

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**

**PHYSICAL SERVICES COMMITTEE**

**TO BE HELD IN ROOM 318**

**PUTNAM COUNTY OFFICE BUILDING**

**CARMEL, NEW YORK 10512**

**(Chairman Ellner, Legislators Castellano & Crowley)**

**Thursday**

**May 16, 2024**

**(Will Immediately Follow the 6:30p.m. Rules Meeting)**

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Acceptance/ Physical Services Meeting Minutes/ April 16, 2024**
4. **Approval/ Appointments Veterans Memorial Park Advisory Board/ County Executive Kevin Byrne**
5. **Approval/ Putnam County's Proposed Public Transportation Agency Safety Plan in Conformance with and as Required by the U.S. Department of Transportation's Final Rule (49 C.F.R. Part 673)/ Commissioner Planning, Development and Public Transportation Barbara Barosa**
6. **Approval/ Budgetary Amendment 24A035 - Revised/ 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/ Commissioner Planning, Development & Public Transportation Barbara Barosa**
7. **Approval/ Budgetary Amendment – 24A038/ Amend the 2024 CHIPS County Capital Project Budget to Equal the Adopted NYS Budget/ Commissioner of DPW Thomas Feighery**

- 8. Approval/ Budgetary Amendment – 24A040/ Guardrail Damage Compensation/ Insurance Recoveries/ Three (3) Separate Accidents which Resulted in Guardrail Damage on County Roads/ Risk Manager Mat Bruno**
- 9. Approval/ Budgetary Transfer – 24T092/ Dept. of Public Works - Close Out Various Capital Projects and Transfer to the Capital Projects Reserve for Future Projects/ Commissioner of Finance Michael Lewis**
- 10. Approval/ 24CP03 – Park Director’s House Repairs & Improvements- State of Good Repair/ Commissioner of DPW Thomas Feighery**
- 11. Approval/ 24CP04 – Stockpile Building & Grounds Improvements - State of Good Repair/ Commissioner of DPW Thomas Feighery**
- 12. Approval/ 24CP05 – New Courthouse Boiler Replacements/ Commissioner of DPW Thomas Feighery**
- 13. Other Business**
- 14. Adjournment**

Phup Macjmtg

#3

**PHYSICAL SERVICES COMMITTEE MEETING  
40 Gleneida Avenue Room #318  
Carmel, NY 10512**

**Committee Members: Chairman Ellner, Legislators Castellano & Crowley**

**Tuesday** **April 16, 2024**

(Immediately Followed the Economic Development Mtg.)

The meeting was called to order at 6:34p.m. by Chairman Ellner who requested Legislator Castellano lead in the Pledge of Allegiance. Upon roll call, Legislators Castellano, Crowley, and Chairman Ellner were present.

**Item #3 - Acceptance/ Physical Services Meeting Minutes/ March 12, 2024**

Chairman Ellner stated the minutes were accepted as submitted.

**Item #4 - Approval/ Budgetary Amendment – 24A028/ Compensation to the County for Guardrail Damages – Two Separate Accidents on Croton Falls Road and Farmers Mills Road/ Risk Manager Mat Bruno**

Chairman Ellner stated this is reimbursement to the County for guardrail damage, which was secured through the efforts of Risk Manager Mat Bruno.

Legislator Crowley gave recognition and expressed her appreciation of the efforts Risk Manager Bruno has been putting forward to secure these reimbursements for the County from the drivers' insurance company.

Chairman Ellner made a motion to Approve Budgetary Amendment – 24A028/ Compensation to the County for Guardrail Damages – Two Separate Accidents on Croton Falls Road and Farmers Mills Road; Seconded by Legislator Castellano. All in favor.

**Item #5 - Approval/ SEQRA/ Intent To Serve as Lead Agency/ County Office Building ADA Ramp and Entry Door Project/ Commissioner Planning, Development & Public Transportation Barbara Barosa**

Commissioner Planning, Development & Public Transportation Barbara Barosa stated this SEQRA is related to the work that will be done at the entrance of this building, 40 Gleneida Avenue, to the right of the entrance door stairs. She explained this work normally would be a SEQRA minor Type II Action. She stated because of the work that will be done in close proximity to the historic courthouse, it is a SEQRA Type I Action, requiring full review. She stated the request this evening is for the Legislature to declare their intent to do a full review.

Legislator Crowley stated her support and appreciation that this work will be done and provide for an accessible ADA compliant way to enter the front of the Putnam County Building.

Legislator Castellano questioned what the plans are for the area in between the two (2) buildings.

DPW Deputy Commissioner Joseph Bellucci stated they are still looking at that area, but it will be part of the Capital Projection Beautification project.

Chairman Ellner made a motion to Approve/ SEQRA/ Intent To Serve as Lead Agency/ County Office Building ADA Ramp and Entry Door Project; Seconded by Legislator Castellano. All in favor.

#### **Item #6 - Discussion/ Putnam County Owned Dam Located in Philipstown**

Chairman Ellner made a motion to Waive the Rules and Accept the Additional; Seconded by Legislator Crowley. All in favor.

Chairman Ellner stated the additional item, is a packet of photos that were taken at the site that is up for discussion. He stated that DPW Deputy Commissioner Joseph Bellucci and Soil & Water Conservation District Manager Neal Tomann were present to speak to this item. He stated residents contacted the Legislature and requested this item be placed on an agenda to be discussed. He explained there is an area that is considered a Dam and New York State is requiring that the County do a major construction to this Dam. He stated as a result of unpaid taxes on said property the County owns it. He stated there is a significant cost associated to the directive action, per the NYS Department of Environmental Conservation (DEC). He stated roughly the cost could be \$1million. He stated another challenge is the area where the Dam would go, it is very narrow, presenting a challenge to getting the necessary equipment in to do the work. He expressed his appreciation to Legislator Montgomery for meeting them and touring the site with Deputy Commissioner Bellucci and District Manager Tomann (Friday, April 12<sup>th</sup>).

Soil & Water Conservation District Manager Neal Tomann stated Putnam County has 8 or 9 Dams. He stated the reason for the ambiguous total of Dams is because the County is always going back and forth the with the DEC regarding their classification. He stated that is ongoing. He stated this Dam, referred to as the Continental Village Dam, has been being discussed for the two (2) years he has been with the County. He stated the most recent communication was in a letter dated February 14, 2024. He stated the DEC is calling for a repair, a renovation or to drain it, the official term is to “declassify the Dam”. He stated the DEC has three (3) different classifications of the Dams. He stated the classifications are based on what would happen if the Dam failed. He stated the classifications are the following: A- minimal damage would be caused, it would be mostly inconvenient. B- there would be considerable property damage. C- it would cause considerable property damage and probable loss of life. D- decommissioned Dam. He stated the Continental Village Dam has been classified as a B. He spoke to an arial view of the area explaining there are three (3) category groups 1- the residents who live on the upper level. He stated that enjoy looking at the Dam. 2 – the residents who live in the inundation area, there are 54 houses the DEC say would have considerable property damage. 3- the County is in the middle with the Dam and the DEC. He stated the DEC has told the County what they have to do. He stated one of the things the DEC is calling for is a concrete weir and attach a low-level



outlet. He stated this approximate 2-acre pond holds roughly 4 million gallons of water. He stated the DEC wants the availability to exist to be able to dump the water within nine (9) days if there is a notice that there is a big storm coming to the area. He stated ten (10) years ago the projected cost of this type of work was \$450,000. He stated they have sent this to an engineering firm to get them to review it. He stated the engineering firm has projected roughly \$600,000 to \$750,000 cost for this work. He stated whatever is decided the County will need to build a road to get access to the area. He stated Chairman Ellner, when touring the area, mentioned constructability. He explained the County owns such little land in the area. He stated the County owns the entrance and the curtilage around the pond. He stated the County does not own enough land to fix the Dam. He stated that is another thing to think about. He stated based on what is decided there may be a need to get construction easements and eminent domain. He stated he appreciates the residents who came out to listen and he understands the concern in the community. He stated the first action by the County will need to be work to build a road, which would provide access to said area. He stated that will be approximately 100 plus yards. He stated that will involve unfortunately taking out a couple of trees, forsythia, and brush down.

Chairman Ellner questioned if there will be a need to get easements to build the road.

Soil & Water Conservation District Manager Neal Tomann stated he does not believe so, he believes the property the County owns will be what is needed for the access road. He stated that the County is still hoping to work with the DEC and get the classification changed to an A, which would result in a similar build and would retain some water. He stated they will pursue that. He stated regardless of whatever action the County potentially will need to take, the County does need access to the site.

Chairman Ellner questioned if there is money budgeted in 2024 to build said road.

DPW Deputy Commissioner Bellucci stated they do not have the funds budgeted for that work.

Legislator Crowley questioned if an environmental study has been done yet.

Soil & Water Conservation District Manager Neal Tomann explained that has not been done yet. He stated that would come later in the process regardless of what action is taken.

Legislator Crowley stated we are hearing that there are several options for action which have a different associated cost. She stated this is a similar situation that occurs often with the lakes that were once owned by a Homeowners Association (HOA), that default on. She stated it is hard for the homeowners to try to rectify the lakes because there are strict DEC regulations that must be followed. She questioned once the County takes whatever action is decided, since the County owns only a portion, who then is responsible for the maintenance.

Soil & Water Conservation District Manager Neal Tomann stated if the County replaces the Dam, the County owns the Dam and is then responsible for the maintenance.

Chairman Ellner facilitated further hypothetical scenarios in a discussion format.

Legislator Nacerino questioned how this work would be funded. She questioned if there are funding resources that can be tapped into.

DPW Deputy Commissioner Joseph Bellucci stated the County has some Capital funding for Dam improvements, with the six (6) year Capital Program. He stated the allocations for this year would not cover the costs, as District Manager Tomann mentioned.

Legislator Nacerino questioned would these be paid for by the taxpayers or is there an opportunity for other resources through grant and or State funding.

DPW Deputy Commissioner Joseph Bellucci stated they are looking into that.

Soil & Water Conservation District Manager Neal Tomann stated the DEC sponsors a lot of that type of funding. He explained it is the DEC who is telling the County to abandon and to drain this pond. He stated that action is consistent with the DEC's push to have better connectivity in waterways.

