2	R#49/23	Inmate T Commission	10364501	52680	10200	OTHER EQUIPMENT	18,000.00	D	2022 STATE HOMELAND SECURITY
2023	2	R#49/23	Inmate T Commission	10364501	54646	10200	CONTRACTS	70,000.00	D	2022 STATE HOMELAND SECURITY
2023	2	R#49/23	EMS Fed	10398901	440891	10200	FY06 HOMELAND SECURITY SHSP	131,731.00	C	2022 STATE HOMELAND SECURITY
2023	2	R#49/23	Inmate T Commission	10364501	52195	10200	RESCUE EQUIPMENT	15,000.00	D	2022 STATE HOMELAND SECURITY

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2023	2	R#50/23	Legal Aid Society	25117000	54950		COUNTY CONTRIBUTION	646,452.00	D	23A005 LEGAL AID -ILSF
2023	2	R#50/23	Legal Aid Society	25117000	430251		ST AID INDIGENT LEGAL SERV	646,452.00	C	23A005 LEGAL AID -ILSF
2023	2	R#51/23	Sheriff	10311000	52680	10201	OTHER EQUIPMENT	40,000.00	D	BWC CAMERA
2023	2	R#51/23	Sheriff	10311000	430890	10201	STATE AID OTHER	40,000.00	C	BWC CAMERA
2023	2	R#52/23	Planning	10802000	51000		PERSONNEL SERVICES	8,389.00	C	22T033 PLANNER II TO PRIN PLAN
2023	2	R#52/23	Planning	10802000	51000		PERSONNEL SERVICES	8,389.00	D	22T033 PLANNER II TO PRIN PLAN
								948,720.00	Debits	
								948,720.00	Credits	



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## 2022 Contingency Report

### Beginning Balance 1/1/22

		\$	500,000.00
Res72	Health Department Reorganization		3,057.00
Res96	Probation- Reorganization		5,425.00
Res98	Health Department Reorganization		21,211.00
Res156	Contingency -add funds		500,000.00
Res220	State Aid - Pretrial Services		132,617.00
<b>Subtotal General Contingency</b>		\$	<b>1,162,310.00</b>

### Deductions:

Res29	Office Assistant - District Attorney	(24,592.00)
Res38	Civil Division - add costs omitted from budget	(26,500.00)
Res91	District Attorney-costs for re-trial	(195,000.00)
Res98	Health Department Reorganization	(1,830.00)
Res106	DOH required water supply testing	(50,000.00)
Res121	Railroad Station Maintenance	(102,767.00)
Res130	Health Department reorganization	(3,402.00)
Res143	District Attorney - ADA	(1,260.00)
Res144	I.T.- GIS program specialist	(39,801.00)
Res145	Dispatch- Overtime	(118,415.00)
Res221	Utilities	(16,120.00)
Res222	Insurance General & Excess Liability	(45,000.00)
Res237	Legal Services	(70,000.00)
Res246	Judgement & Claims	(250,000.00)
Res251	Police Traffic Safety Grant	(2,356.00)
Res253	Partnership Initiative - Coroner	(40,000.00)
Res280	Emergency Services - Overtime	(36,601.00)

	(1,023,644.00)
<b>Total</b>	<b>\$ 138,666.00</b>

### Proposed Deductions:

22A092	Year end entry #3	(83,890.00)
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**Pending Balance 12/31/22**

(83,890.00)
<b>\$ 54,776.00</b>



## 2023 Contingency Report

### Beginning Balance 1/1/23

Res30

County Executive changes

\$ 1,382,685.00

104,724.00

### **Subtotal General Contingency**

\$ 1,487,409.00

### **Deductions:**

### **Total**

0.00

\$ 1,487,409.00

### Proposed Deductions:

23T048

To cover Insurance bill

(15,877.00)

23T054

OSR- reclass to Fiscal Technician

(2,700.00)

### **Pending Balance 3/27/23**

(18,577.00)

\$1,468,832.00

Note:

R= resolution

A= proposed budgetary amendment



## **2023 Subcontingency Report**

4985- Maintenance & Repairs

<b><u>Beginning Balance 1/1/23</u></b>	\$ 35,000.00
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<b>Subtotal Subcontingency</b>	<u>\$ 35,000.00</u>
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**Deductions:**

23LT01	for nails, paint, plumbing supplies, cleaning supplies- Park	(10,000.00)
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23LT02	for nails, paint, plumbing supplies, cleaning supplies- Tilly	(10,000.00)
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		<u>(20,000.00)</u>
<b>Total</b>		<b>\$ 15,000.00</b>

**Proposed Deductions:**

<b>Pending Balance 3/27/23</b>	<u><u>\$15,000.00</u></u>
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**Maintenance & Repairs Breakdown**

Tilly Foster	20,000.00
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Park	<u>15,000.00</u>
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Total Subcontingency	<u><u>35,000.00</u></u>
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**Note:**

R= resolution

A= proposed budgetary amendment



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



DEPARTMENT OF FINANCE


#11a  
MICHAEL LEWIS  
*Chief Deputy Commissioner Of Finance*

SHEILA M. BARRETT  
*Deputy Commissioner Of Finance*

**MEMORANDUM**

TO: Diane Schonfeld, Legislative Clerk

DATE: March 10, 2023

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

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

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

Enclosure

2023 MAR 10 PM 3:02  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Overtime Temporary - RECAP - 2023

As of Date: March 10, 2023

Org Description	Org	Object	Project	Acct. Description	2022 Actual	2023 Original Budget	2023 Revised Budget	2023 Actual	2022 Distributed Budget	2023 Available	2023 Percent
Corrections - Transportation	<b>10009000</b>	<b>51093</b>		<b>OVERTIME</b>	<b>84,374.64</b>	<b>66,635.00</b>	<b>66,635.00</b>	<b>16,945.56</b>	<b>12,814.42</b>	<b>49,689.44</b>	<b>25.43%</b>
Emergency Services - Dispatch	13398900	51093		OVERTIME	269,906.33	200,000.00	200,000.00	71,543.95	38,461.54	128,456.05	35.77%
Health - ATUPA	12023000	51094		TEMPORARY	246.87	800.00	800.00	227.70	153.85	572.30	28.46%
Health - ATUPA	12023000	51093		OVERTIME	2,829.20	4,000.00	4,000.00	2,444.51	769.23	1,555.49	61.11%
Health - EHS	<b>12401000</b>	<b>51093</b>		<b>OVERTIME</b>	<b>38,400.76</b>	<b>32,000.00</b>	<b>32,000.00</b>	<b>17,105.45</b>	<b>6,153.85</b>	<b>14,894.55</b>	<b>53.45%</b>
Highway - Facilities	<b>10511100</b>	<b>51094</b>		<b>TEMPORARY</b>	<b>17,461.06</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>10,799.89</b>	<b>7,692.31</b>	<b>29,200.11</b>	<b>27.00%</b>
Legislature	10101001	51093		OVERTIME	0.00	400.00	400.00	181.68	76.92	218.32	45.42%
Personnel	<b>10143000</b>	<b>51093</b>		<b>OVERTIME</b>	<b>6,275.25</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>2,619.66</b>	<b>1,346.15</b>	<b>4,380.34</b>	<b>37.42%</b>

