

THE PUTNAM COUNTY LEGISLATURE

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

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



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

AGENDA

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

Members: Chairman Castellano and Legislators Ellner & Gouldman

Thursday 6:30pm **May 23, 2024**

1. Pledge of Allegiance
2. Roll Call
3. Acceptance of Minutes – April 29, 2024
4. Correspondence/County Auditor
 - a. Sales Tax Report
 - b. Transfer/Revenue Report
 - c. 2024 Contingency/Sub-Contingency Report
5. Correspondence/ Commissioner of Finance
 - a. Overtime/Temporary Report
 - b. Approval/ Budgetary Amendment 24A035/ Planning, Development & Public Transportation/ Community Resiliency, Economic Sustainability and Technology (CREST) Grant Funds for the Design and Installation of a Small Solar Carport to be located at the Donald B. Smith Campus (Also reviewed in Physical)
 - c. Approval/ Budgetary Amendment 24A036/ BES/ Fire Training Center (Also reviewed in Protective)
 - d. Approval/ Budgetary Amendment 24A038/ Dept. of Public Works / Amend the 2024 CHIPS County Capital Project Budget to Equal the Adopted NYS Budget (Also reviewed in Physical)

- e. **Approval/ Budgetary Amendment 24A039/ Sheriff's Youth and Community Svcs Div./ Purchase of one Project Lifesaver Bracelet for "Project Lifesaver" (Also reviewed in Protective)**
 - f. **Approval/ Budgetary Amendment –24A040/ Dept. of Public Works/ Guardrail Damage Compensation/ Three (3) Separate Accidents which Resulted in Guardrail Damage on County Roads (Also reviewed in Physical)**
 - g. **Approval/ Budgetary Amendment 24A041/ Historian Office/ Outside Donation – G. Whipple via the Society for the Preservation of P.C. Antiquities & Greenways Inc. (Also reviewed in Health)**
 - h. **Approval/ Budgetary Amendment 24A042/ Sheriff's Dept./ NYS Stop-DWI Foundation Inc. Reimbursement (Also reviewed in Protective)**
 - i. **Approval/ Budgetary Amendment 24A044/ Finance Dept./ ARPA Administrative Costs**
 - j. **Approval/ Budgetary Amendment 24A045/ Sheriff's Dept./ Use of T-Commissioner Funds for Laptops for Correctional Facility (Also reviewed in Protective)**
 - k. **Approval/ Budgetary Amendment 24A046/ Sheriff's Dept./ Use of T- Commission Funds for Two (2) Network Video Recorders (NVRs) (Also reviewed in Protective)**
- 6. **Approval/ Budgetary Transfer 24T090/ District Attorney/ Compensation for the District Attorneys in New York State (Also Reviewed in Personnel)**
 - 7. **Approval/ Budgetary Transfer – 24T092/ Dept. of Public Works/ Close Out Various Capital Projects and Transfer to the Capital Projects Reserve for Future Projects (Also reviewed in Physical)**
 - 8. **Approval/ Fund Transfer 24T120/ IT/GIS/ Permanent Status of an IT Systems Specialist (Also Reviewed in Personnel)**
 - 9. **Approval/ Fund Transfer 24T127/ IT/GIS/ Establish a GIS Tech part-time position and assist in funding GIS Aid full-time position (Also Reviewed in Personnel)**
- 10. **FYI/ 2024 Guardrail & Property Damage Table**
 - 11. **Other Business**
 - 12. **Adjournment**

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

e. Approval/ Budgetary Amendment 24A029/DPW/ Three (3) Positions Related to this request: Automotive Division Temp Position, Reclass to Senior Account Clerk and Soil & Water District Manager Salary Increase (Also reviewed in Personnel)

Commissioner of Finance Michael Lewis explained that the increase for the Soil & Water District Manager is coming from the Soil & Water Performance Measure Part C funds with no fiscal impact. He stated that there is a reclassification of a Park Attendant position to Senior Account Clerk position in the Parks Division, using money from the Temporary line. He stated that regarding the Road Machinery, they are taking some vacancy savings not being filled and moving it to a Temporary line.

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

f. Approval/ Budgetary Amendment 24A030/ Bureau of Emergency Services and Sheriff's Department/ Reallocation of NY State Homeland Security Grant (SHSP) Funds to Purchase Equipment for the Sheriff's Department (Also reviewed in Protective)

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

g. Approval/ Budgetary Amendment 24A032/ Department of Social Services/ Child Advocacy Center

Commissioner of Finance Michael Lewis explained that there was a place holder in the 2024 budget of \$134,873 and subsequent to that the department is adjusting the revenues and appropriations accordingly.

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

Item #6 - Approval/ Budgetary Amendment 24T078/ Settlement of Litigation/ Marc Manzoello vs. County of Putnam et al. (Also reviewed in Rules)

Chairman Castellano explained that this is covering costs related to a settlement of litigation.

Legislator Ellner clarified that this amount covers the County's deductible.

Chairman Castellano said, "yes." This covers the deductible, and the insurance company would cover the rest of it.

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

Item #7 - Approval/ Budgetary Amendment 24T079/ Department Social Services/ Funding for Administrative and Legal Training for 2024 (Also reviewed in Personnel)

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

Item #8 - Approval/ Fund Transfer 24T089/ Finance/ Tilly's Table Insurance

Chairman Castellano stated that the cost of insurance has gone up again this year. The cost to cover the insurance bill is \$2,932.

Legislator Ellner questioned Commissioner of Finance Michael Lewis if we were paying for the building or is this a contractual obligation for the lessee.

Commissioner of Finance Michael Lewis believed this was on the 10 buildings on the farm.

Chairman Castellano stated that \$2,669 was moving from Golf Contracts to Tilly's Table Insurance and \$263 was moving from Golf Insurance to Tilly's Table Insurance, both to cover the insurance for the structure.

Chairman Castellano made a motion to approve fund transfer 24T089; Seconded by Legislator Gouldman. All in favor.

Item #9 - Approval/ Semi-Annual Mortgage Tax Payments/ October 1, 2023 – March 31, 2024

Chairman Castellano read the amounts that would be distributed to each of the local municipalities for a total of \$1,263,851.93.

Legislator Gouldman stated that on the Distribution Statement "PART II" page, he questioned why the amounts in the "Taxes Collected" and "Taxes Adj.Corr" columns were different from the "Amount Due Tax District".

Commissioner of Finance Michael Lewis said that he would find out and get back to the Legislature.

Legislator Gouldman questioned if the information could be provided before the Full Legislative meeting.

Legislator Montgomery believed it was on page 4.

Legislator Jonke stated that the following page showed the Recording Officer's Expense in Column 3 which is equivalent to the difference.

Chairman Castellano stated that it will be clarified within the next week before the Full Legislative meeting.

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

Item #10 – FYI/ County's Deposit & Investment Policies/ First Quarter Ending - 03/31/2024

Commissioner of Finance Michael Lewis stated that the County took advantage of the current interest rates and long term CDs.

Legislator Ellner questioned what the procedure was if the bank balance exceeds the maximum cap.

Commissioner of Finance Michael Lewis stated that if Legislator Ellner was referencing the overage in NY Municipal Trust, the overage was moved into NYLAF. He explained that the investment consultants have advised the County to update our investment policy so that there would be no cap on some of these banking institutions. He stated that we are losing out on interest because of the cap. He stated that NY Municipal Trust is currently at 5.35%. He stated that the overage in that account was moved to another banking institution that is probably at a lower interest rate. He believed it was advantageous to look at the investment policy.

Legislator Ellner stated that when moving the overage, he questioned if in addition to reduced interest rates, is there a withdrawal fee because Commissioner of Finance Michael Lewis also mentioned CDs.

Commissioner of Finance Michael Lewis stated that NY Municipal Trust, NYLAF and NY Class are all investment pools, money markets which are liquid. He stated that most of our CDs are in TD Bank.

Legislator Ellner questioned if Commissioner of Finance Michael Lewis was suggesting what the cap should be raised to.

Commissioner of Finance Michael Lewis stated that there are counties throughout New York State, which is permissible through General Municipal Law, that do not have caps. He stated that he could present something within the next month or two.

Chairman Castellano stated that it was a great point, but we certainly want to diversify into other accounts which was probably the reason why we had these caps in the first place. He stated that it was certainly something we could look at.

Item #11 – FYI/ 2024 Guardrail & Property Damage Table – Duly Noted

Item #12 – Other Business

Chairman Castellano made a motion to add other business Item #12a pertaining to the approval of the Household Hazardous Waste event taking place this weekend; seconded by Ellner. All in favor.

Item #12a – Approval/ Household Hazardous Waste Grant

Chairman Castellano stated that these events take place annually. It is a great opportunity to get rid of household waste in the home. He stated that an appointment can be set up on the website. He stated that they need this resolution approved to have the event and they were confident that it would not cause an issue for their event taking place this Saturday.

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

Item #13 – Adjournment

There being no further business at 6:53 pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

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Members: Chairman Castellano and Legislators Ellner & Gouldman

Monday

6:30pm

April 29, 2024

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

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

#4a

Sales Tax	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	+or(-) Same Period
January**	\$ 3,910,113	\$ 4,117,955	\$ 4,235,351	\$ 4,472,651	\$ 4,699,597	\$ 4,966,930	5,536,978	4,810,372	6,071,784	6,673,020	7,112,139	439,119
February	3,270,383	3,234,919	3,828,416	3,797,974	4,062,844	4,228,841	4,573,894	4,483,277	5,047,591	5,979,925	6,138,980	159,055
March	5,708,091	4,670,041	5,932,547	5,174,049	5,383,664	5,792,011	5,949,514	8,065,989	8,250,002	7,952,761	7,642,006	(310,755)
April**	4,077,701	4,248,878	4,354,716	4,344,286	4,696,971	4,674,670	3,538,226	5,264,056	6,424,074	6,652,126	6,581,464	(70,662)
May	5,793,860	6,075,331	5,946,190	6,367,505	6,807,221	7,425,730	5,011,290	7,975,256	9,113,026	10,361,506		
June	4,053,988	3,621,035	4,666,527	3,983,941	4,182,456	4,557,885	5,146,439	6,789,670	4,685,857	5,311,513		
July**	4,320,542	4,568,502	4,372,322	4,952,664	4,835,632	5,266,612	4,871,906	6,094,635	6,393,098	6,737,884		
August	4,179,098	4,312,904	4,286,170	4,754,633	4,815,929	5,368,556	4,918,555	6,017,886	6,254,546	6,609,400		
September	5,997,983	5,347,273	6,377,884	5,821,648	7,067,806	7,331,396	9,125,106	8,508,962	8,459,469	9,682,066		
October	4,179,344	4,311,976	4,555,008	4,449,271	4,840,611	5,244,815	4,917,403	5,730,039	6,397,048	6,520,201		
November*	4,513,878	4,190,564	4,407,709	4,616,873	4,715,091	4,959,534	4,492,906	5,514,058	6,265,506	6,722,976		
December	5,881,014	5,264,022	6,092,242	6,056,492	7,037,269	6,186,904	8,678,973	8,798,537	8,601,579	9,246,964		
Actual	\$ 55,885,996	\$ 53,953,400	\$ 59,055,082	\$ 58,791,988	\$ 63,145,092	\$ 66,003,884	66,761,192	78,052,738	81,963,580	88,450,310	27,474,590	
Budget/(Rev)	\$ 52,495,824	\$ 53,953,400	\$ 54,739,000	\$ 57,366,282	\$ 58,513,608	\$ 60,484,333	65,705,798	60,404,887	65,000,000	74,750,000	77,500,000	
Over/(Under)Budget	3,390,172	(0)	4,316,082	1,425,706	4,631,484	5,519,551	1,055,394	17,647,851	16,963,580	13,700,310	(50,025,410)	216,757

2024 Transfer/Revenue Report - April

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 4 24A033	Health - Education State	21401000	54329		PROMOTIONAL MATERIALS	250.00	D	NUVANCE DONATION FOR PH SUMMIT
2024 4 24A033	Health - Education State	21401000	54320		FOOD	250.00	D	NUVANCE DONATION FOR PH SUMMIT
2024 4 24A033	Health - Education State	21401000	427701		UNCLASSIFIED	500.00	C	NUVANCE DONATION FOR PH SUMMIT
2024 4 24T080	DSS Overhead	10120000	54410		SUPPLIES AND MAT	200.00	D	WHITEBOARD & NOISE MACHINE
2024 4 24T080	DSS Overhead	10120000	54310		OFFICE SUPPLIES	200.00	C	WHITEBOARD & NOISE MACHINE
2024 4 24T081	Highway - Parks	10711000	54516		WATER SYSTEM	1,000.00	C	TO COVER TILLY FOSTER TESTS
2024 4 24T081	Tilly Foster	10084000	54516		WATER SYSTEM	1,000.00	D	TO COVER TILLY FOSTER TESTS
2024 4 24T082	Golf	10085000	54410		SUPPLIES AND MAT	1,500.00	C	FOR WATER TESTING AT GOLF COUR
2024 4 24T082	Golf	10085000	54516		WATER SYSTEM	1,500.00	D	FOR WATER TESTING AT GOLF COUR
2024 4 24T083	Sheriff - Communications	13311000	54313		BOOKS AND SUPPLEMENTS	425.00	C	NYSSA MEMBERSHIP DUES
2024 4 24T083	Sheriff	10311000	54313		BOOKS AND SUPPLEMENTS	425.00	D	NYSSA MEMBERSHIP DUES
2024 4 24T084	Purchasing	10134500	54310		OFFICE SUPPLIES	20.00	C	COVER COST OLD EZPASS ACCT
2024 4 24T084	Purchasing	10134500	54989		MISCELLANEOUS	20.00	D	COVER COST OLD EZPASS ACCT

#46

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 4 24T085	OSR	10677300	54646		CONTRACTS	6,000.00	C	SENIORCORP TECHNOLOGY CLASSES
2024 4 24T085	OSR	10762000	54646		CONTRACTS	6,000.00	D	SENIORCORP TECHNOLOGY CLASSES
2024 4 24T086	OEOP CAC	22070000	54313		BOOKS AND SUPPLEMENTS	50.00	D	2024 NCA MEMBERSHIP DUES
2024 4 24T086	OEOP CAC	22070000	54640		EDUCATION AND TRAINING	50.00	C	2024 NCA MEMBERSHIP DUES
2024 4 24T087	Mental Health Legal	10431000	54310	10206	OFFICE SUPPLIES	110.00	C	COMPLETE FURN PURCHASE
2024 4 24T087	Mental Health Legal	10431000	52110	10206	FURNITURE AND FURNISHINGS	110.00	D	COMPLETE FURN PURCHASE
2024 4 24T088	EMS Dispatch	13398900	54510		MACHINE MAINTENANCE	300.00	C	FUNDS FOR FINGERPRINTING
2024 4 24T088	EMS Dispatch	13398900	54989		MISCELLANEOUS	300.00	D	FUNDS FOR FINGERPRINTING
2024 4 24T089	Golf	10085000	54646		CONTRACTS	2,669.00	C	COVER SELECTIVE INSURANCE BILL
2024 4 24T089	Tilly Foster	10084000	54800	10137	INSURANCE	2,669.00	D	COVER SELECTIVE INSURANCE BILL
2024 4 24T089	Golf	10085000	54800		INSURANCE	263.00	C	COVER SELECTIVE INSURANCE BILL
2024 4 24T089	Tilly Foster	10084000	54800	10137	INSURANCE	263.00	D	COVER SELECTIVE INSURANCE BILL
2024 4 24T093	Health - Nursing	11401000	54445		LAB ANALYSIS	1,000.00	D	OUTBREAK PATIENT TESTING
2024 4 24T093	Health - Nursing	11401000	51094		TEMPORARY	1,000.00	C	OUTBREAK PATIENT TESTING