Legislator Montgomery thanked Physical Services Chairman Ellner for coordinating the visit to the site and for inviting her to be there. She stated when we were at that meeting at the site, it was stated there is no project yet and there are no real costs to consider. She stated she would like to go back to the site with representatives from the DEC and talk with them as to what are the real options. She stated that she believes that would be a very useful meeting. She stated she is seeing this trend to get rid of the Dams throughout the State. She stated again she would like to have the opportunity to speak with the DEC at the site and see if there is room to negotiate.

Legislator Crowley questioned how many of these homes were affected by the overflow as a result of the recent storms in our area.

Legislator Montgomery confirmed that this area was not affected at all.

Legislator Nacerino stated that she hopes the DEC agrees to the meeting at the site and possibly reverse their decision to an A classification. She stated her concern is as Legislator Montgomery stated there is a trend across the State, then the onerous will be on the County to do this for all of the Dams in the County. She stated that is an important consideration. She stated her hope is this can be realized in an amicable and economical way.

Soil & Water Conservation District Manager Neal Tomann stated for clarification if the classification does get changed to an A, it will still cost a lot of money and the County would still be liable.

Chairman Ellner stated that is the underlying problem. He spoke to his speculation of how this pond came to be many years back. He stated this pond is some 100 feet higher than other streets. He stated the concern of the DEC's is the potential water damage to the homes in the area if there is a malfunction of this pond and the approximate 4 million gallons of water is released.

Soil & Water Conservation District Manager Neal Tomann continued to reiterate that if the classification is changed by the DEC to an A, there will still need to be work done and the Pond area will not look the way it does now.

Legislator Nacerino stated all the actions and associated costs need to be known, that is crucial. She stated once the County does for one (1) it will have to do for all the others.

Legislator Addonizio questioned if the homes that would be affected if the Pond were to overflow, are they currently located in a flood zone.

Soil & Water Conservation District Manager Neal Tomann stated he did not have the answer, he would have to look into that.

Legislator Crowley questioned if this project, pending what the final course of action is, would be a project that the County could apply for the Community Municipal Project Funding.

DPW Deputy Commissioner Bellucci stated that could be a consideration. He explained the criteria would need to be evaluated and make a decision from that.

Legislator Sayegh questioned if an evaluation of the County Dams could be done to prioritize them in terms of most dangerous to least.

Soil & Water Conservation District Manager Neal Tomann stated they are in the process of doing that. He spoke to some of the work going on.

Member of the Public, Sean Barton, resident of Garrison questioned how long the County has owned the property.

Soil & Water Conservation District Manager Neal Tomann stated they have not been able to find that information. He stated they have not been able to find the history related to this area.

Member of the Public, Milton Mercado, resident of Garrison stated he has lived there about 20 years. He stated the pond has sentimental meaning to him. He stated he served in the military for 32 years and he is still in, and he worked in law enforcement for 25 years, retired two (2) years ago. He stated he has seen a lot of traumatic things. He stated when he sits in the front of his home, the pond and all that comes with it, crickets, frogs, geese, and the ducks, that is tranquility for him, it helps him stay calm. He stated the 20 years he has lived there nothing has been done at that pond. He stated through all of the storms, Sandy, Katrina etc. over the years he lived there the pond has never been a problem. He questioned what the sudden urgency is. He stated there needs to be a thorough evaluation of all of the potential actions, and weigh the pros and cons.

Chairman Ellner stated the work and evaluation has begun. He stated what needs to be understood is that this is being mandated by Albany.

Member of the Public, Milton Mercado of Garrison questioned what the urgency to the emergency is.

Soil & Water Conservation District Manager Neal Tomann stated there is no urgency. He stated what needs to get done is that a road be built so the County will be able to do whatever it is that the County will need to do.

Member of the Public, Milton Mercado, resident of Garrison stated he has heard that there is money earmarked to maintain that area. He questioned where that money is.

Chairman Ellner stated that is not correct. He stated possibly the confusion is that the County has a budget for all of the Dams.

Member of the Public, Milton Mercado, resident of Garrison questioned how much that is.

DPW Deputy Commissioner Joseph Bellucci stated it is \$650,000.

Chairman Ellner stated it needs to be understood in past years the County did not have all of these Dams. He stated what has happened is that residents have defaulted on their taxes, resulting in an undue burden on the County.

Legislator Montgomery stated the DEC's mandate will result in a concrete dam with a chain link fence around it and the County building a road, it will not look the way it does currently. She stated at the site visit there was discussion about the different options. She stated the reason for this meeting tonight is to listen to the residents and get input. She stated this is the beginning of the process.

Chairman Ellner stated in past years there has been approximately \$40,000 - \$60,000 spent on this Dam to generate the Engineering Report that is a requirement of the DEC. He stated that is required every 10 years. He stated we are trying to research all of the options and end up with the fairest solution for all of the taxpayers of Putnam County. He stated the fiscal oversight and responsibility of this Legislature sometimes requires tough decisions to be made. He stated the best way to approach tough decisions is to gather as much information as possible. He stated he appreciates everyone coming out and being a part of this discussion. He questioned roughly how much is spent on this Dam annually.

Soil & Water Conservation District Manager Neal Tomann stated approximately \$10,000 - \$15,000. He stated also when you do the look back into the rules on the Dams. He stated most of them were propagated in the late 2007, 2008 and 2009. He stated they have been ramping them up ever since.

Member of the Public, Marilyn Longden, resident of Garrison stated she has lived in the area for 50 years. She spoke to the history of the pond that she is aware of and that she knows it was originally a summer community. She stated they have a Property Owners Association. She stated they have a lake, which has a concrete Dam with a valve. She stated that was recently renovated. She stated they needed to get permission from the landowners to get the machinery

down to it. She explained she mentioned that to say that maybe that would be an avenue the County could look into. She continued to speak to the history of the pond. She mentioned there may be endangered turtle species in the area. She stated it is a very important ecosystem. She continued to speak to the area.

Legislator Crowley stated in Ms. Longden's comments there was a reference to dues being paid. She questioned who manages that money.

Member of the Public, Marilyn Longden resident of Garrison stated Continental Village has a Property Owner Association which that money is used for the Lakes in Continental Village.

Legislator Crowley questioned if the High Hazard Potential Dam Grant would be applicable.

Soil & Water Conservation District Manager Neal Tomann stated no, High Hazard Dams have a C classification.

Legislator Nacerino questioned who is doing the ongoing maintenance to the Pond and managing it. She stated as an example who is checking it for the algae blooms. She questioned if the County Health Department checks it.

Soil & Water Conservation District Manager Neal Tomann stated other than what is required by the DEC the County does not "maintain" the pond. He stated the County Health Department does not do checks on it because it is not potable water, nor is it a contact recreational pond.

Member of the Public, Zoila Morell resident of Garrison stated her property faces the pond and the Dam is on the side of her property. She stated that she watches as the seasons come and go. She expressed what the pond means to the community and to the animals. She stated she does not believe that to be insignificant.

Chairman Ellner stated the State agency that governs that, is the DEC. He recommended that the residents write a letter to the DEC and let them know your concerns.

Member of the Public, Zoila Morell resident of Garrison stated they are in the process of gathering ideas and getting signatures and deciding on what they are going to do. She stated there is much to be considered, animals lives and quality of life. She stated decisions are being made, while the residents have not had an opportunity to think and express themselves and partner with the County. She clarified this is not a case of the residents' upstream vs the residents' downstream. She stated they care greatly for all the residents. She stated the fact is that they have never seen the level of risk being discussed this evening. She stated they are asking that all of the options be exhausted. She stated that they want to preserve the pond.

Chairman Ellner stated it can be purchased if any resident would like to do that, pending Legislative approval. He stated for clarification that whoever the owner of the Dam is they will be held to the same standards of the DEC that the County is held to.

Legislator Crowley stated that this is just the beginning of a long process. She thanked and stated her appreciation for all who were present for attending the meeting and having their voices heard. She provided her broad overview of what still needs to be done.

Legislator Montgomery thanked Physical Chairman Ellner for bringing the public in so early. She clarified that no decision in terms of action has been made yet. She recognized that they are all concerned, and so is she. She stated she has requested that a meeting be scheduled with the DEC so that they can work with them to exhaust every option.

Legislator Nacerino stated in the same vein as Legislator Montgomery she would like to applaud Physical Chairman Ellner for bringing this matter to the forefront so early on. She stated she believes she can speak and take liberty on behalf of her colleagues on the Legislature in saying we value your quality of life and we value the quality of life of the wildlife. She stated we are in the preliminary stages of this process. She stated tonight we have had informative dialogue. She stated the course of action and the steps to be taken have not yet been decided. She stated she is confident that every option will be explored.

Legislator Sayegh questioned how the County became the owner of this Dam.

Soil & Water Conservation District Manager Neal Tomann stated they have been trying to find the history of this Dam. He stated unfortunately it was not very productive. He stated every Dam he has been working on is as a result of non-payment of taxes. He stated that he understands the need to want to know how the County got in this situation. He stated possibly Real Property would have more information. He stated he does not see a lot of remedies coming from that history. He stated the County owns it and the DEC is only concerned with the owner of the Dam. He stated for conversation about buying the Dam, be clear the obligations of action are attached to the owner of the Dam.

Chairman Ellner stated also there is an associated cost for the County, in that insurance is paid.

Legislator Montgomery spoke to the difference between an Association and a HOA. She clarified there is no HOA.

Members of the Public in the audience stated that is correct, there is no HOA.

Member of the Public, Sean Barton, resident of Garrison requested if there is cost information on putting a Dam in vs dredging, lowering it and maintenance over the next 20 years.

Chairman Ellner stated there are already some existing costs, some of which have been mentioned here. He stated the other thing that he would not like, if someone were to donate the Dam it will be ugly and a chain link fence will have to go around the entire pond for liability purposes. He requested that Soil & Water Conservation District Manager Neal Tomann confirm it that is correct.

Soil & Water Conservation District Manager Neal Tomann confirmed that to be accurate.

Member of the Public, Sean Barton of Garrison stated there are other Dams that do not have a chain link fence around them.

Chairman Ellner stated County owned Dams would have a chain link fence around them because with the amount of litigation towards the County it would be necessary to protect all the tax payers.

Member of the Public, Sean Barton, resident of Garrison questioned who would do the Environmental Impact Study (EIS) before moving forward.