\*New Departments in Bold



WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk

FROM: Michael J. Lewis, Chief Deputy Commissioner of Finance

RE: Budgetary Amendment – 23A009

DATE: March 14, 2023

At the request of the Commissioner of Social Services and Mental Health, the following budgetary amendment is required:

Increase Appropriations:

10431000 54646 10202	MH LGU - Contracts	\$ 85,000
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Increase Estimated Revenues:

10431000 427350 10202	MH LGU - Opioid Settlement Monies	\$ 85,000
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Fiscal Impact - 2023 - \$ 0

Fiscal Impact - 2024 - \$ 0

The Executive Director of The Prevention Council of Putnam wrote a formal funding request letter to the County Executive dated back on February 16, 2023 outlining the overview of the scope of work the agency would provide pursuant to Schedule C of the New York Opioid Settlement Sharing Agreement.

The Commissioner of Social Services and Mental Health is respectively requesting that the Committee utilize up to \$85,000 of the Opioid Settlement Trust Monies to fund the agency's evidence-based programs and strategies for preventing opioid misuse, opioid overdose and connecting those to care and harm reduction services to abate the opioid epidemic in Putnam County.

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive

#LIC Reso  
Health 3/21  
MICHAEL J. LEWIS  
Chief Deputy Commissioner Of Finance

SHEILA BARRETT  
Deputy Commissioner Of Finance  
Audit: 3/27

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY  
MAR 14 PM 3:15

23A009

## Michael Lewis

**From:** Piazza, Jr., Michael J (DFA) <Michael.PiazzaJr@dfa.state.ny.us>  
**Sent:** Tuesday, March 14, 2023 12:28 PM  
**To:** Michael Lewis  
**Cc:** Servadio, Sara (DFA); Balcer, Grace (DFA); William Carlin  
**Subject:** Narrative for Budget Resolution for Health Committee for expenditure of \$85,000 of Opiate settlement funding.

### PUTNAM COUNTY NOTICE

**THIS EMAIL IS FROM AN EXTERNAL SENDER! DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way! REMEMBER: NEVER provide your user ID or password to anyone for any reason!**

This expenditure will support the intent of the New York Opioid Settlement Sharing Agreement by funding services that are consistent with the "Approved uses" detailed in Schedule C of the settlement. The total cost of this expenditure shall be \$85,000 and will be spent on the following services.

1. To prevent Substance Use Disorders and the misuse of opioids through an evidence based public health education and prevention programs including school based programs and strategies that include :

- Public Education relating to drug disposal
- Drug take back disposal and destruction
- Educational campaigns to reduce social access , physical access and stigma reduction
- Providing support to individuals in treatment and recovery and,
- Providing training and education to students , families and school employees , school athletic programs and others.

Total for this strategy is ~~\$45,500~~ 513,342.500

2. Prevent Overdose Deaths and other harms via Harm Reduction using evidence based programs and strategies that include:

- Increasing availability and distribution of naloxone to first responders ,overdose patients,opioid users, families and friends of opiod users, schools and outreach workers, drug offenders upon release jail and the general public.
- Training and education regarding naloxone overdoses for first responders , overdose patoents ,patients taking opioids , families , schools and other members of the public:
- Training for school nurses and other school staff to respond to opioid overdoses and provide them with naloxone , training and support.

-Public education relating to emergency responses to overdoses and the Good Samaritan Laws:

-Peer support services , referrals to treatment and connections to care to prevent and reduce recidivism or reoccurrence.

Total for this strategy is \$42,500.

Mike - Grace take a look and tell me if you need anything else.

I don't know if we need to break out the allocation for each strategy but if we do I checked with Kristin and it should be 50/50.

We will do a quarterly advance with reports of presentations and trainings conducted, numbers of persons trained etc.

8.





Kristin E. McConnell, MS, CPP-G  
Executive Director

67 Gleneida Avenue, Carmel, NY 10512

Tel: (845)225-4646

Fax: (845)225-5935

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

February 16, 2023

Kevin Byrne, County Executive  
Putnam County Executive's Office  
40 Gleneida Avenue  
Carmel, NY 10512

**Re: Opioid Settlement Funds Funding Request Follow Up**

Dear County Executive Byrne,

As you may know, the Prevention Council of Putnam provides a full spectrum of prevention, harm reduction and recovery support services to the residents of Putnam County. We have been actively participating in the discussions with local government regarding the Opioid Settlement Funds and submitted a formal funding request last year. Since our funding request is time sensitive, we are following up to find out the status of the request, and to provide you with an overview of the scope of work we plan to implement with the requested funds. The areas we intend to focus on fall within the Schedule C Approved Uses and are outlined below:

**Preventing Misuse of Opioids through evidence-based programs and strategies that include:**

- Public education relating to drug disposal;
- Drug take back disposal and destruction;
- Educational campaigns to reduce social access, physical access and stigma reduction;
- Providing support to individuals in treatment or recovery; and
- Providing training and education to students, families, school employees, school athletic programs, and others.

**Preventing Overdose Deaths and Other Harms through evidence-based programs and strategies that include:**

- Increasing availability and distribution of naloxone to first responders, overdose patients, opioid users, families and friends of opioid users, schools and outreach workers, drug offenders upon release from jail and the general public;
- Training and education regarding naloxone overdoses for first responders, overdose patients, patients taking opioids, families, schools, and other members of the public;
- Training for school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support;
- Public education relating to emergency responses to overdoses and the Good Samaritan Laws;
- Peer support services, referrals to treatment and connections to care to prevent and reduce recidivism or reoccurrence

The total amount of our request is \$541,215.00, however; it is important to note that this request covers a five-year period from 4/1/2023 through 12/31/2027, which comes to approximately \$114,000 per year. Our request is an investment in collaborative, cross-system, coordinated life-saving services aimed at preventing opioid misuse, opioid overdose and connecting individuals to care and harm reduction services to abate the opioid epidemic here in Putnam County. Please note that as stated in our original request, current funding for these services ends on March 31, 2023, and all of the vital services described above will cease, unless we are awarded funds. **We can provide a detailed breakdown of how the funds will be utilized and ensure that the services provided fall within the required uses as set forth in the guidelines.**

We look forward to discussing this request with you and thank you in advance for your consideration.

