

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 Gouldman, Legislators Castellano, & Montgomery)**

**Monday** 6:30p.m. **December 18, 2023**

**(Protective Services To Immediately Follow)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/ Physical Services Meeting Minutes/ October 12<sup>th</sup> and November 16, 2023**
- 4. Approval/ Budgetary Amendment 23A072/ Repurpose of US Department of Transportation, Federal Transit Administration Remaining Section 5339 Funds/ (FFY2015 NY & Danbury, CT)/ Supplement Funding For Access to Empire State Trail Project/ Commissioner of Finance Michael Lewis**
- 5. Approval/ Budgetary Amendment 23A074/ Reimbursement from State Farm Mutual Automobile Insurance Company/ Damage to Guide Rail on Stoneleigh Avenue/ Risk Manager Mat Bruno**
- 6. Approval/ Budgetary Amendment 23A075/ Funding from New York Metropolitan Transportation Council (NYMTC) Regarding Federal Transit Funding for Federal Fiscal Year 2023/ Commissioner of Finance Michael Lewis**
- 7. Approval/ Budgetary Amendment 23A085/ Funding for the Sprout Brook Road Bridge Replacement Project/ Deputy Commissioner of DPW Joseph Bellucci**

- 8. Approval/ Budgetary Amendment 23A086/ Coronavirus Response and Relief Supplemental Appropriations Act and NY & CT American Rescue Plan Act Funding to Support Transit Operations and Maintenance at Aging Transit Facility/ Commissioner Department of Planning, Development and Public Transportation Barbara Barosa**
- 9. Approval/ Authorizing the Implementation of Funding in The First Instance 100% of the Federal-Aid and State “Marchiselli” Program-Aid Eligible Costs of a Transportation Federal – Aid Project, and Appropriating Funds for the Construction and Construction Inspection Phases for the Completion of PIN 8757.48 – Peekskill Hollow Road Renovation Project/ Commissioner of DPW Thomas Feighery**
- 10. Approval/ Budgetary Amendment 23A088/ Distribution of Congested Mitigation and Air Quality Improvement (CMAQ) Funds in connection with the Peekskill Hollow Road Renovation Project/ Commissioner of Finance Michael Lewis or Director of Purchasing John Tully**
- 11. Approval/ Capital Project – 23CP18/ Purchasing Department Offices Renovation/ Commissioner of DPW Thomas Feighery**
- 12. Approval/ Capital Project – 23CP19/ Tilly Foster Farm Building #6 (the Cantina)/ Funding for the Demolition, Razing of Building #6 and Related Site and Utility Work/ Commissioner of Department of Public Works Thomas Feighery**
- 13. Approval/ Grant Application/ State and Municipal Facilities Grant Program/ Putnam County Office Building ADA Compliant Ramp/ No Matching Funds/ Commissioner Department of Planning, Development and Public Transportation Barbara Barosa**
- 14. Approval/ Adoption Putnam County Complete Streets Policy/ Commissioner Department of Planning, Development and Public Transportation Barbara Barosa**
- 15. Approval/ Putnam County’s Proposed Program Plan in Conformance With and As Required by the U.S. Department of Transportation and Title VI Regulations/ Commissioner Department of Planning, Development and Public Transportation Barbara Barosa**
- 16. Other Business**
- 17. Adjournment**

see  
PMP 12/18  
#3

**PHYSICAL SERVICES COMMITTEE MEETING  
BUDGET MEETING  
HELD IN ROOM 318  
PUTNAM COUNTY OFFICE BUILDING  
Members: Chairman Gouldman Legislators Castellano & Montgomery**

**Thursday**

**October 12, 2024**

The meeting was called to order at 7:30PM by Chairman Gouldman who led in the Pledge of Allegiance. Upon roll call Legislators Castellano, Montgomery and Chairman Gouldman were present.

**Item #3 - 2024 Budget Review**

**Veterans Home - 6511 (page 183)**

Chairman Gouldman welcomed Putnam County Veterans Agency Deputy Director Art Hanley.

Putnam County Veterans Agency Deputy Director Art Hanley stated their budget is level. He explained there is one vacant room at this time, that is why there is a reduction in the Veterans Home Rental line – 412891 page 183.

Commissioner of Finance Mike Lewis stated this department is giving approximately \$18,000 return to the County budget.

Putnam County Veterans Agency Deputy Director Art Hanley recognized and expressed sincere appreciation for the several outside agencies that devote a great deal of time and effort to the beautification and running of the Veterans Home. He concluded by stating the County's Department of Public Works does a fantastic job. He stated they are always so responsive to their calls.

proof

Legislator Castellano stated the Putnam County Veterans Home is the only Veterans County owned facility in New York State and he is very proud of that.

Legislator Sayegh questioned if this Veterans Home is only for men.

Putnam County Veterans Agency Deputy Director Art Hanley stated there is one room that has its own bathroom, and it was constructed in the event there was ever a female veteran who qualified. He stated that has never been the case to date.

Legislator Montgomery questioned if home health care is permitted in the Veterans Home.

Putnam County Veterans Agency Deputy Director Art Hanley stated occasionally Veterans have come back from the hospital and have needed a Visiting Nurse for a period of time. He stated the rules are if a Veteran needs care on a regular basis, they need to find a new place. He stated if that does occur, even though a Veteran has a Lease, they are released from that Lease.

**Highway Engineering – 1440 (page 37 - 38)**

Chairman Gouldman welcomed Deputy Commissioner Department of Public Works (DPW) Joe Bellucci, DPW Accountant Kerriane Knapp and Associate Account Clerk Melissa Kishbaugh.

DPW Deputy Commissioner Joe Bellucci stated on page 37 – 54782 Software Accessories has increased to \$17,500. He explained it is as of a result of the pavement asset management contract with a consultant. He explained the increase on page 37- 54385 Uniforms is because of the rebranding of the department to Department of Public Works. He stated the uniforms and apparel had to be updated. He stated the Education and Training on page 37 - 5464 has increased due to the addition of staff members to the Engineering Department. He stated the increase in the Software Accessories line on page 37 – 54782 is because of the Department of Environmental Conservation's (DEC) new mandates that require testing of new parameters, and the County has to pay the cost of the said samples. He clarified the funding for the Software Accessories was moved from the Miscellaneous line, page 37- 54989, where it originally was, to the Software Accessories line.

**Highways & Facilities – 1490 (page 43 – 44)**

Legislator Montgomery stated she is a proponent of continuing education. She explained she is happy to see that funding has increased here. She stated she was concerned to see that it was reduced in the Department of Social Service. She questioned if this is mandated education.

Deputy Commissioner DPW Joe Bellucci stated that some of the training is mandated. He stated also much of the training, which it is beneficial also allows for networking opportunities which is valuable.

Legislator Crowley questioned if CDL training is included.

Deputy Commissioner DPW Joe Bellucci stated that the County now has an employee who is qualified to handle a lot of the CDL training in-house.

Legislator Nacerino noted that the Education and Training has increased, yet the Travel line on page 43 – 54675 has been reduced, will that be sufficient.

Deputy Commissioner DPW Joe Bellucci stated they do believe it will be. He explained with the combination of some of the training being done on-line and encouraging carpooling for off-site training they believe the \$200 will cover the travel costs.

**Central Services – 1610 (page 45 – 46)**

Director of Purchasing John Tully stated the big focus in the Central Services section of the tentative 2024 budget is the centralization of certain expenses such as: IT Department, the Computers and Security Monitoring. He stated electric, natural gas, copiers, and gasoline are all now in the Central Services Budget. He stated as you have reviewed the different Departments you have seen those expenses zeroed out for 2024, and that is because those costs were centralized to the Central Services Budget. He stated this was done because the Administration believes it will allow efficient management of the procurement of said expenses and provide the Legislature with much more information. He stated he had brought with him information related to the County's Gasoline budget line for 2024.

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

Director of Purchasing John Tully explained in the past when reviewing the gasoline purchase of the County the dollar amount is what was reviewed. He stated now there will be a focus on two (2) mechanisms for the purchase of gasoline: 1) is through the WEX program, and he spoke to that program and its advantages. 2) The County purchases gasoline in bulk. He stated that gasoline is primarily used by the Department of Public Works, and he spoke to that. He concluded that through the Administration review and research they derived that the bulk purchase will cost \$157,500 and the WEX program will cost \$544,000, hence the tentative 2024 Gasoline Budget of \$701,500. He continued to speak to the information that is gathered when an employee uses the WEX card to purchase gasoline is used at the gas station: the card number, which identifies the employee, the plate number of the vehicle, how many gallons were purchased, the net cost, the gas station it was purchased at. He stated there are about 36 different attributes that are recorded. He explained the value of the information gathered. He stated they have an estimate of the gasoline used by each Department. He stated this type of detail and granular type of information is available for all of the expense categories that are centralized in the Central Services Budget.

Chairman Gouldman stated this makes good senses and believes it is good planning.

Legislator Crowley questioned with the new leased vehicles, which are bigger than the vehicles the County used to have. She questioned what is the difference in gas costs from last year to this year.

Director of Purchasing John Tully stated he will provide that information to Legislator Crowley and the Legislature. He spoke to the cost savings that have been resulted with the Enterprise Agreement the County has. He explained the revenues for certain leased properties such as CoveCare, Mental Health Facility, the sister facility to CoveCare and Camp Herrlich will be reviewed by the Asset Manager. He stated the Asset Manager will work as an intermediary and gather the respective information and make sure any lease that is in place has gone through the appropriate policies and procedures.

Legislator Nacerino inquired how the tracking and projection will be done moving forward.

Director of Purchasing John Tully spoke to the process.

Legislator Nacerino expressed her support for the consolidation of these items to the Central Services section of the budget.

Director of Purchasing John Tully stated he believes it will be advantageous to the Account Clerks and Fiscal Managers and to the Legislature. He stated he looks forward to working with the Legislature and providing detailed information to requests related to these expenses/revenues.

**Maintenance & Facilities- 5111 (page 138-140)**

Commissioner of Finance Mike Lewis stated as Director Tully explained the Rent items that were in this section of the budget in the past have been moved to the Central Services section, that is why they have been zeroed out.

Deputy Commissioner DPW Joe Bellucci stated there is an increase on page 138 – 52180 Other Equipment. He stated that is a reflection of the fact that the DPW is trying to handle more work in-house. He spoke and provided information on a few other items in that section of the budget.

**MTA Subsidy – 5635 (page 141)**

Commissioner of Finance Mike Lewis stated this is a mandatory cost. He stated he had not been notified that the amount was fluctuating in anyway, so the amount budgeted is the same \$380,276.

**Railroad Station Maintenance – 5640 (page 142)**

Commissioner of Finance Mike Lewis stated the County was able to secure two (2) years worth of Railroad Station Maintenance reimbursement through CARES (Coronavirus Aid, Relief, and Economic Security) Act which will result in a huge savings for the taxpayers.

**Parks & Rec – 7110 (page 207 - 211)**

Chairman Gouldman stated the next items overlap each other and will be addressed together.

**Tilly Foster – 10084000 (page 207 – 209)**

Legislator Montgomery requested on page 207 that Commissioner Lewis provide the Legislature a breakdown of the different rentals, page 207 – 412902 on the Tilly Foster Farm (Farm) Property and what is and is not included in their rent. She questioned if the County is planning to buy any more farm animals. She stated on page 207 – 54145 in 2023 \$2,500 was budgeted to date there has been \$200 spent.

Deputy Commissioner DPW Joe Bellucci stated there are no plans to purchase new animals and the balance of funds in that account will be returned to the general fund.

Legislator Montgomery spoke to the matter of the horses the County purchased in 2018, who were removed from the Farm. She stated she did request information on that from the past Administration but did not receive it. She stated then two (2) new horses appeared on the Farm. She stated there was no funding approved to purchase the existing horses. She stated although the County does not own these existing horses, the County is still paying for the Feed, Vet Bills and Services and County Employees are caring for the horses.

Chairman Gouldman requested that Deputy Commissioner DPW Joe Bellucci please research this matter and provide information related to Legislator Montgomery's points. He facilitated further discussion regarding the horses that were on the Farm and that are currently on the Farm.

### **Putnam Golf – 10085000 (page 209- 210)**

Legislator Montgomery questioned on page 209 – 54646 Contracts, who the Contracts are with and when do they expire.

Deputy Commissioner DPW Joe Bellucci stated there are (2) two Contracts: one (1) is for the golf side and it is with Troon Golf, who acquired Applied Golf and the second (2) is with Homestyle Catering who oversees the food side of the business.

Legislator Montgomery questioned when the contracts expire.

Director of Purchasing John Tully confirmed that Troon Golf took over the existing contract. He stated he will get back to the Legislature with the expiration information.

Legislator Ellner requested comment on page 209 – 54632 Wastewater Sewer Charges.

Deputy Commissioner DPW Joe Bellucci explained the County anticipates 75% reimbursement from the New York City Department of Environmental Protection.

### **Planning & Dev. – 8020 (page 227 – 228)**

Director of Purchasing John Tully stated because there was no appointed Commissioner in this department at the time that the compiling of the proposed 2024 budget needed to begin, he was requested to create the draft budget and he did. He stated both employees of the Department of Planning, Development and Public Transportation, Barbara Barosa and Vinny Tamagna assisted.

Legislator Montgomery questioned the increase in Furniture and Furnishing line on page 227 – 52110.

Director of Purchasing John Tully stated the existing County Planning building and furniture were purchased 30 plus years ago. He stated the replacement of the furniture began last year and

they would like to continue that into 2024. He stated furniture is not covered by the State or Federal Grant funding.

Legislator Montgomery stated last night the Probation Department spoke to the fact that they put funding in their 2024 budget to replace aging and damaged furniture. She stated the Probation department interacts with people from the public. She stated that funding was cut by the Administration.

Director of Purchasing John Tully stated from a procurement perspective, the Legislature will be contacted by the Administration to work together to address the issue of furniture before the end of 2023.

Legislator Montgomery made a motion to create a Climate Smart Coordinator Position with a stipend of \$15,000 in the Planning Department.

Interim Commissioner of the Department of Planning, Development and Public Transportation Barbara Barossa stated she and Transportation Manager Tamagna have been working on the Climate Smart Initiative. She stated also Ilona Campo in the Planning, Development and Public Transportation Department has been working on this. She explained the plan is to form a Climate Smart Committee within the next few weeks.

Legislator Montgomery stated she has a motion on the table.

Chair of the Legislature Paul Jonke stated the motion is out of order because what is being proposed is a Personnel Item that would need to be addressed at the Personnel Budget Meeting not at the Physical Services Budget Committee meeting.

**Forestry, Fish & Game (Page 233 8720)**

Chairman Gouldman requested that Commissioner of Finance Lewis speak to this.

Commissioner of Finance Mike Lewis stated this is an outside agency. He stated the budget is level funding, \$24,164.

Legislator Crowley questioned what they do.

Legislator Montgomery stated they stock ponds with fish and purchase pheasants for an annual pheasant hunt, and they have conservation initiatives.

**Soil & Water - 8745 (Page 234- 235)**

Director of Purchasing John Tully stated he worked with Interim Commissioner of the Department of Planning, Development and Public Transportation Barbara Barosa, Transportation Manager Vinny Tamagna and Neal Tolman the Soil & Water District Manager to prepare this budget. He stated that it is level other than the addition of \$10,000 on page 234 – 54554 Agricultural Board. He explained that is related to a potential change to the Farmland Protection



plan and a grant opportunity. He stated the grant would require a \$10,000 cash match and a \$40,000 in-kind match would be made up of personnel. He stated there will need to be some discussions between the Agricultural Board and the Legislature to determine that the County does want to update the plan next year. He stated the funding has been budgeted so the opportunity can be considered. He stated another item that had not been in this budget in prior years is \$3,000 on page 234 – 54783 Licensing Software. He explained that quote came for IT/GIS Director Lannon for GIS Software that is needed. He stated they have a temporary employee who manages all of the data that is collected through the many studies they conduct, and this software will be a valuable component to putting the data to use. He stated the GIS Software will also be used by DPW, IT/GIS and the Planning Department.