DPW Deputy Commissioner Joseph Bellucci stated the County would hire a consultant to do the EIS.

Member of the Public, Milton Mercado, resident of Garrison questioned if the DEC gave a deadline date for this project.

Soil & Water Conservation District Manager Neal Tomann stated there is not a specific date at this time. He stated the DEC wants the County to continue moving with this project and they want as a priority an access road to be built. He explained the DEC is very uncomfortable with the current lack of truck access to the site.

Chairman Ellner questioned if it is not budgeted, how will it be funded.

DPW Deputy Commissioner Joseph Bellucci stated it could come from the Capital Project Improvements specific to Dam improvements.

Member of the Public, Krista Figueroa, resident of Garrison stated her property is near the area that the County would be looking to build the road. She stated rather than pay to create an access road, she would be willing to give access through her yard.

Soil & Water Conservation District Manager Neal Tomann stated he would have to look into that. He stated he believes legally the position would be if there is a solution involving only County property, use it.

Member of the Public, Krista Figueroa, resident of Garrison stated the projected costs that have been mentioned to build the access road is a lot. She stated this is a suggestion to avoid that cost. She stated maybe it would help to expedite things, and then maybe just rebuild the earth and Dam rather than pouring concrete. She stated she wants the preservation of this area to be expedited.

Chairman Ellner thanked everyone for their input. He recognized Deputy Commissioner Bellucci and District Manager Tomann for their professional input and update on this matter.

#### **Item #7 – Other Business**

- a. Approval/ Amend CP2201 – Flooring Repair & Replacement at Various County Facilities/ DPW Deputy Commissioner Joseph Bellucci**

Chairman Ellner made a motion to Waive the Rules and Accept the Other Business; Seconded by Legislator Crowley. All in favor.

Chairman Ellner stated that a letter of necessity was submitted by DPW Deputy Commissioner Bellucci. He stated he is present to speak to this item.

DPW Deputy Commissioner Joseph Bellucci stated they came to the Legislature in November of 2023 requesting an Amendment to CP2201, which was approved. He stated since then they have gotten a lot of flooring work done throughout the County, and there is still more to be done.

Chairman Ellner made a motion to Approve the Amendment of CP2201 – Flooring Repair & Replacement at Various County Facilities; Seconded by Legislator Crowley. All in favor.

**Item #8 - Adjournment**

There being no further business at 7:47P.M. Chairman Ellner made a motion to adjourn; Seconded by Legislator Crowley. All in favor.

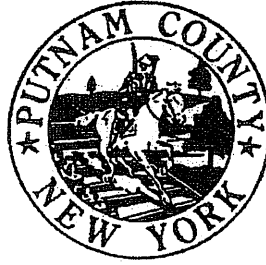
Respectfully submitted by Deputy Clerk Diane Trabulsy.



THE PUTNAM COUNTY LEGISLATURE

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REVISED  
AGENDA

PHYSICAL SERVICES COMMITTEE  
TO BE HELD IN ROOM 318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512  
(Chairman Ellner, Legislators Castellano & Crowley)

Tuesday

April 16, 2024

(To Immediately Follow the 6:30p.m. Economic Development Mtg.)

1. Pledge of Allegiance
2. Roll Call
3. Acceptance/ Physical Services Meeting Minutes/ March 12, 2024
4. Approval/ Budgetary Amendment – 24A028/ Compensation to the County for Guardrail Damages – Two Separate Accidents on Croton Falls Road and Farmers Mills Road/ Risk Manager Mat Bruno
5. Approval/ SEQRA/ Intent To Serve as Lead Agency/ County Office Building ADA Ramp and Entry Door Project/ Commissioner Planning, Development & Public Transportation Barbara Barosa
6. Discussion/ Putnam County Owned Dam Located in Philipstown
7. Other Business
  - a. Approval/ Capital Project - Amend 22CP01- Flooring Repair & Replacement at Various County Facilities/ Deputy Commissioner DPW Joe Bellucci
8. Adjournment



cc: all  
Phyp. May  
5-16-24  
Reso  
#4

PUTNAM COUNTY EXECUTIVE  
KEVIN M. BYRNE

Memorandum

Date: May 7, 2024

To: Paul Jonke  
Chairman, Putnam County Legislature

CC: Diane Schonfeld  
Clerk, Putnam County Legislature

From: Kevin M. Byrne  
Putnam County Executive

A handwritten signature in black ink, appearing to be "KB", enclosed within a large, loopy oval scribble.

In accordance with (§) 25-28 of the Putnam County Code, it is my privilege to appoint Mr. Brennan Mahoney, Mr. Bruce Cortalano, Mr. Anthony DeDuco, Mr. James Gilchrist, Ms. Nina Kallmeyer, Mr. James Hoffman, Mr. Richard Buck, Veterans Service Agency Director Karl Rohde, and Parks and Recreation Director Chris Ruthven to the Putnam County Veterans Memorial Advisory Board.

The selection of these nine candidates was the result of a public outreach effort followed by a thorough vetting and interview process conducted by members of my staff. Upon review, it is my belief these nine qualified candidates are well-positioned to serve the board and Putnam County.

I respectfully ask that the Legislature place the appointments of these candidates on the next appropriate agenda meeting with the intention they be confirmed during the next full legislative meeting afterwards.

Listed below are the names of all appointees and the corresponding positions they will serve based on the last time the position was confirmed by the Legislature.

Attached for your review are the resumes of all candidates.

- Chris Ruthven (Resolution #287 of 2012)  
Parks and Recreation Director  
**Reappointment**  
Term: 1/1/22 – 12/31/24
- Karl Rohde (Resolution #52 of 2015)  
Veterans Service Agency Director  
**Reappointment**  
Term: 1/1/24 – 12/31/26
- Brennan Mahoney (Resolution #52 of 2015)  
Veteran and Joint Veterans Council Member  
**Replacing Peter Pennelle**  
Term: 1/1/23-12/31/25

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CARMEL, NY

- Anthony DelDuco (Resolution #52 of 2015)  
Veteran and Joint Veterans Council Member  
**Replacing James Hoffman**  
Term: 1/1/23-12/31/25
  
- Bruce Cortalano (Resolution #52 of 2015)  
Veteran of the Armed Services  
**Replacing Gilbert Tarbox**  
Term: 1/1/24 – 12/31/26
  
- James Gilchrist (Resolution #53 of 2015)  
Parks and Open Space Experience  
**Reappointment to Existing Position**  
Term: 1/1/24 – 12/31/26
  
- Nina Kallmeyer (Resolution #287 of 2012)  
Parks and Open Space Experience  
**Replacing Randall Fleischer**  
Term: 1/1/23 – 12/31/25
  
- Jim Hoffman (Resolution #254 of 2015)  
Parks and Open Space Experience  
**Replacing Richard Simon**  
Term: 1/1/22 – 12/31/24
  
- Richard Buck (Resolution #52 of 2015)  
Shall Not Need Park/Open Space Experience or be a Veteran  
**Replacing Vincent Favale**  
(Mr. Buck is a Veteran)  
Term: 1/1/23 – 12/31/25



From Commissioner of Planning  
Barbara Barosa

cc: all  
Phy Reso  
5-16-23

Approval  
# 5

**APPROVAL/PUTNAM COUNTY'S PROPOSED PUBLIC TRANSPORTATION AGENCY SAFETY PLAN IN CONFORMANCE WITH AND AS REQUIRED BY THE U.S. DEPARTMENT OF TRANSPORTATION'S FINAL RULE (49 C.F.R. PART 673)**

WHEREAS, the U.S. Department of Transportation, by and through the Federal Transit Administration ("FTA"), provides funding and/or financial assistance to transit providers to, among other things, develop new transportation systems and improve, maintain and operate existing systems; and

WHEREAS, the County of Putnam ("County") is a direct recipient of FTA funding and/or financial assistance and, as such, must comply with FTA rules and regulations, more particularly, as set forth in 49 C.F.R. Part 673 *et seq.* ("Final Rule"); and

WHEREAS, the Final Rule requires that recipients of FTA grant funds and/or financial assistance under 49 U.S.C. Sec. 5307 and operate a public transportation system must develop a Public Transportation Agency Safety Plan ("Safety Plan") that includes the processes and procedures necessary for implementing Safety Management Systems ("SMS"); and

WHEREAS, the SMS components of the Safety Plan include, without limitation, safety management policy, safety risk management, safety assurance, and safety promotion; and

WHEREAS, the Bipartisan Infrastructure Law amends FTA's final rule under 49 U.S.C. Sec. 5329(d)(5) to require recipients receiving Section 5307 funding and serving an urbanized area greater than 200,000 to establish a Safety Committee by July 31, 2022. As such, the County will be utilizing MV Transportation's previously established Committee consisting of three management and three frontline employee representatives; and

WHEREAS, the County, as a transit operator, is required to certify on/before July 1, 2024, that it has developed its Safety Plan and such Plan meets all of the requirements of the Final Rule; and

WHEREAS, the County, by and through the Department of Planning, Development and Public Transportation, in furtherance of the objectives of 49 C.F.R. Part 673 *et seq.*, has drafted its Safety Plan pursuant to the Final Rule, such Safety Plan attached hereto as Exhibit "A;" now therefore be it

RESOLVED, that the County Executive, together with the Putnam County Legislature, support the County's continued participation in approved FTA services, programs and activities, as well as continue to be a recipient of FTA funding and/or financial assistance therefor; and be it further

RESOLVED, that the County Executive, together with the Putnam County Legislature, support and approve for submission by the Department of Planning, Development and Public Transportation

2023 MAY - 7 PM 1:57  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Transportation to the FTA the County's Safety Plan for review and approval, which Safety Plan is attached hereto as "Exhibit A;" and be it further

RESOLVED, that this resolution shall take effect immediately.

# Putnam County Public Transportation Agency Safety Plan (ASP)

Pursuant to Federal Transit Administration (FTA) 49 C.F.R. Part 673, an operator a of public transportation system and recipient of 5307 funds serving an urbanized area with a population of 200,000 or more is required to develop for implementation an ASP in accordance with the aforesaid statutes. The full text of Part 673 is available at [Federal Register - PTASP](#).