Sincerely,

Kristin McConnell, M.S., CPP





cc: all  
ATA

#41b 2es0

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance  
Re: Budgetary Amendment - 22A092  
Date: March 20, 2023

WJC

2023 MAR 20 PM 3:47  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**GENERAL FUND:**

**Increase estimated appropriations:**

SEE ATTACHED SHEET 2,083,890.00

**Decrease estimated appropriations:**

SEE ATTACHED SHEET 83,890.00

**Increase estimated revenues:**

SEE ATTACHED SHEET 2,000,000.00

**CAPITAL FUND:**

**Increase estimated appropriations:**

SEE ATTACHED SHEET 2,860,503.00

**Decrease estimated appropriations:**

SEE ATTACHED SHEET 2,514,335.25

**Increase estimated revenues:**

SEE ATTACHED SHEET 3,181,903.00

**Decrease estimated revenues:**

SEE ATTACHED SHEET 2,835,735.25

Fiscal Impact - 2022 - \$ 83,890  
Fiscal Impact - 2023 - \$ 0

This Resolution is required to record year end journal entry #3 as per the attached spreadsheet.

22A092

Approved:

Kevin M, Byrne  
County Executive



FD ORG	OBJECT	PROJECT	DESCRIPTION	INCREASE ESTIMATED APPROPN	DECREASE ESTIMATED APPROPN	INCREASE ESTIMATED REVENUES	DECREASE ESTIMATED REVENUES	COMMENTS
05 05000	457101	51912	BOND PROCEEDS 2019					TO CORRECT ACCOUNT
05 05000	45710K	51912	BOND PROCEEDS 2020					TO CORRECT ACCOUNT
05 55197000	53000	51509	CAPITAL PROJECTS RESERVE	2,000,000.00		71,400.00	71,400.00	TO INCREASE CAPITAL RESERVE ACCOUNT
05 55197000	428601	51509	CAPITAL PROJECTS RESERVE			2,000,000.00		TO INCREASE CAPITAL RESERVE ACCOUNT
05 55197000	449898	52201	FED AID ARPA - BRIDGES & CULVERTS			500,000.00		USE OF ARPA FUNDS INSTEAD OF BORROW
05 05000	45710M	52201	BOND PROCEEDS 2022				500,000.00	USE OF ARPA FUNDS INSTEAD OF BORROW
05 55197000	531903	51509	TILLY FOSTER RENOVATION		250,000.00			CLOSE PROJECT
05 55197000	53000	51509	CAPITAL PROJECTS RESERVE	250,000.00				CLOSE PROJECT
05 55997000	445971	52209	BOND PROCEEDS 2022				442,800.00	CLOSE PROJECT
05 55197000	53000	52209	FED AID - DREWVILLE RD BR				1,771,200.00	CLOSE PROJECT
05 55197000	53000	52209	DREWVILLE RD BR					CLOSE PROJECT
05 55197000	53000	52108	ROUTE 6 - FARRINGTON RD		2,214,000.00			CLOSE PROJECT
05 55197000	427050	52108	OTHER REV - ROUTE 6 & FARRINGTON RD		50,335.25			CLOSE PROJECT
05 55997000	428601	52103	INTERFUND TRANSFER - GENERAL FUND			12,223		TO ADJUST 5307 FUNDS FFY 2021 TO ACTUAL
05 55997000	435970	52103	STATE AID - 5307 FUNDS			12,223		TO ADJUST 5307 FUNDS FFY 2021 TO ACTUAL
05 55997000	445970	52103	FED AID - 5307 FUNDS			97,783.00		TO ADJUST 5307 FUNDS FFY 2021 TO ACTUAL
05 55997000	53000	52103	TRANSIT - SECTION 5307 FUNDS FFY 2021	122,229.00				TO ADJUST 5307 FUNDS FFY 2021 TO ACTUAL
05 55997000	428601	52206	INTERFUND TRANSFER - GENERAL FUND			48,828.00		TO ADJUST 5307 FUNDS FFY 2022 TO ACTUAL
05 55997000	435970	52206	STATE AID - 5307 FUNDS			48,827.00		TO ADJUST 5307 FUNDS FFY 2022 TO ACTUAL
05 55997000	445970	52206	FED AID - 5307 FUNDS			390,619.00		TO ADJUST 5307 FUNDS FFY 2022 TO ACTUAL
05 55997000	53000	52206	TRANSIT - SECTION 5307 FUNDS FFY 2022	488,274.00				TO ADJUST 5307 FUNDS FFY 2022 TO ACTUAL
				2,860,503.00	2,514,335.25	3,181,903.00	2,835,735.25	

FD	ORG	OBJECT	PROJECT	DESCRIPTION	INCREASE ESTIMATED APPROPS	DECREASE ESTIMATED APPROPS	INCREASE ESTIMATED REVENUES	DECREASE ESTIMATED REVENUES	COMMENTS
01	10990100	59020		TRANSFER TO CAPITAL ACCOUNT	2,000,000		2,000,000		TO INCREASE CAPITAL RESERVE ACCOUNT
01	10131000	427161		USE OF FUND BALANCE					TO INCREASE CAPITAL RESERVE ACCOUNT
01	10990100	59020		TRANSFER TO CAPITAL ACCOUNT	12,223				TO ADJUST 5307 FUNDS FFY 2021 TO ACTUAL
01	10990100	59020		TRANSFER TO CAPITAL ACCOUNT	48,828				TO ADJUST 5307 FUNDS FFY 2022 TO ACTUAL
01	25117100	54125		LEGAL SERVICES - 188	14,000				TO ADJUST 188 COSTS TO ACTUAL
01	10135500	54783		LICENSING SOFTWARE	4,600				ADJUST TO ACTUAL
01	10085000	54646	10149	CONTRACTS	3,750				ADJUST TO ACTUAL
01	12401000	54310		OFFICE SUPPLIES	270				ADJUST TO ACTUAL
01	10116200	54630		NATURAL GAS	120				ADJUST TO ACTUAL
01	10661000	51000		PERSONNEL SERVICES	60				ADJUST TO ACTUAL
01	10146000	51000		PERSONNEL SERVICES	39				ADJUST TO ACTUAL
01	10199000	54980		CONTINGENCY		83,890			ADJUST TO ACTUAL
					2,083,890	83,890	2,000,000		



COUNTY OF PUTNAM  
FUND TRANSFER REQUEST

cc: all  
A+A

Reso  
#5

TO: Commissioner of Finance

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

DEPT: Finance

DATE: February 27, 2023

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10199000.54980 General Contingencies	10084000.54800.10137 Insurance – Tilly's Table	\$15,877.00	Cover Selective Insurance Bill

Total \$15,877.00

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2023 Fiscal Impact \$ 15,877  
                                  -0

2023 MAR -7 AM 9:56  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

AUTHORIZATION:

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

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

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

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

23T048

**Sheila Barrett**

---

**From:** Mat Bruno  
**Sent:** Thursday, February 16, 2023 1:16 PM  
**To:** Michael Lewis  
**Cc:** Sheila Barrett  
**Subject:** Selective Bill  
**Attachments:** 22 23 Audit.PDF; 23 24 Adjustment.PDF; Lttr - 2nd Page.PDF

Good afternoon, Mike, and Sheila:

I just finished my meeting with Brown and Brown regarding the increase in premium from Selective Insurance. I had them provide some documents ( which are attached ) and an explanation as to why there was such an increase in premium based on the current invoice.