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 4 24T094	Health - Nursing	11401000	54310		OFFICE SUPPLIES	700.00	C	TESTING FOR ACTIVE TB PATIENTS
2024 4 24T094	Health - Nursing	11401000	52130		COMPUTER EQUIPMENT	1,000.00	C	TESTING FOR ACTIVE TB PATIENTS
2024 4 24T094	Health - Tobacco	11018000	54445		LAB ANALYSIS	1,700.00	D	TESTING FOR ACTIVE TB PATIENTS
2024 4 24T095	Youth Bureau	10731000	54410		SUPPLIES AND MAT	1,000.00	D	YTH PROJECTS, AWARDS, CRAFTS
2024 4 24T095	Youth Bureau	10731000	54310		OFFICE SUPPLIES	1,000.00	C	YTH PROJECTS, AWARDS, CRAFTS
2024 4 24T096	DSS Medicaid	10104000	52110		FURNITURE AND FURNISHINGS	220.00	D	REPLACE BROKEN CHAIR
2024 4 24T096	DSS Overhead	10120000	52110		FURNITURE AND FURNISHINGS	220.00	C	REPLACE BROKEN CHAIR
2024 4 24T097	Real Property	10135500	54310		OFFICE SUPPLIES	175.58	C	MILEAGE/MEALS FOR DIR
2024 4 24T097	Real Property	10135500	54640		EDUCATION AND TRAINING	175.58	D	MILEAGE/MEALS FOR DIR
2024 4 24T098	Planning	10802000	52110		FURNITURE AND FURNISHINGS	300.00	C	AUTOMOTIVE CHARGEBACK
2024 4 24T098	Planning	10802000	55370		CHRGBK AUTOMOTIVE	300.00	D	AUTOMOTIVE CHARGEBACK
2024 4 24T099	DSS Overhead	10120000	54310		OFFICE SUPPLIES	100.00	C	PURCHASE OF VOICE RECORDER
2024 4 24T099	DSS Overhead	10120000	54782		SOFTWARE ACCESSORIES	100.00	D	PURCHASE OF VOICE RECORDER
2024 4 24T100	Board of Elections	10145000	54989		MISCELLANEOUS	640.00	D	PVHS POLLSITE OVERTIME REIMB

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 4 24T100	Board of Elections	10145000	54410		SUPPLIES AND MAT	640.00	C	PVHS POLLSITE OVERTIME REIMB
2024 4 24T101	Probation	10314000	54989	10133	MISCELLANEOUS	1,800.00	C	PURCHASE LAPTOP
2024 4 24T101	Probation	10314000	52130		COMPUTER EQUIPMENT	1,800.00	D	PURCHASE LAPTOP
2024 4 24T102	Consumer Affairs	10661000	55371		CHRGBK GASOLINE	114.00	D	COVER LINE SHORTAGE
2024 4 24T102	Consumer Affairs	10661000	52110		FURNITURE AND FURNISHINGS	114.00	C	COVER LINE SHORTAGE
2024 4 24T103	Emergency Services	10398900	55371		CHRGBK GASOLINE	2,000.00	D	FUNDS NEEDED CHRGBK GAS
2024 4 24T103	EMS Indian Point	10014000	54640		EDUCATION AND TRAINING	2,000.00	C	FUNDS NEEDED CHRGBK GAS
2024 4 24T104	Finance	10131000	54510		MACHINE MAINTENANCE	413.00	D	TO COVER PEAK CONTRACT
2024 4 24T104	Finance	10131000	54646		CONTRACTS	413.00	C	TO COVER PEAK CONTRACT
2024 4 24T105	Health - Rabies	11024000	54330		MEDICAL SUPPLIES	1,500.00	C	COVER PATIENT CO-PAYS
2024 4 24T105	Health - Rabies	11024000	54488		RABIES	1,500.00	D	COVER PATIENT CO-PAYS
2024 4 24T106	OSR	10762000	54989		MISCELLANEOUS	500.00	C	UPDATED QUOTE SHORTAGE
2024 4 24T106	OSR	10677900	52650		MOTOR VEHICLES	500.00	D	UPDATED QUOTE SHORTAGE
2024 4 24T107	Mental Health Legal	10033000	54989		MISCELLANEOUS	100.00	C	TO COVER POSTAGE EXPENSES

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 4 24T107	Mental Health Legal	10033000	54314		POSTAGE	100.00	D	TO COVER POSTAGE EXPENSES
2024 4 24T108	Law	10142000	54510		MACHINE MAINTENANCE	250.00	D	REPAIR TIMECLOCK
2024 4 24T108	Law	10142000	54310		OFFICE SUPPLIES	250.00	C	REPAIR TIMECLOCK
2024 4 24T109	Health - Community Health Assessment Fed	26401001	54313	10066	BOOKS AND SUPPLEMENTS	150.00	D	PURCHASE STOP THE BLEED KITS
2024 4 24T109	Health - Community Health Assessment Fed	26401001	54330	10066	MEDICAL SUPPLIES	1,450.00	C	PURCHASE STOP THE BLEED KITS
2024 4 24T109	Health - Community Health Assessment Fed	26401001	52190	10066	MEDICAL EQUIPMENT	1,300.00	D	PURCHASE STOP THE BLEED KITS
2024 4 24T110	Youth Bureau	10731000	54311		PRINTING AND FORMS	175.00	C	PURCHASE WH.BOARD FOR CONF. RM
2024 4 24T110	Youth Bureau	10731000	52110		FURNITURE AND FURNISHINGS	175.00	D	PURCHASE WH.BOARD FOR CONF. RM
2024 4 DUPLICAT E	OSR	10677300	427050		GIFTS AND DONATIONS	70,000.00	D	REVERSE 24A032 - DUPLICATED
2024 4 DUPLICAT E	OSR	10677300	52650		MOTOR VEHICLES	70,000.00	C	REVERSE 24A032 - DUPLICATED
2024 4 HEAP 23-24	DSS HEAP	10614100	446411		FED AID FUEL CRISIS HEAP	60,066.00	C	SFY 23-24 HEAP
2024 4 HEAP 23-24	DSS HEAP	10614100	54989		MISCELLANEOUS	53,964.00	D	SFY 23-24 HEAP
2024 4 HEAP 23-24	DSS HEAP	10614100	51093		OVERTIME	3,999.00	D	SFY 23-24 HEAP
2024 4 HEAP 23-24	DSS HEAP	10614100	58002		SOCIAL SECURITY	303.00	D	SFY 23-24 HEAP

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2024 4 HEAP 23-24	DSS HEAP	10614100	52130		COMPUTER EQUIPMENT	1,800.00	D	SFY 23-24 HEAP
2024 4 R#53/24	Capital Projects	55197000	532401	51509	HVAC	200,000.00	D	PER RESO 53-2024
2024 4 R#53/24	Capital Projects	55197000	53000	51509	CAPITAL EXPENDITURES	200,000.00	C	PER RESO 53-2024
2024 4 R#75/24	Capital Projects	55197000	532402	51509	FACILITY BEAUTIFICATION	50,000.00	D	CP2402 - FACILITY
2024 4 R#75/24	Capital Projects	55197000	53000	51509	CAPITAL EXPENDITURES	50,000.00	C	CP2402 - FACILITY
2024 4 R#83/24	OSR	10677300	52650		MOTOR VEHICLES	70,000.00	D	LOBDELL GRANT PURCHASE MOTOR V
2024 4 R#83/24	OSR	10677300	427050		GIFTS AND DONATIONS	70,000.00	C	LOBDELL GRANT PURCHASE MOTOR V
					Debits	476,540.58		
					Credits	476,540.58		

#4c

2024 Contingency Report

		2,547,527.00
<u>Beginning Balance 1/1/24</u>		
Res26	Sheriff Scaap funds	56,489.00
Res87	Pretrial Grant	86,366.00
Subtotal General Contingency		<u>\$ 2,690,382.00</u>
 Deductions:		
Res24	Reclass Senior Caseworker	(18,055.00)
Res28	Contract Puma	(63,050.45)
Res39	Runaway & Homeless Youth Allocation	(19,462.00)
Res41	Planning Section 5307/5339 Allocation	(32,631.00)
Res46	Insurance	(13,218.00)
Res52	Courthouse- HVAC	(435,000.00)
Res68	PBA contract settlement	(569,983.00)
Res74	DPW -prorated cost pump & installation fees	(20,720.00)
Res89	TD Auto settlement	(102,500.00)
24T078	Litigation	(250,000.00)
		(1,524,619.45)
Total		<u>\$ 1,165,762.55</u>
 <u>Proposed Deductions:</u>		
24T090	District Attorney Salary	(22,499.00)
24A035	Solar Carport- Sam grant	(15,284.00)
		(37,783.00)
Pending Balance 5/23/24		<u>\$1,127,979.55</u>

Note:

R= resolution

A= proposed budgetary amendment

2024 Subcontingency Report

4981- Subcontingency (Peer Influence Peers)

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

Subtotal Subcontingency **\$ 36,000.00**

Deductions:

Total 0.00
\$ 36,000.00

Proposed Deductions:

Pending Balance 5/23/24 **\$36,000.00**

Note:

R= resolution

A= proposed budgetary amendment

2024 Subcontingency Report

4982- (Salaries)

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

Subtotal Subcontingency **\$ 12,725.00**

Deductions:

Total 0.00
\$ 12,725.00

Proposed Deductions:

Pending Balance 5/23/24 **\$12,725.00**

Note:

R= resolution

A= proposed budgetary amendment

2023 Subcontingency Report

4985- Maintenance & Repairs

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

Subtotal Subcontingency \$ 45,000.00

Deductions:

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

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

Total \$ 25,000.00

Proposed Deductions:

Pending Balance 5/23/24 \$25,000.00

Note:

R= resolution

A= proposed budgetary amendment

2024 Subcontingency Report

4998- Subcontingency (IT & GIS)

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

Subtotal Subcontingency **\$ 54,000.00**

Deductions:

Total 0.00
\$ 54,000.00

Proposed Deductions:

Pending Balance 5/23/24 **\$54,000.00**

Note:

R= resolution

A= proposed budgetary amendment

Audit #5a



MICHAEL J. LEWIS
Commissioner Of Finance


SHEILA M. BARRETT
First Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk

DATE: May 15, 2024

FROM: Michael J. Lewis, Commissioner of Finance 

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

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

Enclosure

2024 MAY 16 AM 10:13
 LEGISLATURE
 PUTNAM COUNTY
 CARMEL, NY

Overtime Temporary - RECAP - 2024

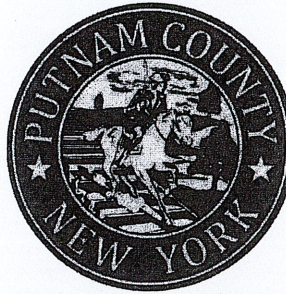
As of Date:

May 15, 2024

Org Description	Org	Object	Project	Acct. Description	2023 Actual	2024 Original Budget	2024 Revised Budget	2024 Actual	2024 Distributed Budget	2024 Available	2024 Percent
DPW - Engineering	10144000	51094		TEMPORARY	19,048.57	35,000.00	35,000.00	15,955.73	12,115.38	19,044.27	45.59%
DPW - Road Machinery	10513000	51094		TEMPORARY	5,040.00	0.00	0.00	8,160.00	0.00	-8,160.00	100.00%
DPW - Roads & Bridges	10511000	51093		OVERTIME	71,522.28	50,000.00	50,000.00	20,167.23	17,307.69	29,832.77	40.33%
DPW - State Snow	10514200	51093		OVERTIME	122,934.92	276,000.00	276,000.00	168,280.71	95,538.46	107,719.29	60.97%
DSS - HEAP	10614100	51093		OVERTIME	0.00	0.00	3,999.00	3,998.74	1,384.27	0.26	99.00%
DSS - Overhead	10120000	51094		TEMPORARY	0.00	40,000.00	40,000.00	24,968.96	13,846.15	15,031.04	62.42%
Emergency Services - Bureau	10398900	51094		TEMPORARY	30,817.00	25,000.00	25,000.00	14,637.50	8,653.85	10,362.50	58.55%
Emergency Services - Dispatch	13398900	51094		TEMPORARY	700.00	15,000.00	15,000.00	6,062.50	5,192.31	8,937.50	40.42%
Finance	10131000	51094		TEMPORARY	19,654.72	35,000.00	35,000.00	15,938.85	12,115.38	19,061.15	45.54%
Finance	10131000	51093		OVERTIME	12,242.35	17,500.00	17,500.00	9,369.44	6,057.69	8,130.56	53.54%
Health - Administration	10401000	51094		TEMPORARY	30,268.50	16,558.00	16,558.00	11,421.64	5,731.62	5,136.36	68.98%
Health - Nursing	11401000	51093		OVERTIME	20,294.28	23,000.00	23,000.00	14,448.37	7,961.54	8,551.63	62.82%
Health - NYS Pub. Hlth. Corps.	26401001	51094	10173	TEMPORARY	17,878.33	22,200.00	17,800.00	10,259.92	6,161.54	7,540.08	57.64%
Health - PH Emergency Preparedness	26401001	51093	10066	OVERTIME	1,074.84	1,400.00	1,400.00	667.61	484.62	732.39	47.69%
Information Technology	10168000	51094		TEMPORARY	23,881.04	25,000.00	25,000.00	16,656.93	8,653.85	8,343.07	66.63%
Personnel	10143000	51094		TEMPORARY	3,675.78	45,000.00	45,000.00	25,001.35	15,576.92	19,998.65	55.56%
Sheriff - Civil Division	15311000	51093		OVERTIME	14,296.55	22,500.00	22,500.00	9,002.47	7,788.46	13,497.53	40.01%
Sheriff - Communications ARPA	13311000	51093	52224	OVERTIME	48,791.80	0.00	0.00	6,842.39	0.00	-6,842.39	100.00%
Sheriff - Domestic Violence	20311000	51093		OVERTIME	0.00	0.00	0.00	121.15	0.00	-121.15	100.00%
Sheriff - Roads - ERT Callouts	17311000	51093	10102	OVERTIME	67,306.96	86,400.00	86,400.00	36,404.29	29,907.69	49,995.71	42.13%
Sheriff - Youth	16311000	51093		OVERTIME	206,297.13	190,000.00	190,000.00	85,984.57	65,769.23	104,015.43	45.26%
Youth Bureau - Youth Court	10087000	51093		OVERTIME	155.73	500.00	500.00	206.05	173.08	293.95	41.21%

* New departments in bold.

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

CAI
Phys
Audit

Reso
#56

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
 FROM: Michael J. Lewis, Commissioner of Finance – MJL
 RE: Budgetary Amendment – 24A035 - Revised
 DATE: May 8, 2024

2024 MAY - 9 AM 10:56
 LEGISLATURE
 PUTNAM COUNTY
 CARMEL, NY

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

<u>CAPITAL FUND:</u>		
INCREASE APPROPRIATIONS:		
55197000 53000 52415	CAPITAL EXPENDITURES (SAM GRANT - SOLAR CARPORT)	\$ 115,284.00
INCREASE ESTIMATED REVENUES:		
55197000 437897 52415	STATE AID - (SAM GRANT - SOLAR CARPORT)	\$ 100,000.00
55197000 428601 52415	TRANSFER IN - GENERAL	\$ 15,284.00
<u>GENERAL FUND:</u>		
INCREASE APPROPRIATIONS:		
10199000 59020	TRANSFER OUT - CAPITAL	\$ 15,284.00
DECREASE APPROPRIATIONS:		
10199000 54980	GENERAL CONTINGENCIES	\$ 15,284.00
	2024 Fiscal Impact \$ 15,284	
	2025 Fiscal Impact \$ 0	

Putnam County has been awarded a CREST Grant in the amount of \$100,000 for the design and installation of a small Solar Carport at the Donald B. Smith Campus. The intent is to install between 3 to 4 EV charging stations. In addition, there's a County Match of \$15,284 or 15%. Please refer to the attached memo, grant award and project budget.

PROJECT BUDGET TEMPLATE

1	Engineering Design	CREST 26845	\$ 35,000.00
2	4 Level 2 EV Charging Stations	CREST 26845	\$ 34,783.36
3			
4			
5			
6			
7			
8			
9			
10			

Notes

- 1) For each task you must provide documentation (i.e. cost estimate, quote, appraisal, invoice etc.) to support project costs. Documentation must be provided by contractor, engineer/architect, etc. and must be recent (i.e. within 1 year if cost estimate, if invoice – please note project can not be completed prior to start of project).
Justification Template for guidance.
- 2) If Project is not fully funded by grant, and grantee will fund gap with other funding sources, documentation must be provided to prove project is fully funded.
Sources Tab for guidance
- 3) Green cell should equal the total grant award and is automatically calculated.
- 4) Orange cell should equal the total of other types of funding needed to complete project and is automatically calculated.
- 5) Yellow cell should equal total project costs and is automatically calculated.