Under Part 673, Putnam County is required to maintain documents that describe its ASP, including those related to implementation and results from processes and activities. Also, Putnam County may have existing documentation that describes processes, procedures, and other information required in Part 673. Where applicable, reference to these documents in Putnam County's ASP has been made.

## 1. Transit Agency Information

<b>Transit Agency Name</b>	Putnam County PART (Putnam Area Rapid Transit)		
<b>Transit Agency Address</b>	841 Fair Street, Carmel, NY 10512		
<b>Name and Title of Accountable Executive</b>	Kevin Byrne, Putnam County Executive		
<b>Name of Chief Safety Officer or SMS Executive</b>	Barbara Barosa, Commissioner of Planning, Development & Public Transportation		
<b>Mode(s) of Service Covered by This Plan</b>	Fixed Route Paratransit	<b>List All FTA Funding Types (e.g., 5307, 5337, 5339)</b>	5307, 5311, 5339
<b>Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)</b>	Fixed Route Bus Service Complimentary Paratransit		
<b>Urbanized Area (UZA) Served</b>	New York – Newark, NY-NJ-CT		
<b>Does the agency provide transit services on behalf of another transit agency or entity?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<b>Description of Arrangement(s)</b> N/A
<b>Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided</b>	N/A		



## 2. Plan Development, Approval, and Updates

<b>Name of Entity That Drafted This Plan</b>	Putnam Area Rapid Transit (PART)	
<b>Signature by the Accountable Executive</b>	<b>Signature of Accountable Executive</b>	<b>Date of Signature</b>
	_____ Kevin Byrne	
<b>Approval by the Board of Directors or an Equivalent Authority</b>	<b>Name of Individual/Entity That Approved This Plan</b>	<b>Date of Approval</b>
	Putnam County Legislature	
	<b>Relevant Documentation (Title and Location)</b>	
	Resolution # _____ of 2024 (see Attachment A) Resolution # 125 of 2022	
<b>Certification of Compliance</b>	<b>Name of Individual That Certified This Plan</b>	<b>Date of Certification</b>
	Vincent Tamagna	
	<b>Relevant Documentation (Title and Location)</b>	
	Putnam County Director of Transportation, 841 Fair Street, Carmel, NY 10512	

<b>Version Number and Updates</b>			
<i>Record the complete history of successive versions of this plan.</i>			
<b>Version Number</b>	<b>Section/Pages Affected</b>	<b>Reason for Change</b>	<b>Date Issued</b>
1	Pgs. 1-13	Initial Plan	April 2021
2	Pgs. 2-5,9-16	General Revisions & Establishment of a Safety Committee	June 2022
3	Pgs. 1 - 19	General Revisions & Administration Change	May 2024

<b>Annual Review and Update of the Agency Safety Plan</b>
<i>Describe the process and timeline for conducting an annual review and update of the ASP.</i>
Putnam County's ASP is a newly established document that will continue to be reviewed/updated annually as needed by the County's Director of Transportation, Chief Safety Officer, and the Accountable Executive before/by July 1 of each year. Once reviewed, the Legislature will approve by Resolution (see <b>Attachment A</b> ), and the Accountable Executive will approve any new changes and sign the updated ASP into effect. Putnam County's ASP incorporates by reference Attachment A-F. In addition to the annual review and update process, the ASP is also reviewed/updated when, among others, the approaches in the Plan do not effectively mitigate safety deficiencies, there are changes to the delivery of transportation services, there is a substantial change in financial resources available to Putnam County, and/or there is a significant change to Putnam County's organizational structure.

### 3. Safety Performance Targets

<b>Safety Performance Targets – Calendar Year 2023</b>						
<i>Specify performance targets based on the safety performance measures submitted to the National Transit Database and established under the National Public Transportation Safety Plan.</i>						
Mode of Transit Service	Fatalities (Total)	Fatalities (Rate per 100,000 VRM)	Injuries (Total)	Injuries (Rate per 100,000 VRM)	Safety Events (Total)	Safety Events (Rate per 100,000 VRM)
PART	0	0	0	0	0	0
Paratransit	0	0	0	0	0	0

Mode of Transit Service	VRMs in 2023 (Total)	Total Major Mechanical Failures 2023 (NTD Form R-20)	System Reliability Rate (Miles Between Major Mechanical Failures)	Total Non-Major "Other" Mechanical Failures 2023 (NTD Form R-20)	System Reliability Rate (Miles Between Other Mechanical Failures)
PART	426,497	2	213,248.5	5	85,299.4
Paratransit	115,811	0	0	2	57,905.5

<b>Safety Performance Target Coordination</b>		
<i>Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.</i>		
In the past, MV Transportation has worked with New York State DOT (NYSDOT) to support their ASP by analyzing historical trends to establish safety performance targets. Presently, the Accountable Executive shares Putnam County's adopted ASP with NYMTC, NYSDOT, and the FTA for reflection of the previous calendar year's NTD data.		
Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	New York State Department of Transportation (NYSDOT)	May 6, 2024
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	New York Metropolitan Transportation Council (NYMTC)	May 6, 2024
Targets Transmitted to Federal Transit Administration	Federal Agency Name	Date Targets Transmitted
Plan Submitted to FTA	Federal Transit Administration (FTA)	May 6, 2024



## 4. Safety Management Policy

### Safety Management Policy Statement

*Use the written statement of safety management policy, including safety objectives.*

Putnam County's transit services, under the operation of MV Transportation, are committed to providing safe services to its employees, contractors, and riders. Every employee and contractor are directed and empowered to administer the System Safety Program Plan (SSPP) (see **Attachment B**) as well as the Safety Management System Plan (SMS) and its specific activities for the prevention, control, and resolution of unsafe conditions and actions. The primary objectives of the SSPP and SMS are to proactively identify and mitigate safety hazards and risks, promote a positive safety culture, and maintain regulatory compliance. To meet that commitment, MV Transportation adopted a site specific (Division 239) SSPP (full Plan available upon request) in January 2024 that consists of Safety Management Policy, Safety Assurance, and Safety Promotion. MV's safety objectives are to:

- Ensure that effective safety management systems and processes are integrated into all of its transit activities.
- Designate an individual responsible for the safety function who reports directly to the Chief Executive Officer of the company and authorize that individual to develop and implement programs to promote safety.
- Ensure all employees and contractors are aware that safety is its primary responsibility, and MV is held accountable for delivering the highest level of safety in its daily work activities.
- Clearly define the safety accountabilities and responsibilities to all employees and contractors.
- Provide all employees and contractors with appropriate safety information and skills training.
- Develop and embrace a positive safety culture.
- Ensure a culture of open reporting of all safety hazards, ensuring that no action will be taken against any employee who discloses a safety concern through the proper chain of command.
- Promote and maintain a positive safety culture with positive recognition and reinforcement of safe behaviors.
- Ensure all equipment, systems and services meet safety performance standards through periodic audits and inspections.
- Establish performance metrics and measures of safety performance against safety performance indicators and safety performance targets.
- Continually develop and improve safety processes through actively monitoring, measuring, and reviewing performance against objectives and targets.
- Conduct safety and management reviews to improve safety performance and ensure that relevant and corrective actions are taken.
- Comply with all state and federal regulatory requirements and standards.

### Safety Management Policy Communication

*Describe how the safety management policy is communicated throughout the agency. Include dates where applicable.*

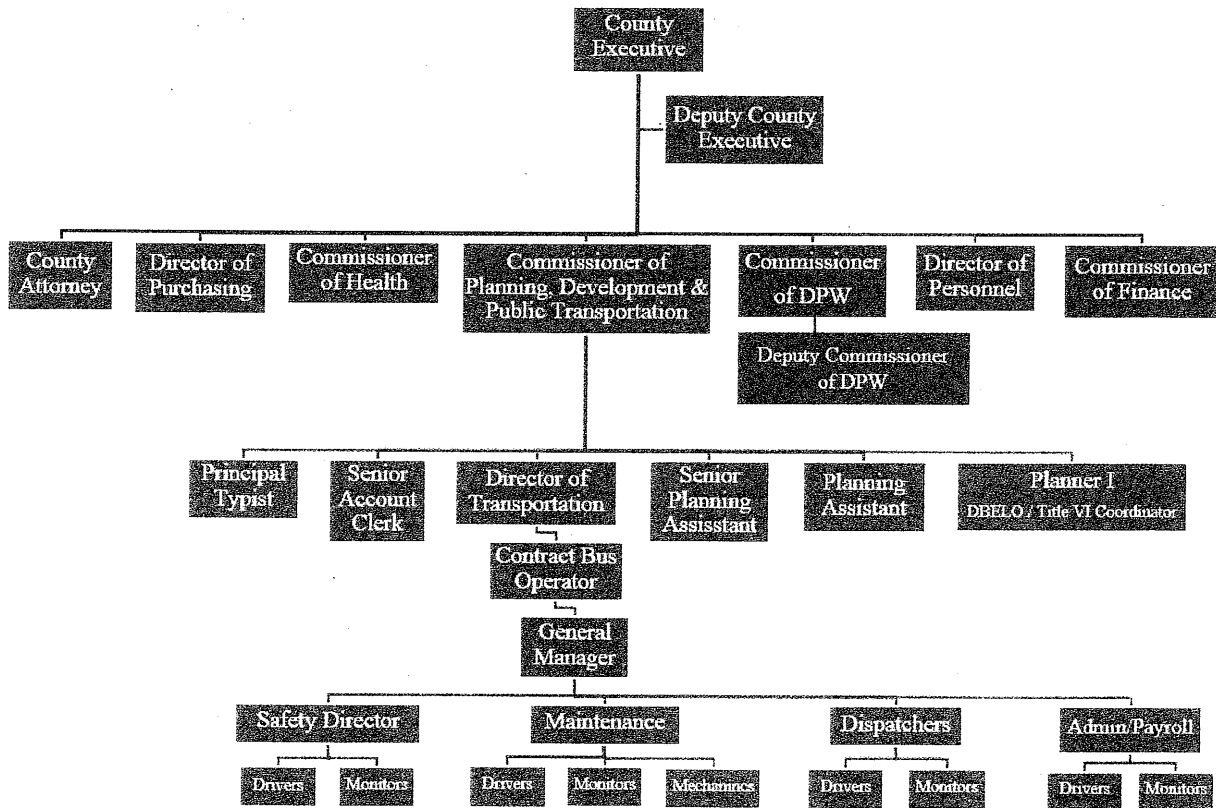
Putnam County's Safety Management Policies are communicated to each MV Transportation employee upon hire and regularly enforced through a structured training program to ensure safety leadership. MV Transportation will use on-the-job, classroom and specialty training to contribute to a successful safety and health program. Training will be reinforced through regular follow-ups with both new and veteran employees. The SSPP is also an integral part of the employee safety program. MV Transportation uses three motivational techniques on a regular basis: communication, incentives/awards/recognition, and employee feedback surveys. Employees are responsible for, among other things, participating in safety programs, abiding by safety rules and regulations, reporting incidents/accidents and hazards, and promoting and maintaining a safe work environment.