Interim Commissioner of the Department of Planning, Development and Public Transportation Barbara Barosa explained the Tree Program, page 234 – 54652 has a reduction in funding because in 2024 Cornell Cooperative Extension has agreed to do the program, which they have been running, for \$8,000.

Legislator Montgomery questioned why they agreed to do that.

Transportation Manager Tamagna stated in prior years the County would receive the revenue and do a lot more of the coordination. He stated it has been agreed that Cornell Cooperative Extension will get all of the revenue from the Tree Program.

Legislator Montgomery questioned why on Page 234 -54715 Improvements there is no funding. She stated with the severe storms we have had she would think funding would be required.

Director of Purchasing John Tully explained that when there is a project identified, it is brought to the Administration and the decision is made whether to move forward and transfer the funds from the reserve, which Commissioner Lewis manages.

Legislator Montgomery questioned why on Page 234 -54182 the Consultants budget line has no funding.

Transportation Manager Tamagna stated that works the same way as the Improvements. If the Soil and Water Board determines they need to bring a Consultant in, it is presented to the Administration to get the money from the reserve fund.

**All 02 County Road Fund Accounts (page 248)-** Duly Noted

**Traffic Control - 3310 (page 249) -** Duly Noted

**Maintenance Roads & Bridges - 5110 (page 250-251) -** Duly Noted

**Snow Removal 5142 (page 252) -** Duly Noted

**Snow Removal Sate – 5144 (page 253) -** Duly Noted

**All 03 Fund Accts Road Machinery – (page 254) - Duly Noted**

**Road Machinery – 5130 (page 255-256) - Duly Noted**

**Planning & Dev. All 09 Funds Transportation Fund – (257) - Duly Noted**

**Part Bus System – 5630 (page 258-259)**

Transportation Manager Tamagna stated County Executive Byrne is working on the plan to run a Patterson route, that will be piloted approximately June of 2024, it will be the PART 3 route. He stated the advancements and use of technology is resulting in a more efficient way of dispatching. He stated that is why there is an increase in the Leased Transportation budget line, page 258 – 54678. He stated they will be implementing an APC (Automatic Passenger Counter). He stated there will be infrared counters on each of the vehicles. He stated that will provide needed information for the National Transit Data Base Reports automatically, which will free up some of his time, which will be reallocated within the department.

Director of Purchasing John Tully explained they are working towards an initiative that will bring the customers payment method into the 21<sup>st</sup> century. He stated all of these advancements will help provide the required data for the Tri-Annual Review.

Legislator Montgomery questioned on page 258 – 54646 Contracts budgeted at \$100,000, what is that for.

Director of Purchasing John Tully explained that will cover the cost for the consultants that will work with the County related to implementing the cashless fare system, the demand response initiative and there is funding built in if there is an instance when matching funds are required for the grants that they seek.

Legislator Montgomery questioned related to page 259 – 54678 Leased Transportation, what is the name of the Company and when does the lease expire.

Transportation Manager Tamagna stated the company is MV Transit.

Director of Purchasing John Tully stated they have a five (5) year contract.

Transportation Manager Tamagna stated they are beginning their 2<sup>nd</sup> year of the five (5) year contract. He stated added to the five (5) years, per confirmation of the County, the contract allows for three (3) one (1) year extensions.

Chairman Gouldman facilitated brief discussion about the future of a feasibility study and demand response.

Legislator Montgomery concluded the discussion by requesting the west side of the County be included.

Director of Purchasing John Tully stated they still have a lot to learn about this work, through the RFP process and with the help of the consultant and they are confident they will narrow it down to the best plan for the residents of the County.

Legislator Ellner questioned the funding in the Temporary budget line on page 258 – 51094.

Transportation Manager Tamagna stated the Department is going through a lot of personnel changes. Commissioner Burosa was appointed just a few weeks ago. He stated the Temporary funding will give her some flexibility.

Legislator Crowley stated she is aware that there has been difficulty in hiring MV Transport drivers, who meet their requirements. She questioned if that has been resolved, in light of the discussion had tonight about piloting additional routes.

Transportation Manager Tamagna stated with the Demand Response, they permit the use of Taxis, Ubers, and Lyft. He stated the Demand Response follows the “closest vehicle” policy. He stated the County has a new Trolley that is a hybrid vehicle.

Legislator Nacerino questioned the Books & Supplements budget line on page 258 – 54313. She noted 2022 and 2023 had zero funding, this year the request is \$5,000.

Transportation Manager Tamagna stated it will cover dues and subscriptions. He stated he is not sure what the past Commissioner use to do.

**Capital Projects** - Duly Noted

**#4 Other Business** - None

**Item #4 - Adjournment**

There being no further business at 9:08PM Chairman Gouldman made a motion to adjourn; Seconded by Legislator Montgomery. All in favor.

Respectfully submitted by Deputy Clerk of the Legislature Diane Trabuuly.

Prep Mtg  
Dec 12/18  
#3

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

**Committee Members: Chairman Gouldman, Legislators Castellano & Montgomery**

**Thursday**

**November 16, 2023**

(Rules Mtg. Immediately Followed)

The meeting was called to order at 6:30p.m. by Chairman Gouldman and he led in the Pledge of Allegiance. Upon roll call, Legislator Castellano and Chairman Gouldman were present. Legislator Montgomery was absent. Chairman Gouldman stated Legislator Addonizio would be sitting as a member of the committee in Legislator Montgomery's absence.

**Item #3 - Acceptance/ Physical Services Meeting Minutes/ September 7, 2023**

Chairman Gouldman stated the minutes were accepted as submitted.

**Item #4 - Approval/ Fund Transfer 23T363/ Funds For Load Bank Tests Needed on Generators in 2023/ Department of Public Works Commissioner Thomas Feighery**

Chairman Gouldman stated Commissioner DPW Thomas Feighery and Acting Deputy Commissioner of DPW Joseph Bellucci were present to speak to agenda item #: 4 - 9.

Legislator Ellner questioned how many generators are included in this request.

Commissioner DPW Thomas Feighery stated 26 generators.

Chairman Gouldman made a motion to Approve Fund Transfer 23T363/ Funds For Load Bank Tests Needed on Generators in 2023; Seconded by Legislator Addonizio. All in favor.

**Item #5 - Approval/ Budgetary Amendment 23A070/ Additional Funding Needed to Continue Responding to the Flood Damage to Various County Roads Caused by the July 9<sup>th</sup> Storm/ Department of Public Works Commissioner Thomas Feighery**

Commissioner DPW Thomas Feighery stated the County has spent \$1million on repairs associated to flood damage throughout Putnam County. He stated the funding was approved by the Legislature at the August 2023 Full meeting, (R#160-2023). He stated the Department of Public Works (DPW) has been doing road repairs in accordance with FEMA's request and the required reports have been submitted. He stated the County should be receiving FEMA funds very soon. He stated a lot of the work was done in-house along with outside contractors. He

stated this request is for additional funding so they will be able to continue the work without delay.

Chairman Gouldman thanked Commissioner DPW Feighery for all of the quick responses and great work that was done in his Legislative District, which was severely impacted by the July 9th storm and for utilizing the DPW staff as much as possible, resulting in a cost savings to the County.

Chairman Gouldman made a motion to Approve Budgetary Amendment 23A070/ Additional Funding Needed to Continue Responding to the Flood Damage to Various County Roads Caused by the July 9<sup>th</sup> Storm; Seconded by Legislator Castellano. All in favor.

**Item #6 - Approval/ Budgetary Amendment 23A068/ Putnam County Golf Course Operational Funding through the End of the Year/ Finance Commissioner Mike Lewis**

Commissioner DPW Thomas Feighery stated he would like to mention that the Putnam County Golf Course had another stellar year, despite the 10 weeks in a row of rainy weekends. He stated this County facility will be the rollover center for the 911 Center in cases of emergency and it will be used for early voting in 2024. He stated it will be a multiuse County Facility, saving the County funding, because there will be no need to pay rent for an early voting location and it meets a program standard towards the County getting accredited on the emergency services side.

Chairman Gouldman stated his support of the County using the Putnam County Golf Course in varied ways, it speaks to its value.

Chairman Gouldman made a motion to Approve Budgetary Amendment 23A068/ Putnam County Golf Course Operational Funding through the End of the Year; Seconded by Legislator Addonizio. All in favor.

**Item #7 - Approval/ Amendment Additional Funds for 19CP09- Roof Repair and Replacement Program/ Department of Public Works Commissioner Thomas Feighery**

Commissioner DPW Thomas Feighery stated this request is to fund this budget line, so when there is a roof matter that needs to be addressed there will be no delay in doing it.

Chairman Gouldman made a motion to Approve Amendment Additional Funds for 19CP09- Roof Repair and Replacement Program; Seconded by Legislator Castellano. All in favor.

**Item #8 - Approval/ Amendment Additional Funds for 20CP04- Sidewalk and Stair Safety Repair Program/ Department of Public Works Commissioner Thomas Feighery**

Commissioner DPW Thomas Feighery stated this is a similar request as agenda Item #7 in that the funds being requested to replenish this budget line, which will allow the work to be done as needed. He stated keeping the County's sidewalks and stairways in good condition are a safety matter, and the County takes that very seriously. He stated in early spring of 2024, there are a few locations that have been identified and will be addressed.

Legislator Castellano questioned if any of this funding was earmarked for work on the Bike Path.

Commissioner DPW Thomas Feighery stated not at this time. He stated there are County Facilities with areas that have members of the public coming and going that need to be addressed.

Legislator Castellano stated along the Bike Path in Brewster these are some areas in need of tree trimming.

Commissioner DPW Thomas Feighery stated this past spring, there was some tree trimming done, and they will continue to do that work.

Legislator Castellano stated his appreciation and mentioned he did see an improvement in some of the areas as a result of the work that was done in the spring.

Chairman Gouldman made a motion to Approve Amendment Additional Funds for 20CP04-Sidewalk and Stair Safety Repair Program; Seconded by Legislator Castellano. All in favor.

**Item #9 - Approval/ Amendment Additional Funds for 22CP01- Flooring Repair & Replacement at Various County Facilities/ Department of Public Works Commissioner Thomas Feighery**

Commissioner DPW Thomas Feighery stated there was work done on replacing some old carpeting this year, and they would like to continue that effort. He stated that there will be work beginning in the County Office Building Lobby. He stated they will hang the past County Executive Plaques and modernize the look. He stated eventually they will be addressing the flooring in that entrance way.

Chairman Gouldman made a motion to Approve Amendment Additional Funds for 22CP01-Flooring Repair & Replacement at Various County Facilities; Seconded by Legislator Addonizio. All in favor.

**Item #10 - Approval/ SEQRA/ Negative Declaration/ Department of Public Works (DPW) Fair Street Maintenance Facility in Town of Patterson/ Planning, Development and Public Transportation Commissioner Barbara Barosa**

Commissioner Planning, Development and Public Transportation Barbara Barosa stated approval by the Legislature to serve as Lead Agency for this project, the Fair Street Maintenance Facility project at the October 3, 2023, Resolution #189, began the SEQRA Review process. She stated per the State law, the documents were circulated to specified parties for 30 days. She stated there was one (1) comment that came back from the NYC Department of Environmental Protection. She stated at this point there is no further environmental review needed.

Chairman Gouldman made a motion to Approve SEQRA/ Negative Declaration/ Department of Public Works (DPW) Fair Street Maintenance Facility in Town of Patterson; Seconded by Legislator Addonizio. All in favor.

**Item #11 - Approval/ Supplemental Agreement Contract for Putnam Moves Croton Falls Shuttle and Park & Ride Facilities/ Planning, Development and Public Transportation Commissioner Barbara Barosa**

Commissioner Planning, Development and Public Transportation Barbara Barosa stated this is an ongoing contract. She stated the County utilizes their PART Bus for the Croton Falls Shuttle. She stated this funding is a mechanism for the County to operate the PART Croton Falls Commuter Shuttle as well as maintain our Park and Ride facilities. She stated it is 100% funded by the State.

Legislator Castellano questioned if the new parking structure near the Croton Falls Train Station has had an impact on the ridership of the Shuttle.

Commissioner Planning, Development and Public Transportation Barbara Barosa stated there has been no adverse impact on the ridership. She stated she believes the convenience and cost for the riders of the Shuttle is a great attraction.

Chairman Gouldman made a motion to Approve Supplemental Agreement Contract for Putnam Moves Croton Falls Shuttle and Park & Ride Facilities; Seconded by Legislator Castellano. All in favor.

**Item #12 - Approval/ Conveyance of Parcels to Town of Kent Tax Map Nos. 22.-2-28 and 22.-2-29/ Sr. Deputy County Attorney Conor McKiernan**

Sr. Deputy County Attorney Conor McKiernan stated this request involves a conveyance of two (2) parcels, which are approximately 4 acres each, to the Town of Kent. He stated the County received the properties through tax foreclosure. He stated the parcels, if conveyed to the Town of Kent, would be limited in use to public use. He stated if approved there would be a deed restriction going forward. He stated if in the future a consideration to use the property for a private purpose, County approval would have to be received. He stated if this request is approved this would open an alternate route, that would bypass neighborhood of Ludington Court. He stated currently that neighborhood receives a lot of traffic going to the Kent Highway Department.

Legislator Addonizio questioned if this alternate route would also be used for the vehicle traffic that goes to the Kent Nursery.

Town of Kent Highway Superintendent Richard Othmer stated vehicle traffic for the Kent Nursery would not be able to use this alternate route. He stated if approved the approximate eight (8) acres would be used as a transfer place to store items before it can be used. He continued to speak to the Town of Kent's request.

Legislator Addonizio questioned if there is a need would the County be able to store their equipment there as well.

Town of Kent Highway Superintendent Richard Othmer stated yes.

Chairman Gouldman made a motion to Approve the Conveyance of Parcels to Town of Kent Tax Map Nos. 22.-2-28 and 22.-2-29; Seconded by Legislator Addonizio. All in favor.

**Item #13 - Approval/ Sale of Property to Contiguous Owners Pursuant to Chapter 31 of the Putnam County Code – Town of Kent Property Tax Map No. 33.42-2-54/ Sr. Deputy County Attorney Conor McKiernan**

Sr. Deputy County Attorney Conor McKiernan stated items #13, #14 & #15 concern parcels also received by the County through Tax Foreclosure. He stated they were put up for auction and failed to sell. He stated then the County received offers from the adjoining parcel owners to purchase said properties. He stated they consulted with the Director of Real Property and the Commissioner of Finance who both agreed it was in the best interest of the County to convey these parcels and have them merged with the adjoining parcels. He stated that way they are back on the Tax Roll and reduce the risk that they will be foreclosed on again in the future.



Chairman Gouldman made a motion to Approve Sale of Property to Contiguous Owners Pursuant to Chapter 31 of the Putnam County Code – Town of Kent Property Tax Map No. 33.42-2-54; Seconded by Legislator Castellano. All in favor.

**Item #14 - Approval/ Sale of Property to Contiguous Owners Pursuant to Chapter 31 of the Putnam County Code – Town of Kent Property Tax Map No. 33.80-1-9/ Sr. Deputy County Attorney Conor McKiernan**

Sr. Deputy County Attorney Conor McKiernan explained as stated under agenda item # 13, this is a parcel the County acquired through Tax Foreclosure. He stated it failed to sell at auction. He stated then the County received an offer from the adjoining parcel owner to purchase the property. He stated the Director of Real Property, and the Commissioner of Finance were consulted, and both agreed it was in the best interest of the County to move forward with the offer from the adjoining property owner.

Chairman Gouldman made a motion to Approve Sale of Property to Contiguous Owners Pursuant to Chapter 31 of the Putnam County Code – Town of Kent Property Tax Map No. 33.80-1-9; Seconded by Legislator Addonizio. All in favor.