BUDGET JUSTIFICATION TEMPLATE

Project Costs / Tasks	Documentation Type (Quote, Appraisal, Est.)	Expert / Vendor / Contractor	Date of Est.	Cost Est.
1 Engineering Design	Estimate	Barton & Loguidice	4/17/2024	\$ 35,000.00
2 4 Level 2 EV Charging Stations	Vendor Quote	ChargeSmart EV	12/21/2023	\$ 34,783.36
3 25 kW Solar Carport -Materials (Trina system)	Vendor quote	Solar Electric Supply, Inc	4/18/2024	\$ 45,500.00
4				
5				
6				
7				
8				
9				
10				
Project Costs / Tasks	Documentation Type (Invoice, AHC/Check #)	Expert / Vendor / Contractor	Date of Cost Incurred	Amount Paid
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

If project has started but is not complete, costs will be listed under both

PROJECT FUNDING SOURCES DOCUMENTATION NEEDED BY FUNDING SOURCE TYPE

<p>Grantee Equity</p>	<p>We would expect to see a letter from the Grantee's Financial Officer committing the funds necessary to complete the project. The letter should be accompanied by a bank statement or recently audited financial statements specifically lining out the accounts that will fund the project.</p>
<p>Adopted Budget</p>	<p>If any portion of the Project will be funded by a line item from an adopted budget, provide copy of account that will fund the project along with a letter from the Grantee's Financial Officer along with an adopted board resolution must be provided. The resolution should commit the funds necessary to complete the project and identify the source of such funds.</p>
<p>Bonds</p>	<p>Grant funds may not be used to reimburse Project costs initially paid from bond proceeds. Therefore, the amount of bonds issued for this project cannot equal the total project budget. There must be a gap of non-bonded project funding at least equal to the Grant. We would expect to see a letter from the Grantee's Financial Officer confirming that Grant proceeds will not be used to reimburse any costs financed by bonds. The allocation of bond proceeds applicable to the Project should also be included (i.e. sources and uses from Official Statement, or account balances).</p>
<p>Bond Anticipation Notes</p>	<p>Grant funds may be used to reimburse project costs paid from bond anticipation notes before issuance of long term debt. We would expect to see written confirmation that the Grant funds will be used in this capacity. The allocation of bond anticipated notes applicable to the Project should also be included (i.e. sources and uses from Official Statement, or account balances).</p>
<p>Capital Campaign / Fundraising / Donations</p>	<p>Please show the amount that has been committed to date and the amount that has been received in the Grantee's accounts. You may only show the amount received to date as committed to the Project and you must demonstrate how the gap will be bridged until such time all monies are received.</p>
<p>Other Grants</p>	<p>If the project will be funded by other Grants, we would like to see the executed agreement or contract. If the agreement or contract has not yet been executed, please provide an explanation regarding timing of execution and submit any award letters or indicia of Grant awards.</p>

Short term loans (i.e. debt that is less than 1 year old) or lines of credit may be paid off with Grant proceeds. Please provide the executed loan documents if available. If the loan has not closed yet, please provide the executed commitment letter along with an estimated timeline for satisfying any conditions to closing. IMPORTANT NOTE: Debt should not be incurred until after GDA has been executed. DASNY can not guarantee GDA execution and reimbursement within 1 year, and any debt that is older than 1 year at the time it is submitted may not be reimbursed).

Loans / Line of Credit



KATHY HOCHUL
Governor

LISA GOMEZ
Chair

March 21, 2024

VIA EMAIL

Barbara Barosa
Principle Planner
County of Putnam
40 Gleneida Ave
Carmel, New York 10512

Re: *Community Resiliency, Economic Sustainability, and Technology Program ("CREST")
Installation of a Solar Carport and EV Charging Stations
Project ID: 26845*

Dear Barbara Barosa:

As you know, the State has awarded the County of Putnam ("Grantee") a Community Resiliency, Economic Sustainability, and Technology Program ("CREST") grant for the above-referenced project in the amount of \$100,000.00 (the "Grant").

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

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

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

ALBANY (HEADQUARTERS): 515 Broadway, Albany, NY 12207 | 518-257-3000
BUFFALO: 6047 Transit Road, Suite 103 East Amherst, NY 14051 | 716-884-9780
NEW YORK CITY: 28 Liberty Street, Fl 55, New York, NY 10005 | 212-273-5000
ROCHESTER: 3495 Winton Place, Building C, Suite 1, Rochester, NY 14623 | 585-450-8400

DORMITORY AUTHORITY STATE OF NEW YORK
**WE FINANCE, DESIGN & BUILD
NEW YORK'S FUTURE.**
www.dasny.org



DASNY

Page 2

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

- Completed Grantee Certification signed by two (2) authorized officers;
- Completed Project Certification signed by an authorized officer;
- The Grantee Questionnaire (GQ) requested by DASNY expires after one (1) year;
 - o The GQ on file with DASNY is current, however, DASNY reserves the right to request a new GQ, as needed to complete the review process;
- Financial documentation.

If your organization is a not-for-profit please also see the 'Prior to Final Approval' section in attached FAQs for information regarding the prequalification requirement through NY State Grants Gateway.

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

Should you have any questions concerning the enclosed documentation please either call (518) 257-3177 or email callcenter@dasny.org and a member of the Call Center Team will assist.

Sincerely,

Grants Administration

**GRANTEE CERTIFICATION
County of Putnam**

Installation of a Solar Carport and EV Charging Stations
Project ID: 26845

WE HEREBY WARRANT, REPRESENT AND CERTIFY TO DASNY that:

- The County of Putnam (the "Grantee") has applied for a ("CREST") Grant in the amount of \$100,000.00 (the "Grant"). This Grant will be used for the Installation of a Solar Carport and EV Charging Stations (the "Project"). We understand that the Grant funds may be used only for certain community improvement purposes as set forth in the enabling legislation and that the Grant Disbursement Agreement (GDA) to be executed in connection with this Grant contains a provision that states that Grant funds may not be used to finance a program or Project that will in any way promote or facilitate religious worship, instruction or proselytizing. We have been informed that this provision exists to ensure compliance with Federal and State law. Therefore, as Authorized Officers of the Grantee, we hereby certify the following in connection with the Project to be financed by the Grant:
 - no religious purpose shall be advanced or promoted by the Project or program funded by the Grant;
 - the Project or program will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of services or the use of facilities or furnishings assisted in any way by public funds;
 - the Project or program shall be open to all without regard to religion; and
 - the Grantee shall take affirmative steps to ensure that information is widely disseminated with respect to the following aspects of the Project or program:
 - the Project or program is publicly funded;
 - the Project or program is open to all, regardless of religious affiliation; and
 - the Project or program beneficiaries are not limited to any particular sect or group.
 - the Grantee shall exercise care to make sure the facilities and/or services to be supported in whole or in part by Grant proceeds are available and accessible to all members of the public by ensuring Project location(s) and/or service areas are in proximity to public transportation; sufficient parking; and by choosing Project location(s) and/or service areas that do not restrict use to a certain subset of the population defined by religion;
- We understand that the State of New York, DASNY and other entities that may be involved in the Grant process are relying on the above information in making the determination whether to award the Grant to the Grantee.
- By signing this document, we certify that we are authorized officers for the Grantee and have the authority to submit this Certification.

Please sign and return this document to DASNY by either signing pen to paper and sending the pdf OR by typing your full name into signature line(s) below as indicated. Please return these documents to callcenter@dasny.org from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

Authorized Officer (sign or type)

Printed Name (print or type)

Title (print or type)

Dated

Authorized Officer (sign or type)

Printed Name (print or type)

Title (print or type)

Dated

**PROJECT CERTIFICATE OF THE
County of Putnam**

Community Resiliency, Economic Sustainability, and Technology Program (the "CREST")
For the Installation of a Solar Carport and EV Charging Stations
(Project ID: 26845)

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

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

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

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

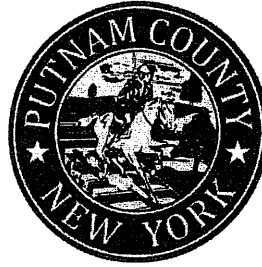
Please sign and return this document to DASNY by either signing pen to paper and sending the pdf OR by typing your full name into signature line(s) below as indicated. Please return these documents to callcenter@dasny.org from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

By (sign or type): _____

Name (print or type): _____

Title (print or type) _____

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

FROM: Joe Bellucci, Deputy Commissioner of Public Works

DATE: April 23, 2024

RE: Request for DBS Campus Solar Carport Budgetary Amendment

Please accept this memorandum as a request for the Legislature to consider the enclosed budgetary amendment.

The consideration of this resolution tonight will allow the Putnam County Department of Public Works to utilize \$100,000 in SAM CREST funding to design and install a small Solar Carport (20 -25 kw) comprised of between 70 and 80 photovoltaic modules at the Donald B. Smith Campus. The Donald B. Smith government campus is comprised of various county offices, including the Department of Emergency Services Operations Center, the Department of Social Services, I.T. Department, the Department of Senior Resources including the Carmel Friendship Center, amongst others. These offices utilize government vehicles that currently are gas powered, but the County would like to begin to convert some of its fleet to hybrid and electric.

Underneath the solar carport, we plan to install 3-4 EV charging stations. Total estimated cost for the project is \$100,000 which includes costs for design, purchase and installation of the solar facilities that would be used to supplement the solar facilities already installed for the buildings at the Donald B. Smith Campus.

Cc: Michele Sharkey, County Auditor
Barbara Barosa, Commissioner of Planning

PUTNAM COUNTY LEGISLATURE

Resolution #190

Introduced by Legislator: William Gouldman on behalf of the Physical Services Committee at a Regular Meeting held on October 3, 2023.

page 1

APPROVAL/ GRANT APPLICATION/ STATE AND MUNICIPAL FACILITIES GRANT PROGRAM/ MUNICIPAL ELECTRIFICATION AND RENEWABLE ENERGY PROJECTS

WHEREAS, Section 5-2(E) of the Putnam County Code provides that an applicant of any grant application that does not require local Putnam County ("the County") matching funds shall notify the Putnam County Legislature ("the Legislature") of the submission of a grant application and, further, if the Legislature objects to such grant application, the applicant shall not apply for said grant; and

WHEREAS, by and through the State of New York and the Office of Senator Peter Harckham, the County has the opportunity to apply for a State and Municipal ("SAM") Crest Grant in the amount of \$100,000 administered by the Dormitory Authority of the State of New York ("DASNY") for municipal electrification and renewable energy projects; and

WHEREAS, the purpose of the grant funds is to subsidize the costs associated with projects that support the transition to a fossil fuel-free, clean energy future of which the County is desirous of same; and

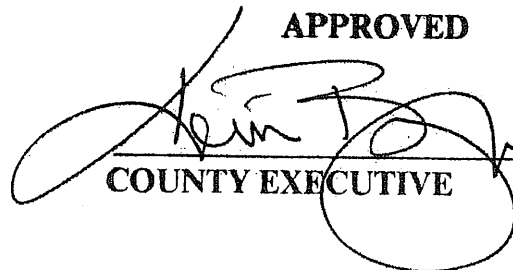
WHEREAS, there is no matching fund requirement by the County to accept the SAM Crest grant for the Project; now therefore be it

RESOLVED, that the Legislature authorizes and approves the County's submission, by the Department of Planning, Development and Public Transportation, of its application for a \$100,000 grant administered through DASNY and awarded by the SAM Crest Facilities Grant Program; and be it further

RESOLVED, that this resolution shall take effect immediately.

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

APPROVED


COUNTY EXECUTIVE

10/11/23
DATE

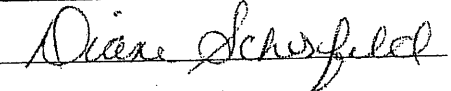
State of New York

ss:

County of Putnam

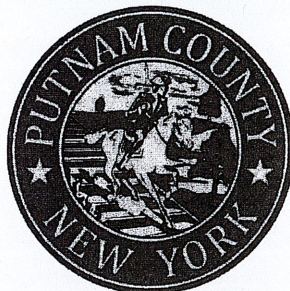
I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on October 3, 2023.

Dated: October 5, 2023

Signed: 

Diane Schonfeld
Clerk of the Legislature of Putnam County

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

cc: all
Prof.
A+A

Reso
#5c

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: **Budgetary Amendment – 24A036**
DATE: April 24, 2024

2024 APR 24 PM 4:50
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Commissioner of the Bureau of Emergency Services, the following budgetary amendment is required.

Capital Fund:

Increase Appropriations:

55197000 532314 51509 Capital - 23CP14 - Fire Training Center \$ 300,000

Increase Estimated Revenues:

55197000 449898 51509 Federal Aid - ARPA CFDA 21.027 \$ 100,000

55197000 437897 51509 State Aid - SAM Grant - FTC Project ID 26380 \$ 200,000

Decrease Appropriations:

53097000 53000 51601 Capital - Interoperable Public Safety Communication \$ 100,000

Decrease Estimated Revenues:

53097000 449898 51601 Federal Aid - ARPA CFDA 21.027 \$ 100,000

Fiscal Impact - 2024 - \$0

Fiscal Impact - 2025 - \$0

Please refer to Commissioner Lipton's communication attached regarding the additional request.

Michael Lewis

From: Robert Lipton
Sent: Monday, April 22, 2024 11:30 AM
To: Michael Lewis
Cc: John Tully; Thomas Feighery; Joseph Bellucci; Alexis Hawley; Barbara Barosa
Subject: Fire training center

Mike,

The Purchasing Department recently issued a bid for the demolition, site work and foundation necessary to complete that phase of the FTC project. I am also working with the purchasing department on the procurement of the assembly of the system once it is received. I am told that the engineers estimate for the bid of the site work is \$300k. Given that our current budget for the entire project stands at \$1.3 million we estimate that another \$300,000 will be needed to award all phases of the project. Commissioner Barosa has confirmed that our grant request of \$200K from DASNY has been approved. Therefore, we need a budgetary amendment to account for the DASNY funding along with seeking approval for the remaining \$100k from reserve.

Some of the justification for the additional funds are as follows:

- 1.) Across the board construction market price increases since Summer of 23.
- 2.) Outsourcing certain aspects of the work involved, specifically demolition, which was determined to be dangerous for PCDPW to do in house and would require a specialized demolition contractor.
- 3.) Entire scope of work wasn't clearly and fully defined until our consultants began surveying and developing the site plans in February/March.
- 4.) Our consultants also based their estimate on a similar, recently completed project.

In full disclosure, this request currently has a fiscal impact of \$300k beyond what was originally planned. The current budget includes an appropriation from the capital reserve account of \$200k which we were hoping to return if our grant applications were successful. As of now, only the Senator Harckham CREST grant (DASNY) was approved. We will keep you posted on the others, one of which is a CFA shared services grant for \$500k.

Bob

Robert Lipton
Commissioner
Putnam County
Bureau of Emergency Services
112 Old Route 6
Carmel, NY, 10512
Robert.lipton@putnamcountyny.gov
845-808-4000 Ext 41101



DASNY

KATHY HOCHUL
Governor

LISA GOMEZ
Chair

November 20, 2023

VIA EMAIL

Barbara Barosa
Principal Planner
County of Putnam
40 Gleneida Ave
Carmel, New York 10512

Re: *Community Resiliency, Economic Sustainability, and Technology Program ("CREST")
Demolition and Site Preparation for the New Burn Building Training Center and Fire Tower
Project ID: 26380*

Dear Barbara Barosa:

As you know, the State has awarded the County of Putnam ("Grantee") a Community Resiliency, Economic Sustainability, and Technology Program ("CREST") grant for the above-referenced project in the amount of \$200,000.00 (the "Grant").

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

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

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

ALBANY (HEADQUARTERS): 515 Broadway, Albany, NY 12207 | 518-257-3000
BUFFALO: 6047 Transit Road, Suite 103 East Amherst, NY 14051 | 716-884-9780
NEW YORK CITY: 28 Liberty Street, Fl 55, New York, NY 10005 | 212-273-5000
ROCHESTER: 3495 Winton Place, Building C, Suite 1, Rochester, NY 14623 | 585-450-8400

DORMITORY AUTHORITY STATE OF NEW YORK
WE FINANCE, DESIGN & BUILD
NEW YORK'S FUTURE.

www.dasny.org



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

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

Authorized Officer #1: Name: _____ Title: _____

Email: _____ Phone: _____ Ext: _____

Authorized Officer #2: Name: _____ Title: _____

Email: _____ Phone: _____ Ext: _____

If your organization is a not-for-profit please also see the 'Prior to Final Approval' section in attached FAQs for information regarding the prequalification requirement through NY State Grants Gateway.