The 2022/2023 audit was what resulted in the additional premium of \$7,701.00. Essentially the current audit created a need for added primum for last years policy period. Since we paid that in full already, they just added it to the current invoice.

Based on the same audit, there was an adjustment made to the 2023/2024 policy term to reflect the sales picking up. More sales means more primum- due to more liability and potential negligence. It therefore resulted in a \$8,258.00 additional premium for the current policy.

Essentially, we got hit with a double whammy. However, the good news is that I will be reaching out to determine if we can amend any potential sale figures into the 2023 year, thus resulting in a decrease in premium. Because we pay in full, any decrease thereafter will be credited to our account on the next invoice provided ( most likely the 2024-25 policy period ).

Below is an easy-to-read graph showing same.



Code/Description	Basis	Estimated Exposure	Audited Exposure
16910 – Restaurant <30% Alcohol, Table Service	Gross Sales	n/a	1,001,051
18206 - Sporting Goods Equipment Stores	Gross Sales	75,903	101,817
28162 – Liquor Liability (Location #1)	Gross Sales	115,313	200,516
16916 - Restaurant >30% <75% Alcohol - no dance floor	Gross Sales	228,056	If Any
32015 - Golf Courses Public from \$65 to \$94 Round	Gross Sales	1,578,973	1,824,191
28162 – Liquor Liability (Location #2)	Gross Sales	104,926	If Any
16916 - Restaurant <30% <75% Alcohol No Dance Floor	Gross Sales	429,812	If Any

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

NOTICE: The information in this e-mail message and any attachments thereto have been sent by an attorney or his/her agent, and is or are intended to be confidential and for the use of only the individual or entity named above. The information may be protected by attorney/client privilege, work product immunity or other legal rules. If the reader of this message and any attachments thereto is not the intended recipient, you are notified that retention, dissemination, distribution or copying of this e-mail message or any attachments is strictly prohibited. Although this e-mail message (and any attachments) is believed to be free of any virus or other defect that might affect any computer system into which it is received and opened, the intended recipient is responsible to ensure that it is virus free.

GOLF 750/6  
Tilly 050/0

237048



**Brown & Brown**  
INSURANCE

HUDSON VALLEY

Brown & Brown of New York, Inc.  
625 Route 6  
Mahopac, NY 10541  
P: (845) 628-4500 | F (845) 628-  
1804  
bbhvins.com

February 10, 2023

Putnam County  
DBA Putnam National Golf Course  
48 Gleneida Ave.  
Carmel, NY 10512

Policy #: S1842347  
Policy Term: 1/1/2022 – 1/1/2023  
Transaction: Final Audit

Dear Mat Bruno,

Recently, you should have received a copy of the audit completed by your insurance carrier for the captioned policy.

The purpose of the annual audit is to compare your actual performance with what was “estimated” at the beginning of the policy. The classifications and rates have been reviewed; please review the attached Audit Explanation and verify the accuracy of the premium basis shown.

Failure to require sub-contractors to provide a Certificate of Insurance evidencing their coverage with limits required by your insurance carrier will cause you to be charged for their payroll. If you have not obtained Certificates from your sub-contractors, please do so as soon as possible and forward them to our office or directly to the auditor.

This audit results in an additional premium of \$7,701, in which you will receive an invoice directly from the carrier. All additional premiums are due within 10 days of receipt of this letter.

If you do not agree with the audit and dispute the figures, you must contact our office and ask for a re-audit in writing. Due to the time frame that the company allows, we must ask that you let us know before

Please do not hesitate to call if you should have any questions.

Sincerely,

Jordan Belmonte

237048



**Brown & Brown**  
INSURANCE\*

HUDSON VALLEY

Brown & Brown of New York, Inc.  
625 Route 6  
Mahopac, NY 10541  
P: (845) 628-4500 | F (845) 628-  
1804  
bbhvins.com

**AUDIT EXPLANATION**

Date: February 10, 2023

Insured: Putnam County DBA Putnam National Golf Course  
Policy Number: S1842347  
Line of Business: Package  
Audit Period: 1/1/2022 – 1/1/2023

Code/Description	Basis	Estimated Exposure	Audited Exposure
16910 – Restaurant <30% Alcohol, Table Service	Gross Sales	n/a	1,001,051
18206 - Sporting Goods Equipment Stores	Gross Sales	75,903	101,817
28162 – Liquor Liability (Location #1)	Gross Sales	115,313	200,510
16916 - Restaurant >30% <75% Alcohol - no dance floor	Gross Sales	228,056	If Any
32015 - Golf Courses Public from \$65 to \$94 Round	Gross Sales	1,578,973	1,824,191
28162 – Liquor Liability (Location #2)	Gross Sales	104,926	If Any
16916 - Restaurant <30% <75% Alcohol No Dance Floor	Gross Sales	429,812	If Any

237048





**Brown & Brown**  
INSURANCE\*

HUDSON VALLEY

Brown & Brown of New York, Inc.  
625 Route 6  
Mahopac, NY 10541  
P: (845) 628-4500 | F: (845) 628-1804  
bbhvins.com

February 13, 2023

Putnam County  
DBA Putnam National Golf Course  
48 Gleneida Ave.  
Carmel, NY 10512

Policy #: S1842347  
Policy Term: 01/01/2023 - 01/01/2024  
Transaction: Endorsement

Dear Mat Bruno,

Enclosed, please find an endorsement, effective 1/1/2023 to the above referenced policy that Amend Sales to Reflect 2022/2023 Audit. Please review the endorsement for accuracy and feel free to contact me if you have any questions. This document should be attached to your policy for future reference.

**This endorsement results in an additional premium of \$8,285, which will be processed directly by the company.**

It is a pleasure doing business with you. If we can service your insurance needs in any other way, please do not hesitate to call.