**Item #15 - Approval/ Sale of Property to Contiguous Owners Pursuant to Chapter 31 of the Putnam County Code – Town of Kent Property Tax Map No. 22.74-1-88/ Sr. Deputy County Attorney Conor McKiernan**

Sr. Deputy County Attorney Conor McKiernan explained as stated under agenda item # 13, this is a parcel the County acquired through Tax Foreclosure. He stated it failed to sell at auction. He stated then the County received an offer from the adjoining parcel owner to purchase the property. He stated the Director of Real Property, and the Commissioner of Finance were consulted, and both agreed it was in the best interest of the County to move forward with the offer from the adjoining property owner.

Legislator Jonke explained these are substandard lots, they have no value to anyone, other than the contiguous landowner. He stated getting it off the County's records is an advantage for the County.

Chairman Gouldman made a motion to Approve Sale of Property to Contiguous Owners Pursuant to Chapter 31 of the Putnam County Code – Town of Kent Property Tax Map No. 22.74-1-88; Seconded by Legislator Castellano. All in favor.

**Item #16– Other Business - None**

**Item #17 - Adjournment**

There being no further business at 6:55P.M. Chairman Gouldman made a motion to adjourn;  
Seconded by Legislator Castellano. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

THE PUTNAM COUNTY LEGISLATURE

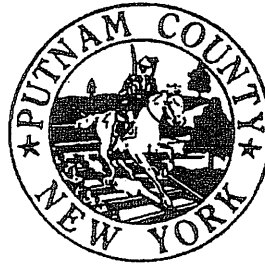
40 Gleneida Avenue

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 Gouldman, Legislators Castellano, & Montgomery)**

**Thursday**

**6:30.m.**

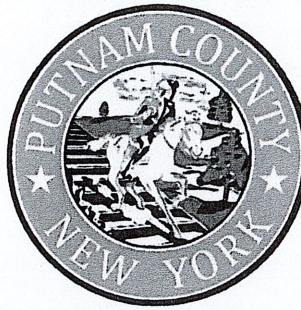
**November 16, 2023**

**(Rules Mtg. To Immediately Follow)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/ Physical Services Meeting Minutes/ September 7, 2023**
- 4. Approval/ Fund Transfer 23T363/ Funds For Load Bank Tests Needed on Generators in 2023/ Commissioner of Dept. of Public Works Thomas Feighery**
- 5. Approval/ Budgetary Amendment 23A070/ Additional Funding Needed to Continue Responding to the Flood Damage to Various County Roads Caused by the July 9<sup>th</sup> Storm/ Department of Public Works Commissioner Thomas Feighery**
- 6. Approval/ Budgetary Amendment 23A068/ Putnam County Golf Course Operational Funding through the End of the Year/ Finance Commissioner Mike Lewis**
- 7. Approval/ Amendment Additional Funds for 19CP09- Roof Repair and Replacement Program/ Department of Public Works Commissioner Thomas Feighery**
- 8. Approval/ Amendment Additional Funds for 20CP04- Sidewalk and Stair Safety Repair Program/ Department of Public Works Commissioner Thomas Feighery**

9. **Approval/ Amendment Additional Funds for 22CP01- Flooring Repair & Replacement at Various County Facilities/ Department of Public Works Commissioner Thomas Feighery**
10. **Approval/ SEQRA/ Negative Declaration/ Department of Public Works (DPW) Fair Street Maintenance Facility in Town of Patterson/ Planning, Development and Public Transportation Commissioner Barbara Barosa**
11. **Approval/ Supplemental Agreement Contract for Putnam Moves Croton Falls Shuttle and Park & Ride Facilities Planning, Development and Public Transportation Commissioner Barbara Barosa**
12. **Approval/ Conveyance of Parcels to Town of Kent Tax Map Nos. 22.-2-28 and 22.-2-29/ Sr. Deputy County Attorney Conor McKiernan**
13. **Approval/ Sale of Property to Contiguous Owners Pursuant to Chapter 31 of the Putnam County Code – Town of Kent Property Tax Map No. 33.42-2-54/ Sr. Deputy County Attorney Conor McKiernan**
14. **Approval/ Sale of Property to Contiguous Owners Pursuant to Chapter 31 of the Putnam County Code – Town of Kent Property Tax Map No. 33.80-1-9/ Sr. Deputy County Attorney Conor McKiernan**
15. **Approval/ Sale of Property to Contiguous Owners Pursuant to Chapter 31 of the Putnam County Code – Town of Kent Property Tax Map No. 22.74-1-88/ Sr. Deputy County Attorney Conor McKiernan**
16. **Other Business**
17. **Adjournment**

MICHAEL J. LEWIS  
Commissioner Of Finance



cc: all  
Phys  
ADA  
12/18/23  
Reso  
#4

SHEILA BARRETT  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

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

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

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

Capital Fund:

Increase (Decrease) Appropriations:

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

Increase (Decrease) Estimated Revenues:

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

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

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

Please forward it to the appropriate committee.

Approved

---

Kevin M. Byrne -County Executive

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

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

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

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

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

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

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

**FTA AWARD**

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

**Recipient Information**

Recipient Name: Putnam, County of

Recipient ID: 1795

UEI: GLN9KUJQKBB8

DUNS: 072709553

## **Award Information**

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

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

Award Start Date: 8/27/2018

Original Award End Date: 9/30/2018

Current Award End Date: 3/31/2024

Award Executive Summary: Amendment #03:

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

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

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

Amendment #02:

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

Amendment #01:

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



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

The breakdown for the federal funding sources are as follows:

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

The total Federal amount is \$526,682

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

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

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

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

### **Award Budget**

Total Award Budget: \$658,352.00

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

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

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

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

### **Award Budget Control Totals**

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

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

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

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

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

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

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

**Special Conditions**

There are no special conditions.

**FINDINGS AND DETERMINATIONS**

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

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

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

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

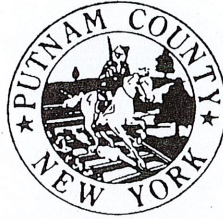
Upon full execution of this Grant Agreement by the Recipient, the Effective Date will be the date FTA or the Federal Government awarded Federal assistance for this Grant Agreement.

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

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

Executed By:

*Putnam, County of*



MICHAEL LEWIS  
Commissioner Of Finance

SHEILA BARRETT  
First Deputy Commissioner of Finance

cc:all  
Phys  
A+A  
12/15/23

RESO

#5

DEPARTMENT OF FINANCE

November 14, 2023

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

Dear Ms. Schonfeld

2023 NOV 22 PM 12:18  
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 2023 Department of Public Works budget:

**Increase Revenues:**

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

**Increase Expenses:**

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

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

**\$9,581.60**

2023 Fiscal Impact - 0  
2024 Fiscal Impact - 0

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

AUTHORIZATION:

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

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

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

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

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

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

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




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

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

**CONOR McKIERNAN**  
*Deputy County Attorney*

**DEPARTMENT OF LAW**

**MEMORANDUM:**

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

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

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

Please credit the Department of Public Works for this payment.

Thank you.

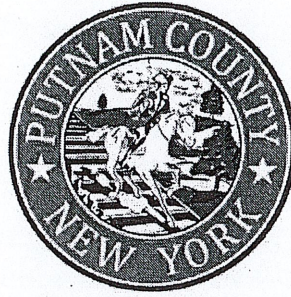
MCB/da

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

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

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

MICHAEL J. LEWIS  
Commissioner Of Finance



cc: all  
Phys 12/18  
A+A  
Reso  
#6

SHEILA BARRETT  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

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

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

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

Capital Fund:

Increase Appropriations:

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

Increase Estimated Revenues:

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

General Fund:

Increase Appropriations:

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

Increase Estimated Revenues:

10131000 424011	Interest and Earnings	\$ 7,950
-----------------	-----------------------	----------

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

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

Please forward it to the appropriate committee.

Approved

---

Kevin M. Byrne -County Executive

NEW YORK METROPOLITAN TRANSPORTATION COUNCIL

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

PROGRAM, FINANCE AND ADMINISTRATION COMMITTEE (PFAC)

RESOLUTION #560

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADOPTED: May 15, 2023

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

*Debra A. Nelson*

Debra Nelson, PFAC Chair





MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

cc: all  
Phys  
A+A  
12-18-23

Reso  
#7

DEPARTMENT OF FINANCE

MEMORANDUM

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

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

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

Capital Fund:

Increase Appropriations:

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

Decrease Appropriations:

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

Increase Estimated Revenues:

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

Decrease Estimated Revenues:

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

**General Fund:**

**Increase Estimated Revenues:**

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

**Decrease Estimated Revenues:**

10131000 449898 52201	Federal Aid - ARPA CFDA 21.027	\$	214,368
-----------------------	--------------------------------	----	---------

**Increase Appropriations:**

10990100 59020 51914	Sproutbrook Rd Bridge - Transfer out - Capital	\$	575,000
----------------------	--	----	---------

**Decrease Appropriations:**

10990100 59020 52201	Bridges & Culvert - Transfer Out - Capital	\$	214,368
----------------------	--	----	---------

Fiscal Impact - 2023 - \$ 0

Fiscal Impact - 2024 - \$ 0

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

Please forward it to the appropriate committee.

Approved

---

Kevin M. Byrne -County Executive

Joseph Bellucci  
Deputy Commissioner



Thomas Feighery  
Commissioner

DEPARTMENT OF PUBLIC WORKS

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

TO: William Gouldman  
Physical Chair, Putnam County Legislature

FROM: Joseph Bellucci  
Deputy Commissioner of DPW

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

DATE: September 1, 2023

RE: Physical Services Agenda

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

Thank you for your consideration with this matter.

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

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

MICHAEL J. LEWIS  
Commissioner Of Finance



cc: all  
Phys. 12/18/23  
A+PA  
Reso  
#8  
SHEILA BARRETT  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

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

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

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

**Capital Fund:**

**Increase Appropriations:**

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

**Decrease Appropriations:**

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

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

**Increase Estimated Revenues:**

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

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

**Decrease Estimated Revenues:**

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

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

Fiscal Impact - 2023 - \$ 0

Fiscal Impact - 2024 - \$ 0

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

Please forward it to the appropriate committee.

Approved

---

Kevin M. Byrne -County Executive



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

*www.putnamcountyny.com*

**841 Fair Street**  
**Carmel, NY 10512**

**Phone: (845) 878-3480**

**Fax: 845) 808-1948**

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

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

**DATE:** December 4, 2023

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

---

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

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

Thank you in advance for your consideration.

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

cc: all  
phys. 12/18/23  
# 9

**AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND STATE "MARCHISELLI" PROGRAM-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT, AND APPROPRIATING FUNDS THEREFORE.**

**WHEREAS, a Project for the Reconstruction of Peekskill Hollow Road and the Rehabilitation of Peekskill Hollow Road over Peekskill Hollow Creek (BINs 3345650, 3345680) in the Town of Putnam Valley, PIN 8757.48 (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds; and**

**WHEREAS, a Resolution No. 119 adopted by Putnam County on June 4, 2019 and a Resolution No. 160 adopted by Putnam County on October 6, 2020 approved and agreed to advance the Project by making a commitment of 100% of the non-federal share of the costs of construction and construction inspection work; and**

**WHEREAS, it was subsequently found necessary to increase the federal and non-federal share of construction and construction inspection work to complete the Project; and**

**WHEREAS, Putnam County desires to advance the Project by making a commitment of 100% of the federal and non-federal share of the costs of construction and construction inspection.**

**NOW, THEREFORE, the Putnam County Legislature, duly convened does hereby**

**RESOLVE, that the Putnam County Legislature hereby approves the above-subject Project; and it is hereby further**

**RESOLVED, that the Putnam County Legislature hereby authorizes Putnam County to pay in the first instance one hundred (100%) percent of the federal and non-federal share of the cost of Construction and Construction Inspection for the Project or portions thereof; and it is further**

**RESOLVED, that a sum of \$7,826,000 is hereby appropriated from the Putnam County capital budget line number 05 55197000 53000 50245 and made available to cover the cost of participation in the above phase of the Project; and it is further**

**RESOLVED, that in the event the full federal and non-federal share costs of the Project exceeds the amount appropriated above, the Putnam County Legislature shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Putnam County Executive thereof, and it**

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2023 DEC 11 PM 2:56



is further

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

**RESOLVED**, that the County Executive, with the advice and assistance of the County Attorney, is authorized to finalize and execute all necessary documents, including, without limitation, the State/Local Agreement, in connection with the Project; and it is further

**RESOLVED**, that in addition to the Putnam County Executive, the Commissioner of the Department of Public Works and the Commissioner of Finance are also hereby authorized, with the consent of the County Executive, to execute any necessary Agreements or certifications, on behalf of Putnam County, with New York State Department of Transportation in connection with the advancement or approval of the Project identified in the State/Local Agreement;

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

**RESOLVED**, this Resolution shall take effect immediately.

Vote:

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 \_\_\_\_\_.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

**Diane Schonfeld**

Clerk of the Legislature of Putnam County

## Diane Schonfeld

---

**From:** Alexis Hawley  
**Sent:** Monday, December 11, 2023 11:57 AM  
**To:** Diane Schonfeld  
**Cc:** Thomas Feighery; John Tully; Michael Lewis; Barbara Barosa  
**Subject:** December Physical Services  
**Attachments:** 23CP18 - Purchasing Department Renovations.pdf; 23CP19 - Tilly Foster Farm Building # 6 - The Cantina.pdf; RESOLUTION - PIN 8757.48 - Completion of Peekskill Hollow Road Reconstruction - Additional Funding Commitment - Final.doc

Diane:

Please find attached the requisite information for the following three items for consideration by the Physical Services Committee next week.

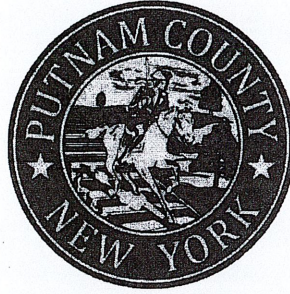
1. Resolution authorizing the supplemental implementation of funding for the Construction and Construction Inspection phases for the completion of PIN 8757.48 – Peekskill Hollow Road Reconstruction
4. 23CP18 – Purchasing Department Renovations
5. 23CP19 – Tilly Foster Farm Building #6 – “The Cantina”

Please do not hesitate to contact me with any questions you may have.

Thank you.

Alexis

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

cc: all  
phys  
ASA  
12/18/2023

Res  
#10

DEPARTMENT OF FINANCE

MEMORANDUM

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

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

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

**Capital Fund:**

**Increase Appropriations:**

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

**Decrease Appropriations:**

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

**Increase Estimated Revenues:**

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

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

**Decrease Estimated Revenues:**

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

***Fiscal Impact - 2023 - \$ 0***

***Fiscal Impact - 2024 - \$ 0***

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

Please forward it to the appropriate committee.

Approved

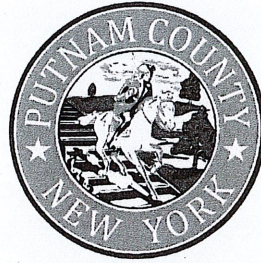
---

Kevin M. Byrne -County Executive



cc: all  
Phys 12-18-23  
Approval  
#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

2023 DEC 11 PM 2:56  
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  
John Tully, Director of Purchasing  
Michael Lewis, Commissioner of Finance  
DATE: December 11, 2023  
RE: Physical Services – 23CP18 – Purchasing Department Renovations

Please approve the necessary resolution to authorize 23CP18 in an amount not to exceed \$25,000.

The Purchasing Department in the County Office Building currently houses three offices and a shared space with the mailroom that is currently used as a conference room. With a new position forthcoming in 2024, there is a need for an additional office to accommodate the hire. The shared mailroom space will be converted to an office, the impacted mailroom will be updated and a new conference room will be formalized across the hall in Room 102, the space previously occupied by the County Clerk's office.

The renovations to these spaces may include but will not be limited to doors, lighting, blinds, ceiling tiles, HVAC, AV/IT, electrical, flooring, wall removal/installation.

We respectfully request your consideration.

Thank you.