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

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

Sincerely,

Sarah D. Antonacci
Assistant Director, Grants Administration

GRANTEE CERTIFICATION

County of Putnam

Demolition and Site Preparation for the New Burn Building Training Center and Fire Tower
Project ID: 26380

WE HEREBY WARRANT, REPRESENT AND CERTIFY TO DASNY that:

- The County of Putnam (the "Grantee") has applied for a ("CREST") Grant in the amount of \$200,000.00 (the "Grant"). This Grant will be used for the Demolition and Site Preparation for the New Burn Building Training Center and Fire Tower (the "Project"). We understand that the Grant funds may be used only for certain community improvement purposes as set forth in the enabling legislation and that the Grant Disbursement Agreement (GDA) to be executed in connection with this Grant contains a provision that states that Grant funds may not be used to finance a program or Project that will in any way promote or facilitate religious worship, instruction or proselytizing. We have been informed that this provision exists to ensure compliance with Federal and State law. Therefore, as Authorized Officers of the Grantee, we hereby certify the following in connection with the Project to be financed by the Grant:
 - no religious purpose shall be advanced or promoted by the Project or program funded by the Grant;
 - the Project or program will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of services or the use of facilities or furnishings assisted in any way by public funds;
 - the Project or program shall be open to all without regard to religion; and
 - the Grantee shall take affirmative steps to ensure that information is widely disseminated with respect to the following aspects of the Project or program:
 - the Project or program is publicly funded;
 - the Project or program is open to all, regardless of religious affiliation; and
 - the Project or program beneficiaries are not limited to any particular sect or group.
 - the Grantee shall exercise care to make sure the facilities and/or services to be supported in whole or in part by Grant proceeds are available and accessible to all members of the public by ensuring Project location(s) and/or service areas are in proximity to public transportation; sufficient parking; and by choosing Project location(s) and/or service areas that do not restrict use to a certain subset of the population defined by religion;
- We understand that the State of New York, DASNY and other entities that may be involved in the Grant process are relying on the above information in making the determination whether to award the Grant to the Grantee.
- By signing this document, we certify that we are authorized officers for the Grantee and have the authority to submit this Certification.

Please sign and return this document to DASNY by either signing pen to paper and sending the pdf OR by typing your full name into signature line(s) below as indicated. Please return these documents to callcenter@dasny.org from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

Authorized Officer (sign or type)

Authorized Officer (sign or type)

Printed Name (print or type)

Printed Name (print or type)

Title (print or type)

Title (print or type)

Dated

Dated

**PROJECT CERTIFICATE OF THE
County of Putnam**

Community Resiliency, Economic Sustainability, and Technology Program (the "CREST")
For the Demolition and Site Preparation for the New Burn Building Training Center and Fire Tower
(Project ID: 26380)

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

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

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

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

Please sign and return this document to DASNY by either signing pen to paper and sending the pdf OR by typing your full name into signature line(s) below as indicated. Please return these documents to callcenter@dasny.org from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

By (sign or type): _____

Name (print or type): _____

Title (print or type) _____

PUTNAM COUNTY LEGISLATURE

Resolution #180

Introduced by Legislator: Ginny Nacerino on behalf of the Protective Services Committee at a Regular Meeting held on September 5, 2023.

page 1

APPROVAL/ BUDGETARY AMENDMENT (23A043)/ EMERGENCY SERVICES/ RESOLUTION #135 OF 2022 ARPA FUNDING EARMARKED FOR RADIOS - POLICE & FIRE/ REPURPOSE FOR FIRE TRAINING CENTER/ CAPITAL FACILITY RESERVE FUNDS 23CP14

WHEREAS, per Resolution #135 of 2022, ARPA funds were earmarked to go towards the Statewide Interoperable Communications Grant (SICG) Targeted Grant Program to allow the County to enhance their public safety operations by strengthening communications infrastructure which is critical in emergency situations; and

WHEREAS, it has been determined that the County will continue to utilize SICG – Formula Grant awards towards this project and can repurpose \$1 million to go towards the procurement and installation of the Fire Training Center and other project related costs that will serve the fire fighters from Putnam County’s fire departments and surrounding are departments; and

WHEREAS, the County’s consultant has indicated that the Fire Training Center is an allowable use of ARPA funds which is classified under the 3.4 Public Sector Capacity category which includes investment to support emergency response; and

WHEREAS, the Commissioner of the Bureau of Emergency Services has requested a budgetary amendment (23A043) to repurpose 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 ameridment be made:

CAPITAL FUND:

Increase Appropriations:

55197000 532314 51509 Capital – 23CP14 – Fire Training Center (ARPA Funding) 1,000,000

Increase Estimated Revenues:

55197000 449898 51509 Federal Aid – ARPA CFDA 21.027 1,000,000

Decrease Appropriations:

53097000 53000 51601 Capital – Interoperable Public Safety Communication 1,000,000

Decrease Estimated Revenues:

53097000 449898 51601 Federal Aid – ARPA CFDA 21.027 1,000,000

2023 Fiscal Impact – 0 –

2024 Fiscal Impact – 0 –

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

APPROVED

State of New York

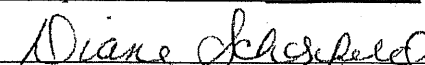
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County of Putnam

 9/14/23
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 September 5, 2023.

Dated: September 7, 2023

Signed: 

Diane Schonfeld
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #179

Introduced by Legislator: Ginny Nacerino on behalf of the Protective Services Committee at a Regular Meeting held on September 5, 2023.

page 1

APPROVAL/ BUDGETARY AMENDMENT (23A039)/ EMERGENCY SERVICES/ FIRE TRAINING CENTER/ LOCAL ASSISTANCE & TRIBAL CONSISTENCY FUNDS (LATCF) AND CAPITAL FACILITY RESERVE FUNDS 23CP14

WHEREAS, the Commissioner of the Bureau of Emergency Services has requested a budgetary amendment (23A039) to earmark funds for the demolition, site work, and foundation preparation of the new Fire Training Center Project; and WHEREAS, \$50,000 will be funded from the Local Assistance & Tribal Consistency Funds (LATCF) which were received earlier this year; and WHEREAS, another \$50,000 will be funded from the Bureau of Emergency Services' operating budget; and WHEREAS, pending receipt of \$200,000 from Grant proceeds, said funds will be placed back in the Capital Facility Reserve Fund for this Capital Project 23CP14; and WHEREAS, the Bureau of Emergency Services will continue to monitor and apply for any grants that would support this important project; 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:

10990100 59020 Transfer Out – Capital Fund 100,000

Decrease Appropriations:

10398900 54710 BES - Maintenance & Repairs 50,000

Increase Estimated Revenues:

10131000 440893 Federal Aid – LATCF Funds CFDA 21.032 50,000
(Did not apply for funds)

CAPITAL FUND:

Increase Appropriations:

55197000 532314 51509 Capital – 23CP14 – Fire Training Center 300,000

Decrease Appropriations:

55197000 53000 51509 Capital – Facility Renovation Reserve 200,000

State of New York

ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on September 5, 2023.

Dated: September 7, 2023

Signed: _____

Diane Schonfeld
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #179

Introduced by Legislator: Ginny Nacerino on behalf of the Protective Services Committee at a Regular Meeting held on September 5, 2023.

page 2

Increase Estimated Revenues:

55197000 428601 51509 Transfer In – General Fund 100,000

2023 Fiscal Impact – 0 –

2024 Fiscal Impact – 0 –

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

APPROVED

Kevin Bone 9/14/23

COUNTY EXECUTIVE DATE

State of New York
ss:
County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on September 5, 2023.

Dated: September 7, 2023

Signed: *Diane Schonfeld*

Diane Schonfeld
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #191

Introduced by Legislator: William Gouldman on behalf of the Physical Services Committee at a Regular Meeting held on October 3, 2023.

page 1

APPROVAL/ GRANT APPLICATION/ STATE AND MUNICIPAL FACILITIES GRANT PROGRAM/ PUTNAM COUNTY FIRE TRAINING CENTER

WHEREAS, Section 5-2(E) of the Putnam County Code provides that an applicant of any grant application that does not require local Putnam County ("the County") matching funds shall notify the Putnam County Legislature ("the Legislature") of the submission of a grant application and, further, if the Legislature objects to such grant application, the applicant shall not apply for said grant; and

WHEREAS, by and through the State of New York and the Office of Senator Peter Harckham, the County has the opportunity to apply for a State and Municipal ("SAM") Crest Grant in the amount of \$200,000 administered by the Dormitory Authority of the State of New York ("DASNY") for Renovations to the Putnam County Fire Training Center; and

WHEREAS, the purpose of the grant funds is to subsidize the costs associated with the Project; and

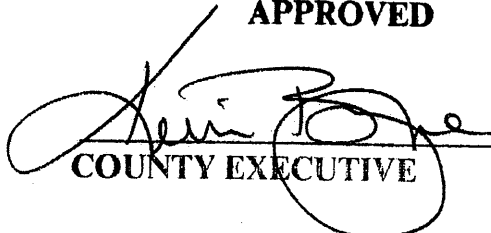
WHEREAS, there is no matching fund requirement by the County to accept the SAM Crest grant for the Project; now therefore be it

RESOLVED, that the Legislature authorizes and approves the County's submission, by the Department of Planning, Development and Public Transportation, of its application for a \$200,000 grant administered through DASNY and awarded by the SAM Crest Facilities Grant Program for the Project; and be it further

RESOLVED, that this resolution shall take effect immediately.

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

APPROVED



COUNTY EXECUTIVE 10/11/23
DATE

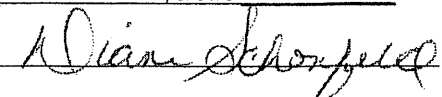
State of New York

ss:

County of Putnam

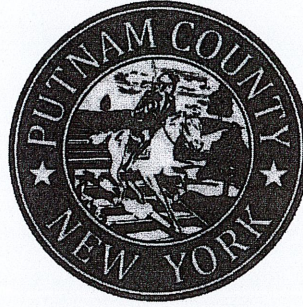
I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on October 3, 2023.

Dated: October 5, 2023

Signed: 

Diane Schonfeld
Clerk of the Legislature of Putnam County

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

cc: alle
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Reso

#5d

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*
RE: **Budgetary Amendment – 24A038**
DATE: May 4, 2024

2024 MAY -6 PM 11:41
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

Increase Appropriations:

55112000 53000 52412 CHIPS 2024 735,692

Increase Estimated Revenues:

55112000 435011 52412 State Aid - CHIPS 2024 735,692

Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

This Resolution is required to amend the 2024 CHIPS County capital project budget to equal the adopted NYS Budget. Please find attached correspondence from the NYS Department of Transportation.

Please forward to the appropriate committee.



Department of Transportation

KATHY HOCHUL Governor

MARIE THERESE DOMINGUEZ Commissioner

2024 MAY -3 PM 2:31

Handwritten notes: King KIC/AIC, CC:TF, JTB, B. H., AH

April 30, 2024

RECEIVED PUTNAM COUNTY

JOHN TULLY
HIGHWAY SUPERINTENDENT
COUNTY OF PUTNAM
842 FAIR ST
CARMEL NY 10512

Dear Mr. Tully:

The 2024-25 State Budget provides funding to support the repair, rehabilitation, and modernization of local roads and bridges. The Budget includes \$588.1 million in Consolidated Local Street and Highway Improvement Program (CHIPS) funding, \$150 million in PAVE-NY funding, and \$100 million in Extreme Winter Recovery (EWR) funding and \$100 million in Pave Our Potholes (POP). Also included are reappropriations of rollover funds remaining from previous State fiscal year CHIPS, PAVE-NY, EWR and POP appropriations. Please provide a copy of this letter to the chief financial officer for your municipality.

The next quarterly SFY 2024-25 CHIPS, PAVE-NY, EWR and POP reimbursements are scheduled to be made on June 26, 2024. Requests for the June payments must be for expenditures made on or after December 26, 2022 through May 17, 2024. Refer to the Program Guidelines on the CHIPS website (www.dot.ny.gov/programs/chips) regarding eligible project activities and program requirements. The County of Putnam has the following funding amounts available for the June payments:

Table with 4 columns: Program, Total Balance, 24-25 Apportionment Balance, Cumulative Rollover Balance. Rows include CHIPS, PAVE NY, EWR, and POP.

The instructions for applying for the June 26, 2024 reimbursements are located on the back of this letter and on the CHIPS website. The New York State Department of Transportation (NYSDOT) Regional Office must receive all program payment submission items no later than May 23, 2024. Please sign the certification on each page of the reimbursement request forms and keep a copy of the completed forms for your files. Your NYSDOT municipal code for entry on the forms is 840000.

Municipalities may mail or e-mail their Documentation Checklists, reimbursement request forms, and supporting documentation to their NYSDOT Region. Guidance for e-mail submissions may be obtained on the CHIPS website. Contact information:

Giselle Conrad
NYSDOT Regional CHIPS Representative
New York State Department of Transportation
4 Burnett Boulevard
Poughkeepsie, NY 12603
dot.sm.r06.CHIPS@dot.ny.gov

If you have any questions, please contact Giselle Conrad at 845-431-5731.

Respectfully yours,

Handwritten signature of Matthew T. Haas

Matthew T. Haas
Director, Office of Integrated Modal Services

INSTRUCTIONS FOR APPLYING FOR REIMBURSEMENT

Each program payment submission should include a Documentation Checklist (found on the CHIPS website, under Forms and Instructions), summary reports of Checklist information, ADA compliant curb ramp photos (if applicable), invoices, and proof of payment. Failure to submit the required supporting documentation for each program payment submission may delay the processing of your reimbursement requests.

APPLYING FOR CHIPS/PAVE-NY/EWR/POP CAPITAL PAYMENT FUNDS REMAINING FROM PREVIOUS STATE FISCAL YEARS (ROLLOVER FUNDS) AND/OR CURRENT STATE FISCAL YEAR CAPITAL FUNDS

WHAT ARE ROLLOVER FUNDS? "Rollover" funds are a municipality's unreimbursed CHIPS/PAVE-NY/EWR/POP Capital funds from one or more previous State Fiscal Year (SFY) apportionments.

HOW DO YOU KNOW IF YOU HAVE ROLLOVER FUNDS AVAILABLE? For municipalities with rollover funds remaining, the total cumulative rollover amount available is stated in the letter on the reverse of these instructions.

RULES FOR REIMBURSEMENT OF ROLLOVER FUNDS:

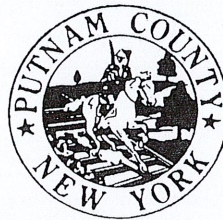
- A. There is an 18-month look back cut-off date for this payment. This means that expenditures incurred prior to the date indicated in the letter would not be eligible for reimbursement, even if a municipality has rollover balances from an earlier CHIPS/PAVE-NY/EWR/POP apportionment.
- B. Eligible expenditures made for CHIPS/PAVE-NY/EWR/POP Capital projects between the dates noted in the letter will be eligible for reimbursement from the CHIPS/PAVE-NY/EWR/POP Capital rollover fund balances before any payment can be made from the current CHIPS/PAVE-NY/EWR/POP Capital apportionment.

SHOWING THE USE OF ROLLOVER FUNDS AND CURRENT STATE FISCAL YEAR FUNDS ON THE REIMBURSEMENT REQUEST FORMS FOR THE CURRENT CHIPS (CP73) /PAVE-NY (CP75) /EWR (CP74) /POP (CP75) CAPITAL PAYMENT

Requestors can enter expenditure dates that cross state fiscal years on the CHIPS/PAVE-NY/EWR/POP form(s).

1. The beginning expenditure date entered for this payment should be the 18-month look back cut-off date referenced in the letter; expenditures incurred prior to this date would not be eligible for reimbursement.
2. The ending expenditure date entered for this payment should be the ending expenditure date referenced in the letter.

NOTE: THE CERTIFICATION SIGNATURE DATE ENTERED ON THE CP73/CP74/CP75(S) MUST FALL WITHIN OR AFTER THE EXPENDITURE DATES WHICH WERE ENTERED ON SUCH FORMS BUT SHOULD NOT OCCUR AFTER THE SCHEDULED PAYMENT DATE FOR THIS PAYMENT CYCLE.



MICHAEL LEWIS
Commissioner Of Finance

SHEILA BARRETT
Deputy Commissioner of Finance

cc: all
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Reso
5e.

DEPARTMENT OF FINANCE

May 6, 2024

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

2024 MAY - 7 PM 1:58
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 **2024** budgetary amendment which has been submitted for approval.