**Authorities, Accountabilities, and Responsibilities**

*Describe the role of the following individuals for the development and management of the transit agency's Safety Management System (SMS).*

<b>Accountable Executive</b>	Kevin Byrne, <i>County Executive</i>
<b>Chief Safety Officer or SMS Executive</b>	Barbara Barosa, <i>Commissioner of Planning, Development &amp; Public Transportation</i>
<b>Agency Leadership and Executive Management</b>	Vincent Tamagna, <i>Director of Transportation</i> Sheralee Malverty, <i>MV Div. 239 General Operations Manager</i>
<b>Key Staff</b>	MV Transportation Div. 239, <i>General Operations and Management*</i>

**Putnam County Transit Organizational Chart**  
Putnam County Department of Planning, Development, and Public Transportation Organizational Chart



\*Subject to existing contractual relationship.

## Employee Safety Reporting Program

*Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).*

The Employee Safety Reporting Program (ESRP) is intended to help the Accountable Executive and other senior managers get important safety information from across the transit agency. The ESRP follows a tiered management protocol that begins with a notification from the General Operations Manager to MV Transportation Corporate Office and Putnam County (as the certified holder of this Plan). The Accountable Executive is the Putnam County Executive who will receive immediate notice on major safety and facility issues and/or events.

There are two types of safety reporting programs: mandatory and voluntary.

- **Mandatory:** Employees must report hazards that are compliance based and address regulatory issues. Employees are required to immediately report every incident and accident to the General Operations Manager and Director of Transportation. An employee's failure to report or provides false information of an unsafe hazard or act may result in disciplinary action.
- **Voluntary:** Employees are strongly encouraged to report hazards and can report anonymously. Every employee is empowered to report any unsafe hazard / risk to their supervisor or senior management without fear of retribution or penalty.

### **Reporting:**

Reports can be made using the SMS Hazard/Risk Report Form (see **Attachment C**) and shall be completed immediately so proactive measures can be taken as soon as possible. Input by employees into the Employee Safety Reporting Program (ESRP) can include safety concern reporting, operational system description, hazard identification, safety deficiencies, risk assessments, potential consequences of hazards, or recommended safety risk mitigations. Information collected through the ESRP will feed into the hazard identification and analysis process.

## 5. Safety Risk Management

### Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

It is the policy of Putnam County to (i) minimize injury, damages, pain and suffering for people involved in vehicular mishaps involving Putnam County vehicles and (ii) promptly respond, report, and thoroughly investigate these occurrences. All incidents, including near misses and minor events, should be reported as soon as possible – whether or not the incident did or could have resulted in personal injuries, illnesses, or property damage. The incidents shall be immediately reported from the scene. Bus Operators complete a written report on incidents and/or injuries occurring on or near the bus. These reports are to be filled out *before* leaving the incident scene. Simultaneously, the operator at the scene shall immediately contact Law Enforcement, MV Transportation Dispatch, the General Operations Manager, and the Putnam County Director of Transportation to provide incident details. Reports are reviewed by the General Manager, who determines preventability.

- **Safety Hazard Identification:** It is the employees' responsibility to identify and report conditions that have the potential to cause accidents, injuries, or other losses. Reports and concerns from passengers, operators, mechanics, and other individuals should also be taken into account by field or management personnel and noted by employees. When a hazard has been identified by a driver, it will be tracked in a Safety Risk Register log and analyzed. Analysis may include a description of the hazard, supporting results documents, photos, and/or suggestions for resolution. Unless a hazard can be eliminated, its safety risk must then be managed. MV Transportation analyzes this in terms of how likely it is to happen (probability or frequency) and how bad it could be (severity). Near-miss reporting will be collected through DriveCam Systems, Seon Surveillance Systems, and through the ESRP. Additionally, the Hazard Probability Table (see **Attachment D**) is used to assess the probability level that an incident/accident is likely to occur.
- **Safety Risk Assessment:** After assessment of the severity and probability of a hazard, a determination will be made regarding acceptance of the risk or taking corrective action. The Risk Assessment Frequency/ Severity Matrix (see **Attachment D**) is a useful tool in determining the severity of an event or situation based on how frequent it occurs.
- **Safety Risk Mitigation:** This step is used to develop possible mitigation strategies that address identified safety risks. Mitigation will involve identifying facts, establishing root causes, and suggesting methods for preventing reoccurrence. The **Putnam County Transit Safety Management Team** includes the Safety Manager, the Maintenance Manager, the MV General Operations Manager, and the Putnam County Director of Transportation who will conduct periodic reviews to ensure that the risk level is being mitigated and reduction in hazard frequency is taking place. These reviews can include, but are not limited to, daily/monthly facility and equipment inspection reports, safety data sheets, personal protective equipment, and the use of technology. Technology use includes the use of GPS, DriveCam, and Seon Surveillance Systems to monitor driver and passenger safety as needed.

## 6. Safety Assurance

<p><b>Safety Performance Monitoring and Measurement</b></p>
<p><i>Describe activities to monitor the system for compliance with procedures for operations and maintenance.</i></p>
<p>Data is constantly collected through the transit agency's Safety Assurance activities. Leading indicators are used to anticipate and prevent injuries and accidents. This data source can include information collected from road observations, ride checks, surveillance systems, or the ESRP. The DriveCam and Seon Surveillance Systems are the best tools for future success as they measure the unsafe behaviors present in the existing operation.</p> <ul style="list-style-type: none"> <li>• DriveCam is used to identify behavior-based risky driving that is likely to result in near-miss incidents or collisions. Mounted on the windshield inside of Putnam County vehicles behind the rearview mirror, the camera is able to capture sights, sounds (inside and outside the vehicle), and video in real time. The event recorder is always recording, but not saving. It only saves video and audio when activated by excessive forces, such as hard braking, swerving or a crash. The event recorder captures the 8 seconds before the activation time and 4 seconds afterward, then provides real-time feedback. Once collected, the recordings are downloaded to DriveCam's Data Center. The event recorder will capture a wide outside view of the situation ahead and inside view of the driver and whatever is visible through the side and rear windows. The inside view is crucial for isolating many driver behaviors such as cell phone use, drowsiness, or inadequate mirror checks.</li> <li>• Seon Surveillance Systems is another monitoring tool that Putnam County utilizes to record on-board events in real-time. The interior and exterior mounted camera system captures and monitors driver and public interaction and day to day operations. Video management software allows us to automatically download on-board security footage that can be used to address and review safety concerns. Seon affords the ability to review a safety question or occurrence with both interior and exterior footage.</li> </ul>
<p><i>Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.</i></p>
<p>The Mitigation Monitoring plan helps ensure safety performance monitoring and measurement activities are performed to confirm that mitigations are effective, appropriate, and fully implemented. While the Mitigation Monitoring plan addresses the mitigation activities, the Corrective Action Plan documents the corrective action and helps address short-term defects or compliance issues. The Corrective Action Plan is intended to eliminate the behavior that caused the event, while Mitigation Monitoring is used to continuously monitor the hazard. The Mitigation Monitoring process is owned by the location's management team, with assistance from the Regional Safety Director. A periodic audit of contractor safety plans, Safety Data Sheets, and Personal Protective Equipment requirements is conducted by the Safety Team and General Manager.</p>
<p><i>Describe activities to conduct investigations of safety events, including the identification of causal factors.</i></p>
<p>Prior to the implementation of a proposed change in the operating environment, an assessment is performed by using the Hazard/Risk Report form (see <b>Attachment D</b>) to determine if the change will impact safety performance or if there are any new hazards that will be present. If a new hazard is identified, it is put through the Safety Risk Management (SRM) process and evaluated. A risk mitigation strategy will be created or modified to mitigate risk for that change. Once the change is made it will be monitored for effectiveness.</p>
<p><i>Describe activities to monitor information reported through internal safety reporting programs.</i></p>
<p>The data and information that will be collected through Safety Assurance activities will tell how the transit services provider is doing and what area's improvements can be made. Insight through these sources may trigger more frequent reviews and a revised strategy to ensure that mitigations are effective.</p>

## 7. Safety Promotion

### Competencies and Training

*Describe the safety training program for all agency employees and contractors directly responsible for safety.*

It is the policy of Putnam County (through MV Transportation) that all employees will undergo new hire training based upon type of service and experience level. Job-specific training programs have been developed to enhance safety skills necessary for safe, secure, and reliable customer service. This includes, without limitation, training for operators, trainers, supervisors, maintenance staff, operations, and management personnel. All MV Transportation operators receive refresher or remedial training, as necessary, throughout their employment with the Company. This can include, but is not limited to, defensive driving techniques, ADA and Wheelchair Securement activities, Fatigue Management, Pedestrian and Bicyclist awareness, as well as hands-on training. Additionally, all MV Transportation personnel are subjected to drug/alcohol screens upon hire and periodically throughout the month in accordance with MV's Zero Tolerance Policy.

### Safety Communication

*Describe processes and activities to communicate safety and safety performance information throughout the organization.*

Every month, a fleet safety and injury prevention topic is reviewed to refresh fundamental and key learning points (see **Attachment E**). Monthly safety messages follow themes such as February's "Why I Love Safety", May's "The Summer of Safety Kick-Off", and October's "Destination Zero is our Ghou!" . These messages encourage a positive and engaging safety environment.