## Diane Schonfeld

---

**From:** Alexis Hawley  
**Sent:** Monday, December 11, 2023 11:57 AM  
**To:** Diane Schonfeld  
**Cc:** Thomas Feighery; John Tully; Michael Lewis; Barbara Barosa  
**Subject:** December Physical Services  
**Attachments:** 23CP18 - Purchasing Department Renovations.pdf; 23CP19 - Tilly Foster Farm Building # 6 - The Cantina.pdf; RESOLUTION - PIN 8757.48 - Completion of Peekskill Hollow Road Reconstruction - Additional Funding Commitment - Final.doc

Diane:

Please find attached the requisite information for the following three items for consideration by the Physical Services Committee next week.

1. Resolution authorizing the supplemental implementation of funding for the Construction and Construction Inspection phases for the completion of PIN 8757.48 – Peekskill Hollow Road Reconstruction
4. 23CP18 – Purchasing Department Renovations
5. 23CP19 – Tilly Foster Farm Building #6 – “The Cantina”

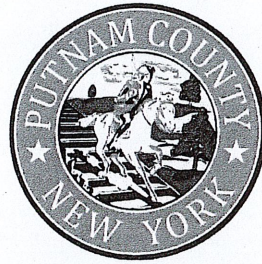
Please do not hesitate to contact me with any questions you may have.

Thank you.

Alexis

cc: all  
Phys 12/18/23  
Approval  
#12

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

2023 DEC 11 10 2:55  
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  
John Tully, Director of Purchasing  
Michael Lewis, Commissioner of Finance

DATE: December 11, 2023

RE: Physical Services – 23CP19 – Tilly Foster Farm Building #6 – “The Cantina”

---

Please approve the necessary resolution to authorize 23CP19 in an amount not to exceed \$25,000.

Resolution 187/23 authorized the lease of a portion of Tilly Foster Farm to Cornell Cooperative Extension. The Resolution acknowledged that the County had no public use for the Cantina (Building #6) and that in order to prepare the leased premises for the construction of the new Cornell Cooperative Extension facility, the Putnam County Department of Public Works must first demolish and raze the Cantina building.

Therefore, we are respectfully requesting the funding necessary for the demolition and razing of Building 6 along with the related site and utility work.

Thank you for the consideration.



## Diane Schonfeld

---

**From:** Alexis Hawley  
**Sent:** Monday, December 11, 2023 11:57 AM  
**To:** Diane Schonfeld  
**Cc:** Thomas Feighery; John Tully; Michael Lewis; Barbara Barosa  
**Subject:** December Physical Services  
**Attachments:** 23CP18 - Purchasing Department Renovations.pdf; 23CP19 - Tilly Foster Farm Building # 6 - The Cantina.pdf; RESOLUTION - PIN 8757.48 - Completion of Peekskill Hollow Road Reconstruction - Additional Funding Commitment - Final.doc

Diane:

Please find attached the requisite information for the following three items for consideration by the Physical Services Committee next week.

1. Resolution authorizing the supplemental implementation of funding for the Construction and Construction Inspection phases for the completion of PIN 8757.48 – Peekskill Hollow Road Reconstruction
4. 23CP18 – Purchasing Department Renovations
5. 23CP19 – Tilly Foster Farm Building #6 – “The Cantina”

Please do not hesitate to contact me with any questions you may have.

Thank you.

Alexis

From: Planning Dept. Commissioner Barosa  
12/6/23

cc: all  
Phys 12/18  
APPROVAL  
#13

**APPROVAL/ GRANT APPLICATION/ STATE AND MUNICIPAL FACILITIES GRANT PROGRAM/ PUTNAM COUNTY OFFICE BUILDING ADA COMPLIANT RAMP**

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 \$50,000 administered by the Dormitory Authority of the State of New York ("DASNY") for installation of an ADA compliant ramp at the County Office Building main entrance; and

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

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

RESOLVED, that the Legislature authorizes and approves the County's submission, by the Department of Planning, Development and Public Transportation, of its application for a \$50,000 grant administered through DASNY and awarded by the SAM Crest Facilities Grant Program for the Project; and be it further

RESOLVED, that this resolution shall take effect immediately.

2023 DEC -6 PM 1:35  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Rec'd from Planning Dept.  
Commissioner Barozza 12/7/23

cc: all  
Phys 12/18/23

#14

**APPROVAL/ ADOPTION/ PUTNAM COUNTY COMPLETE STREETS POLICY**

WHEREAS, Complete Streets are defined as comprehensive, integrated transportation networks with infrastructure and designs that enable safe and convenient travel along and across streets for all users, including pedestrians, bicyclists, people with disabilities, senior citizens, school bus riders, public transit users, motorists, emergency service providers, freight carriers, agricultural vehicles, etc.; and

WHEREAS, New York State passed the Complete Streets Law in 2011 that requires that Complete Streets design guidelines be considered for the planning, design, construction, and reconstruction of roadways receiving Federal and State funding; and

WHEREAS, Putnam County is aware that alternate modes of transportation are beneficial in that they promote physical fitness and reduce the emission of greenhouse gases; and

WHEREAS, Complete Streets support economic development, enhance community character, create equity, and improve health, safety, and livability over the long term; and

WHEREAS, under this policy, Putnam County shall foster partnerships with the State of New York, neighboring counties, and local municipalities to develop projects that further this policy; and

WHEREAS, Putnam County has and will continue to follow the NYSDOT Capital Projects Complete Streets Checklist and NYSDOT's Smart Growth Screening Tool for federally and state funded projects respectively; and

WHEREAS, the Complete Streets Policy encourages incorporating Complete Streets design practices, to the extent feasible, as a part of infrastructure planning, design, and maintenance for County projects; and

WHEREAS, an important component to the success of Complete Streets in Putnam County is ensuring that all county services and facilities are accessible as required by Title II of the Americans with Disabilities Act (ADA) of 1990; NOW THEREFORE BE IT

RESOLVED, that it shall be the policy of Putnam County in constructing and renovating county roadways to consider the feasibility of including features that would promote its use by and enhance the safety of pedestrians, bicyclists, people with disabilities, senior citizens, school bus riders, public transit users, motorists, emergency service providers, freight carriers, agricultural vehicles, etc. The governing authority of Putnam County hereby adopts the attached Complete Streets Policy; and BE IT FURTHER

RESOLVED, that this Resolution shall take effect immediately.

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2023 DEC - 7 PM 3: 28

# PUTNAM COUNTY COMPLETE STREETS POLICY

## **Policy**

According to the U.S. Department of Transportation, “Complete Streets are streets designed and operated to enable safe use and support mobility for all users. Those include people of all ages and abilities, regardless of whether they are travelling as drivers, pedestrians, bicyclists, or public transportation riders.” As such, it is the policy of Putnam County (hereinafter “the County”) to develop and maintain a safe, accessible, and equitable transportation network for people of all ages and abilities that facilitates effective use of all modes of transportation including driving, walking, bicycling, and public transportation.

## **Applicability**

This policy shall apply to the planning, designing, construction, operation, maintenance, and rehabilitation of all transportation related elements of projects involving County property or County funding, including streets, bridges, sidewalks, trails, and pathways. The successful implementation of this policy requires close communication between the Department of Public Works, Department of Planning, Development & Public Transportation, Department of Health, other related County departments, and New York State.

## **Design Process and Standards**

All physical projects undertaken or funded by the County shall be evaluated internally for adherence to this policy and incorporation of appropriate design standards, following the NYSDOT checklists (*see* Appendices A and B). Projects will be evaluated internally for opportunities to incorporate Complete Streets objectives and design principles. If Complete Streets objectives and design principles cannot be incorporated into the project, documentation to that effect shall be filed by the sponsoring department.

Projects will be designed to achieve the following design principles and objectives.

- a) Provide transportation options for people of all ages, physical abilities, and income levels.
- b) Enhance the safety and security of streets for all motorists, pedestrians, and cyclists.
- c) Promote connectivity between existing pedestrian and bicycle networks and public transit.
- d) Maximize infiltration of stormwater runoff and the enhancement of the streetscape through green infrastructure techniques wherever possible.

The following resources shall be used in developing design details and best management practices for Complete Streets:

- a) American Association of State Highway Officials (AASHTO) Guide for the Planning, Design, and Operation of Pedestrian Facilities
- b) Americans with Disabilities Act (ADA) Accessibility Guidelines
- c) Institute of Transportation Engineers (ITE) Traffic Calming Measures and Walkable Urban Thoroughfares
- d) Manual on Uniform Traffic Control Devices (MUTCD)

- e) National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide
- f) New York State Department of Transportation (NYSDOT) Complete Streets Standards
- g) Public Right-of-Way Accessibility Guidelines (PROWAG)

### **Performance Measures**

The County, coordinated by the Department of Public Works and the Department of Planning, Development & Public Transportation, shall develop performance measures to track the progress of this policy's implementation. Such measures shall be incorporated into relevant plans, manuals, policies, processes, and programs where applicable. These measures include, but are not limited to:

- a) Total miles of sidewalk on County owned and operated roads.
- b) Total miles of County owned bike paths.
- c) Total miles of County roadways with shoulder widths of four (4) feet or more.
- d) Number of PART/Croton Falls Shuttle/Seasonal Trolley (public transit) stops.
- e) Number of PART/Croton Falls Shuttle/Seasonal Trolley (public transit) stops accessible via sidewalks and curb ramps.

The Commissioner of Public Works shall prepare an annual report documenting compliance with this policy, citing any issues or opportunities for improvement.

### **Implementation**

The following Complete Street design methodology shall be considered for projects that the County undertakes or for projects that receive federal and/or state funding and/or have NYSDOT oversight:

- a) A project's compliance with this policy shall be determined based on completion of the NYSDOT Capital Projects Complete Streets Checklist and NYSDOT Smart Growth Screening Tool.
- b) The Department of Public Works, the Department of Planning, Development & Public Transportation, and other relevant County Departments will incorporate Complete Streets principles into existing procedures, programs, plans, manuals, checklists, regulations, and other processes where applicable.
- c) The Department of Public Works and Department of Planning, Development & Public Transportation will review, develop, and/or revise current design standards, guides, and policies.
- d) The County shall support staff professional development and training on Complete Streets principles.

### **Exemptions**

Capital road maintenance projects (e.g., repairs, resurfacing, pavement markings, overlays, etc.) are not exempt, as they may provide opportunities for improvements to shoulder widths and/or conditions, pavement markings, and signage. Exemption from the County's Complete Streets Policy may be considered when:

- a) The project under consideration is located where bicyclists and pedestrians are prohibited by law;
- b) The costs of providing accommodation are disproportionate to the need or probable use;
- c) The existing and planned population, employment densities, traffic volumes, or level of bus or train service around a particular Facility is so low as to demonstrate an absence of current and future need;
- d) Emergency or routine minor repairs are needed;
- e) There are comparable existing or planned accommodations near the project site;
- f) Design features would have an adverse impact on public safety; or
- g) In its review of a proposed project, the Department of Public Works and/or Department of Planning, Development & Public Transportation has determined that this Policy, in part or in its entirety, cannot be implemented.

# **APPENDIX A**

## **Capital Projects Complete Streets Checklist**

<b>PIN:</b>		<b>Project Location:</b>	
<b>Context:</b>	<input type="radio"/> Urban / Village <input type="radio"/> Suburban <input type="radio"/> Rural		
<b>Project Title:</b>			

**STEP 1- APPLICABILITY OF CHECKLIST**

<b>1.1</b>	Is the project located entirely on a facility where bicyclists and pedestrians are prohibited by law and the project does not involve a shared use path or pedestrian/bicycle structure? <i>If no, continue to question 1.2. If yes, <u>stop here</u>.</i>	<input type="radio"/> Yes <input type="radio"/> No
<b>1.2</b>	a. Is this project a 1R* Maintenance project? <i>If no, continue to question 1.3. If yes, go to part b of this question.</i>	<input type="radio"/> Yes <input type="radio"/> No
<b>1.2</b>	b. Are there opportunities on the 1R project to improve safety for bicyclists and pedestrians with the following Complete Street features? <ul style="list-style-type: none"> <li>• Sidewalk curb ramps and crosswalks</li> <li>• Shoulder condition and width</li> <li>• Pavement markings</li> <li>• Signing</li> </ul> Document opportunities or deficiencies in the IPP and <u>stop here</u> . * Refer to Highway Design Manual (HDM) Chapter 7, Exhibit 7-1 "Resurfacing ADA and Safety Assessment Form" under ADA, Pavement Markings and Shoulder Resurfacing for guidance.	<input type="radio"/> Yes <input type="radio"/> No
<b>1.3</b>	Is this project a Cyclical Pavement Marking project? <i>If no, continue to question 1.4. If yes, review <u>EI 13-021</u>* and identify opportunities to improve safety for bicyclists and pedestrians with the following Complete Streets features:</i> <ul style="list-style-type: none"> <li>• Travel lane width</li> <li>• Shoulder width</li> <li>• Markings for pedestrians and bicyclists</li> </ul> Document opportunities or deficiencies in the IPP and <u>stop here</u> . * EI 13-021, "Requirements and Guidance for Pavement Marking Operations - Required Installation of CARDS and Travel Lane and Shoulder Width Adjustments".	<input type="radio"/> Yes <input type="radio"/> No
<b>1.4</b>	Is this a Maintenance project (as described in the "Definitions" section of this checklist) and different from 1.2 and 1.3 projects? <i>If no, continue to Step 2. If yes, the Project Development Team should continue to look for opportunities during the Design Approval process to improve existing bicycle and pedestrian facilities within the scope of project. Identify the project type in the space below and <u>stop here</u>.</i>	<input type="radio"/> Yes <input type="radio"/> No

STEP 1 prepared by: _____	Date: _____
---------------------------	-------------

<b>STEP 2 - IPP LEVEL QUESTIONS (At Initiation)</b>	<b>Comment / Action</b>
---	-------------------------



2.1	Are there public policies or approved known development plans (e.g., community Complete Streets policy, Comprehensive Plan, MPO Long Range and/or Bike/Ped plan, Corridor Study, etc.) that call for consideration of pedestrian, bicycle or transit facilities in, or linking to, the project area? <i>Contact municipal planning office, Regional Planning Group and Regional Bicycle/Pedestrian Coordinator.</i>	<input type="radio"/> Yes <input type="radio"/> No	
2.2	Is there an existing or planned sidewalk, shared use path, bicycle facility, pedestrian-crossing facility or transit stop in the project area?	<input type="radio"/> Yes <input type="radio"/> No	
2.3	<p>a. Is the highway part of an existing or planned State, regional or local bicycle route? <i>If no, proceed to question 2.4. If yes, go to part b of this question.</i></p> <p>b. Do the existing bicycle accommodations meet the minimum standard guidelines of <u>HDM Chapter 17</u> or the AASHTO "Guide for the Development of Bicycle Facilities"? * <i>Contact Regional Bicycle/Pedestrian Coordinator</i></p> <p>* <i>Per HDM Chapter 17- Section 17.4.3, Minimum Standards and Guidelines.</i></p>	<input type="radio"/> Yes <input type="radio"/> No  <input type="radio"/> Yes <input type="radio"/> No	
2.4	Is the highway considered important to bicycle tourism by the municipality or region?	<input type="radio"/> Yes <input type="radio"/> No	
2.5	Is the highway affected by special events (e.g., fairs, triathlons, festivals) that might influence bicycle, pedestrian or transit users? <i>Contact Regional Traffic and Safety</i>	<input type="radio"/> Yes <input type="radio"/> No	
2.6	Are there existing or proposed generators within the project area ( <i>refer to the "Guidance" section</i> ) that have the potential to generate pedestrian or bicycle traffic or improved transit accommodations? <i>Contact the municipal planning office, Regional Planning Group, and refer to the CAMCI Viewer, described in the "Definitions" section.</i>	<input type="radio"/> Yes <input type="radio"/> No	
2.7	Is the highway an undivided 4 lane section in an urban or suburban setting, with narrow shoulders, no center turn lanes, and existing Annual Average Daily Traffic (AADT) < 15,000 vehicles per day? <i>If yes, consider a road diet evaluation for the scoping/design phase. Refer to the "Definitions" section for more information on road diets.</i>	<input type="radio"/> Yes <input type="radio"/> No	