Increase Estimated Revenues:

16311000 427051 Community & Youth – Outside Donation \$ 300.00

Increase Appropriations:

16311000 54410 Community & Youth – Supplies/Materials \$ 300.00

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

This amendment recognizes funds presented to the Putnam County Sheriff's Department by Howard Stern, Esq, for the purchase of one Project Lifesaver bracelet for the "Project Lifesaver" program currently run by the Sheriff's Youth and Community Services division.

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

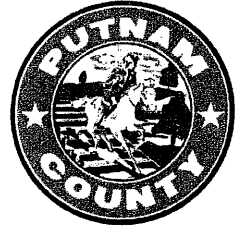
24A039

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



KEVIN J. MCCONVILLE
SHERIFF

PUTNAM COUNTY
OFFICE OF THE SHERIFF
AND
CORRECTIONAL FACILITY
THREE COUNTY CENTER
CARMEL, NEW YORK 10512
845-225-4300



THOMAS H. LINDERT
UNDERSHERIFF

May 2, 2024

Mr. Michael Lewis
Commissioner of Finance
County Office Building
40 Gleneida Avenue
Carmel, N.Y. 10512

Dear Commissioner Lewis:

I am advising you of the following request to amend the 2024 Putnam County Sheriff's Department budget:

Increase Revenues:

16311000 427051 Community and Youth-Outside Donations \$300.00

Increase Appropriations:

16311000 54410 Community and Youth-Supplies & Materials \$300.00

2024 Fiscal Impact -0-

2025 Fiscal Impact -0-

This amendment recognizes funds presented to the Putnam County Sheriff's Department, from Howard Stern, Esq for the purchase of one (1) Project Lifesaver bracelet, for the "Project Lifesaver" program, currently run by the Sheriff's Youth and Community Services division.

Sincerely,


Thomas H. Lindert
Undersheriff

PUTNAM COUNTY SHERIFF'S OFFICE
INTER-OFFICE MEMORANDUM

May 1, 2024

**To: Sheriff Kevin J. McConville
Undersheriff Thomas Lindert**

Attn: Kristin Van Tassel

From: Deputy Claire Pierson 

Subject: Donation for Project Lifesaver

This member is writing to inform you of a donation received from Howard Stern, Esq in the amount of \$300.00 for the purchase of one (1) Project Lifesaver bracelet. Mr. Stern was a participant in the Putnam/Northern Westchester Fire Police Association seminar that took place on May 24, 2024 at which member gave a presentation on the Project Lifesaver program.

Howard Stern
4 Sunset Dr
Bedford Hills, NY 10507-1818

THE LAW OFFICE OF HOWARD STERN
2 WILLIAM STREET, SUITE 304, WHITE PLAINS, NY 10601 (914) 683-0505

SPEED - MEMO

TO: Deputy Claire
Pierson

DATE: 4-24-25

RE: Donation

Deputy: "Tracking" Device

I'm sure you will remember
me from last nites Excellent Fire-Police
Presentation. Here is a contribution to help
one family! Gotta start somewhere!

Also Walmart for donations is

<https://www.walmart.com/nonprofits>

Let me know if I can help
Stay safe

Howard

cc: all
Phys
A+A

Reso
#5f



MICHAEL LEWIS
Commissioner Of Finance

SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

May 6, 2024

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

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2024 Department of Public Works budget.

2024 MAY - 7 PM 1:57
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Increase Revenues:

10511000 426801 **DPW Rd/Bridges – Insurance Recoveries** **\$21,621.43**

Increase Expenses:

10511000 54410 **DPW Rd/Bridges – Supplies & Materials** **\$ 5,933.43**

10511000 54647 **DPW Rd/Bridges – Sub-Contractors** **15,688.00**

\$21,621.43

2024 Fiscal Impact - 0
2025 Fiscal Impact - 0

The PC DPW has been compensated for guardrail damages resulting from three 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 **24A040**

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

PC DPW INSURANCE CLAIM RECEIPT 2024

NAME OF ROAD	Description	TOTAL PAYMENT TO BE RECEIVED			ACCOUNT
STONELEIGH AVE	REIMBURSEMENT FOR GUIDERAIL REPAIR	\$6,906.08			
POLICE REPORT #BL 299906-23	INCREASE EXPENSES:		LABOR	\$4,996.00	5110 54647
			MATERIALS	\$1,560.08	5110 54410
			ADMIN	\$350.00	5110 54647
				\$6,906.08	

TRANSMITTAL DATE

4/15/24

JOHN D. CHERICO
First Deputy County Attorney

ANNA M. DIAZ
Senior Deputy County Attorney

CONRAD J. PASQUALE
Senior Deputy County Attorney



HEATHER M. ABISSI
Senior Deputy County Attorney

DANIEL J. RAVO
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: April 9, 2024
RE: Property Damage Reimbursement

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

Enclosed please find USAA 4/01/2024, in the amount of \$6906.08 made payable to Putnam County representing payment for the property damage claim below:

Claim Number	Date of Accident	Reimbursement	Ins. Co	Driver
	11/21/2023	\$6906.08	USAA	

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



0001930 SP 5282 -C31-P01931-I -11363-554552824123

PUTNAM COUNTY
48 GLENEIDA AVE
CARMEL NY 10512-1702



USAA
9800 Fredericksburg Rd
San Antonio TX 78288

INVOICE #:
USAA #:
POLICYHOLDER:

LOSS RPT #: 802
LOSS DATE: 11/21/2023
LOB: P&C
CLAIMS REP: R5478
CHECK #:
CHECK DATE: 04/01/2024

ADDITIONAL INFO: PUJOUÉ ASHLEY, CYS CYSAS ---

EXPLANATION OF PAYMENT	TOTAL PAYMENT AMOUNT
Claim	\$**6,906.08

Putnam County DPW

Road Name:	Stoneleigh Av								
Police Report #	BL-299906-23 —								
								Date: 11/21/2023 ✓	
Materials Description	Quantities:	Material Cost	Total:	Equipment Description	Equip Cost Per Hr.	Hrs. Of use	Cost:	Total	
Box Beam	0	\$687.60		(1) Post Pounder W/2 Operators	\$422.66	6	\$2,536.00		
W-Beam Rail	4	\$213.97	\$ 855.88	(1) Pickup truck & trailer	\$35.00	6	\$210.00		
Post	7	\$ 87.40	\$ 611.80	(1) Mechanics Truck	\$25.00	6	\$150.00		
Hardware	56	\$ 1.65	\$ 92.40	(2) Flagger & Equipment for Traffic Control	\$350.00	6	\$2,100.00		
Shelf Angles	0	\$ 16.95	\$ -						
Total Materials:			<i>1,560.08</i>						
Equipment/Labor:						Total	0	\$4,996.00	
Notes:							Administrative Fee	\$350.00	
							Material:	\$1,560.08	
							Equip/Labor:	\$4,996.00	
							Total:	\$6,906.08	
<i>Doc Accident 11/21/23 ✓</i>									

JOHN B. CHERICO
First Deputy County Attorney

ANNA M. DIAZ
Senior Deputy County Attorney

CONRAD J. PASQUALE
Senior Deputy County Attorney



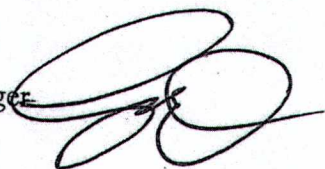
HEATHER M. ABISSI
Senior Deputy County Attorney

DANIEL J. RAVO
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: April 11, 2024
RE: Property Damage Reimbursement

Enclosed please find Allstate check # _____ dated 4/02/2024, in the amount of \$7723.40 made payable to Putnam County representing payment for the property damage claim below:

Claim Number	Date of Accident	Reimbursement	Ins. Co	Driver
	02/19/2024	\$7723.40	Allstate	

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*

Allstate Insurance Company - Claims Payment Processing
P.O. Box 660636 , Dallas, TX 75265 , United States



|||||
PUTNAM COUNTY DEPT OF FINANCE
40 GLENEIDA AVE STE 105
CARMEL NY 10512-1703

04/02/2024

PUTNAM COUNTY DEPT OF FINANCE,
ENCLOSED PLEASE FIND PAYMENT IN THE AMOUNT OF \$7,723.40 FOR YOUR LOSS ON 2/19/2024.
PLEASE REFERENCE CLAIM DETAILS BELOW.

CLAIM NUMBER: _____
DATE OF LOSS: 02/19/2024
INSURED: _____

In payment for Property Damage Liability for Date of Loss 2/19/2024.

ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY
1-800-255-7828



Putnam County DPW

Road Name: PEEKSKILL HOLLOW RD & JEANNE DR

Police Report # 2024-03334

Date: 2/19/2024

Materials Description	Quantities:	Material Cost (Each)	Total:	Equipment Description	Equip Cost Per	Hrs. Of use	Cost:
Box Beam	1	\$ 687.60	\$ 687.60	(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	8	\$ 87.40	\$ 699.20	(1) Mechanics Truck	\$25.00	6	\$150.00
Hardware	0	\$ -	\$ -	(2) Flaggers & Equipment for Traffic Control	\$350.00	6	\$2,100.00
Shelf Angles	8	\$ 16.95	\$ 135.60				
Type I End	1	\$ 715.00	\$ 715.00				
Pair Splice Plated	1	\$ 140.00	\$ 140.00				
Total Materials:			<i>2,377.40</i>		\$832.66		

Total

0 \$4,996.00

Equipment/Labor:

Administrative Fee: \$350.00

Material: \$2,377.40

Equip/Labor: \$4,996.00

Total: \$7,723.40

Notes:

Allstate Check #

PC DPW INSURANCE CLAIM RECEIPT 2024

NAME OF ROAD	Description	TOTAL PAYMENT TO BE RECEIVED				ACCOUNT
		\$6,991.95				
CROTON FALLS RD	REIMBURSEMENT FOR GUIDERAIL REPAIR					
FRANZES MASON CONTRACT	INCREASE EXPENSES:		LABOR	\$4,996.00		5110 54647
			MATERIALS	\$1,995.95		5110 54410
			ADMIN	DID NOT PAY ADMIN FEE		
					\$6,991.95	

TRANSMITTAL DATE

5/6/24

5
Coben Falls Rd
+ Sandy St

JOHN B. CHERICO
First Deputy County Attorney

ANNA M. DIAZ
Senior Deputy County Attorney

CONRAD J. PASQUALE
Senior Deputy County Attorney



HEATHER M. ABISSI
Senior Deputy County Attorney

DANIEL J. RAVO
Deputy County Attorney

MAT C. BRUNO, SR.
Risk Manager

1/12/24

C. COMPTON SPAIN
County Attorney

DEPARTMENT OF LAW

TO: Michael Lewis, Finance
FROM: Mat C Bruno, Risk Manager
DATE: April 25, 2024
RE: Property Damage Reimbursement

A large, stylized handwritten signature in black ink, likely belonging to Mat C Bruno.

Enclosed please find United Farm Family Insurance Company check # [redacted] dated 4/18/2024, in the amount of \$6991.95 made payable to Putnam County representing payment for the property damage claim below:

Claim Number	Date of Accident	Reimbursement	Ins. Co	Driver
[redacted]	01/12/2024	\$6991.95	United Farm Family Insurance Company	[redacted]

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

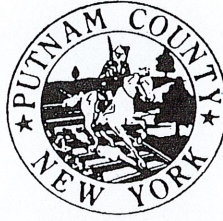
5

Putnam County DPW

Road Name:		CROTON FALLS RD & SANDY ST						
Police Report #		BL-01048-24					1/12/24	
							Date: 12/01/2024	
Materials Description	Quantities:	Material Cost	Total:	Equipment Description	Equip Cost Per Hr.	Hrs. Of use	Cost:	Total
Box Beam	1	\$916.80	\$ 916.80	(1) Post Pounder W/2 Operators	\$422.66	6	\$2,536.00	
W-Beam Rail	0	\$213.97	\$ -	(1) Pickup truck & trailer	\$35.00	6	\$210.00	
Post	9	\$ 87.40	\$ 786.60	(1) Mechanics Truck	\$25.00	6	\$150.00	
Hardware	0	\$ 1.65	\$ -	(2) Flagger & Equipment for Traffic Control	\$350.00	6	\$2,100.00	
Shelf Angles	9	\$ 16.95	\$ 152.55					
SPLICE PLATTES	1	\$140.00	\$ 140.00					
Total Materials:			#####					
			1995.95	Total		0	\$4,996.00	
Equipment/Labor:								
Notes:							Administrative Fee \$350.00	
							Material: \$1,995.95	
							Equip/Labor: \$4,996.00	
							Total: \$7,341.95	

Does Not include

\$6,991.95



MICHAEL LEWIS
Commissioner Of Finance

SHEILA BARRETT
First Deputy Commissioner of Finance

cc:all
Health
A+A

Reso
#5g.

DEPARTMENT OF FINANCE

May 6, 2024

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

Dear Ms. Schonfeld

2024 MAY - 7 PM 1:58
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2024 Historian's budget:

Increase Revenues:

10751000 427051 Historian – Outside Donations \$ 1,500.00

Increase Expenses:

10751000 52110 Historian – Furniture & Furnishings \$ 1,500.00

2024 Fiscal Impact - 0
2025 Fiscal Impact - 0

In December 2023, the Putnam County Historian received a donation from G. Whipple via the Society for the Preservation of Putnam County Antiquities & Greenways Inc. which we deferred to 2024. Jennifer Cassidy, PC Historian, respectfully requests these funds now be used towards the purchase of a Civil War memorial plaque to be placed in the Putnam County Veterans Park.

Please forward to the appropriate committee.

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 **24A041**

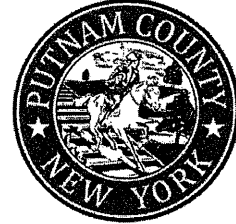
Date Audit & Administration Committee: \$10,000.01 - \$25,000.00

JENNIFER M. CASSIDY
COUNTY HISTORIAN

THE PUTNAM COUNTY HISTORIAN
&
PUTNAM COUNTY ARCHIVES
68 Marvin Avenue Brewster, New York 10509

SALLIE S. SYPHER
DEPUTY COUNTY HISTORIAN

TO: Finance Department
From: Jen Cassidy, Historian's Office
Date: April 17, 2024
Re: Deferred Revenue Request to Signs #54162



I would like to request the deferred revenue donation of \$1,500 (check #7013, G. Whipple, Via Society for the Preservation of Putnam County Antiquities & Geenways Inc.) be put into a line for the Historian's budget, 10751000 52110.

FURNITURE & FURNISHINGS

Thank you for your time and attention to this matter.

Sincerely,

Jen Cassidy, ext. 44116



(PHONE) (845) 808-1420
EMAIL: HISTORIAN@PUTNAMCOUNTYNY.GOV
WWW.PUTNAMCOUNTYNY.COM/COUNTYHISTORIAN
FACEBOOK: PUTNAM.HISTORIAN • INSTAGRAM: PUTNAMHISTORIAN

Susanne Galya

From: Jennifer Cassidy
Sent: Thursday, April 18, 2024 1:44 PM
To: Susanne Galya
Subject: FW: Bronze Plaque Pricing from Masterwork Plaques

Good afternoon,

The deferred revenue request for \$1,500 will be put toward the following project (see quote below) to create a new historic plaque for Veterans Memorial Park as approved by the County Executive's Office in memory of service in the Civil War.

Please advise if you require any further information.

Thank you for your support.

Jen Cassidy
Ext. 44116

From: Tony Scott <tony@masterworkplaques.com>
Sent: Thursday, April 11, 2024 2:12:19 PM
To: Jennifer Cassidy <Jennifer.Cassidy@putnamcountyny.gov>
Subject: Bronze Plaque Pricing from Masterwork Plaques

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!

The previous order was an 18" X 22" bronze plaque with one etched photograph and an angled steel post - the current price is \$2,350.00 for the plaque and \$325.00 for the post if needed.

Pricing assumes the text fits on this sized plaque.

Tony

Tony Scott

Sales Representative
Masterwork Plaques Inc.
718.283.4109 X405
718.360.5037 Direct
masterworkplaques.com

tony@masterworkplaques.com



From: Jennifer Cassidy <Jennifer.Cassidy@putnamcountyny.gov>
Sent: Thursday, April 11, 2024 2:03 PM
To: Tony Scott <tony@masterworkplaques.com>
Subject: RE: Your Bronze Plaque Request

OK, do you have a ballpark on pricing for 2024? I have a meeting and want to pitch the idea.