Examples of 2024 Fleet Safety Topics include:

- Left Turns & Pedestrians Winter Driving
- Right Turns & Pedestrians ADA Sensitivity & Mobility Device Securement
- Intersections & Pedestrians
- Distracted Driving & Distracted Pedestrians
- Following Distance & Pre-Trip Inspections
- Adverse Weather

Annual refresher training on key areas is also conducted along with periodic promotion of prevention activities. Monthly maintenance training focuses on OSHA compliance for shop safety. Information concerning safety hazards or issues is provided to employees through new hire orientation, location safety committee meeting minutes, company-wide or departmental meetings, Safety Team briefings, monthly safety meetings, bulletin board postings, memos, or other written communications. Safety Point Notices are also given to certain employees who are in violation of a safety traffic law or safety point that is addressed in the MV Transit Employee Handbook. Such notices are delivered by the General Manager and Safety Manager directly to the employee within 24 hours of receipt of such violation. Following the violation, the employee must be retrained in the area for which they are deficient before they can be placed back into revenue service. Employees will receive training pay for the missed operation period.

## 8. Safety Committee

### Establishment of a Safety Committee

*Describe the process used to develop a Safety Committee consisting of an equal number of frontline employee representatives and management representatives using a joint labor-management process.*

In February 2022, the FTA published a Dear Colleague letter to inform the transit industry about the Bipartisan Infrastructure Law changes to Public Transportation Agency Safety Plan (PTASP) requirements.<sup>1</sup> In accordance with the new law, transit agencies that serve an urbanized area (UZA) with a population of greater than 200,000 people and receive Section 5307 funding are required to establish a Safety Committee under 49 U.S.C § 5329(d)<sup>2</sup> **Pursuant to the amended 49 U.S.C. § 5329(d) and in compliance with the new law, the Department of Planning, Development, and Public Transportation has elected to have MV Transportation's Division 239 (Putnam County) Safety Committee represent the County.** As the largest privately-owned transportation company in North America, MV's goal is to provide the safest transportation possible in the provision of passenger transportation services. Additionally, Division 239 is under contractual obligation by the County to abide by all federal, state, and local regulations. Under their own corporate obligation, Division 239 was required to establish a site-specific Safety Committee. This company specific concept of a Safety Committee dates back to the original establishment of MV Transportation in 1975, however, Division 239's Safety Committee was newly revitalized in 2021. This site-specific Safety Committee now consists of three management (Safety Manager, General Manager, Road Supervisor) and three frontline employee (Driver, Monitor, Mechanic) representatives (see **Attachment F**).

Throughout the Coronavirus pandemic, Putnam County Transit took its mitigation efforts seriously and put the safety of its employees and riders at the forefront. Biological safety hazards were/are to be reported in the same manner as vehicular mishaps. Recently, there have been no health safety concerns reported. Staff efforts to reduce the spread of the virus included:

- Daily fumigations and sanitizations of all buses and trolleys.
- Disinfection of frequently touched surfaces.
- Daily and as needed temperature checks of public facing employees.
- Abiding by the federal mask requirement on all modes of public transit at the height of the pandemic (now recommended but not mandatory).
- The purchasing and distribution of PPE supplies (masks, wipes, gloves, hand sanitizer, etc.) to employees, management representatives, and riders.
- Shutting down routes with high numbers of infected individuals for 1-2 week intervals.
- Ensuring sick employees stay home and prompt identification and isolation of sick persons.
- Marking off seats to encourage social distancing.
- When possible, using phone, email, or Microsoft Teams in place of face-to-face interactions.

In accordance with the Safety Risk Management section of this Plan, The Committee is taking the following manners to identify and implement safety strategies:

- The Committee is required to meet quarterly and as needed. At these quarterly meetings, staff walk around and evaluate the building and bus yard for safety hazards that need addressing. Once evaluations are complete, staff return to the safety conference room to document and discuss additional concerns. Meeting notes are then typed and posted to employee bulletin boards.
- Putnam County, through the operations of MV Transportation, provides routine training to mitigate both pedestrian and vehicular accidents. As such, monthly training and "safety blasts" are mandatory for all operators. Training is critical, which is why the General Manager monitors safety statistics and responds with training accordingly. Performance targets are reviewed, and goals are set forth annually as part of the Safety Risk Management program.
- Although rare, assault on PART drivers is mitigated first and foremost by driver initiated de-escalation tactics (please remain seated, first warning, reminder of audio/video surveillance, etc.). If those tactics are unsuccessful the driver then alerts dispatch who once again announces over the radio that if the passenger does not comply then authorities will be alerted. If the passenger continues the physical/verbal abuse, the driver is required to pull over and alert the authorities who then compile an incident report. Transit worker assault drills are also conducted between dispatch, management, and the Putnam County Sheriff's Office to prepare for potential assault situations on transit operators.

<sup>1</sup> [PTASP-Dear-Colleague-Letter-February-17-2022.pdf](#)

<sup>2</sup> [Bipartisan-Infrastructure-Law-Changes-to-49-U-S-C-5329%28d%29.pdf](#)

## Additional Information

Supporting Documentation
<ul style="list-style-type: none"> <li>● Attachment A:               <ul style="list-style-type: none"> <li>- Resolution #*** of 2024</li> <li>- Resolution #125 of 2022</li> </ul> </li> <li>● Attachment B: MV Transportation System Safety Program Plan*</li> <li>● Attachment C: SMS Hazard/Risk Report Form</li> <li>● Attachment D:               <ul style="list-style-type: none"> <li>- Hazard Probability Table</li> <li>- Risk Assessment Frequency / Severity Matrix</li> <li>- Hazard Resolution Table</li> </ul> </li> <li>● Attachment E:               <ul style="list-style-type: none"> <li>- 2024 MV Safety Calendar</li> <li>- 2024 MV Safety Calendar Weekly Fundamental</li> </ul> </li> <li>● Attachment F: 2024 MV Safety Committee Membership</li> </ul>

### List of Acronyms Used in the ASP

Acronym	Word or Phrase
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
NTD	National Transit Database
NYMTC	New York Metropolitan Transportation Council
NYSDOT	New York State Department of Transportation
PART	Putnam Area Rapid Transit
SMS	Safety Management System
SRM	Safety Risk Management
SSPP	System Safety Program Plan
VRM	Vehicle Revenue Miles

\*Full 50pg Plan maintained in Director of Transportation's office and available upon request.



# Attachment A

\*Insert 2024 Reso. here\*

PUTNAM COUNTY LEGISLATURE

Resolution #125

Introduced by Legislator: Carl L. Albano on behalf of the Physical Services Committee at a Regular Meeting held on July 5, 2022.

page 1

**APPROVAL/ PUTNAM COUNTY'S PROPOSED PUBLIC TRANSPORTATION AGENCY SAFETY PLAN IN CONFORMANCE WITH AND AS REQUIRED BY THE U.S. DEPARTMENT OF TRANSPORTATION'S FINAL RULE (49 C.F.R. PART 673)**

WHEREAS, the U.S. Department of Transportation, by and through the Federal Transit Administration ("FTA"), provides funding and/or financial assistance to transit providers to, among other things, develop new transportation systems and improve, maintain and operate existing systems; and

WHEREAS, the County of Putnam ("County") is a direct recipient of FTA funding and/or financial assistance and, as such, must comply with FTA rules and regulations, more particularly, as set forth in 49 C.F.R. Part 673 *et seq.* ("Final Rule"); and

WHEREAS, the Final Rule requires that recipients of FTA grant funds and/or financial assistance under 49 U.S.C. Sec. 5307 and operate a public transportation system must develop a Public Transportation Agency Safety Plan ("Safety Plan") that includes the processes and procedures necessary for implementing Safety Management Systems ("SMS"); and

WHEREAS, the SMS components of the Safety Plan include, without limitation, safety management policy, safety risk management, safety assurance and safety promotion; and

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WHEREAS, the County, by and through the Department of Planning, Development and Public Transportation, in furtherance of the objectives of 49 C.F.R. Part 673 *et seq.* and 49 U.S.C. Sec. 5329(d)(5), has drafted its Safety Plan pursuant to the Final Rule, such Safety Plan attached hereto as Exhibit "A;" now therefore be it

RESOLVED, that the County Executive, together with the Putnam County Legislature, support the County's continued participation in approved FTA services, programs and activities, as well as continue to be a recipient of FTA funding and/or financial assistance therefor; and be it further

RESOLVED, that the County Executive, together with the Putnam County Legislature, support and approve for submission by the Department of Planning, Development and Public Transportation to the FTA the County's Safety Plan for review and approval, which Safety Plan is attached hereto as "Exhibit A;" and be it further

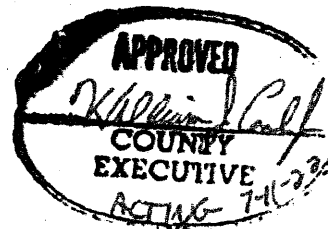
RESOLVED, that this resolution shall take effect immediately.

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

State of New York

ss:

County of Putnam



I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on July 5, 2022.

Dated: July 7, 2022

Signed: Diane Schonfeld

Diane Schonfeld  
Clerk of the Legislature of Putnam County

The guidance in this document is not legally binding in its own right and will not be relied upon by the Federal Transit Administration as a separate basis for affirmative enforcement action or other administrative penalty. Compliance with the guidance in this document (as distinct from existing statutes and regulations) is voluntary only, and noncompliance will not affect rights and obligations under existing statutes and regulations.

**Attachment B**  
**SYSTEM SAFETY PROGRAM PLAN**  
for  
**MV Transportation, Inc.**



**MV TRANSPORTATION, INC.**

**Division 239**

**Putnam, NY**

November 2023

# Attachment C

MV Transportation SMS Hazard/Risk Report Form	
<b>This report concerns:</b>	<input type="checkbox"/> Hazard <input type="checkbox"/> Risk <input type="checkbox"/> Near Miss <input type="checkbox"/> Other
<b>Hazard Type:</b>	<input type="checkbox"/> Policy/Procedure <input type="checkbox"/> Operational <input type="checkbox"/> Environmental <input type="checkbox"/> Equipment/Design <input type="checkbox"/> Training
<b>REPORTED BY:</b>	<input type="checkbox"/> Employee <input type="checkbox"/> Customer/Passenger <input type="checkbox"/> Other: <small>(e.g. PO or FO)</small>
<b>NAME:</b>	<b>LOCATION:</b>
<b>Description of Safety Concern:</b>	
<b>PHOTOS:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Hazard Analysis:</b> <small>According to Hazard Severity Matrix</small>	<input type="checkbox"/> 1 Catastrophic <input type="checkbox"/> 2 Critical <input type="checkbox"/> 3 Marginal <input type="checkbox"/> 4 Negligible
<b>Recommended Safety Risk Mitigation:</b>	
<b>Supervisor/Safety Manager Comments/Actions:</b>	
<b>Supervisor/Safety Manager:</b>	

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# Attachment D

## 1 HAZARD PROBABILITY TABLE

Probability Level	Description
<b>A – Frequent</b>	Likely to occur frequently. Continually experienced in the fleet/inventory.
<b>B – Probable</b>	Likely to occur several times in life of an item. Likely to occur frequently in the fleet/inventory.
<b>C – Occasional</b>	Likely to occur sometime in life of an item. Likely to occur several times in the fleet/inventory.
<b>D – Remote</b>	Unlikely, but possible to occur in the life of an item. Reasonably expected in the fleet/inventory.
<b>E – Improbable</b>	So unlikely, occurrence is not expected. Unlikely to occur, but possible in the fleet/inventory.