Sincerely,

**Jordan Belmonte**

Enclosure

237048

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

*cc: all  
Pers.  
ARA*

*Reso  
#10*

**TO: Commissioner of Finance**

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

*SMB*

**DEPT: Finance**

**DATE: March 8, 2023**

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

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10677200.51000.10119 Personnel Services Principal Account Clerk	10677200.51000.10145 Personnel Services Fiscal Technician	\$49,785.00	Reclass position to Fiscal Technician
10199000.54980 General Contingencies	10677200.51000.10145 Personnel Services Fiscal Technician	\$ 2,508.00	Reclass position to Fiscal Technician
10199000.54980 General Contingencies	10677200.58002 FICA	\$ 192.00	Reclass position to
<b>Total</b>		<b>\$52,485.00</b>	

*(OSR)*

**23T054**

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

2023 Fiscal Impact \$ 2,700  
2024 Fiscal Impact \$ 6,934

**2023 MAR - 8 PM 1:25**  
**LEGISLATURE**  
**PUTNAM COUNTY**  
**CARMEL, NY**

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

\_\_\_\_\_  
Date

**AUTHORIZATION:**

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

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

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

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

*23T054*

Kevin M. Byrne  
County Executive



*cc: all  
Pers*

Michael Cunningham  
Director



## M · E · M · O · R · A · N · D · U · M

DATE: March 7, 2023  
TO: Diane Schonfeld, Clerk to the Legislature  
FROM: Michael Cunningham, Director of the Office for Senior Resources *mc/sj*  
CC: James Burpoe, Deputy County Executive  
William Carlin, Commissioner of Finance  
Paul Eldridge, Personnel Officer  
RE: Reclassification

The Personnel Department recently conducted a job analysis review of a position in the fiscal unit of our department. The review was initiated in August of 2022 and after all information was considered, including additional details provided by the incumbent in February 2023, the Personnel Department has concluded that the position is properly entitled Fiscal Technician. A budgetary transfer will be provided by the Finance Department under separate cover.

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

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

Thank you.

attachment: Fiscal Technician Job Specification

2023 MAR - 7 PM 4:39  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY



## FISCAL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is important technical work of a specialized nature requiring a high degree of accuracy. The incumbent is responsible for ensuring accuracy, consistency and organization in all accounting and fiscal functions for a department or agency. The work includes maintenance of accurate financial records, and managing accounts in accordance with yearly budgetary plans. Work also involves establishment and implementation of departmental accounting procedures, in compliance with any instructions that may be received from New York State Audit and Control and the County Finance Department. Work is performed under general supervision, with wide leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of subordinate staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains accurate and current financial records on all departmental or agency accounts and budgets, including fixed asset recording;  
Designs, implements, evaluates and refines effective accounting procedures and financial reporting systems for the department or agency;  
Assists in the preparation of the annual department or agency budget, secures budget estimate data, forecasts and conducts budget studies;  
Gathers data and makes recommendations regarding departmental or agency spending patterns and financial needs;  
Maintains accurate data and records with regard to departmental operations, as needed;  
Researches relevant laws and regulations pertinent to the financial operation of the department or agency, as needed;  
Manages the requisition, purchase, receipt and inventory of supplies and equipment, including payments and records processing;  
Manages billing, accounts payable and receipts for outside services provided by the department or agency;  
Manages billing, accounts payable and receipts relative to grants and reimbursements;  
Prepares periodic fiscal, statistical and management reports;  
Coordinates and processes departmental or agency payroll information relative to overtime, part-time, encumbrances, annual salary changes, etc.;  
Attends training meetings, workshops and seminars as required;  
May confer with Federal, State and local accountants and auditors regarding accounting practices and auditors' recommendations;  
May oversee and supervise subordinate staff engaged in a variety of financial operations;  
Performs a variety of related activities as required.

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

## FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of governmental fiscal accounting and reporting procedures; good knowledge of methods used in keeping financial accounts and records;

FISCAL TECHNICIAN (cont'd)

working knowledge of fiscal terminology; ability to acquire a working knowledge of departmental or agency affairs related to fiscal management; ability to prepare complete and accurate financial reports and statements; ability to lead and direct the work of others; ability to communicate effectively, both orally and in writing; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships; good judgment; initiative; resourcefulness; tact and courtesy; integrity.

MINIMUM QUALIFICATIONS: Either

- a) Associates degree or completion of sixty (60) college credits in accounting, business administration, economics, or other related field, and two (2) years experience in business administration, account keeping, or payroll administration; or
- b) Graduation from high school or possession of a comparable diploma and five (5) years experience in business administration, account keeping, or payroll administration; or
- c) An equivalent combination of training and experience as indicated in a), b) and c) above.

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

cc: all  
Health - FY1  
A+A - sign

sign  
#7

COUNTY OF PUTNAM

FUND TRANSFER REQUEST # 304

TO: Commissioner of Finance

FROM: William A. Orr, Jr., Senior Fiscal Manager

DEPT: Health

DATE: March 9, 2023

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT	PURPOSE
10296000-54782 Preschool-Software Acc.	10296000-54783 Preschool-Lic. Software	\$25,000.00	To correctly allocate funding for the payment of McGuinness software.

2023 MAR 10 AM 11:51  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2022 Fiscal Impact \$ 0.00

2023 Fiscal Impact \$ 0.00

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

237058





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

Kevin M. Byrne  
COUNTY EXECUTIVE

Michael J. Nesheiwat, MD  
INTERIM COMMISSIONER OF HEALTH

## MEMORANDUM

From: William A. Orr, Jr.

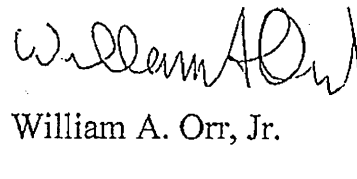
To: William Carlin

Date: March 9, 2023

Re: Fund Transfer Request #304 in the amount of \$25,000.00

In the 2023 budget for 1029600 (Preschool), funds should have been allocated to line 54783 (Licensing Software); however, due to a data entry error, funds were allocated to line 54782 (Software Accessories). These funds are to remit payment for the second and final installment for the McGuiness billing software. Please put this on the appropriate committee for approval.

Sincerely,

  
William A. Orr, Jr.

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

cc: all  
Pers  
AVA

Reso  
#8

**TO: Commissioner of Finance**

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

**DEPT: Finance**

**DATE: March 20, 2023**

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

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10116500.51000.510121 Personnel Services Typist/Office Assistant	10116500.51000.10131 Personnel Services Senior Office Assistant Legal	\$35,553.00	Reclass position to Sr. Office Asst. Legal Effective 4/1/23
10116500.51000.510120 Personnel Services Senior Office Assistant Legal	10116500.51000.10131 Personnel Services Senior Office Assistant Legal	\$ 3,809.00	Reclass position to Sr. Office Asst. Legal
10116500.51000.10117 Personnel Services Office Assistant Legal	10116500.51000.10132 Personnel Services Senior Office Assistant Legal	\$38,467.00	Reclass position to Sr. Office Asst. Legal Effective 4/1/23
10116500.51000.510120 Personnel Services Senior Office Assistant Legal	10116500.51000.10132 Personnel Services Senior Office Assistant Legal	\$ 2,485.00	Reclass position to Sr. Office Asst. Legal
<b>Total</b>		<b>\$80,314.00</b>	

**23T065**

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

2023 Fiscal Impact \$ -0-

2024 Fiscal Impact - Unknown

Department Head Signature/Designee

AUTHORIZATION:

Date	Commissioner of Finance/Designee: Initiation and \$0-\$5,000.00
Date	County Executive/Designee: \$5,000.01 - \$10,000.00
Date	Chairperson Audit/Designee: \$0-\$10,000.00
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00