<b>2.8</b>	Is there evidence of pedestrian activity (e.g., a worn path) and no or limited pedestrian infrastructure?	<input type="radio"/> Yes <input type="radio"/> No	
------------	---	--	--

**STEP 2** prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Bicycle/Pedestrian Coordinator has been provided an opportunity to comment:    Yes    No

**ATTACH TO IPP AND INCLUDE RECOMMENDATIONS FOR SCOPING/DESIGN.**

<b>STEP 3 - PROJECT DEVELOPMENT LEVEL QUESTIONS (Scoping/Design Stage)</b>			<b>Comment / Action</b>
<b>3.1</b>	Is there an identified need for bicycle/pedestrian/transit or "way finding" signs that could be incorporated into the project?	<input type="radio"/> Yes <input type="radio"/> No	
<b>3.2</b>	Is there history of bicycle or pedestrian crashes in the project area for which improvements have not yet been made?	<input type="radio"/> Yes <input type="radio"/> No	
<b>3.3</b>	Are there existing curb ramps, crosswalks, pedestrian traffic signal features, or sidewalks that don't meet ADA standards per <u>HDM Chapter 18</u> ?	<input type="radio"/> Yes <input type="radio"/> No	
<b>3.4</b>	Is the posted speed limit is 40 mph or more and the paved shoulder width less than 4' (1.2 m) (6' in the Adirondack or other State Park)? Refer to <u>EI 13-021</u> .	<input type="radio"/> Yes <input type="radio"/> No	
<b>3.5</b>	Is there a perceived pedestrian safety or access concern that could be addressed by the use of traffic calming tools (e.g., bulb outs, raised pedestrian refuge medians, corner islands, raised crosswalks, mid-block crossings)?	<input type="radio"/> Yes <input type="radio"/> No	
<b>3.6</b>	Are there conflicts among vehicles (moving or parked) and bike, pedestrian or transit users which could be addressed by the project?	<input type="radio"/> Yes <input type="radio"/> No	
<b>3.7</b>	Are there opportunities (or has the community expressed a desire) for new/improved pedestrian-level lighting, to create a more inviting or safer environment?	<input type="radio"/> Yes <input type="radio"/> No	
<b>3.8</b>	Does the community have an existing street furniture program or a desire for street appurtenances (e.g., bike racks, benches)?	<input type="radio"/> Yes <input type="radio"/> No	

3.9	Are there gaps in the bike/pedestrian connections between existing/planned generators? <i>Consider locations within and in close proximity of the project area. (Within 0.5 mi (800 m) for pedestrian facilities and within 1.0 mi (1600 m) for bicycle facilities.)</i>	<input type="radio"/> Yes <input type="radio"/> No	
3.10	Are existing transit route facilities (bus stops, shelters, pullouts) inadequate or in inconvenient locations? (e.g., not near crosswalks) <i>Consult with Traffic and Safety and transit operator, as appropriate</i>	<input type="radio"/> Yes <input type="radio"/> No	
3.11	Are there opportunities to improve vehicle parking patterns or to consolidate driveways, (which would benefit transit, pedestrians and bicyclists) as part of this project?	<input type="radio"/> Yes <input type="radio"/> No	
3.12	Is the project on a "local delivery" route and/or do area businesses rely upon truck deliveries that need to be considered in design?	<input type="radio"/> Yes <input type="radio"/> No	
3.13	Are there opportunities to include green infrastructure which may help reduce stormwater runoff and/or create a more inviting pedestrian environment?	<input type="radio"/> Yes <input type="radio"/> No	
3.14	Are there opportunities to improve bicyclist operation through intersections and interchanges such as with the use of bicycle lane width and/or signing?	<input type="radio"/> Yes <input type="radio"/> No	

STEP 3 prepared by:

Date:

Additional comments, supporting documentation and clarifications for answers in step 1, 2 or 3:

# **APPENDIX B**

## **Smart Growth Screening Tool**

# Smart Growth Screening Tool

PIN

Prepared By:

## Smart Growth Screening Tool (STEP 1)

**NYSDOT & Local Sponsors** – Fill out the Smart Growth Screening Tool until the directions indicate to **STOP** for the project type under consideration. For all other projects, complete answering the questions. For any questions, refer to Smart Growth Guidance document.

Title of Proposed Project:

Location of Project:

Brief Description:

A. Infrastructure:

**Addresses SG Law criterion a. –**

(To advance projects for the use, maintenance or improvement of existing infrastructure)

1. Does this project use, maintain, or improve existing infrastructure?

Yes

No

N/A

**Explain:** (use this space to expand on your answers above – the form has no limitations on the length of your narrative)

### Maintenance Projects Only

a. Continue with screening tool for the four (4) types of maintenance projects listed below, as defined in **NYSDOT PDM Exhibit 7-1 and described in 7-4:**

<https://www.dot.ny.gov/divisions/engineering/design/dqab/pdm>

- ☉ Shoulder rehabilitation and/or repair;
- ☉ Upgrade sign(s) and/or traffic signals;
- ☉ Park & ride lot rehabilitation;

# Smart Growth Screening Tool

---

- ☉ 1R projects that include single course surfacing (inlay or overlay), per Chapter 7 of the NYSDOT Highway Design Manual.

b. For all other maintenance projects, **STOP here**. Attach this document to the programmatic Smart Growth Impact Statement and signed Attestation for Maintenance projects.

For all other projects (other than maintenance), continue with screening tool.

## B. Sustainability:

---

NYSDOT defines Sustainability as follows: A sustainable society manages resources in a way that fulfills the community/social, economic and environmental needs of the present without compromising the needs and opportunities of future generations. A transportation system that supports a sustainable society is one that:

- ☉ Allows individual and societal transportation needs to be met in a manner consistent with human and ecosystem health and with equity within and between generations.
- ☉ Is safe, affordable, and accessible, operates efficiently, offers choice of transport mode, and supports a vibrant economy.
- ☉ Protects and preserves the environment by limiting transportation emissions and wastes, minimizes the consumption of resources and enhances the existing environment as practicable.

For more information on the Department's Sustainability strategy, refer to Appendix 1 of the Smart Growth Guidance and the NYSDOT web site, [www.dot.ny.gov/programs/greenlites/sustainability](http://www.dot.ny.gov/programs/greenlites/sustainability)

(Addresses SG Law criterion j: to promote sustainability by strengthening existing and creating new communities which reduce greenhouse gas emissions and do not compromise the needs of future generations, by among other means encouraging broad based public involvement in developing and implementing a community plan and ensuring the governance structure is adequate to sustain and implement.)

1. Will this project promote sustainability by strengthening existing communities?

Yes  No  N/A

2. Will the project reduce greenhouse gas emissions?

Yes  No  N/A

**Explain:** (use this space to expand on your answers above)

# Smart Growth Screening Tool

---

## C. Smart Growth Location:

---

Plans and investments should preserve our communities by promoting its distinct identity through a local vision created by its citizens.

(Addresses SG Law criteria b and c: to advance projects located in municipal centers; to advance projects in developed areas or areas designated for concentrated infill development in a municipally approved comprehensive land use plan, local waterfront revitalization plan and/or brownfield opportunity area plan.)

1. Is this project located in a developed area?

Yes  No  N/A

2. Is the project located in a municipal center?

Yes  No  N/A

3. Will this project foster downtown revitalization?

Yes  No  N/A

4. Is this project located in an area designated for concentrated infill development in a municipally approved comprehensive land use plan, waterfront revitalization plan, or Brownfield Opportunity Area plan?

Yes  No  N/A

**Explain:** (use this space to expand on your answers above)

## D. Mixed Use Compact Development:

---

Future planning and development should assure the availability of a range of choices in housing and affordability, employment, education transportation and other essential services to encourage a jobs/housing balance and vibrant community-based workforce.

(Addresses SG Law criteria e and i: to foster mixed land uses and compact development, downtown revitalization, brownfield redevelopment, the enhancement of beauty in public spaces, the diversity and affordability of housing in proximity to places of employment, recreation and commercial

# Smart Growth Screening Tool

---

development and the integration of all income groups; to ensure predictability in building and land use codes.)

1. Will this project foster mixed land uses?

Yes  No  N/A

2. Will the project foster brownfield redevelopment?

Yes  No  N/A

3. Will this project foster enhancement of beauty in public spaces?

Yes  No  N/A

4. Will the project foster a diversity of housing in proximity to places of employment and/or recreation?

Yes  No  N/A

5. Will the project foster a diversity of housing in proximity to places of commercial development and/or compact development?

Yes  No  N/A

6. Will this project foster integration of all income groups and/or age groups?

Yes  No  N/A

7. Will the project ensure predictability in land use codes?

Yes  No  N/A

8. Will the project ensure predictability in building codes?

Yes  No  N/A

**Explain:** (use this space to expand on your answers above)

## E. Transportation and Access:

---

NYSDOT recognizes that Smart Growth encourages communities to offer a wide range of transportation options, from walking and biking to transit and automobiles, which increase people's access to jobs, goods, services, and recreation.

(Addresses SG Law criterion f: to provide mobility through transportation choices including improved public transportation and reduced automobile dependency.)



# Smart Growth Screening Tool

---

1. Will this project provide public transit?

Yes  No  N/A

2. Will this project enable reduced automobile dependency?

Yes  No  N/A

3. Will this project improve bicycle and pedestrian facilities (such as shoulder widening to provide for on-road bike lanes, lane striping, crosswalks, new or expanded sidewalks or new/improved pedestrian signals)?

Yes  No  N/A

(Note: Question 3 is an expansion on question 2. The recently passed Complete Streets legislation requires that consideration be given to complete street design features in the planning, design, construction, reconstruction and rehabilitation, but not including resurfacing, maintenance, or pavement recycling of such projects.)

**Explain:** (use this space to expand on your answers above)

## F. Coordinated, Community-Based Planning:

---

Past experience has shown that early and continuing input in the transportation planning process leads to better decisions and more effective use of limited resources. For information on community based planning efforts, the MPO may be a good resource if the project is located within the MPO planning area.

(Addresses SG Law criteria g and h: to coordinate between state and local government and inter-municipal and regional planning; to participate in community based planning and collaboration.)

1. Has there been participation in community-based planning and collaboration on the project?

Yes  No  N/A

2. Is the project consistent with local plans?

Yes  No  N/A

3. Is the project consistent with county, regional, and state plans?

Yes  No  N/A

# Smart Growth Screening Tool

4. Has there been coordination between inter-municipal/regional planning and state planning on the project?

Yes  No  N/A

**Explain:** (use this space to expand on your answers above)

## G. Stewardship of Natural and Cultural Resources:

Clean water, clean air and natural open land are essential elements of public health and quality of life for New York State residents, visitors, and future generations. Restoring and protecting natural assets, and open space, promoting energy efficiency, and green building, should be incorporated into all land use and infrastructure planning decisions.

(Addresses SG Law criterion d :To protect, preserve and enhance the State’s resources, including agricultural land, forests surface and ground water, air quality, recreation and open space, scenic areas and significant historic and archeological resources.)

1. Will the project protect, preserve, and/or enhance agricultural land and/or forests?

Yes  No  N/A

2. Will the project protect, preserve, and/or enhance surface water and/or groundwater?

Yes  No  N/A

3. Will the project protect, preserve, and/or enhance air quality?

Yes  No  N/A

4. Will the project protect, preserve, and/or enhance recreation and/or open space?

Yes  No  N/A

5. Will the project protect, preserve, and/or enhance scenic areas?

Yes  No  N/A

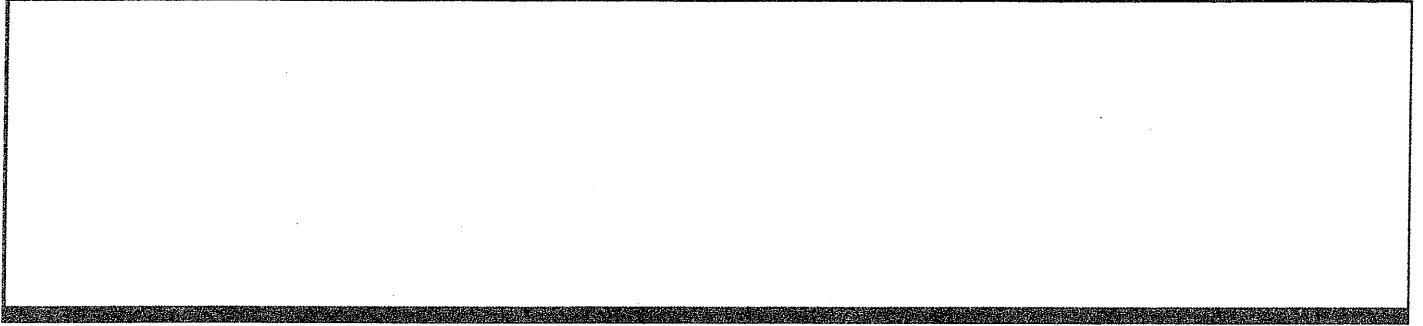
6. Will the project protect, preserve, and/or enhance historic and/or archeological resources?

Yes  No  N/A

**Explain:** (use this space to expand on your answers above)

# Smart Growth Screening Tool

---



# Smart Growth Screening Tool

---

## Smart Growth Impact Statement (STEP 2)

---

**NYSDOT:** Complete a Smart Growth Impact Statement (SGIS) below using the information from the Screening Tool.

**Local Sponsors:** The local sponsors are not responsible for completing a Smart Growth Impact Statement. Proceed to Step 3.

---

### Smart Growth Impact Statement

**PIN:**

**Project Name:**

Pursuant to ECL Article 6, this project is compliant with the New York State Smart Growth Public Infrastructure Policy Act. This project has been determined to meet the relevant criteria, to the extent practicable, described in ECL Sec. 6-0107. Specifically, the project:

- 
- 
- 
- 
- 
- 
- 

This publically supported infrastructure project complies with the state policy of maximizing the social, economic and environmental benefits from public infrastructure development. The project will not contribute to the unnecessary costs of sprawl development, including environmental degradation, disinvestment in urban and suburban communities, or loss of open space induced by sprawl.

# Smart Growth Screening Tool

---

## Review & Attestation Instructions (STEP 3)

---

**Local Sponsors:** Once the Smart Growth Screening Tool is completed, the next step is to submit the project certification statement (**Section A**) to Responsible Local Official for signature. After signing the document, the completed Screening Tool and Certification statement should be sent to NYSDOT for review as noted below.

**NYSDOT:** For state-let projects, the Screening Tool and SGIS is forwarded to Regional Director/ RPPM/Main Office Program Director or designee for review, and upon approval, the attestation is signed (**Section B.2**). For locally administered projects, the sponsor's submission and certification statement is reviewed by NYSDOT staff, the appropriate box (**Section B.1**) is checked, and the attestation is signed (**Section B.2**).

### A. CERTIFICATION (LOCAL PROJECT)

***I HEREBY CERTIFY**, to the best of my knowledge, all of the above to be true and correct.*

Preparer of this document:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

Responsible Local Official (for local projects):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

# Smart Growth Screening Tool

---

## B. ATTESTATION (NYSDOT)

### 1. I HEREBY:

- Concur with the above certification, thereby attesting that this project is in compliance with the State Smart Growth Public Infrastructure Policy Act
- Concur with the above certification, with the following conditions (information requests, confirming studies, project modifications, etc.):

(Attach additional sheets as needed)

- do not concur with the above certification, thereby deeming this project ineligible to be a recipient of State funding or a subrecipient of Federal funding in accordance with the State Smart Growth Public Infrastructure Policy Act.

2. **NOW THEREFORE**, pursuant to ECL Article 6, this project is compliant with the New York State Smart Growth Public Infrastructure Policy Act, to the extent practicable, as described in the attached Smart Growth Impact Statement.

NYSDOT Commissioner, Regional Director, MO Program Director,  
Regional Planning & Programming Manager (or official designee):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

Rec'd from Planning Dept  
Commissioner Barosa 12/7/23

cc: all  
Phys.