## 2 RISK ASSESSMENT FREQUENCY/SEVERITY MATRIX

Frequency	Severity			
	1 Catastrophic	2 Critical	3 Marginal	4 Negligible
A – Frequent	1/A	2/A	3/A	4/A
B – Probable	1/B	2/B	3/B	4/B
C – Occasional	1/C	2/C	3/C	4/C
D – Remote	1/D	2/D	3/D	4/D
E – Improbable	1/E	2/E	3/E	4/E

## 3 HAZARD RESOLUTION TABLE

Severity / Frequency	Resolution
1/A   1/B   1/C   2/A   2/B   3/A	Unacceptable—correction required.
1/D   2/C   2/D   3/B   3/C	Unacceptable—correction may be required after review by CEO.
1/E   2/E   3/D   3/E   4/A   4/B	Acceptable—with review by CEO.
4/C   4/D   4/E	Acceptable—without review.

# Attachment E

2024 MV Safety Calendar						
		Fleet Topics	Injury Prevention Topic	Maintenance Topic	Monthly Task	Companywide Stand Down
January		Left Turns & Pedestrians Winter Driving	Slips, Trips, & Falls	Slips, Trips, & Falls	Facility Inspection Complete CSHA Log 2023	
February		Right Turns & Pedestrians ADA Sensitivity & Mobility Device Securement	Strains & Sprains Back Safety	Machine Guarding	Facility Inspection Post 2022 OSHA 300A Summary or 2/1 Mobility Device Securement Refresher	Safety Stand Down February 8th "Willy L. Luce Safety"
March		Intersections & Pedestrians	Fatigue Management/Wellness	HazCom	Facility Inspection OSHA Log Review Q1 Self-Audit	
April		Distraacted Driving & Listracted Pedestrians	Emergency Vehicle Evacuation/Security Awareness	Electrical	Facility inspection Remove OSHA 300A Summary on 4/30 National Distracted Driving Awareness Month	Safety Stand Down April 18th "Safety 350"
May		Fixed Objects & Reference Points	Heat Stress	Heat Stress	Facility inspection Review & Update Heat Stress Plan	Summer of Safety Kick-off Memorial Day
June		Mobility Device Securement	Bloodborne Pathogens	Bloodborne Pathogens	Facility inspection National Safety Month (NSC orz/nsr) Q2 Self-Audit	Safety Stand Down June 20th "Best Customer Experience"
July		Customer Service & ADA Sensitivity	Hazcom/LOTO	Lock Out Tag Out	Facility Inspection Mobility Device Recertification's Due	
August		Following Distance & Pre-Trip inspections	Ergonomics	PPE (Personal Protective Equipment)	Facility Inspection OSHA Log Review	Safety Stand Down August 15th "Pedestrian and Bicyclist"
September		Pedestrians & Cyclists	Injury and Illness Prevention Drug & Alcohol Program Refresher	IPP (Injury Prevention Program)	Facility inspection Review & Update IPP (Injury and Illness Prevention Plan) Q3 Self-Audit	
October		Distraacted Driving & Distracted pedestrians	Fire Safety / Fire Extinguisher Training	Fire Safety / Fire Extinguisher Training	Facility inspection Review & Update Facility Emergency Action Plan (Safety Policy #21)	Safety Stand Down October 7th "Destination Zero is our Goal"
November		Adverse Weather	Emergency Action Plan/ Fire Drill / Security Awareness	Emergency Action Plan/ Fire Drill / Security Awareness	Facility Inspection Conduct Annual Fire Drill	
December		Defensive Driving & Pedestrians	Customer Service & De-escalation Strategies	Housekeeping	Facility Inspection OSHA Log Review Q4 Self-Audit	Safety Stand Down December 12th "- 2 Days of Safety"



## 2024 MV Safety Calendar Weekly Fundamental

	Week 1	Week 2	Week 3	Week 4	Week 5
<b>January</b>	Square Your Turns	Penguin Shuffle	Following Distance in Adverse Conditions	3 Points of Contact	Adverse Weather Precautions
<b>February</b>	Reference Points	Right Side Fixed Objects	Person First	4 Down, 3 Around	
<b>March</b>	3 Zones of an Intersection - Green Zone	3 Zones of an Intersection - Yellow	National Drug & Alcohol Facts Week	3 Zones of an Intersection - Red Zone	
<b>April</b>	Safety 360	Emergency Vehicle Evacuation	Distracted Driving	Distracted Pedestrians	
<b>May</b>	Hydration	Reference Points	Right Side Fixed Objects	Mirrors 101	Rollaway Prevention
<b>June</b>	National Safety Month Week 1 (NSC.org)	National Safety Month Week 2 (NSC.org)	National Safety Month Week 3 (NSC.org)	National Safety Month Week 4 (NSC.org)	
<b>July</b>	4th of July Safety	The Best Customer Experience	Safe On, Safe Off	How May I Assist you?	Look, Think, Plan
<b>August</b>	Start Safe - Pre-trip inspections	Back to School Back to Basics	BTS - Sharing The Road/ Ped Bicyclist	Proper Bending / Lifting	
<b>September</b>	Pedestrian Safety	3-Zones of the intersection	Expect the Unexpected with Pedestrians	15 Second Eye-Lead Time	
<b>October</b>	Fire Safety	Cognitive Distractions	National School Bus Safety Week	Destination Zero	Halloween Safety
<b>November</b>	National Drowsy Driving Week	Following Distance in Adverse Conditions	Thanksgiving Safety	Security Awareness	
<b>December</b>	12 Days of Safety	Penguin Shuffle	Distracted Driving	Safety 360	

# Attachment F

## MV Transportation Division 239 Safety Committee Membership

Name	Title
Sheralee Malverty	<i>General Operations Manager</i>
Meghan Maglio	<i>Safety Manager</i>
Mohamed Yohan	<i>Road Supervisor</i>
Jacques Dantec	<i>Putnam Area Rapid Transit (PART) Driver</i>
Tonianne Smith	<i>Early Intervention (EI) Pre-K Monitor</i>
Willi Guzman	<i>Mechanic</i>

*\*MV Transportation Safety Committees first established in 1975 along with company\**

*\*Division 239 Safety Committee newly revitalized in November 2021\**

*\*The Safety Committee meets on a quarterly basis\**

### Duties

#### Covid Period

- Monitor COVID-19 levels and adjust routes/employee coverage accordingly.
- Purchase and distribute PPE supplies to employees, management representatives, and riders as needed.
- Identify and isolate infected individuals discretely and in compliance with State and CDC guidelines.

#### Quarterly Reviews

- Meet quarterly and as needed.
- Staff evaluate the building and bus yard for safety hazards that need addressing.
- Staff document and discuss additional concerns.
- Staff document meeting notes and then post to employee bulletin boards.
- Provide mandatory monthly training and “safety blasts” to all operators.
- Mitigate both pedestrian and vehicular accidents and identify ineffective strategies.
- Monitor safety statistics.
- Identify safety deficiencies for continuous improvement.
- Review and set performance targets and goals on an annual basis.



## **Diane Schonfeld**

---

**From:** Barbara Barosa  
**Sent:** Tuesday, May 7, 2024 12:28 PM  
**To:** Diane Schonfeld  
**Cc:** Diane Trabulsy; Matthew Covucci; Vincent Tamagna; Ilona Campo; Compton Spain  
**Subject:** RE: Putnam County Public Transportation Agency Safety Plan  
**Attachments:** Resolution-PTASP Submission-May 16, 2024.docx; Putnam County PTASP 2024 DRAFT (002).docx

Good Afternoon Diane,

Attached please find a proposed Resolution and supporting documentation for Putnam County's Public Transportation Agency Safety Plan respectfully requested to be placed on the next Physical Services Meeting agenda for the Legislature's review/consideration.

Thank you,  
Barbara

*Barbara Barosa, AICP, Commissioner  
Putnam County Department of Planning, Development and Public Transportation  
841 Fair Street  
Carmel, NY 10512  
845-878-3480 x48107*

MICHAEL J. LEWIS  
Commissioner of Finance



cc All  
Phys 5-16-24  
Audit  
5-23-24  
Reso  
#6

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

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

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

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

<u>CAPITAL FUND:</u>			
<b>INCREASE APPROPRIATIONS:</b>			
55197000 53000 52415	CAPITAL EXPENDITURES (SAM GRANT - SOLAR CARPORT)		\$ 115,284.00
<b>INCREASE ESTIMATED REVENUES:</b>			
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>			
<b>INCREASE APPROPRIATIONS:</b>			
10199000 59020	TRANSFER OUT - CAPITAL		\$ 15,284.00
<b>DECREASE APPROPRIATIONS:</b>			
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 invoice date). **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				
<b>Project Costs / Tasks</b>				
	Documentation Type (Invoice, A/C/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>

Loans / Line of Credit

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).



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](mailto:callcenter@dasny.org) with your requested timeline for submission.***
- *If the information is not returned in a timely manner, or documentation is incomplete, your Grant will be delayed as DASNY generally reserves the right to request updated documentation throughout the administrative process to ensure the required reviews are based on accurate information.*
- *If there are any changes to the contact information for the primary contact for your organization, the authorized officer contact information, or change in your organizational address – please email ([callcenter@dasny.org](mailto: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](http://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](mailto: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](mailto: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 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.