Thanks,
JMC

From: Tony Scott <tony@masterworkplaques.com>
Sent: Thursday, April 11, 2024 1:46 PM
To: Jennifer Cassidy <Jennifer.Cassidy@putnamcountyny.gov>
Subject: RE: Your Bronze Plaque Request

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!

I have all the specs - all I need from you would be the text, photo and any emblems you might want on it.

Tony

Tony Scott

Sales Representative

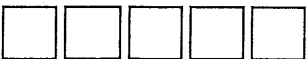
Masterwork Plaques Inc.

718.283.4109 X405

718.360.5037 Direct

masterworkplaques.com

tony@masterworkplaques.com



From: Jennifer Cassidy <Jennifer.Cassidy@putnamcountyny.gov>
Sent: Thursday, April 11, 2024 1:43 PM
To: Tony Scott <tony@masterworkplaques.com>
Subject: RE: Your Bronze Plaque Request

Great! I'd be interested in the same specs that we did the Clinton J. Peterson plaque in 2022. Do you have that information readily available or can you please forward me copy of specs on what we did? It may be under Ellen Cassidy's name.

Thinking of 1-2 of the same size/type with different content.



MICHAEL LEWIS
Commissioner Of Finance

SHEILA BARRETT
Deputy Commissioner of Finance

cc: all
Prot
A+A

Reso
#5h

DEPARTMENT OF FINANCE

May 6, 2024

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

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2024 MAY - 7 PM 1:58

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following 2024 budgetary amendment which has been submitted for approval.

Increase Estimated Revenues:

32311000	443890	Sheriff BCI – Public Safety Other	\$ 329.94
17311000	443890	Sheriff Patrol – Public Safety Other	<u>265.28</u>
			<u>\$ 595.22</u>

Increase Appropriations:

32311000		Sheriff BCI	
	51093	Overtime	\$ 306.50
	58002	Social Security	23.44
17311000		Sheriff – Patrol	
	51093	Overtime	246.43
	58002	Social Security	<u>18.85</u>
			<u>\$ 595.22</u>

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

This amendment recognizes revenue received from the NYS Stop-DWI Foundation Inc to reimburse the Sheriff’s BCI and Patrol divisions for overtime expenses associated with DRE callouts.

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

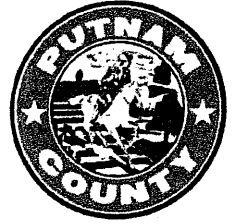
Date _____ Audit & Administration Committee: \$10,000.01 - \$25,000.00

42
~~24A038~~
24A042



KEVIN J. MCCONVILLE
SHERIFF

PUTNAM COUNTY
OFFICE OF THE SHERIFF
AND
CORRECTIONAL FACILITY
THREE COUNTY CENTER
CARMEL, NEW YORK 10512
845-225-4300



THOMAS H. LINDERT
UNDERSHERIFF

Deputy Outside Services

DATE: 4/19/2024

Mr. Michael Lewis
Commissioner of Finance
County Office Building
40 Gleneida Avenue
Carmel, N.Y. 10512

Dear Commissioner Lewis:

Check #9022 in the amount of \$595.22

From: NYS STOP-DWI FOUNDATION INC.

Is reimbursement for hours of service of a DRE call on January 29 and another on January 30, 2024. This was a grant through NYS Governor's Traffic Safety Committee.

Please apply to corresponding revenue account # 32311000.443890 \$ 329.94

Please apply to corresponding revenue account # 17311000.443890 \$265.28

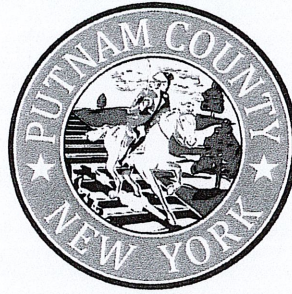
Additionally, please increase expenditure lines:

32311000.51093	\$ 306.50
32311000.58002	\$ 23.44
17311000.51093	\$ 246.43
17311000.58002	\$ 18.85

Very truly yours,

Kristin D. Van Tassel
Fiscal Manager

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

cc: All
Audit
Reso
#5:

2024 MAY 16 AM 10:30
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 – 24A044**
DATE: May 16, 2024

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

Capital Fund:

Increase Appropriations:

58989000 53000 52228 Capital - ARPA Administrative Costs \$ 70,000

Increase Estimated Revenues:

58989000 428601 52228 Transfer in - General \$ 70,000

Decrease Appropriations:

55197000 53000 52229 Capital - ARPA Highway Infrastructure Studies \$ (70,000)

Decrease Estimated Revenues:

55197000 428601 52229 Transfer in - General \$ (70,000)

General Fund:

Increase Appropriations:

10990100 59020 52228 Transfer Out - Capital (ARPA Administrative Costs) \$ 70,000

Increase Estimated Revenues:

10131000 449898 52228 Federal Aid - ARPA CFDA 21.027 \$ 70,000

Decrease Appropriations:

10990100 59020 52229 Transfer Out - Capital (ARPA Highway Infrastructure Studies) \$ (70,000)

Decrease Estimated Revenues:

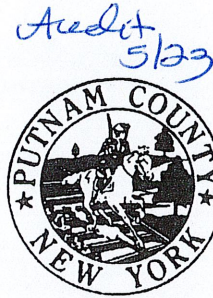
10131000 449898 52229 Federal Aid - ARPA CFDA 21.027 \$ (70,000)

Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

Back on January 10, 2024, the County amended their engagement with PKF O'Connor Davies LLP to assist the County with grant compliance and subrecipient monitoring in connection with the American Rescue Plan Act (ARPA). Since that time, the County's ARPA consultant and her team have provided the County and its subrecipients with effective management and oversight with continuous meetings with both the administration and our local Town and Villages. Pursuant to the US Treasury's 2022 Final Rule, recipients may elect up to 10% of their ARPA allocation to administer these projects. Therefore, an additional \$70,000 is recommended to adhere to the current US Treasury Guidelines of obligating County and subrecipient projects through the end of 2024.

MICHAEL LEWIS
Commissioner Of Finance



Protective 5-21-24 Other Bus #12a
SHEILA BARRETT
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

Audit #5j

May 15, 2024

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

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following budgetary amendment **24A045** which was submitted for approval.

Increase Revenue:

10315000 426605

Jail – Inmate T-Com Use of Reserve

\$ 4,613.35

Increase Appropriations:

10315000 52130

Jail – Computer Equipment

\$ 4,613.35

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

Sheriff McConville respectfully requests the use of T-Commission reserve funds to purchase five lap top computers for the Correctional Facility.

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

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

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

Putnam County Correctional Facility T-Commission Acct check # 1013 ~ \$4,613.35

40 GLENEIDA AVENUE ~ CARMEL NEW YORK 10512 ~ Tel (845) 808-1075 ~ Fax (845) 808-1910

24A045



KEVIN J. MCCONVILLE
SHERIFF

**PUTNAM COUNTY
OFFICE OF THE SHERIFF
AND
CORRECTIONAL FACILITY
THREE COUNTY CENTER
CARMEL, NEW YORK 10512
845-225-4300**



THOMAS H. LINDERT
UNDERSHERIFF

May 14, 2024

Mr. Michael Lewis
Commissioner of Finance
County Office Building
40 Gleneida Avenue
Carmel, NY 10512

Dear Commissioner Lewis:

I have authorized the expenditure of Inmate T-Commission Funds to purchase 5 Lap Top Computers. The IT Department has reviewed our request and supplied us with a quote to meet our needs.

Accordingly, enclosed find check #1013 in the amount of four thousand six hundred thirteen and 35/100 dollars (\$4,613.35). It is respectfully requested that \$4,613.35 of said funds be placed into Munis budget line #10315000, account code #52130, so that the purchase can be completed.

This will have no fiscal impact on the County or Sheriff's Department Budget.

Please ensure that the necessary information is provided to the legislature to meet the five (5) day notice for committee action.

Thank you for your attention to this matter.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kevin J. McConville".

Kevin J. McConville
Sheriff

KJM/jg
Enclosure

* Using phone \$



Pricing Proposal
Quotation #: 24838380
Created On: 5/9/2024
Valid Until: 6/8/2024

NY-County of Putnam

Inside Account Executive

Annamarie Walz
Putnam County Sheriff's Office
3 County Center
Carmel, NY 10512
UNITED STATES
Phone: 845-808-1800 Ext. 41118
Fax:
Email: annmarie.walz@putnamcountyny.gov

Niall El-Adawy
300 Davidson Ave
Somerset, NJ 08873
Phone: 732-652-7686
Fax:
Email: niall_eladawy@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Dell Latitude 3540 - Intel Core i7 - 1355U / up to 5 GHz - Win 11 Pro - Intel Iris Xe Graphics - 8 GB RAM - 256 GB SSD NVMe, Class 35 - 15.6" IPS 1920 x 1080 (Full HD) - Wi-Fi 6E - BTS - with 1 Year Basic Onsite Service after remote diagnosis with Hardwa Dell - Part#: FP6K5 Contract Name: Sourcewell- Technology Products & Solutions Contract #: 121923-SHI Note: Participant ID# 34562 / Low Stock	5	\$922.67	\$4,613.35

Total \$4,613.35

IT/GIS Dept. Reviewed
 Approved Not Approved
Allen Dunbar

Additional Comments

Dell has a no-returns policy on all products. If an item is DOA, missing, wrong, or visibly damaged in transit, SHI must be notified within 24 hours.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



KEVIN J. MCCONVILLE
SHERIFF

PUTNAM COUNTY
OFFICE OF THE SHERIFF
AND
CORRECTIONAL FACILITY
THREE COUNTY CENTER
CARMEL, NEW YORK 10512
845-225-4300

*Putnam
3/20/24* *Other Bar
#120*



THOMAS H. LINDERT
UNDERSHERIFF

2024 MAY 16 PM 1:15
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

To: Diane Schonfeld, Legislative Clerk

From: Sheriff Kevin McConville *KJM*

Date: May 16, 2024

Subject: Letter of Necessity, Budgetary Amendments A24045 and A24046

This letter is being sent as a request to place on the Protective Services Committee meeting agenda for Tuesday, May 21, 2024, the utilization of Inmate T-Commission Funds for the purchase of laptop computers and to enhance and improve the Correctional Facilities Computer Network Video Recorder, to expand retention of such data for a period of a year.

We look forward to a favorable response.

MICHAEL LEWIS
Commissioner Of Finance



SHEILA BARRETT
Deputy Commissioner Of Finance

Audit
5/23

Protective
5 21 24 Other

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#5k.

DEPARTMENT OF FINANCE

May 15, 2024

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

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following budgetary amendment **24A046** which was submitted for approval.

Increase Revenue:

10011000 426605 Jail Maintenance – Inmate T-Com Use of Reserve \$ 205,146.11

Increase Appropriations:

10011000 52640 Jail Maintenance – Audio Visual Equipment \$ 205,146.11

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

Sheriff McConville respectfully requests the use of T-Commission reserve funds to purchase two new computer NVRs (Network Video Recorders) to replace the current equipment which pose retention issues.

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

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

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

Putnam County Correctional Facility T-Commission Acct check # 1012 ~ \$205,146.11

24A046



KEVIN J. MCCONVILLE
SHERIFF

**PUTNAM COUNTY
OFFICE OF THE SHERIFF
AND
CORRECTIONAL FACILITY
THREE COUNTY CENTER
CARMEL, NEW YORK 10512
845-225-4300**



THOMAS H. LINDERT
UNDERSHERIFF

May 14, 2024

Mr. Michael Lewis
Commissioner of Finance
County Office Building
40 Gleneida Avenue
Carmel, NY 10512

Dear Commissioner Lewis:

I have authorized the expenditure of Inmate T-Commission Funds to purchase 2 New Computer NVR's (Network Video Recorder) to expand the storage retention to one year for the Correctional Facility Camera System. The current NVR's were purchased in 2016 and are at their end of life span, and pose retention issues.

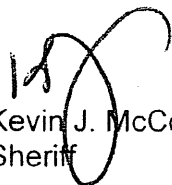
Accordingly, enclosed find check #1012 in the amount of two hundred five thousand one hundred forty-six and 11/100 dollars (\$205,146.11). It is respectfully requested that \$205,146.11 of said funds be placed into Munis budget line #10011000, account code #52640, so that the purchase can be completed.

This will have no fiscal impact on the County or Sheriff's Department Budget.

Please ensure that the necessary information is provided to the legislature to meet the five (5) day notice for committee action.

Thank you for your attention to this matter.

Very truly yours,


Kevin J. McConville
Sheriff

KJM/jg
Enclosure

Prepared For:

PUTNAM COUNTY - 1123690 - CARMEL, NY - NVR " Survey Assessment recommendatitons

Pricing per NYS OGS Contract, Group 77201 –Award 23150 –
Contract PT68863

Prepared By:

Securitas Technology Corporation
3800 Tabs Drive
Uniontown, OH 44685
Phone: 1-855-331-0359
Tracy McCue
Sr Account Executive Regional Enterprise
914-872-4312
tracy.mccue@securitates.com

Project Site:

PUTNAM COUNTY - 1123690
3 COUNTY CENTER
CARMEL, NY, 10512

This proposal based on the NVR assessment survey for the upgrade / replacement of your antiquated NVRs migrating to new NVRs that will have 1 year storage competence. Work to be done during normal business hours. Securitas Tech will take old NVRs off line and they can remain on site incase you need to obtain video off the old units . Scope is to replace with new and record from day one of cut over .

1 Proposal Schedules:

1.1 Material Schedule:

Material Line Items

American Dynamics	ADVER168R5DJ	1	\$68,122.15	\$68,122.15
VideoEdge Rack Mount NVR, 168TB RAID 5				
American Dynamics	ADVER120R5N2H	1	\$37,125.14	\$37,125.14
VideoEdge 2U HC NVR, 120TB RAID 5 (144 Total), 4 NIC				
American Dynamics	ADIRSR52008P	1	\$48,693.46	\$48,693.46
AD 10Gb iSCSI Base-T 8-Port RAID5 Storage System, 200TB Usab				
American Dynamics	ADERSR5200	1	\$39,146.69	\$39,146.69
VE 12Gb SAS Expansion RAID5 Storage System, 200TB Usable (24				

Group Subtotal: \$193,087.44

Freight and Handling: \$6,666.67

Material Schedule Subtotal: \$199,754.11

2 Purchase Investment Summary:

Pricing Breakdown

Material Schedule:	\$199,754.11
Labor Schedule:	\$5,392.00
Subcontracting & Cable Schedule:	\$0.00
	Total: \$205,146.11

*Prices quoted do not include Sales or Use tax. Applicable Sales and Use tax will be added to the quoted prices.

Billing Terms:

Payment Terms: Due Upon Receipt.

Pricing per NYS OGS Contract, Group 77201-Award 23150-Contract PT68863

This proposal is valid for 30 days

Thank you for the opportunity to provide this proposal. Please sign, date and return the proposal in its entirety to

EMail: tracy.mccue@securitases.com

Please issue any Purchase Order or other contract documents to Securitas Technology Corporation

Client Expected Completion Date: 05-30-2024

This Agreement shall not become binding on Securitas Technology Corporation until approved and accepted by Securitas Technology Corporation management as provided below.

Seller:

Buyer:

Securitas Technology Corporation

Company

Trade, partnership or corporate name if different from above.