Approved  
#15

**APPROVAL/PUTNAM COUNTY'S PROPOSED PROGRAM PLAN IN CONFORMANCE WITH AND AS REQUIRED BY THE U.S. DEPARTMENT OF TRANSPORTATION AND TITLE VI REGULATIONS**

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 Federal funding and/or financial assistance, as defined in FTA C 4702.1B (the "Circular"), and, as such, must comply with the mandate of Title VI of the Civil Rights Act of 1964 ("Title VI"), which provides, in relevant part, that no person shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity by recipient(s) of Federal funding and/or financial assistance; and

WHEREAS, the County's prior submission to the FTA of the Putnam County Title VI Program Plan ("Program Plan) was approved by the Putnam County Legislature ("Legislature") by Resolution #113 of 2021 and approval of an amendment to the Title VI Officer through Resolution #159 of 2022; and

WHEREAS, the County, by and through the Department of Planning, Development and Public Transportation, in furtherance of the objectives of Title VI and as required by the FTA, has prepared, for submission to and approval by the FTA, an update to its Program Plan, supporting the integration into the County's services, programs and activities the considerations, goals and mandate of Title VI, *et seq.*; and

WHEREAS, the Program Plan's objectives include ensuring that the level and quality of public transportation services is provided in a non-discriminatory manner, promoting full and fair participation in public transportation decision-making without regard to race, color or national origin, and ensuring meaningful access to transit-related services, programs and activities by persons with limited English proficiency; 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; and be it further

RESOLVED, that the County Executive, together with the Putnam County Legislature, support, approve and authorize the Department of Planning, Development and Public Transportation to submit to the FTA for its review and approval the County's Title VI Program Plan, which conforms to the mandate set forth in the Circular FTA C 4702.1B as required by the FTA; and be it further

LEGISLATURE  
PUTNAM COUNTY  
ARHLE, NY  
DEC - 7 PM 3:28

RESOLVED, that this resolution shall take effect immediately.





**Putnam County**

**Title VI Program Plan**

**February 1, 2024 – January 31, 2027**

Putnam County Department of Planning,  
Development and Public Transportation  
841 Fair Street  
Carmel, NY 10512

## TABLE OF CONTENTS

	<u>Page</u>
<b>Article I:</b> Policy Statement	3
<b>Article II:</b> Dissemination of Policy	3
<b>Article III:</b> Title VI Reporting Relationships	4
<b>Article IV:</b> Title VI Coordinator Responsibilities	5
<b>Article V:</b> Title VI Responsibilities for County Department Staff	6
A. Planning Process	6
B. Bidding Process	6
C. Contracts	7
D. Reporting	7
E. General Duties	7
<b>Article VI:</b> Title VI Transportation Service Standards and Policies	7
A. Service Standards	7
B. Service Policies	8
C. Evaluation of Significant Service Changes	9
D. Procedures to Analyze all Fare and Major Service Changes	10
E. Description of Public Outreach Efforts	11
<b>Article VII:</b> Title VI Methodology for Identification of Target Populations and Analysis of Data	14
A. Public Notices	14
B. Construction Contracts, Planning Initiatives and Grant Programs	14
C. Pre-Award Authority	14
D. Subcontractors and Vendors	14
E. Additional Data Collection	15
F. Demographic Analysis	16
<b>Article VIII:</b> Putnam County Limited English Proficiency Plan (LEP)	17
A. Four-Factor Analysis	18
B. Language Assistance Measures	19
C. Translation Services	20
D. Staff Training	20
E. Outreach Techniques	20
F. Monitoring and Updating the LEP Plan	21
G. Dissemination of the LEP Plan	21
<b>Article IX:</b> Environmental Justice for Low-Income, Minority Populations	22
<b>Article X:</b> Title VI Discrimination Complaint Procedure	22
A. Complaint Procedures for Federally Assisted Programs and Activities	22
B. Eligibility	23
C. Title VI Complaint Process	23
D. List of Investigations, Lawsuits and Complaints	23

## **APPENDIX INDEX**

### **Tables**

- Table 1: Population Trends by Town and Village  
Putnam County 1930-2020 Year and Percent Change (By Decade)
- Table 2: Race and Hispanic or Latino Population  
Putnam County by Census Tract 2020
- Table 3: Hispanic or Latino Origin by Race, Putnam County 2022 ACS 1-year Estimate
- Table 4: Income in the Past 12 Months, Putnam County 2022 ACS 1-year Estimate
- Table 5: Putnam County, New York Quick Facts
- Table 6: Putnam County Selected Economic Characteristics, 2017 – 2021 ACS 5-year  
Estimates
- Table 7: Language Spoken at Home, Putnam County 2017 – 2021 ACS 5-year Estimates

### **Figures**

- Figure 1: 2020 Census Tract Map

### **Attachments**

- Attachment A: Resolution #113 Approving Putnam County’s Title VI Program Plan, June 2021  
and Resolution #159 Amendment of Civil Rights Officer, August 2022
- Attachment B: Putnam County Organizational Chart
- Attachment C: GM Monthly Facility Inspection Chart
- Attachment D: Policy & Procedures for Public Comment on Fare/Services Changes
- Attachment E: Resolutions R-165 Adopting Transportation Advisory Council (TAC)
- Attachment F: Resolution R-215 Appointing Members of the TAC
- Attachment G: Copies of Newspaper Title VI Public Notices 2019 – 2023
- Attachment H: Title VI Public Notice and Paratransit Guide: English & Spanish
- Attachment I: Putnam County Bus Schedules and Route Maps
- Attachment J: Limited English Proficiency (LEP) Plan Document
- Attachment K: Title VI Complaint Form: English & Spanish
- Attachment L: ADA Complaint Form: English & Spanish
- Attachment M: Civil Rights Grant Assurances
- Attachment N: Equal Opportunity Policy Statement
- Attachment O: Language Link for Non-English Speaking Customers

## **I. Policy Statement: Putnam County's Commitment to Civil Rights**

Putnam County is committed to comply with all federal and state authorities requiring non-discrimination, including Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1988, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), Section 503 of the Rehabilitation Act of 1971, the Age Discrimination Act of 1975 and Executive Orders 12898 (Environmental Justice) and 13166 (Limited English Proficiency). Putnam County is committed to ensuring that no person is excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of race, color or national origin, as protected by Title VI in the Federal Transit Administration Circular 4702.1B.

All Federally assisted programs, projects and services will be administered in a manner to guarantee that Putnam County complies with all requirements imposed by or pursuant to civil rights acts and Department of Transportation regulations. Putnam County is responsible for initiating and monitoring Title VI activities and preparing required reports and other responsibilities as set forth in 23 Code of Federal Regulation (CFR) Part 200 and 49 Code of Federal Regulation (CFR) Part 21 and Federal Transit Administration Circular 4702.1B. Moreover, anyone requiring information in alternative formats or in another language, subject to Putnam County's Limited English Proficiency (LEP), Plan is able to seek assistance by contacting the Civil Rights Officer/Title VI Coordinator.

Putnam County's Title VI Program Plan (the "Plan") is prepared in conformance with Federal, State, and Local statutory and regulatory requirements, with the underlying policy that federally funded programs, projects, and transportation services provided by Putnam County on its fixed routes and demand response services, including paratransit services, are provided in a non-discriminatory manner, and that participation by and outreach to the public is ensured.

The Putnam County Legislature was involved in the approval and adoption of this Title VI Program Plan. The Legislature approved and adopted the previous Title VI Program Plan by Resolution #113 of 2021 dated June 3, 2021 and revised Resolution #161 of 2022 dated August 4, 2022 to modify the Civil Rights Officer/Title VI Coordinator. (*See Attachment A*). This Plan has been updated and contains all of the required elements for all fixed-route transit providers. Putnam County's transit system is in the New York – Newark, NY-NJ-CT urbanized area, however we service a population of less than 100,000 and operate less than fifty vehicles in peak service. It is important to note that this Plan only applies to the Putnam County Department of Planning, Development, and Public Transportation's transit system. This Plan supersedes Putnam County's Program Plan dated January 2021 and is effective as of February 1, 2024. It has been prepared using data from the U.S. Census (2020) and ACS 1-year and 5-year estimates.

## **II. Dissemination of Policy**

To ensure that the widest possible circulation of Putnam County's Plan is attained, the following actions are taken:

1. The Plan, together with all required notices, is posted on Putnam County's website and is available to the general public.
2. The printed Plan is available for review at Putnam County transit facility.
3. All required Title VI compliance notices are posted throughout Putnam County facilities/offices, aboard public transit vehicles, and at the transit facility.
4. The Equal Employment Opportunity Policy Statement is displayed on the Putnam County website and intranet.
5. Training is provided on an ongoing basis to educate and inform transportation/other staff of the ongoing responsibilities in regard to the Equal Employment Opportunity Policy Statement.

### List of Locations where Title VI Notice is Placed:

- 841 Fair Street Carmel, NY 10512
- 40 Gleneida Avenue Carmel, NY 10512
- 110 Old Route 6, Carmel, NY 10512
- All County public transit vehicles

## **III. Title VI Reporting Relationships**

**See Attachment B (Putnam County Organization Chart).**

### A. Organization and Staffing

The Putnam County Department of Planning, Development and Public Transportation is responsible for ensuring the implementation of the Plan. The Civil Rights Officer/Title VI Coordinator is responsible for the overall management and coordination of the Title VI program. Putnam County does not currently have any subrecipients.

### B. Authorities

**Title VI of the 1964 Civil Rights Act** provides that no person in the United State shall, on the grounds of race, color, national origin, religion, or gender, be excluded from participation in, be denied benefits of, or be otherwise subject to discrimination under any program or activity receiving federal financial assistance (USDOT 23 CFR 200 and 49 CFR 21, FTA Circular 4702.1B).

**Section 503 of the Rehabilitation Act of 1971** prohibits discrimination on the basis of physical or mental disability in federally assisted programs or activities.

**Age Discrimination Act of 1975** prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.

**The Civil Rights Restoration Act of 1988** broadened the scope of Title VI coverage by expanding related rules and regulations to recipients, sub-recipients, and contractors, irrespective of whether such programs and activities are federally funded or not (PL 100259).

**Environmental Justice Executive Order 12898** addresses disproportionate adverse environmental, social, and economic impacts that may occur in minority and low-income populations.

**Limited English Proficiency Executive Order 13166** addresses access to services for persons whose primary language is not English and have a limited ability to read, write, speak, or understand the English language.

**Disadvantaged Business Enterprise (DBE) Bid Opportunities:** In addition to other non-discrimination laws and regulations that must be adhered to, Putnam County establishes narrowly-tailored goals for the participation of disadvantaged businesses in federally funded projects and seeks to ensure that nondiscrimination in the award and administration of federally funded contracts (49 CFR Part 26).

#### **IV. Title VI Coordinator Responsibilities**

The Title VI Coordinator is responsible for initiating, monitoring, and ensuring Putnam County's compliance with the following Title VI requirements:

1. Participate in Title VI training opportunities, as available.
2. Process, review, and investigate Title VI complaints received by Putnam County.
3. Maintain a log of all Title VI complaints received by Putnam County.
4. Meet with various County staff to determine the effectiveness of program area activities at all levels.
5. Regularly conduct Title VI reviews and assist in the formation of department goals.
6. Work with department staff to evaluate programs and services to avoid, minimize and/or mitigate adverse health and environmental effects of actions, programs, or services to the public, with particular attention to minority populations and low-income populations.
7. Engage in efforts with department staff to ensure the full and fair participation by all potentially affected communities in the input process for projects, programs and services.
8. Assist in the development of relevant Title VI information for dissemination to minority and Limited English Proficiency (LEP) populations and ensure general dissemination is available in languages other than English, as needed.
9. Assist departments in identifying solutions to communication issues with non-English speaking or low-English speaking proficiency individuals and communities.
10. Oversee dissemination of Title VI program information as required. Public dissemination will include posting of public statements and inclusion of Title VI language in contracts and bid documents and, where practicable, the Title VI Policy Statement will be included on announcements of hearings and meetings to the general public.
11. Work with County departments to establish procedures for resolving deficiencies and work to correct deficiencies, if any, through strategies including utilization of disadvantaged business enterprises and public involvement.

## **V. Title VI Responsibilities for County Department Staff**

Department staff will work with the Title VI Coordinator to accomplish Title VI goals and responsibilities, and generally assist with implementation and monitoring of Title VI requirements for federally funded projects, programs, and transportation services in which the respective department is involved. The following responsibilities apply to County staff involved in federally funded programs, projects and transportation services:

### A. Planning Process

1. Detail efforts taken to identify minority or low-income populations affected by federally funded project activities, including rights of way, roads, bridges, etc.
2. Conduct meetings/ hearings to provide information to local populations concerning proposed projects.
3. Attend public meetings to document and verify the level of participation of Title VI protected group members.
4. Monitor to ensure follow-through occurs with respect to all efforts to include under-served populations.
5. Consult DBE firms to identify possible barriers to their contract participation and use information to endeavor elimination of such barriers.
6. Ensure that Limited English Proficiency (LEP) individuals who will be affected by contract awards or construction projects receive meaningful access to the public awareness/ involvement process to allow/encourage their participation.
7. As applicable, ensure that economic, social, topographic, and environmental impacts of a proposed project are key factors weighed in the location consideration and that special efforts are engaged in the area of Environmental Justice to inform members of minority or low-income communities of public hearings or other public involvement activities.
8. Document contacts and encounters with LEP and DBE persons.

### B. Bidding Process

1. Identify any federally funded projects when presenting requests for proposals or invitations to bid through the Purchasing Department.
2. For federally funded projects, provide Title VI Coordinator with copies of any requests for proposals or invitations to bid at the same time information is submitted to the Purchasing Department.
3. Ensure policies and procedures for selection of proposals and contract negotiations and administration for federally funded projects comply with Title VI requirements.
4. Conduct pre-grant and post-grant approval reviews of federally funded grant programs for compliance with Title VI requirements.
5. Document all evidence to support conclusions concerning Environmental Justice issues, if any.
6. Ensure all federally funded projects include the necessary Title VI appendix.
7. Ensure that all bidders on federally funded projects, including contractors, vendors, suppliers, etc., who will utilize subcontractors, are required to state in their bids to Putnam County how enterprises owned by "minority, women and persons with a disability" (MBE, WBE, DBE) will be considered in the bid evaluation process.

### C. Contracts

1. Include Title VI language in contract award letters to encourage the utilization of DBE or MWBE certified firms. Award of construction contracts shall be granted on the basis of the lowest responsible bidder meeting the established DBE goal through subcontracting or sufficient good faith efforts.
2. Ensure that DOT Title VI Assurance language is included in all contracts, deeds, licenses, permits or other similar instruments for federally funded projects.
3. Ensure that consultants retained on federally funded projects are qualified and screened for Title VI compliance with regard to consultant firms that may relate to public works projects and/or the development of construction plans and special provisions for roads and bridges, design work associated with structures or facilities, performance of environmental studies, or preparing NEPA or SEQRA documents for public work projects.
4. Oversee prime contractors who are required to contact and solicit subcontract bids from eligible MBE, WBE, or DBEs to substantiate that contract documentation is provided.
5. Provide supportive services to DBEs.
6. Review all projects for application of DBE goals.

### D. Reporting

1. Assist the Title VI Coordinator in gathering and maintaining necessary data and documentation required for completion of Title VI update reports.
2. Document encounters and contacts with LEP person(s).
3. Gather statistical data on DBE utilization.
4. Maintain statistical and demographic data including race, color, national origin, and gender on anyone affected by federally funded projects, programs, and services.
5. Assist the Title VI Coordinator in gathering and organizing information for updates to older versions of the Title VI Plan.