2023 MAR 21 AM 10:12  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

23T065

**CHIEF ASSISTANT DISTRICT ATTORNEY**  
Chana Krauss

**FIRST ASSISTANT DISTRICT ATTORNEY**  
Breanne Smith



*cc: all  
Pels  
ATA*

**ASSISTANT DISTRICT ATTORNEYS**  
Todd Carpenter  
Joseph Charbonneau  
Mackenzie Ferguson  
Larry Glasser  
Melissa Lynch  
Kerianne Morrissey

**ROBERT V. TENDY**  
District Attorney

**MEMORANDUM**

March 20, 2023

**TO:** Diane Schonfeld, Clerk to the Legislature

**FROM:** Robert V. Tendy, District Attorney *R. T.*

**SUBJECT:** Reclassification

The Personnel Department recently conducted a job analysis review of two clerical positions in our department. The review was initiated on January 12, 2023, and after all information was considered, the Personnel Department has concluded that the positions are properly entitled Senior Office Assistant Legal. This change in classification will result in a nominal change in the 2023 staffing budget, which has been reduced since 2020. A budgetary transfer will be provided by the Finance Department under separate cover.

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

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

cc: James Burpoe, Deputy County Executive  
William Carlin, Commissioner of Finance  
Paul Eldridge, Personnel Officer

attachments:

Senior Office Assistant Legal Job Specification  
Reclassification Letters from the Personnel Department

2023 MAR 20 PM 3:59  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY



PAUL ELDRIDGE  
Personnel Officer



ADRIENE IASONI  
Deputy Personnel  
Officer

January 19, 2023

Classification/Reclassification Notice

Robert Tendy  
District Attorney

Dear Mr. Tendy,

Our office has completed a review of the below referenced forms and documentation submitted on behalf of Michele Galligan and Carmela Surace for job classification evaluation:

☒ Job Classification Questionnaire (Form 220) Dated 1/12/23  
☐ New Position Duties Statement (Form 222) Dated \_\_\_\_\_  
☐ Request for Additional Position(s) in an Already Established Classification (Form 222A)

Please be advised that, pursuant to Civil Service Law, Section 22, we have classified this position as Senior Office Assistant (Legal) the Competitive jurisdictional classification. Please see requirements below.

Please Note:

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

☐ Non-Competitive Jurisdictional Classification: Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.

☐ Labor Jurisdictional Classification: Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.

☐ Exempt Jurisdictional Classification: Appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.

If you have any questions or require any clarification, please do not hesitate to contact me.

At this time, Ms. Surace appears on the eligible list for the title of Senior Office Assistant (Legal) and once funding is approved by the legislature, could be appointed to said title. Ms. Galligan does not appear on the current list; however, she can be appointed provisionally until such time as a competitive exam is held. Other appointment options may be available as well, which I am happy to discuss with you.

Sincerely,  
Patricia Rana   
Senior Personnel Specialist

CC: Christina Rizzo, Chief of Staff

### SENIOR OFFICE ASSISTANT (LEGAL)

**DISTINGUISHING FEATURES OF THE CLASS:** This is advanced level legal office/clerical and administrative work performed to support the efficient operation of a municipal legal office such as the Law Department, District Attorney's Office or Social Services Attorneys' Office. Familiarity with complex legal terminology used in the preparation of legal briefs and documents is required. Work involves the operation of automated systems equipment in the preparation and storing of legal documents and correspondence. General supervision is provided by legal staff and higher-level administrators. Supervision is not a responsibility of this position. Performs related work as required.

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

- Prepares and processes legal correspondence and documents relative to New York Criminal Procedure Law (§370.15, §710.30) and other laws and statutes, such as notices, subpoenas, orders, responses, declarations, statements, certificates, affidavits and other legal forms required for federal, state and local courts and related procedures;
- Prepares and provides legal documents and information to Probation Department as requested;
- Receives monthly calendars for assigned local courts and organizes necessary case materials, filing/processing of documents, attorney reminders, etc.
- Receives and maintains case dockets, documents and files relative to all cases on local court calendars for assigned courts;
- Prepares and organizes case files for Assistant District Attorneys' case research and court appearances, which includes running updated criminal histories (Record of Arrests and Prosecutions or RAP sheets) and Department of Motor Vehicles records, evidence and other documentation from arresting agencies such as 911 calls, videos, photos, etc.
- Enters all notes, future court dates, seal orders, warrants, orders of protection, and any other additional information upon case files' return from court, including forfeitures;
- Processes physical and electronic closing/breakdown of cases once they have received dispositions, including proper processing of seal orders;
- Prepares evidence letters on a monthly basis to police agencies relative to disposal of evidence;
- Maintains direct and regular communications with police agencies, jail personnel, laboratories, court clerks, defense attorneys, probation officers, immigration officers, etc. via telephone, fax and email;
- Accesses and monitors relevant confidential information online through, and maintains up-to-date user certification for, browser-based applications including New York State Division of Criminal Justice e-JusticeNY and New York State Department of Motor Vehicles data systems;
- Uses general computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- Answers and screens telephone calls, greets and directs visitors, takes messages and responds to requests for routine information in accordance with office procedures;
- May open and distribute mail;
- Performs a variety of related activities as required.

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

SENIOR OFFICE ASSISTANT (LEGAL) (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern law office methods and procedures, legal forms and legal terminology; good knowledge of executive secretarial skills including correct English usage, grammar, spelling and legal formatting; good knowledge of the capabilities of computer systems equipment and software for legal documents; familiarity with the operations of a public law office; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to understand and carry out complex oral and written directions; ability to establish and maintain effective working relationships; accuracy; resourcefulness; initiative; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Associate's degree and two (2) years of office clerical experience, one (1) year of which must have involved the producing and processing of legal correspondence and documents; or
- b) Graduation from high school or possession of a comparable diploma and three (3) years office clerical experience, one (1) year of which must have involved the producing and processing of legal correspondence and documents; or
- c) An equivalent combination of education and experience indicated in (a) and (b) above.

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





cc: all  
A+A  
#9  
Reso

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance *WJC*  
Re: Budgetary Amendment - 23T067  
Date: March 22, 2023

2023 MAR 22 PM 2:40  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Increase Estimated Appropriations**

10161000 54210	Vehicle Leasing	422,101
10311000 54210	Vehicle Leasing	19,500
17311000 54210	Vehicle Leasing	86,900
32311000 54210	Vehicle Leasing	21,800
		<u>550,301</u>

**Decrease Estimated Appropriations**

10311000 52650	Motor Vehicles	99,500
17311000 52650	Motor Vehicles	365,301
32311000 52650	Motor Vehicles	85,500
		<u>550,301</u>

Fiscal Impact - 2023 - \$ 0

Fiscal Impact - 2024 - \$ 0

This Resolution is required to transfer funds from the Sheriff vehicle purchase lines to vehicle leasing lines as per the presentation to the Protective Services Committee on March 21, 2023.