3 Westchester Plaza

Elmsford NY10523

Address

Address

Tracy McCue, Sr Account Executive Regional Enterprise

Account Representative Name & Title

Name & Title

Securitas Technology Corporation Management

Authorized Signature Date

Securitas Technology Corporation Management Signature Date

Terms and Conditions

1. **GENERAL** - This document and all pages or other items attached hereto, (hereinafter called the Document, Contract, Agreement or Proposal) will constitute a contract between Securitas Technology Corporation (hereinafter **STC**) and the Buyer (as listed on the attached) when accepted by **STC**. If the Buyer issues an order instead of executing this Document and said order references this Document, then this Document shall be deemed to have been signed by the Buyer and any of the terms or provisions of the Buyer's order which are in any way inconsistent with or in addition to the terms and conditions in this contract shall not be binding on either party unless accepted in writing by **STC's** authorized representatives. Buyer acknowledges and agrees that it has read, understands and agrees to all of the terms and conditions in this Document and agrees to purchase, license, or lease all of the equipment and/or services described herein at the prices and payment terms contained herein. **STC's** Proposal is valid for a period of thirty (30) days from the date of the Proposal.
2. **DELIVERY** - Delivery quoted was based on the best information available from the manufacturers and/or **STC's** current inventory at the time of Proposal. **STC** is not responsible for any delays in shipments from manufacturers or changes in **STC's** inventory level between time of Proposal and receipt of order or signed Contract from the Buyer. Delivery and/or completion dates are based upon prompt receipt of any and all necessary documents from Buyer. Shipments are scheduled after acceptance of an order in accordance with Buyer's requirements. Unless specifically stated to the contrary, however, where existing priorities and schedules prevent strict compliance with requested delivery dates, orders are entered as close as possible to the requested date and Buyer is advised of deviations, if any, in the shipping or completion schedule. **STC** reserves the right to make delivery in installments. **STC** shall not be liable for delays or failure in delivery, manufacture or completion or for any other default by reason of any occurrence or contingency beyond its reasonable control. **IN SUCH EVENT, BUYER AGREES THAT NO REMEDY (INCLUDING, BUT NOT LIMITED TO, INCIDENTAL OR CONSEQUENTIAL DAMAGES FOR LOST PROFITS, LOST SALES, INJURY TO PERSON OR PROPERTY OR ANY OTHER CAUSE) SHALL BE AVAILABLE TO IT.** All shipments will be FOB point of origin. Freight charges will be at Buyer's expense and will be added to the price contained herein.
3. **ACCEPTANCE, TRANSFER OF TITLE, RISK OF LOSS, AND DELIVERY AND INSTALLATION DATES.** This Section 3 applies to all items other than services provided to Buyer hereunder. **A. ACCEPTANCE:** Buyer shall be deemed to have accepted the items provided hereunder according to the following: (i) For delivery and installation orders for equipment ("D&I Orders"), Buyer's acceptance will occur upon substantial completion of installation of the item or beneficial use. At **STC's** request, Buyer will execute a written acknowledgment of the installation date(s) for all of the items transferred under such D&I Order; or (ii) For shipped Orders, Buyer's acceptance will occur upon delivery of the equipment and/or software to Buyer, which for purposes of acceptance will be deemed to have occurred when the items are shipped from **STC's** shipping point to a Buyer's location, which for software may occur by physical shipment, electronic delivery or notice to Buyer that the software is available for download. **B. TRANSFER OF TITLE AND RISK OF LOSS:** Title, risk of loss, and the right to use the equipment will pass to Buyer upon Buyer's acceptance thereof according to Subsection A above. Notwithstanding the foregoing, under no circumstances will title to any software be transferred hereunder.
4. **PRICES** - The prices stated are exclusive of any transportation charges (except as covered in Section 2 above), insurance, and federal, state, municipal or other government tax, including sales and use taxes, now or hereinafter imposed upon the production, storage, sale, transportation or use of the products described herein. Such taxes or other charges applied directly to the sale hereunder shall be paid by the Buyer, or in lieu thereof the Buyer shall provide an exemption certificate acceptable to the authorities. By ruling of New York State and New York City sales tax authorities, all lease payments are fully taxable, as they include rental and use of the equipment, use of loaner equipment, parts, etc.
5. **PAYMENT** - Unless otherwise specifically stated to the contrary in the Proposal, the terms of payment are as follows, without notice, demand, reduction or set-off: **A. EQUIPMENT AND INSTALLATION-** Thirty percent (30%) is due at time of order acceptance (equipment will not be ordered and work will not begin until deposit is received), with the balance due in monthly progress payments covering equipment received and labor performed Net ten (10) days from invoice date. **B. RECURRING SERVICES -** Billed in advance. **OVERDUE INVOICES** - If Buyer fails to pay or dispute in writing any amount when due and such failure continues for thirty (30) days or more, Buyer shall pay interest at the rate of one and one half percent (1 1/2%) per month or the maximum rate permitted by law, (whichever is less) on the entire unpaid balance for each month or portion thereof that payment is late.
6. **INSTALLATION** - Buyer is to provide 110V AC at all outdoor camera locations, monitoring and/or control locations, and/or other locations specified. Where possible, **STC** utilizes low voltage equipment; as a result, wiring is not required (by code) to be placed inside conduit. Any conduit required by Buyer is at additional cost. If air plenum ceilings exist, code requires the use of conduit or plenum approved cable. The installation price in the Proposal is based on non-air plenum ceilings (i.e., no conduit or plenum approved cable), unless otherwise stated herein. If conduit or plenum approved cable is required, it will be at Buyer's expense, above and beyond installation price quoted. Unless otherwise indicated in the Proposal, Buyer is to provide trenching where necessary for cable runs. If aerial runs are required and Buyer-owned poles are available, **STC** will utilize them when possible and permissible. Public utility poles cannot be used as they are proprietary to the public utility companies. Any poles necessary to complete aerial runs will be provided and set by Buyer at Buyer's expense, unless otherwise stated in Proposal. **STC's** Proposal for installation includes all cable, connectors, ties and other necessary hardware, unless otherwise stated in Proposal or covered herein. Buyer understands and agrees that no subcontract labor, materials, and/or special equipment (i.e., skylift bucket truck) are included in Proposal unless so stated and, if necessary, will be at the Buyer's additional expense. Unless otherwise indicated in Proposal, all installation work will be performed by non-union technical personnel. If Buyer-provided lighting is insufficient for an adequate video picture, Buyer will provide additional lighting at Buyer's own expense.
7. **DRAWINGS, PROPRIETARY INFORMATION - A. Drawings.** Buyer shall provide **STC** with an electronic version of drawings for the performance of the Services. Buyer shall provide **STC** to-scale AUTOCAD drawings in electronic format. If Buyer cannot provide these drawings, an additional charge may accrue for **STC** to create drawings necessary for the completion of the Services. **PROPRIETARY INFORMATION.** Any drawings, specifications, equipment lists, and all information provided by **STC** herein (partial or complete) as instruments of service are and shall remain the property of **STC** whether the project for which they are made is executed or not. Drawings, specifications, equipment lists, etc. shall be returned to **STC** on demand or at the end of the project unless specifically purchased from **STC** or authorized in writing by **STC**. They are not to be used on other projects or extensions to this project, or to obtain other bids, except by agreement in writing and with appropriate compensation to **STC**. They are not to be reproduced in whole or part without written consent.
8. **AUDIO/VIDEO EQUIPMENT** - If the equipment purchased or leased from **STC** contains audio monitoring or video equipment, state and federal law requires public notice of the use of this equipment. Buyer will use such equipment in accordance with all applicable laws.
9. **BONDING** - Unless otherwise agreed upon and included in writing in the proposal, **STC** will not provide a performance or bid bond in connection with the equipment or services covered in this Contract.
10. **OWNERSHIP OF SOFTWARE AND HARDWARE CONTAINING SOFTWARE** - Any computer application program and/or documentation (collectively "Software") that is provided by **STC** under this agreement is owned by **STC** or one of its original equipment manufacturers and is protected by United States and international copyright laws and international treaty provisions. Any breach of this agreement will automatically terminate Buyer's right to use this Software, and Buyer is obligated to immediately return such Software to **STC**. Buyer may not copy the Software for any reason other than per the dictates of any end user software license agreement. Buyer may not reverse-engineer, disassemble, decompile or attempt to discover the source code of any Software. Buyer acknowledges that any breach of this section shall result in irreparable injury to **STC** for which the amount of damages would be unascertainable. Therefore, **STC** may, in addition to pursuing any and all remedies provided by law, seek an injunction against Buyer from any court having jurisdiction, restraining any violation of this section.
11. **TERMINATION AND CHANGE MANAGEMENT - A.** A contract may be terminated by the Buyer only if agreed to in writing by **STC**. If **STC** agrees to termination, it will be subject to additional conditions and termination charges as follows: If any equipment covered by the Proposal has been delivered and/or installed, payment for said equipment and/or installation will be due in full. If equipment has yet to be delivered, the Proposal may be terminated only if agreed to by the manufacturer and Buyer shall pay either a 25%-of-retail-price restocking charge or manufacturer's percentage restocking applied to the retail price, whichever is higher, plus all freight charges. Buyer also shall pay on demand any other associated charges necessary to protect **STC** from loss. **B. Change Management.** Either party may initiate a change by advising the other party in writing of the change believed to be necessary. As soon thereafter as



practicable, STC shall prepare and forward to Buyer a cost estimate for the adjustment to the price, and a schedule impact of the change, and any effect on STC's ability to comply with any of its obligations under this Agreement, including warranties and guarantees. Buyer shall advise STC in writing of its approval or disapproval of the change. If Buyer approves the change, STC shall perform the Services as changed. If Buyer disapproves, the proposed change may be referred to senior management of the Parties.

12. **LIMITED WARRANTY AND INDEMNIFICATION** - Buyer acknowledges that STC has not represented, warranted, or guaranteed that the equipment sold or leased herein will prevent any loss by burglary, hold-up, fire, or otherwise, or that the equipment will in all cases provide the protection for which it is installed or intended. Nor has STC made any representations, guarantees, or warranties to third parties that the equipment will prevent any such loss or provide them with protection. The parties agree that STC is only selling or leasing equipment and is not undertaking to be an insurer for the Buyer or any third parties against loss, injury, or damage that may result to the person or property of the Buyer or to the person or property of others. Buyer agrees to assume all risk for loss, injury, or damage to the person or property of Buyer arising from or pertaining to the use, possession, operation, or installation of the equipment. Buyer also agrees to indemnify STC and hold STC harmless from any and all claims, costs, expenses, damages, and liabilities of third parties, including attorney's fees, arising from or pertaining to the use, possession, operation, or installation of equipment. Buyer further agrees to defend, protect, and indemnify STC for any damage or loss suffered by STC as a result of Buyer's breach of any term or condition herein. The Buyer's agreement to indemnify and hold STC harmless will continue for as long as the equipment is in use and extends to all claims of third parties, including claims based on intentional conduct, active or passive negligence, or strict or product liability on the part of the STC, its agents, servants, or employees. STC warrants that the equipment provided will conform to its associated documentation under normal use and operating conditions for a period of ninety (90) days from the date of acceptance. If, during this warranty period, any of the equipment or parts are defective or malfunction, they will be repaired or replaced, at STC's sole option, free of charge. Warranty repair is done 8am - 5 pm Monday through Friday, excluding holidays. This warranty will not apply if the damage or malfunction occurs, through no fault of STC, while the system is in the possession of the Buyer, or because the system has been adjusted, added to, altered, abused, misused or tampered with by the Buyer, or otherwise operated or used contrary to the operating instructions. If inspection by STC fails to disclose any defect covered by this limited equipment warranty, the equipment will be repaired or replaced at Buyer's expense and STC's regular service charges will apply. STC is not the manufacturer or developer of any equipment, software, or products sold, leased, or provided hereunder, nor is it the designer of record of any system installed hereunder. STC's design efforts are limited to providing the intended results of the design efforts of others. STC will indemnify and hold harmless the Buyer from any judgments obtained by third parties based on claims of bodily injury to third parties, or direct damage to the tangible property of third parties, to the extent caused by the wrongful or negligent acts of STC, its officers, directors, agents or employees and occurring while STC employees are performing service on equipment at Buyer's site.

13. **DISCLAIMER OF WARRANTIES** - WITH THE EXCEPTION OF THE WARRANTIES SET FORTH HEREIN, STC MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, THAT THE SYSTEM OR SERVICE SUPPLIED MAY NOT BE COMPROMISED, OR THAT THE SYSTEM OR SERVICE WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED. IN NO EVENT WILL STC, ITS EMPLOYEES, AGENTS OR REPRESENTATIVES BE RESPONSIBLE FOR CONSEQUENTIAL, SPECIAL OR INCIDENTAL DAMAGES OF ANY NATURE WHATSOEVER. STC MAKES NO WARRANTIES CONCERNING ANY EQUIPMENT OR DEVICES ATTACHED TO BUYER'S SYSTEM UNLESS SUCH EQUIPMENT OR DEVICES WERE ORIGINALLY PURCHASED AND INSTALLED UNDER THIS AGREEMENT.

14. **INFRINGEMENT INDEMNIFICATION** - If STC has received from the manufacturers of the Software and/or systems STC installed hereunder an agreement to indemnify and/or defend any claim or suit or proceeding brought against STC based on a claim that the sale, use or transfer of any system is an infringement of any third party's patent or property rights, then STC shall indemnify Buyer and defend Buyer against all such claims to the extent (and only to the extent) such an indemnity and/or defense is provided by the pertinent (system) manufacturers

15. **LIMITED LIABILITY** - UNDER NO CIRCUMSTANCES SHALL EITHER PARTY BE LIABLE IN ANY WAY FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOST BUSINESS OR PROFITS, WHETHER OR NOT FORESEEABLE AND WHETHER OR NOT BASED IN BREACH OF

WARRANTY, CONTRACT, OR NEGLIGENCE OR OTHERWISE IN CONNECTION WITH THE MANUFACTURE, USE OR SALE OF THE PRODUCTS OR SERVICES PROVIDED HEREUNDER. NOTWITHSTANDING THE FOREGOING IF FOR ANY REASON EITHER PARTY IS FOUND TO BE LIABLE, IN NO EVENT SHALL SUCH PARTY'S LIABILITY EXCEED THE GREATER OF THE AMOUNT PAID UNDER THIS AGREEMENT OR \$75,000.

16. **OTHER - Governing Law:** This Agreement shall be governed by the laws of the State of New York and shall be construed in accordance therewith. Any disputes shall be tried in a court of competent jurisdiction in the State of New York. If any provision of this Agreement is declared by any arbitrator or court of competent jurisdiction to be invalid for any reason, such invalidity shall not affect the remaining provisions which shall be fully severable and the Agreement shall be construed and enforced as if such invalid provisions had never been included. For tracking of equipment covered by leases and service contracts as well as tracking of warranty on purchased equipment STC may attach an STC sticker and/or bar code label to the equipment prior to delivery. If the equipment is not covered by a lease or service contract and you do not want the stickers attached, STC must be advised at time of ordering. Buyer represents that it is not subject to any economic or trade sanctions and will immediately notify STC if it becomes subject to such sanctions, in which event STC shall be entitled to immediately terminate this Agreement.

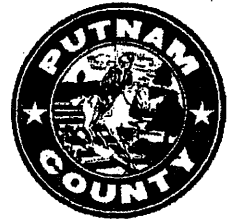
17. **ELECTRONIC SIGNATURE LAW** - The parties agree that Buyer's request in any form to receive items, whether by fax, e-mail or other tangible or nontangible means, shall be sufficient to subject any such items delivered pursuant to such request or otherwise produced or delivered to Buyer, to the terms of this Document. Any requirement of a further signed writing to make such a request a binding obligation of Buyer, or to subject any such items is expressly waived by Buyer. The parties agree that application of a cursive or facsimile signature and transmittal of an electronic copy of this Document or other ordering document shall be sufficient to bind each party to the terms of this Document, and that an electronic reproduction of this agreement or other ordering documents shall be given the same legal effect as a written document signed by a party. THIS PROPOSAL IS PROVIDED TO BUYER IN RESPONSE TO BUYER'S REQUEST FOR EQUIPMENT AND/OR SERVICES FROM STC AND IS SUBJECT TO ANY LIMITATIONS SPECIFIED BY BUYER (e.g. BUDGET CONSTRAINTS, LIMITED AREAS OF COVERAGE, ETC). BUYER UNDERSTANDS AND AGREES THAT NO WARRANTY OR GUARANTEE CAN BE MADE THAT A SECURITY SYSTEM WILL PROVIDE COMPLETE PROTECTION FROM ANY LOSS BY BURGLARY, HOLDUP, FIRE, OR OTHERWISE, AND NO SUCH GUARANTEE OR WARRANTY IS PROVIDED HEREIN. THE STC TERMS AND CONDITIONS (THE "TERMS AND CONDITIONS") ARE ATTACHED TO THIS PROPOSAL AND ARE INCORPORATED HEREIN BY THIS REFERENCE, AND BUYER HAS READ THE SAME AND THE REMAINING PARTS OF THIS PROPOSAL. IN CASE OF ANY CONFLICT BETWEEN ANY PROCEEDING PORTION OF THIS PROPOSAL AND THE TERMS AND CONDITIONS, THE TERMS AND CONDITIONS SHALL CONTROL. This Document constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior agreements with respect thereto, whether written or oral. This Document may only be modified in a writing executed by both parties.