### E. General Duties

1. Conduct pre-grant and post-grant approval reviews of federally funded grant projects, programs, and services for compliance with Title VI requirements.
2. Report to the Title VI Coordinator on the availability of bilingual staff and resources.
3. Disseminate notices in Spanish and English. All public meeting notices, advertisements and notices to the public concerning meetings or notification of programs and/or services available through Putnam County, which either directly or indirectly involve federal funding, will be required to include both a Title VI and an ADA notice in the publication.

## **VI. Title VI Transportation Service Standards and Policies**

### A. Service Standards

*Vehicle Load:* The service standard for vehicle load is full capacity where every seat is occupied. If every seat is consistently occupied for a consecutive 30-day period, route service will be reviewed. There is no distinction between peak and off-peak service.

*Vehicle Headway:* The service standard for vehicle headway is one hour or so as identified on the systems schedule of stops and time intervals. There is no distinction between peak and off-peak service.



*On-Time Performance:* On-time performance is a bus passing its scheduled time-point either on-time or no more than ten minutes late. If the bus is meeting this standard 95% of the time, the service is considered acceptable.

*Distribution of Transit Amenities:* Transit amenities will be identified and installed based on need. Need will be determined based on the number of passenger boardings. If passenger boardings at any given stop exceed ten people, transit amenities will be considered. Additionally, an assessment will be done of the location in terms of safety, already existing amenities that may be available from other sources such as a local municipality, and other issues such as permitting from other agencies.

*Service Availability:* Service will be designed to serve a majority of the population in a given area and to link as many as possible origin trip areas to common destination points. In the suburban/rural setting of the County, the goal is to provide fixed-route service on roadways that are within  $\frac{3}{4}$  of a mile walking distance to most of the population in the area. The paratransit service is also provided within  $\frac{3}{4}$  of a mile of the fixed-route transit bus service as statutorily required.

#### B. Service Policies

*Vehicle Assignment:* Vehicle assignment will be determined by checking the load factor. If a route is consistently experiencing full capacity for 30 consecutive days, either in peak or off-peak times, a larger vehicle will be assigned to the route. Assignment of vehicles to a route is based initially on vehicle load. Smaller vehicles are assigned to routes where ridership is less.

*Transit Security:* Transit security will be addressed through the following policies and procedures:

- a) All new employees will have background checks.
- b) All security-related problems are to be documented and reported to the appropriate authorities. Protocols are in place with the County Sheriff, County Law Department, and the Director of Transportation.
- c) Unusual and/or repeated suspicious behavior is to be reported to management. Depending on the situation, notification may be given to the Putnam County Sheriff's Department.
- d) If a driver leaves a bus when the bus is in service, the driver must park the bus in a secure location, shut the bus off, remove the keys, and lock the bus.
- e) The Transit Operator will have a copy of the Agency Safety Plan (ASP) which is revised annually.
- f) Security inspections will be done on all facilities monthly by the Director of Transportation (**See Attachment C**).
- g) Security training for employees will be obtained as courses become available.
- h) The County and Transit Operator will review the Emergency Plan and Security Plan annually.
- i) Security awareness programs for the public will be conducted through County programs by the Sheriff's Department, the Bureau of Emergency Services, and media coverage.

C. Evaluation of Significant Service Changes (See also Attachment D):

1. Definition of a Major Service Change

A major service change is any route change that would expand or reduce service that is over 10% of the weekly revenue mileage of all existing fixed routes excluding the trolley service. This will include a change in service areas, days of service and/or scheduled times.

2. Public Hearing: It is the policy of the Department of Planning, Development and Public Transportation to hold a public hearing through the Putnam County Legislature on all fare changes and any major service change prior to implementation thereof.

3. Procedures: The following procedures will be followed when Fare/Major Service changes are being proposed:

1. Discuss the proposed changes internally. Internally meaning within the Planning Department and with the Transit Operator.
2. Analyze all fare and major service changes according to the procedures set forth in item D below.
3. Discuss the proposed changes with the County Executive as part of, among other things, the County Executive's proposed budget.
4. Finalize changes with the County Executive as part of the proposed budget.
5. Once the County Executive's proposed budget is released to the County Legislature, cooperate with the news media and the Legislative Committees in reviewing the department proposals.
6. Public Hearings are held by the County Legislature to receive input from the public. The public is to be given 30-day notice prior to a hearing.
7. Receive comments at hearing(s) or by mail; and, as appropriate, integrate comments into the proposed changes, if any. Operational and financial constraints will determine if/how comments are addressed. Comments at the hearing(s) will be recorded in the form of minutes.
8. County Legislature adopts final budget containing route/fare changes.
9. County Executive has opportunity for veto of Legislative changes.
10. County Legislature has opportunity to override any veto by County Executive.
11. Fare changes/route changes become final.

D. Procedures to Analyze all Fare and/or Major Service Changes

Although Putnam County is considered a small, fixed route transit provider, it will analyze all fare changes and major service changes as defined in item C above. The following steps will be implemented in connection with the analysis:

- Communication of changes will be done through the public hearing process and notices will be placed on the buses to inform people of pending proposed changes. Advertisements will also be placed in the officially designated County newspapers and uploaded to the County website.
- Route changes will be analyzed by comparing where the proposed changes will take place with the Census Tract maps which show minority and low-income populations.

For span of service changes that would reduce or expand hours and days of service, input would be sought from the ridership through comments made to the drivers or received at the Transit Facility office regarding requests for such changes. An informal survey may also be conducted of the ridership. Additionally, input from the business community or some other entity requesting service may be used along with petitions presented to various groups to help determine usage.

Regarding fare changes, the ridership and general public will be presented with opportunities to comment at public hearings and/or in writing. To accommodate ridership financial needs, there are various payment options and discounted plans available. Feedback will be focused on input regarding the amount of the fare increase and whether or not it is reasonable for minority and low-income populations. The cost of alternate travel modes in the area will also be evaluated.

The County will determine whether the proposed changes have any discriminatory impact by analyzing the characteristics of the people in the area that would be impacted by the changes. Changes shall never be focused on a minority and/or low-income area in a manner that creates a hardship for only that area.

If any adverse effects are evident from a fare change or major service change, the County will review the changes and determine if any actions can be implemented to minimize, mitigate, or offset any adverse impacts. Possible strategies might include any or all of the following alternatives:

- Minimize fare increases through added discounts on existing payment options.
- Create new alternative payment options with discounts.
- Determine if alternative transportation service options in the area are feasible, either from a cost standpoint and/or availability standpoint and be prepared to make recommendations regarding those services.
- Provide sufficient notice of proposed changes to allow adequate time for people to find an alternate means of travel.

Finally, if an analysis demonstrates a disparate impact on low-income and minority populations, the County will document that the proposal meets a substantial need that is in the public interest and that alternatives would have more severe adverse effects than the preferred alternative. It is likely that a cost-benefit analysis would be done to help define the final course of action.

#### E. Description of Public Outreach Efforts

Putnam County engaged the public in the development of its Title VI Program Plan. The Transportation Advisory Council (TAC) committee members typically meet bi-annually, or as needed, to review the current transportation system and the changing needs of Putnam County. The Council includes representation of various community service agencies such as the disabled community, social services agencies, office for senior resources, and the business community; all of which is aimed to assist in identifying needs within the changing demographics. The TAC recognizes the need to be inclusive of other racial demographics and welcomes their input; the racial breakdown of the board members is featured within the following pages. Putnam County encourages members of minority populations to engage with the TAC, participate in meetings,

and utilize/review the transit system in general. Documents can be translated upon request and dispatch staff are trained to connect to translation services as needed. Translators are also available at public meetings. The original Legislative Resolution adopting the TAC was passed on August 28, 2013 (**See Attachment E**) and a Resolution appointing the members with their affiliation and representation was adopted on October 15, 2013 (**See Attachment F**). TAC members have since changed, however, County/community representatives continue to compose the board.

On-board surveys are conducted annually to monitor the riders and their various needs. Presently, the Planning Department assigns this duty to seasonal interns who conduct on-board surveys used to determine languages spoken by passengers and overall public opinion of the County transportation system. Bus drivers also assess ridership and report back to management with noted comments and/or concerns. On-board surveys provide a plethora of information and are extremely useful to the County to capture the needs of the riding community.

Public outreach has always been accomplished through public notices for system-wide changes such as changes in fare structure or routes. Notification of the County's responsibilities under Title VI is posted on the County's web site in English and Spanish at Civil Rights - Putnam County, New York (putnamcountyny.com). The foregoing notification has also been disseminated to the public with written signs, in English and Spanish, that are placed on all public transit buses. Formal public notices, in English and Spanish, are also published in the local newspaper on an annual basis. Copies of recent notices can be found in **Attachments G and H**.

In addition to the above regular procedures, Putnam County periodically holds public outreach activities to solicit input from our transit dependent citizens, such as the disabled community and senior citizens in general, as well as members of the minority community. Putnam County advertises these outreach efforts through: Town Hall Meetings/Forums in Residential Community Centers, press releases, emails to Putnam Independent Living Services (PILS), town hall meetings, and phone contacts with the Office for Senior Resources. Putnam County will hold these public meetings at the county-owned Spain Cornerstone Park and/or Historic County Courthouse which are both centrally located meeting/conference rooms in the center of the Hamlet of Carmel (the county seat) at Rte. 52 and Fair Street. Both of these locations are easily accessible via public transit (buses), on-foot (sidewalks), and private vehicles with parking availability. All public outreach sessions will be scheduled at a time and place convenient to most people.

Putnam County has a dedicated group of volunteers consisting of private sector individuals, county officials, consumers and the Transit Operator who meet at least biannually and as needed to discuss transportation opportunities and efficiencies on matters such as service, fares, public input, and mobility management. The Director of Transportation creates an agenda for these meetings and coordinates public communications. A local Law (L.L. 7-2013) to Amend Chapter 25 of the Code of Putnam County entitled "Councils and Commissions" was adopted by the Legislature of the County of Putnam on August 7, 2013 with the following powers and duties:

1. Explore opportunities and make recommendations to the County Executive and Legislature exploring all facets of Public Transportation in order to improve efficiencies, better manage assets, leverage resources, and create partnerships for optimal transportation services.
2. Conduct annual comprehensive assessments by reviewing and analyzing routes. The review should include the right sizing of vehicles for needed transportation services and the coordination of all other modes of transportation for optimizing scheduling and connecting services.
3. Study the Triennial Review conducted by the Federal Transit Authority and make appropriate improvements and recommendations.
4. Make recommendations to the Commissioner of Planning, Development, and Public Transportation for infrastructure improvements and other transportation additions to be included in the capital plan.
5. Make recommendations regarding rules of guidance pertaining to a countywide Taxi & Limousine Law. If/when such law is enacted, the Transportation Advisory Council shall coordinate with the Director of Consumer Affairs to ensure compliance therewith and, when necessary, make findings of fact and impose penalties and sanctions in accordance with the provisions of this law to ensure compliance.
6. Coordinate and provide a venue for the conduct of transportation safety-net hearings related to PART and Paratransit transportation services, and act on a case-by case basis to make recommendations for those who need transportation. The Transportation Advisory Council shall also give guidance regarding guidelines, policies, and procedures with regard to PART and Paratransit and other special needs transportation services.

The Transportation Advisory Council (TAC) is composed of 12 members:

<u>TAC</u>	<u>Caucasian</u>	<u>Latino/a</u>	<u>Black</u>	<u>Male</u>	<u>Female</u>
<u>12</u>	<u>9</u>	<u>2</u>	<u>1</u>	<u>8</u>	<u>4</u>

### **2023 Transportation Advisory Council Membership**

Putnam County Director of Transportation  
 Legislator / Chairman of the Physical Services Committee  
 Commissioner of Planning, Development and Public Transportation  
 Commissioner of Social Services  
 Commissioner of Health / Health Dept. Representative  
 Director of Tourism  
 Director of Office for the Aging  
 Director of Consumer Affairs  
 Director of the Office of Veteran Affairs  
 Representative of the Taxi/Limousine Community  
 Citizen / IT Consultant  
 Citizen-at-Large

Summary of Public Outreach & Involvement Activities Last Three Years

<b>Type of Outreach</b>	<b>Location</b>	<b>Issues Discussed</b>	<b>Date</b>
Public Meetings	40 Gleneida Ave, Carmel, NY 10512	Public review prior to Title VI Plan review/adoption by County Legislature	Dec. 2023
Workshop/ Comment Period	841 Fair St., Carmel, NY 10512.	Public review/ comment period	Dec. 2023
TAC Meeting	841 Fair St., Carmel, NY 10512	On-demand transportation services	June 2023
TAC Meeting	841 Fair St., Carmel, NY 10512	Summer surveys/sampling. Youth Bureau transportation	May 2023
TAC Meeting	841 Fair St., Carmel, NY 10512	Discuss recent Program of Projects (POP) meeting: Hybrid trolley, bus, and van purchases	Feb. 2023
Public Meeting	40 Gleneida Ave, Carmel, NY 10512	Title VI Plan revision to amend Civil Rights Officer	Oct. 2022
Public Meeting	40 Gleneida Ave, Carmel, NY 10512	Title VI Plan, public workshop to solicit comments and input	July 2022
Public Meeting	40 Gleneida Avenue, Carmel, NY 10512	Ridership numbers, revised transportation budget, need for 2 new hybrid trolleys, transit facility renovations	Oct. 2021
TAC Meeting	40 Gleneida Avenue, Carmel, NY 10512	Return from Covid-19, disinfecting and sanitizing safety measures, what the public can expect from the return of public transit, 2 new hybrid trolley purchases in 2022	June 2021
Survey/Sampling	On board Bus	Timeliness, any complaints, comments/concerns	Summer 2021,2022,2023
Newspaper Advertisement for a Public Hearing by request	N/A	Advertisement for a Public Hearing by request regarding 5307 grant application. If any citizen responds for comment, a public meeting will be held	May 2019, August 2021, June 2022, June 2023

**VII. Title VI Methodology for Identification of Target Populations and Demographic Analysis**

Statistical data on race, color, national origin and sex of participants in and beneficiaries of federally funded programs (e.g., impacted citizens and affected communities, will be gathered by County staff and maintained by the Title VI Coordinator. The data gathering process will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of the Title VI program administration. Statistical data sources may include, without limitation, the following

sources: U.S. Census, New York Metropolitan Transportation Council (NYMTC), Putnam County Department of Social Services, and school districts located within its jurisdiction.

#### A. Public Notices

In an effort to reach a greater portion of the Spanish speaking population, all public notices regarding federally funded projects, programs, or services are provided in English and Spanish. In addition, a sign-in sheet will be at all public meetings and a translator may be available, upon reasonable advance request/notice.

Putnam County believes that public input into its process is valuable. As a policy matter and a requirement of federal law, the County planning process will make special efforts to consider the concerns of traditionally underserved communities, including low-income and minority communities and people with disabilities.

#### B. Construction Contracts, Planning Initiatives and Grant Programs that are federally funded will conduct pre- and post-grant reviews for Title VI compliance.

Putnam County shall establish monitoring procedures for pre-grant and post-grant approval reviews of federally funded programs for compliance with Title VI requirements. Putnam County will endeavor to ensure that awards of federal financial assistance are only granted to entities that adhere to the substantive nondiscrimination mandates of Title VI and other related laws.

#### C. Pre-Award Authority

Title VI guidelines grant Putnam County discretionary authority to dispense assistance to sub-recipients. They also support obtaining assurances from sub-recipients. When Putnam County receives information pre-award that indicates noncompliance by a sub-grantee, it may defer making the grant decision, may seek a voluntary resolution and, if no settlement is reached (after complying with procedural requirements), may refuse to award assistance.

#### D. Subcontractors and Vendors

All subcontractors and vendors who receive payments from Putnam County, where funding originates from any federal assistance, are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended. Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associate component of the contract. Putnam County has no subrecipients.

#### E. Additional Data Collection

As required by applicable regulations, laws, and/or statutes, Putnam County shall, in regard to each assisted program, project or service, provide for the collection of relevant and current data and information from relevant departments to permit effective enforcement of Title VI requirements.