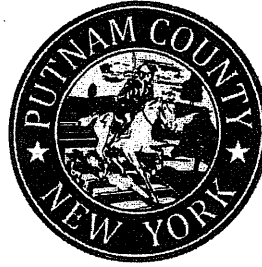
**Please sign and return this document to DASNY by either signing pen to paper and sending the pdf OR by typing your full name into signature line(s) below as indicated. Please return these documents to [callcenter@dasny.org](mailto:callcenter@dasny.org) from the Grantee's organizational email address 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

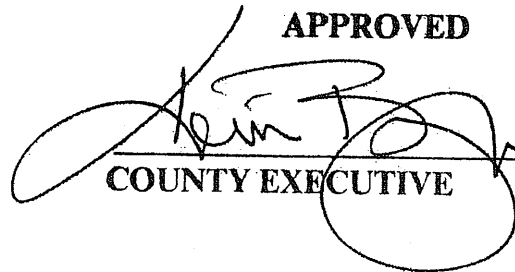
WHEREAS, there is no matching fund requirement by the County to accept the SAM Crest grant for the Project; now therefore be it

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

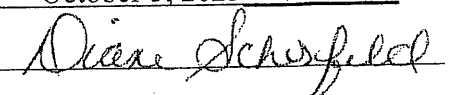
State of New York

ss:

County of Putnam

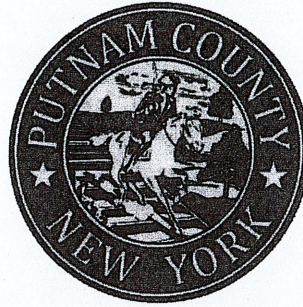
I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on October 3, 2023.

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  
Phys 5.16.24  
A+A 5.23.24  
RCSO  
#7

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: 'our KRAIK CC:TF JobB BROWN H AH'

RECEIVED PUTNAM COUNTY

April 30, 2024

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, \$158 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.r08.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  
First Deputy Commissioner of Finance

cc: all  
Phy 55-1624  
A+A 5-23-24  
Reso #8

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 1:57  
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 Department of Public Works budget.

**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 memo.

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	\$ -						
<b>Total Materials:</b>			<i>1,560.08</i>						
<b>Equipment/Labor:</b>						<b>Total</b>	0	\$4,996.00	
Notes:							<b>Administrative Fee</b>	\$350.00	
							<b>Material:</b>	\$1,560.08	
							<b>Equip/Labor:</b>	\$4,996.00	
							<b>Total:</b>	\$6,906.08	
<i>Doc Accident 11/21/23 ✓</i>									



## PC DPW INSURANCE CLAIM RECEIPT 2024

NAME OF ROAD	Description	TOTAL PAYMENT TO BE RECEIVED			ACCOUNT
		\$7,723.40			
PEEKSKILL HOLLOW RD & JEANNE Dr.	REIMBURSEMENT FOR GUIDERAIL REPAIR				
	INCREASE EXPENSES:		LABOR	\$4,996.00	5110 54647
			MATERIALS	\$2,377.40	5110 54410
			ADMIN	\$350.00	5110 54647
				\$7,723.40	

TRANSMITTAL DATE

4/15/24

**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				
<b>Total Materials:</b>			<i>2,377.40</i>		\$832.66		

**Total**

0      \$4,996.00

**Equipment/Labor:**

Administrative F \$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

1/12/24

**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 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

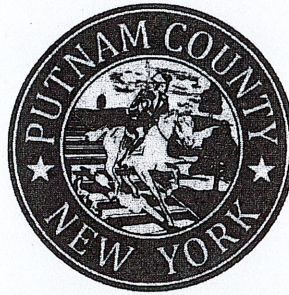
<b>Road Name:</b>		CROTON FALLS RD & SANDY ST						
<b>Police Report #</b>		BL-01048-24					1/12/24	
							Date: 12/01/2024	
Materials Description	Quantities:	Material Cost	Total:	Equipment Description	Equip Cost Per Hr.	Hrs. Of use	Cost:	Total
Box Beam	1	\$916.80	\$ 916.80	(1) Post Pounder W/2 Operators	\$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					
<b>Total Materials:</b>			#####					
			1995.95	<b>Total</b>		0	\$4,996.00	
<b>Equipment/Labor:</b>								
<b>Notes:</b>							Administrative Fee \$350.00	
							Material: \$1,995.95	
							Equip/Labor: \$4,996.00	
							<b>Total: \$7,341.95</b>	

*Does Not include*

*\$6,991.95*



MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

cc:all  
Phys 5.14.24  
A+A 5.23.24  
Reso #9

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

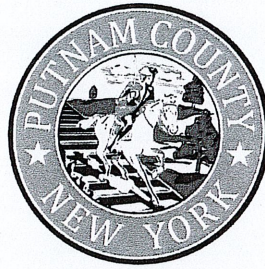
This Resolution is required to close out various CP projects and transfer to the Capital Project reserve for future projects.

Please forward to the appropriate committee.

24T092



Phyp Mtg. CC  
May 5-16-24 APPROVAL  
# 10



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

2024 MAY - 9 AM 10:50  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

MEMORANDUM

TO: Diane Schonfeld, Clerk, County Legislature

FROM: Alexis M. Hawley, Assistant Supervisor of Planning & Design  
*AMH*

CC: Thomas Feighery, Commissioner  
Joseph Bellucci, Deputy Commissioner  
Michael Lewis, Commissioner of Finance

DATE: May 8, 2024

RE: Physical Services – 24CP03 – Park Director’s House Repairs & Improvements – State of Good Repair

---

Please approve the necessary resolution to authorize 24CP03 in an amount not to exceed \$15,000.

Last year, a programmatic need for facility improvements was established and the Board authorized funding for repairs and improvements to several County facilities. In continuance of that program, an assessment was made of the Park Director’s house and it was determined that elements of the building envelope such as siding, soffit/fascia, gutters and windows need replacement. Also, the front entry stairs are in need of structural repair or replacement.

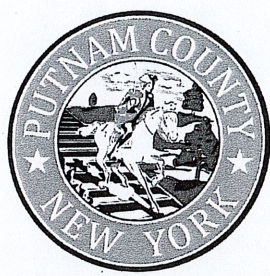
The estimate reflects the plan to utilize department staff to accomplish this work in-house. These repairs and improvements will not only improve the aesthetics but will also harden the building envelope and increase energy efficiency.

We respectfully request your authorization of the funds necessary to continue our programmatic work to keep our facilities in a state of good repair.

Thank you for the consideration.



cc All  
Phys 5.16.24  
APPROVAL  
Reso #11



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

2024 MAY 10 AM 2:00  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

**MEMORANDUM**

TO: Diane Schonfeld, Clerk, County Legislature

FROM: Alexis M. Hawley, Assistant Supervisor of Planning & Design *AMH*

CC: Thomas Feighery, Commissioner  
Joseph Bellucci, Deputy Commissioner  
Michael Lewis, Commissioner of Finance

DATE: May 10, 2024

RE: Physical Services – 24CP04 – Stockpile Building & Grounds  
Improvements – State of Good Repair

---

Please approve the necessary resolution to authorize 24CPO4 in an amount not to exceed \$200,000.

The County's stockpiles (Putnam Lake, Sodom Road, 6N, Cold Spring, Putnam Valley, Fair Street) are critical to DPW's operations year round and must be kept in a state of good repair. Continuing with the facilities condition assessment program, we evaluated the condition of our stockpiles and determined that various repairs and improvements are necessary at all locations. Attached is a list of intended repairs and estimated costs per stockpile location.

We respectfully request your authorization of the funds necessary to continue our programmatic work to keep all of our County facilities in a state of good repair.

Thank you for the consideration.

PUTNAM LAKE:

Task	Estimated Amount
Gate Repairs	15k
Salt Building Carpentry Repairs	10k
LED Lighting	\$2,500
Painting	\$2,500
Paving	\$25k
<b>Total</b>	<b>\$55k</b>

SODOM RD:

Task	Estimated Amount
Gate Repair	\$15k
LED Lighting	\$2,500
Fuel Station Carpentry	\$5k
Salt Building Section Repair	\$45k
Painting	\$2,500
Paving	\$25k
<b>Total</b>	<b>\$95k</b>

COLD SPRING:

Task	Estimated Amount
LED Lighting	\$2,500
Salt Building Texture 111 Carpentry	\$5k
Paving	\$25k
<b>Total</b>	<b>\$32,500</b>

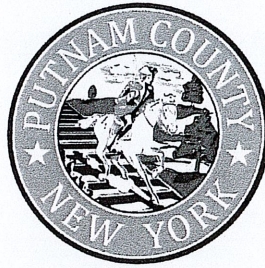
6N:

Task	Estimated Amount
Gate Repair	\$15k
LED Lighting	\$2,500
<b>Total</b>	<b>\$17,500</b>

**TOTAL- \$200,000**



Joseph Bellucci  
Deputy Commissioner



Thomas Feighery  
Commissioner

Prep. mtg  
May 5-16  
APPROVAL

Reso → #12

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

2024 MAY - 9 AM 10:50  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

**MEMORANDUM**

TO: Diane Schonfeld, Clerk, County Legislature

FROM: Alexis M. Hawley, Assistant Supervisor of Planning & Design  
AMH

CC: Thomas Feighery, Commissioner  
Joseph Bellucci, Deputy Commissioner  
Michael Lewis, Commissioner of Finance

DATE: May 8, 2024

RE: Physical Services – 24CP05 – New Courthouse Boiler Replacements

Please approve the necessary resolution to authorize 24CP05.

The two existing boilers at the New Courthouse have been deemed irreparable. While the Facilities Division has undertaken efforts to repair the boilers in the past and kept them operational, recent cracking is too large and extensive to repair.

DPW is proposing to replace the two existing cast iron boilers with a single steel commercial boiler. Although redundancy will be lost, the steel boiler will provide the same energy output as was being supplied by the two failed boilers. It will also not be prone to the cracking that caused the recent failure.

DPW is proposing to do the work with County forces and was advised that replacement costs may be upward of \$300,000. DPW is awaiting a firm quote and will update the Board when it is received.

We respectfully request your authorization of the funds necessary to replace the boilers so that the new system is in place ahead of the Fall heating season.

Thank you for the consideration.