Approved:

Kevin M. Byrne  
County Executive

23T007

#10

**APPROVAL/ AUTHORIZATION/ COUNTY AUDITOR TO ATTEND THE ASSOCIATION OF  
LOCAL GOVERNMENT AUDITORS 2023 ANNUAL CONFERENCE HELD VIRTUALLY**

**WHEREAS, the County Auditor and Deputy County Auditor have requested permission to attend the Association of Local Government Auditors 2023 Annual Conference which will be held virtually May 8-9, 2023, for a total expenditure of \$450 per person; and**

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

**RESOLVED, that the Putnam County Legislature authorizes the County Auditor and Deputy County Auditor to attend the Association of Local Government Auditors 2023 Annual Conference held virtually May 8-9, 2023.**



# **Association of Local Government Auditors**

**2023 Annual Conference** | Baltimore, MD | **Virtual**

**Conference** – May 8-9 | **Workshops** – May 7 and 10



# **BMORE ALGA2023**



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



cc:all  
AVA Reso #11  
MICHAEL J. LEWIS  
*Chief Deputy Commissioner Of Finance*


SHEILA BARRETT  
*Deputy Commissioner Of Finance*

DEPARTMENT OF FINANCE

**MEMORANDUM**

TO: Joseph Castellano, Audit & Administration Chair

THRU: William J. Carlin, Jr., Commissioner of Finance

FROM: Michael J. Lewis, Chief Deputy Commissioner of Finance 

RE: **Investment Policy - Update**

DATE: March 20, 2023

Please find enclosed proposed updates to the County's Deposit and Investment Policy (County Code Chapter 41). Adopted in 1993, this periodic update deals specifically with Section 41-5 Designated of official depositories and Section 41-10 Purchase of Investments. Amendments to Section 41-5 will give the County more latitude to deposit monies amongst the various depositories based on the County's current cash position. In addition, we're consolidating two institutions, People's United Bank NA & Sterling Bank, that have merged with M&T Bank and Webster respectively. Signature Bank is being omitted because of the recent news of the bank's collapse dated back on Sunday, March 12, 2023.

Amendments to Section 41.10 specifically identify eligible cash management programs investing in and backed by Government Securities that are designed to maximize County yield. In 2022, NY MuniTrust, a New York Local Government Investment Pool, was established by Orange, Chautauqua, and Genesee County. This fund was created to bring investment diversification opportunities for local governments in New York keeping within the principles of high quality, liquidity, and yield. This Local Government Investment Pool is endorsed by the New York State Association of Counties (NYSAC).

2023 MAR 20 PM 3:51  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

## Section 41-5 Designated of Official Depositories – Now to Read

DEPOSITORY NAME	MAXIMUM AMOUNT	
JP Morgan Chase Bank NA	\$40,000,000	
Key Bank	\$40,000,000	
M&T Bank	\$40,000,000	
<del>People's United Bank NA</del>	<del>\$20,000,000</del>	
Putnam County National Bank	\$20,000,000	
PCSB Commercial Bank subsidiary of PCSB	<del>\$30,000,000</del>	\$40,000,000
<del>Signature Bank</del>	<del>\$40,000,000</del>	
<del>Sterling Bank</del>	<del>\$20,000,000</del>	
TD Bank	<del>\$40,000,000</del>	\$50,000,000
Tompkins Mahopac National Bank	\$30,000,000	
Webster	\$40,000,000	
<del>Wells Fargo</del>	<del>\$40,000,000</del>	

## Section 41-10 Purchase of Investments – Now to Read

A. to remain the same.

1. To remain the same
2. By utilizing eligible cash management program(s), approved by the Putnam County Legislature in which can be invested a maximum amount of ~~\$30,000,000.~~  
\$50,000,000
  - a. To remain the same
  - b. To remain the same
  - c. To remain the same
  - d. NY Muni Trust

B. to remain the same

C. to remain the same



WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



MICHAEL J. LEWIS  
Chief Deputy Commissioner Of Finance

SHEILA BARRETT  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Joseph Castellano, Audit & Administration Chair  
FROM: Michael J. Lewis, Chief Deputy Commissioner of Finance  
RE: Signature Bank - Update  
DATE: March 20, 2023

2023 MAR 21 AM 10:13  
LEGISLATURE  
PUTNAM COUNTY  
CARLIN, NY

On Sunday March 12, 2023, Signature Bank, New York, NY, was closed by the New York State Department of Financial Services and the Federal Deposit Insurance Corporation (FDIC) was deemed Receivership. To protect the depositors, the FDIC stepped in and transferred all the deposits and the bank's assets to form Signature Bridge Bank N.A. operated by the FDIC that same night. This creation allowed the County to have uninterrupted service and access to all County funds at the start of business, Monday March 13, 2023.

At the beginning of Monday March 13, the County had the following accounts:

<u>Account Name</u>	<u>Account Balance</u>
Putnam County General Fund (Savings)	\$ 19,063,029.52
Putnam County 2021 Public Improvement Bond (Checking)	879,830.07
Putnam County General Fund (CD) 6 month @ 4.60%	5,022,735.03
Putnam County General Fund (CD) 12 month @ 4.90%	6,025,829.05
Putnam County General Fund (CD) 18 month @ 4.40%	5,021,744.47
<b>Total Assets</b>	<b>\$ 36,013,168.14</b>

The Finance Department explained that morning to the Chairman of the Legislature and the County Executive's office, that these monies were fully collateralized with a letter of credit as per the County's investment policy and were assured they were safe. Nonetheless, the County as a whole took the proactive approach to withdraw all funds from Signature Bridge Bank that same day as these funds are the public's funds.



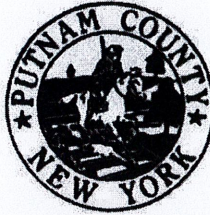
By the close of business, March 14<sup>th</sup>, the Finance Department successfully transferred these same funds with no loss of principal or interest, or fees incurred to the following banks:

<u>Account Name</u>	<u>Account Balance</u>
PCSB General Fund Checking	\$ 8,000,000.00
NYLAF Max	14,000,000.00
NYCLASS Prime	6,000,000.00
TD Bank	7,000,000.00
Chase General Fund Checking	1,013,168.14
<b>Total Assets</b>	<b>\$ 36,013,168.14</b>

In conclusion, we want to reiterate to the Committee that the County had a good working relationship with this institution and that this isolated situation should not reflect negatively on both the relationship manager and the back-office employees. They couldn't have been more accommodating and professional under these circumstances.



WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



DEPARTMENT OF FINANCE

cc: all  
A+A FYI  
#13

MICHAEL J. LEWIS  
Chief Deputy Commissioner Of Finance

SHEILA BARRETT  
Deputy Commissioner Of Finance

March 20, 2023

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

2023 MAR 20 PM 3:54  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld:

Pursuant to Section 11 of the County's Deposit and Investment Policies, enclosed is the report on the County's deposits and investments for the fourth quarter ending December 31, 2022.