KEVIN J. MCCONVILLE
SHERIFF

**PUTNAM COUNTY
OFFICE OF THE SHERIFF
AND
CORRECTIONAL FACILITY
THREE COUNTY CENTER
CARMEL, NEW YORK 10512
845-225-4300**

*Protective
5-21-24* *Other Bus
#12a*



#12b

THOMAS H. LINDERT
UNDERSHERIFF

To: Diane Schonfeld, Legislative Clerk

From: Sheriff Kevin McConville

Date: May 16, 2024

Subject: Letter of Necessity, Budgetary Amendments A24045 and A24046

2024 MAY 16 PM 1:15
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

This letter is being sent as a request to place on the Protective Services Committee meeting agenda for Tuesday, May 21, 2024, the utilization of Inmate T-Commission Funds for the purchase of laptop computers and to enhance and improve the Correctional Facilities Computer Network Video Recorder, to expand retention of such data for a period of a year.

We look forward to a favorable response.

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

*cc: all
Pers - may
A+A*

*Reso
#6*

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*
RE: **Budgetary Transfer – 24T090**
DATE: April 16, 2024

2024 APR 16 AM 11:27
 LEGISLATURE
 PUTNAM COUNTY
 CARMEL, NY

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

<u>GENERAL FUND</u>				
<u>INCREASE APPROPRIATIONS:</u>				
10116500 51000 (101)	PERSONNEL SERVICES - DISTRICT ATTORNEY			\$ 20,900.00
10116500 58002 (101)	SOCIAL SECURITY			1,599.00
<u>DECREASE APPROPRIATIONS:</u>				
10199000 54980	CONTINGENCY			\$ 22,499.00
	2024 Fiscal Impact - \$ 22,499			
	2025 Fiscal Impact - \$ 22,499			

This Budget Transfer is required to increase the District Attorney's Salary to \$223,700 as of April 1, 2024, pursuant to Judiciary Law 183-a regarding statewide compensation of all district attorneys in New York State.

24T090

Court	03/28/2024 - 03/26/2025
Albany	223,700
Allegany	221,100
Broome	221,100
Cattaraugus	221,100
Cayuga	221,100
Chautauqua	221,100
Chemung	221,100
Chenango	221,100
Clinton	221,100
Columbia	221,100
Cortland	221,100
Delaware	221,100
Dutchess	221,100
Erie	221,100
Essex	221,100
Franklin	221,100
Fulton	221,100
Genesee	221,100
Greene	221,100
Hamilton	221,100
Herkimer	221,100
Jefferson	221,100
Lewis	221,100
Livingston	221,100
Madison	221,100
Monroe	221,100
Montgomery	221,100
Nassau	232,600
Niagara	221,100
Oneida	221,100
Onondaga	221,100
Ontario	221,100
Orange	221,100
Orleans	221,100
Oswego	221,100
Ostego	221,100
Pulaski	221,100
Rensselaer	221,100
Rockland	221,100
St. Lawrence	221,100
Saratoga	221,100
Schenectady	221,100
Schoharie	221,100
Schuyler	221,100
Seneca	221,100
Steuben	221,100
Suffolk	232,600
Sullivan	221,100
Tioga	221,100
Tompkins	221,100
Ulster	223,700
Warren	221,100
Washington	221,100
Wayne	221,100
Westchester	232,600
Wyoming	221,100
Yates	221,100

Michael Lewis

From: County Budget <NYSCOUNTYBUDGET@LIST-NYSAC.US> on behalf of Dave Lucas <0000002c3b287f9f-dmarc-request@LIST-NYSAC.US>
Sent: Friday, April 12, 2024 4:31 PM
To: NYSCOUNTYBUDGET@LIST-NYSAC.US
Subject: DA Salaries 2024
Attachments: County Court Salaries -- April 1 2024.pdf

PUTNAM COUNTY NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER and may contain confidential attachments. DO NOT forward, retransmit, or use the email or its contents without the prior written consent of PUTNAM COUNTY. If you are not the intended recipient, please notify the sender immediately.

There have been some inquiries from counties about DA salary changes for 2024. In general, as described below county DA salaries are linked to County or Supreme Court judge salaries contingent on county population and/or the designation of full-time status for the DA.

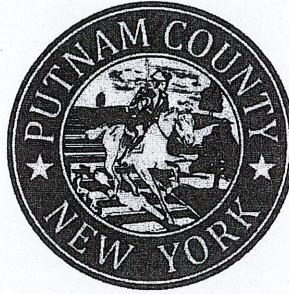
The attached document is from the Office of Court Administration (OCA), and it provides a list (by county) of County Judge salaries that went into effect on 4/1/2024. State Supreme Court Judge salaries also changed on 4/1/2024 and went up to \$232,600. The last change in these salaries was 2019.

If you have any questions, please let us know.

Judiciary Law - JUD § 183-a. Compensation of certain district attorneys

Notwithstanding any other provision of law, the district attorney of each county having a population of more than five hundred thousand according to the last federal census, exclusive of the counties of New York, Bronx, Kings, Queens and Richmond, shall receive an annual salary equivalent to that of a justice of the state supreme court together with such additional compensation as the legislative body of such county may provide by local law. Further, that the district attorney of each county having a population of more than one hundred thousand and less than five hundred thousand according to the last federal census, exclusive of the county of Richmond, and the district attorney of any county, the board of supervisors of which has designated such office as a full-time position pursuant to subdivision eight of section seven hundred of the county law, shall receive an annual salary equivalent to that of county judge in the county in which the district attorney is elected or appointed, together with such additional compensation as the legislative body of such county may provide by local law.

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

cc:all
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- may
Reso
#7

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance - MJL
RE: **Budgetary Transfer - 24T092**
DATE: April 16, 2024

2024 APR 22 PM 1:34
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

CAPITAL FUND:

Decrease Estimated Appropriations:

55197000 532005 51509	CP2005 - COB Exterior Rehab	\$ 41.76
55197000 532301 51509	CP2301 - 6N Highway Garage	1,903.57
55197000 532302 51509	CP2302 - Tilly Foster Barn # 9	17.38
55197000 532303 51509	CP2303 - Law Department	66.81
55197000 532304 51509	CP2304 - Koehler Sr. Center	3,361.14
55197000 532307 51509	CP2307 - District Attorney's Office	4,088.85
55197000 532308 51509	CP2308 - Personnel Department	18.74
55197000 532309 51509	CP2309 - DSS Legal	116.91
55197000 532310 51509	CP2310 - Nelsonville Substation	56.80

Increase Estimated Appropriations:

55197000 53000 51509	County Facility Renovations	\$ 9,671.96
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Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

This Resolution is required to close out various CP projects and transfer to the Capital Project reserve for future projects.

Please forward to the appropriate committee.

24T092

MICHAEL J. LEWIS
Commissioner of Finance



cc: all
Pers
A+A 5/23

Reso
#8

SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

2024 MAY - 6 PM 11:41
 LEGISLATURE
 PUTNAM COUNTY
 CARMEL, NY

TO: Diane Schonfeld, Legislative Clerk

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

RE: **Budgetary Amendment – 24T120**

DATE: May 4, 2024

At the request of the Director of IT & GIS, the following budgetary amendment is recommended.

GENERAL FUND:				
INCREASE APPROPRIATIONS:				
10168000 51000 (121)	PERSONNEL SERVICES - IT SYSTEMS SPECIALIST			\$ 30,168.00
10168000 58001 (121)	STATE RETIREMENT			\$ 2,494.00
10168000 58002 (121)	SOCIAL SECURITY			2,308.00
10168000 58003 (121)	DISABILITY INSURANCE			48.00
10168000 58004 (121)	WORKERS COMPENSATION			72.00
10168000 58006 (121)	DENTAL BENEFITS			835.00
10168000 58007 (121)	LIFE INSURANCE			200.00
10168000 58008 (121)	HEALTH INSURANCE			12,627.00
10168000 58009 (121)	VISION			107.00
10168000 58011 (121)	FLEX PLAN			901.00
				\$ 49,760.00
DECREASE APPROPRIATIONS:				
10168000 54382	COMPUTER			\$ 49,760.00
	2024 Fiscal Impact \$ 0			
	2025 Fiscal Impact \$ 0			

Please refer to the attached memorandum from Director Lannon regarding the formal request for permanent status for an IT Systems Specialist within the Office of IT/GIS.



Office of
Information Technology &
Geographic Information Systems

Thomas C Lannon, Sr.
Director

Kevin M Byrne
County Executive

MEMO

To: Kevin M Byrne, County Executive
CC: Jim Burpoe, Deputy County Executive
Date: April 26, 2024
Re: Request for Permanent Status

I am respectfully requesting that we create a permanent position for an IT Systems Specialist within the Office of IT/GIS. I am further requesting that we use the contingency line to fund the position through the end of the year. This position will be primarily focused on cybersecurity with approximately 25% of their time spent on general technology needs. *contingency line - Per Mike Lewis*

We have been fortunate to have a prior PILOT intern, Seth Kowitz, who recently graduated with a bachelor's degree in informatics with a focus on cybersecurity and a master's degree in informatics with a focus on data analytics. He has recently become certified in CompTIA Security+, which is a cybersecurity certification.

Having been with us since 2021 Seth has become very familiar with our infrastructure and is currently proving their value by overseeing many aspects of cybersecurity including the sending of phishing campaigns, monitoring and, when needed, responding to the numerous security risks we receive every day, reviewing and modifying security rules with our numerous security appliances among many other cybersecurity tasks. He has also become an asset within the general IT technical world including server management, managing Microsoft 365, assisting our many users with authentication issues, providing computer hardware diagnosis/repair/replacement and general Help Desk duties. This has proven to be an especially critical role when one of our employees went out on long-term medical leave and they were able to step in and provide assistance.

The requested starting salary is \$52,000 annually (plus benefits). The cost to the County is estimated to be \$70,200 (this includes the estimated cost of benefits).

For the remainder of 2024 I am requesting that we use the contingency line to fund the position. I estimate the cost to be \$40,500 for 2024. This assumes \$1350 per week (includes benefits) for 30 weeks (June 3 through December 30).

The title of IT Systems Specialist has already been established with several other employees currently holding the title. This is the best title for the position as it is broad and allows us to use numerous skill sets. I have also discussed this with Paul Eldridge.

If approved in 2024, this position will be included through the normal budget process for the 2025 Budget.

A quick overview of the potential candidate, Seth Kowitz

- Graduated from Carmel High School and currently resides in Carmel
- Graduated with a Master's Degree from SUNY Albany in 2023
 - Bachelors, Informatics with a focus on Cybersecurity
 - Masters, Informatics with a focus on Data Analytics
- Worked as an intern for the Office of IT/GIS since 2021
- Used on a part time basis in 2022 and 2023 while he was still attending school
- Employed as a Temporary Employee, full time since September of 2023
- Held various employment positions (other than Putnam County)
 - CIT – Camp Kiwi
 - Teachers Aid – Temple Beth Elohim
 - Webmaster – First Robotics Competition Team
 - IT Intern – Rockefeller University

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

Reso
Personnel
5-14-24
Audit
5/23/24 → #9

TO: Commissioner of Finance
FROM: Sheila Barrett, First Deputy Commissioner of Finance *STB*
DEPT: Finance
DATE: May 13, 2024

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10168000.51000.10101 IT/GIS Personnel Services Real Property System Supv.	10168000.51094 Temporary Services	\$12,500.00	Fund return of retiree as a temporary employ.
10168000.51000.10101 IT/GIS Personnel Services Real Property System Supv.	10168000.51000.10112 IT/GIS Personnel Services GIS Tech	\$28,327.00	Fund GIS Tech position with savings from retirement.
Total		\$40,827.00	

24T127

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2024 Fiscal Impact (\$26,474.00)
2025 Fiscal Impact (\$43,371.00)

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2024 MAY 13 PM 3:49

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

24T127



Office of
Information Technology &
Geographic Information Systems



Thomas C. Lannon, Sr.
Director

Kevin M. Byrne
County Executive

MEMO

To: Mike Lewis, Commissioner of Finance
From: Tom Lannon, Director, Putnam County Office of IT & GIS
Date: 5/10/2024
Re: GIS Position Request for Personnel Committee

As you know we recently had an employee, Arlen Owen, retire from service after over 30 years. Arlene's loss has left us with an urgent need to effectively fill the vacated position. To that point, we are looking to establish two positions, one temporary part time and one permanent full time:

- 1) GIS Tech (temporary part time) @ \$50 per Hour
- 2) GIS Aid (permanent full time) @ \$48,827 Annually

Both of these positions are established in Putnam County.

Financially there will be a zero impact to Putnam County:

Arlene's Current Annual Salary is \$110,398

After retirement payout, the remaining funds available	\$67,301
Establish and fund GIS Tech (Temporary Part Time) for remainder of 2024	\$12,500
Create and fund GIS Aid (Permanent Full Time) for remainder of 2024	\$28,327
Net Saving for 2024	\$26,474

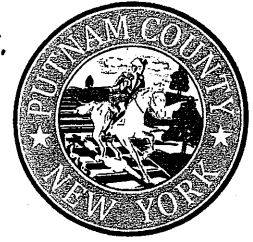
Within the Fiscal Year 2025 Budget we will continue the two lines with Administrative and Legislative approval:

Arlene's Current Annual Salary	\$110,398
GIS Tech for (Temporary Part Time)	\$18,200
Create and fund GIS Aid (Permanent Full Time) for remainder of 2024	\$48,827
Net Saving for 2024	\$43,371



PERS 5.14.24 CC: All
Request For
Other BUS.

Office of
**Information Technology &
Geographic Information Systems**



Thomas C. Lannon, Sr.
Director

Kevin M. Byrne
County Executive

MEMO

To: Paul Jonke, Personnel Committee Chair
From: Tom Lannon, Director, Putnam County Office of IT & GIS
Date: 5/10/2024
Re: Letter of Necessity for Inclusion in the May 14th Personnel Committee

Chairman Jonke

Please accept this memo as my Letter of Necessity for inclusion in the May 14, 2024, Personnel Committee. I apologize for the late notice as I am respectful of the committee deadlines, however it has become apparent that the workload is increasing, and we need to add staff as quickly as possible. We also have a recent graduate that is qualified for the position, and I would like to quickly offer them the position.

We recently had an employee, Arlen Owen, retire from service after over 30 years. Arlene was instrumental in running our GIS Department and has left a void that we are working to fill. Commissioner Lewis will provide the financial overview on how we will fiscally fulfill the endeavor however it is important to note that there is a zero impact to the 2024 budget.

From a personnel standpoint, we are looking to establish two positions, one temporary part time and one permanent full time. The two titles are 1) GIS Tech (part time) 2) GIS Aid (full time). Both are established positions in Putnam County.

The GIS Tech position, will filled by Arlen Owen who has offered to come back to work as needed, no more than one day per week while we catch up on work and train the new candidate. For the second position, GIS Aid, we are looking to underfill the original position that Arlene has vacated. The current position is titled RPS Supervisor and will be vacated.

The reason for the urgency is that we have a potential candidate that is graduating from the University of Buffalo this year with a degree in GIS and will be available in early June. This candidate is very familiar with our GIS structure as they have been an intern with us for 2 years. This has allowed us the opportunity to not only evaluate their work ethic but to also provide training on the exact workings of Putnam County GIS.

Donald B. Smith County Government Campus
County of Putnam ~ 110 Old Route 6, Bldg 3 ~ Carmel N.Y. 10512
www.putnamcountyny.gov

(845) 808-1800

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2024 MAY 10 PM 5:49

(845) 808-1810

MICHAEL J. LEWIS
Commissioner Of Finance



SHEILA M. BARRETT
First Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

Date: May 13, 2024
To: Diane Schonfeld, Clerk to the Legislature
From: Sheila Barrett, First Deputy Commissioner of Finance

Please accept 24T127 which addresses the retirement of long-term employee, Arlene Owen, who will return as a temporary employee. With the savings that will be realized, it is also requested that IT/GIS be approved to fund a new position for a GIS Tech. As the retirement on April 26, 2024 caused a lack of coverage in the department, they are trying to fill the gap. The Department has a good candidate whom they wish to start on June 1, 2024.

I appreciate your help in getting this transfer considered for the Personnel Committee meeting on Tuesday, May 14, 2024.

Sincerely,

Sheila M. Barrett
First Deputy Commissioner of Finance

Cc: Michael Lewis
Michele Alfano-Sharkey

**May 23, 2024
Audit Meeting**

#10

FYI/ 2024 Guardrail & Property Damage Table