Interest income through December 31, 2022, was **\$1,398,155.42 vs. \$292,205.40 for December 31, 2021.** The significant increase in interest income is due to the Federal Reserve raising interest rates several times throughout the year. At the beginning of the year, rates were between 0.25% to 0.50% and as of this report the rates are between 4.50% and 4.75% placing the Federal Reserve's benchmark interest rate at its highest level in over 15 years. These federal hikes are designed to slow down inflation which are running at a 40-year high. In the meantime, with rates continuing to rise, Putnam County has been able to take advantage of investment options including NYCLASS, NYLAF and short- and long-term Certificates of Deposits by laddering three-, six-, nine-, and twelve-month CD's.

Very truly yours,

A handwritten signature in black ink, appearing to read "M. Lewis", is written over a horizontal line.

Michael J. Lewis  
Chief Deputy Commissioner of Finance

Enclosure



FINANCIAL INSTITUTION	ACCOUNT TYPE	INTEREST RATE, %	AMOUNT
KEY BANK	GENERAL FUND		\$ 182,857.97
M&T BANK	GENERAL FUND	1.10%	\$ 4,258,018.15
CHASE	GENERAL FUND		\$ 5,991,663.42
TOMPKINS MAHOPAC BANK	PUTNAM COUNTY WELFARE ACCT COMM FINANCE	0.08%	243,676.50
WEBSTER	GENERAL FUND		
PUTNAM COUNTY NATIONAL BANK	GENERAL FUND - CHECKING ACCT	0.03%	2,317,784.34
PCSB BANK	GENERAL FUND - MUNICIPAL MM	2.43%	\$ 7,600,338.83
TOMPKINS MAHOPAC BANK	PC GOLF COURSE OPERATING ACCT	0.08%	\$ 57,303.82
WEBSTER BANK (STERLING)	GENERAL FUND		
TD BANK	GENERAL FUND	2.27%	\$ 819,878.73
NEW YORK LIQUID ASSET FUND	GENERAL FUND	4.32%	10,854,903.47
PUTNAM COUNTY NATIONAL BANK	PCSO STATE FORF. ASSETS	0.03%	\$ 83,845.71
TOMPKINS MAHOPAC BANK	INMATE T COMMISSION - CHECKING		\$ 170,340.66
PUTNAM COUNTY NATIONAL BANK	DA FORF. ASSETS CHECKING ACCT	0.03%	\$ 217,052.93
PUTNAM COUNTY NATIONAL BANK	PCSO FORF. ASSETS	0.03%	\$ 86,972.66
PUTNAM COUNTY NATIONAL BANK	PCNB 6192 LAKELAND		117.87
PCSB BANK	AMERICAN RESCUE ACT 2620	2.43%	\$ 9,254,370.39
NYCLASS	GENERAL FUND		-
TOMPKINS MAHOPAC BANK	PC GOLF COURSE FOOD & BEVERAGE	0.08%	\$ 225,381.12
TOMPKINS MAHOPAC BANK	PC GOLF COURSE MERCHANT	0.08%	\$ 1,504,788.40
TOMPKINS MAHOPAC BANK	PC GOLF COURSE FOOD & BEVERAGE MERCHANT	0.08%	\$ 486,720.32
PUTNAM COUNTY NATIONAL BANK	GENERAL FUND - CREDIT CARD ACCT		25,823.51
KEY BANK	ADOPT SUB		-
TOMPKINS MAHOPAC BANK	GENERAL ACCOUNT	0.08%	\$ 96,264.41
M&T BANK (Peoples)	MUN INTEREST PLUS CKING	0.10%	2,045,373.03
SIGNATURE BANK	GENERAL FUND	2.99%	\$ 14,931,003.96
M&T BANK	WATER QUALITY	1.10%	\$ 2,122,530.92
TD BANK	BOND PROCEEDS - 2012	2.27%	\$ 430,874.13
TD BANK	2016 SERIES A BOND	2.27%	\$ 29,971.66
WEBSTER BANK (Sterling)	2017 BOND ISSUE A - MUN MONEY MKT	1.97%	\$ 319,382.53
WEBSTER BANK/(Sterling)	2018 BOND - MUN MONEY MKT PLUS	1.96%	\$ 22,769.92
US BANK	ESCROW 2020 FUND		729,680.52
PCSB BANK	BONDS 2020	2.43%	\$ 1,225,339.79
SIGNATURE BANK	2021 PUBLIC IMPROVEMENT BOND	2.99%	\$ 887,202.88
SIGNATURE BANK - CD	CERTIFICATE OF DEPOSIT		\$ 10,027,819.33
PCSB BANK	6N INSURANCE FUND - MUNICIPAL MM	2.43%	\$ 1,475,034.91
CHASE	TRUST ACCT - WORKMAN'S COMP		-
TD BANK	WORKERS COMP RESERVE	2.27%	\$ 3,896,870.35
CHASE	COP FLEX ACCT		43,781.74
PCNB	TRUST ACCT - CHECKING	0.03%	2,462,880.48
PCNB	TRUST ACCT - VETERANS SECURITY SAVINGS	0.03%	\$ 19,792.69
PCNB	TRUST ACCT - COURT & TRUST	0.03%	\$ 466,874.06
TD BANK	TRUST ACCT - MTG TAX ACCT	2.27%	\$ 516,212.63
TOMPKINS MAHOPAC BANK	MUNI SAVINGS 1363		\$ 1,610,531.56
CHASE	PAYROLL - CHECKING		-
NYCLASS PRIME	GENERAL FUND	4.12%	13,815,594.01
NYCLASS PRIME	ARPA	4.12%	9,675,657.93
TD BANK	GENERAL FUND - 3 MONTH CD	4.75%	2,523,483.05
TD BANK	GENERAL FUND - 6 MONTH CD	4.75%	7,560,000.00
<b>GRAND TOTAL</b>			<b>\$ 121,316,765.29</b>

Balances for period ending December 31, 2022

RECAP BY BANK		BANK BALANCE		MAXIMUM CAP
JPMorgan Chase		\$ 6,035,445.16		40,000,000
TD Bank		15,777,290.55		40,000,000
Key Bank		182,857.97		40,000,000
M & T		6,380,549.07		40,000,000
Tompkins Mahopac Bank		4,395,006.79		30,000,000
Webster Bank		342,152.45		40,000,000
NYClass		23,491,251.94		30,000,000
NYLAF		10,854,903.47		30,000,000
Putnam County National		5,681,144.25		20,000,000
PCSB		19,555,083.92		30,000,000
People's United Bank		2,045,373.03		20,000,000
Signature Bank		25,846,026.17		40,000,000
US BANK		729,680.52		ESCROW ART 9
		\$ 121,316,765.29		