Examples of data and information which, to the extent necessary and appropriate for determining compliance with Title VI, shall be required as follows:

1. The method services are provided by the program in question and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination.
2. The population eligible to be served by race, color, and national origin.
3. Data regarding covered employment, including use or planned use of bilingual public-contact employees serving beneficiaries of the program or service where necessary to permit effective participation by beneficiaries unable to speak or understand English.
4. The location of existing or proposed facilities connected with the program or service and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination.
5. The present or proposed membership, by race, color and national origin, in any planning or advisory body which is an integral part of the program.
6. Where changes to programs or services are proposed, the requirements and steps used or proposed to guard against unnecessary adverse impact on persons on the basis of race, color or national origin.
7. Prompt notification of any lawsuit filed against the contractor or subcontractor alleging discrimination on the basis of race, color or national origin, and the name/contact information of each contractor or subcontractor against whom such discrimination is alleged.
8. A statement from the sub-recipient or contractor describing any civil rights compliance reviews and information concerning the department of organization performing the review, and periodic statements by any recipient regarding such reviews.
9. A written assurance by the sub-recipient or contractor that it will comply with and maintain records required, pursuant to preceding paragraphs, by the County's directives and guidelines.

Where a federal agency determines that any of the requirements of this section are inapplicable or inappropriate regarding any program, the basis for this conclusion shall be set forth in writing and made available to the public upon request.

#### F. Demographic Analysis

**See, Appendix Tables for 2020 Census and 2017-2021 American Community Survey (ACS) data** that provides demographic details for Putnam County's population. Census 2020 placed the County's population at 97,668. This is a 2,042 decrease over the Census 2010 population of 99,710.



The race breakdown for Putnam County as a whole in 2020 indicated that 89.6% of the population was white alone. The white alone not Hispanic or Latino percent is 73.5%. In all Census Tracts, there is no evidence of any dense concentration of minorities based on the minority concentration actual number count breakdown for 2020. In sum, the overall white population percentage has increased since 2010 but the Hispanic or Latino percent has increased to 19.1%. The Hispanic tract average percentage has continued to increase since 2010.

An important element of the race data is the Hispanic or Latino population. The 2020 Census data reveals that the Hispanic or Latino population is higher than the average of all tracts in Tracts 101, which contains the Putnam Lake area; Tract 102, which contains the Patterson Hamlet area; Tracts 103 and 104, which contains the Lake Carmel area; and Tract 118, which contains the Village of Brewster (*See Table 2*). Although the percentage of the Hispanic or Latino population is higher than the average of all the tracts, the actual numbers of people in each tract noted above are small compared to the total population of each tract. The highest Hispanic or Latino percentage was Tract 118 which grew from 26.1% (2010) to 35.4% (2020), due to the population changes within the Village of Brewster.

From the above referenced data, it is concluded that there are small concentrations of minorities, particularly Hispanic or Latino populations in the County. It is important to recognize the Hispanic and Latino population locations as a potential factor in service delivery and information dissemination. In terms of service delivery, the Putnam County bus routes service all of the tracts noted above where the Hispanic or Latino population is higher than the average of all Census tracts in the County. This is also the case for the minority populations although there is not individually significant or specific minority population concentrations.

In addition to a minority concentration analysis, household income and poverty status are important data to identify low-income populations. According to the American Community Survey for 2022, the one-year estimate of income shows a median household income of \$111,102 in Putnam County (*See Table 4*). A \$31,545 increase than the \$79,557 median household income in New York State. According to the 2020 Census, 6.6% of individuals residing within the County are at or below the poverty level. All of these numbers are consistent with the County's past trends, and it is, therefore, concluded that the highest numbers of persons below the poverty level will continue to be located in Census Tracts 102, 110, and 118.01 and the bus system services all of these areas.

Putnam County's bus routes service all of the areas noted, except certain geographically rural areas in the western part of the County. Notably, in years past, the PART 4 bus route serviced the western part of the County (Putnam Valley) but little to no ridership resulted in discontinuing such PART 4 bus route in 2007. A pilot program commenced in April 2018 to attempt to serve this area called the Putnam Valley Commuter Shuttle. However, the service was discontinued in January 2019 for lack of ridership. *See Attachment I* for the latest versions of the County's bus schedules and maps marking the bus routes.

## **VIII. Putnam County Limited English Proficiency Plan (See Attachment J)**

The Limited English Proficiency (LEP) Plan was updated in November 2023 to address Putnam County's responsibilities as a direct recipient of federal financial assistance as pertains to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, Federal Transit Administration Circular 4702.1B dated October 1, 2012, which states, in relevant part, that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

Putnam County Transit System is owned by Putnam County and currently operated by MV Contract Transportation, Inc. Putnam County has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by Putnam County. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this Plan, Putnam County undertook the U.S. Department of Transportation (U.S. DOT) four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a Putnam County program, activity or service.
2. The frequency with which LEP persons come in contact with Putnam County programs, activities, or services.
3. The nature and importance of programs, activities or services provided by Putnam County to the LEP population.
4. The resources available to Putnam County and the overall costs to provide LEP assistance.

### A. Four-Factor Analysis

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a Putnam County Transit program, activity, or service.

Putnam County staff reviewed the 2017-2021 American Community Survey report from the U.S. Census and determined that in Putnam County, 20.2% (18,909) of the total population (age 5 and over) speak a language other than English in addition to English (*See Table 7*). However, of that total of Spanish and English-speaking persons, 26.3% speak English “*less than very well.*” In addition, 16.3% of the 34,651 households within Putnam County speak a language other than English. Primarily these individuals and households are Spanish speaking. There are small numbers of other individuals who speak English “*not well*” or “*not at all*” that speak Indo-European languages, Asian and Pacific languages, or other languages; however, they do not meet the 1,000 or more-threshold required for an LEP Plan.

2. The frequency with which LEP persons come in contact with Putnam County programs, activities, or services.

Putnam County assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. This includes documenting phone inquiries and surveying vehicle operators for requests for interpreters and translated documents. To date, the most frequent contact between LEP persons is with bus drivers. Translated written documents in Spanish are posted on the buses relating to fares and transit rules.

3. The nature and importance of programs, activities or services provided by Putnam County to the LEP population.

The largest geographic concentration of LEP individuals in the Putnam County transit service area is Spanish. According to Census 2020 data, concentrated areas have been identified. 26.0% of the population in Census Tract 103 and 25% of Census Tract 104 (Lake Carmel in the Town of Kent) is Hispanic or Latino. In Census Tract 118.01 (the Village of Brewster), 51% of the population is Hispanic or Latino. Additionally, Census Tract 101 (Putnam Lake) is 24% Hispanic or Latino, and Census Tract 102.2 (Town of Patterson) is 27% Hispanic or Latino. Services provided by Putnam County transit service that are most likely to encounter LEP individuals are the fixed route system which serves the general public and the Para-Transit system which serves primarily senior citizens and disabled persons.

It is also likely that Putnam County transit will encounter LEP individuals at the Putnam County Transit facility where bus tickets are sold.

4. The resources available to Putnam County and overall costs to provide LEP assistance.

Putnam County assessed its available resources that could be used for providing LEP assistance, including determining how much a professional interpreter and translation service would cost on an as needed basis, which of its documents would be the most valuable to be translated if the need should arise, and taking an inventory of available organizations that Putnam County could partner with for outreach and translation efforts. The number of staff and vehicle operating training that might be needed was also considered. Based on the four-factor analysis, Putnam County developed its LEP Plan as outlined in the following section.

#### B. Language Assistance Measures

Proposed manner in which Putnam County and staff may identify LEP person(s) in need of language assistance:

1. Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Have staff available at Putnam County sponsored events to engage attendees in conversation, if possible, and assess attendees' ability to speak and understand English.
3. Survey vehicle operators and other front-line staff, like dispatchers, Paratransit schedulers, and service development planners on their experiences concerning any contacts with LEP persons during the previous year.

There are numerous language assistance measures available to LEP persons, including both oral and written language services. There are also various ways in which Putnam County staff responds to LEP persons, whether in person, by telephone or in writing:

1. Putnam County Hispanic Education and Outreach Programs will continue to provide vital information to LEP groups on Putnam County programs and services.
2. Network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information on Putnam County programs and services.
3. Provide, when possible and practicable, bilingual personnel at community events, public hearings, and Transportation Task Force meetings.
4. Conduct annual surveys of bus drivers and other front-line staff, e.g., dispatchers, Para-Transit schedulers, and service development planners, on their experience concerning any contacts with LEP persons during the previous year.
5. Post the Putnam County Title VI Policy with LEP Plan on the agency website, [www.putnamcountyny.com](http://www.putnamcountyny.com).
6. Provide group travel training for LEP persons with the assistance of bilingual staff.
7. Include language "Spanish speaking preferred" on bus driver recruitment flyers and onboard recruitment posters.

#### C. Translation Services

Any individual who wishes to request oral or written translation services can do so by contacting the dispatchers at 845-878-7433 who will immediately connect to Language Link translation services or by contacting the Civil Rights Officer at 845-878-3480 or [planning@putnamcountyny.gov](mailto:planning@putnamcountyny.gov).

#### D. Staff Training

The following training will be provided to Putnam County and MV Operations staff:

1. Information on the Putnam County Title VI Procedures and LEP responsibilities
2. Description of language assistance services offered to the public
3. Documentation of language assistance requests
4. How to handle a Title VI/LEP complaint

#### E. Outreach Techniques

When staff prepares a document or schedules a meeting for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

#### F. Monitoring and Updating the LEP Plan

Putnam County will update the LEP as required by U.S. DOT. At a minimum, the Plan will be reviewed periodically and updated when it is clear that higher concentrations of LEP individuals are present in the Putnam County transit service area. Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet area needs.
- Determine whether Putnam County's financial resources are sufficient to fund language assistance resources as needed.
- Determine whether Putnam County has fully complied with the goals of its LEP Plan.
- Determine whether complaints have been received concerning Putnam County's failure to meet the needs of LEP individuals.

#### G. Dissemination of the LEP Plan

Once this Title VI Plan is approved by the County Legislature, a link to the Putnam County Title VI and LEP Plan will be uploaded to the Putnam County website at Civil Rights - Putnam County, New York (putnamcountyny.com).

Any person or agency with internet access will be able to access and download the Plan from the Putnam County website. Alternatively, any person or agency may request a copy of the Plan via telephone, fax, mail, or in-person and shall be provided a copy of the Plan at no cost to the requestor. LEP individuals may request a copy of the Plan, translated, which Putnam County will provide, where possible and practicable.

Questions or comments **regarding the LEP Plan** may be submitted to the Putnam County Department of Planning, Development and Public Transportation:

Title VI Coordinator:

Barbara Barosa, Commissioner, Putnam County Department of Planning,  
Development & Public Transportation

841 Fair Street  
Carmel, NY 10512  
Fax: 845-808-1948  
Phone: 845-878-3480  
Email: [planning@putnamcountyny.gov](mailto:planning@putnamcountyny.gov)

## **IX. Environmental Justice Plan for Low-Income and Minority Populations**

Environmental Justice Policy. It is the policy of Putnam County to ensure that all of its programs, policies, and services do not have disproportionate adverse effects on minority and low-income populations. Putnam County takes a proactive approach in engaging these communities to ensure their full and fair participation in processes involving federally funded projects.

Executive Order (EO) 12898. Putnam County promotes and protects the rights of community members to participate meaningfully in decisions that may affect them. The County follows the directives of EO 12898 which states: "Each federal agency must make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health, environmental, economic and social effects of its programs, policies and activities on minority and low-income populations, particularly when such analysis is required by NEPA. The EO emphasizes the importance of NEPA's public participation process, directing that each Federal agency shall provide opportunities for community input in the NEPA process. Agencies are further directed to identify potential effects and mitigation measures in consultation with affected communities."

EO 12898 requires agencies to work to ensure effective public participation and access to information. Each agency should translate crucial public documents, notices and hearings that relate to human health or environmental issues for limited English-speaking populations when it is practicable and appropriate.

## **X. Title VI Discrimination Complaint Procedures.**

### A. Complaint Procedures for Federally Assisted Programs and Services:

Putnam County has established procedures to file a complaint under Title VI of the Civil Rights Act of 1964 as amended, including its Disadvantaged Business Enterprise (DBE), Equal Employment Opportunity (EEO), Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008, relating to any transportation or public work project, program or service administered by Putnam County as well as to sub-recipients, consultants and contractors.

These procedures apply to complaints filed against a program and/or activity funded by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA).

The procedures outlined herein do not obstruct or deny the right of any complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level. The option of informal mediation between the affected parties and the investigator may be utilized to explore potential resolutions at any stage of the process. The investigator will make

every effort to pursue complaint resolution and will request information concerning the relief sought and settlement possibilities at the initial interview stage.

The procedures are provided in English and Spanish. Any person who believes that they have been discriminated against on the basis of race, color or national origin by Putnam County may file a complaint (**See Attachment K**) and/or may contact the Putnam County Civil Rights Officer, the Putnam County Director of Transportation, the NYSDOT Office of Civil Rights, the FHWA Office of Civil Rights, or the FTA Office of Civil Rights to discuss any concerns:

Putnam County Department of Planning, Development and Public Transportation  
Barbara Barosa, Title VI Coordinator/ Civil Rights Officer  
841 Fair Street, Carmel, NY 10512  
Phone: 845-878-3480  
Email: [barbara.barosa@putnamcountyny.gov](mailto:barbara.barosa@putnamcountyny.gov)

Putnam County Department of Planning, Development and Public Transportation  
Vincent Tamagna, Director of Transportation  
841 Fair Street, Carmel, NY 10512  
Phone: 845-878-3480  
Email: [vincent.tamagna@putnamcountyny.gov](mailto:vincent.tamagna@putnamcountyny.gov)

New York State Department of Transportation  
Office of Civil Rights  
50 Wolf Road, 6th Floor  
Albany, NY 12232  
Phone: (518) 457-1129 Fax (518) 549-1273  
Email: [Civilrights@dot.ny.gov](mailto:Civilrights@dot.ny.gov)

Federal Highway Administration  
U.S. Department of Transportation  
Office of Civil Rights  
1200 New Jersey Avenue, SE  
8th Floor E81-105  
Washington, DC 20590  
Phone: (202) 366-0693  
Email: [FHWA.TitleVIcomplaints@dot.gov](mailto:FHWA.TitleVIcomplaints@dot.gov)

Federal Transit Administration  
Office of Civil Rights  
Attention: Complaint Team  
East Building, 5th Floor – TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
Phone: (888) 446-4511  
Email: [FTACivilRightsCommittee@dot.gov](mailto:FTACivilRightsCommittee@dot.gov)

### B. Eligibility

If any individual, group of individuals or entity believes that they or any other program beneficiaries have been subjected to discrimination prohibited by Title VI as a recipient of benefits and/or services, they may file a Complaint with Putnam County.

Title VI Complaints filed by an aggrieved party received by any employee or department should be directed to the Civil Rights Officer. Employees or departments who receive informal or formal complaints under Title VI must notify the Civil Rights Officer of the complaint as soon as possible.

### C. Title VI Complaint Process

1. Upon receipt of a Complaint, the Civil Rights Officer will review the Complaint to determine whether it falls within the jurisdiction of the County under Title VI.

2. The Civil Rights Officer will investigate the Complaint and forward a copy of the Complaint to the County Executive, Personnel Director and County Attorney, and the NYSDOT Title VI Coordinator for a determination of acceptability.

3. In order to be accepted, a complaint must meet the following criteria:

- Must be filed within 180 days of the alleged occurrence or issue
- Must involve a covered basis such as race, color or national origin
- Must involve a program or activity that receives Federal financial assistance

4. The NYSDOT will be notified of sub-recipient complaints received and intent to investigate. IF the NYSDOT accepts the complaint, it will assume responsibility for the investigation.

5. If the complaint involves a matter in which Putnam County is not a sub-recipient of the NYSDOT, then Putnam County will conduct its own investigation and forward a Report of the Investigation to the County Executive, County Attorney, and Personnel Department.

6. In the event the Complainant is not satisfied with the results of the investigatory process, they shall be advised of their right to appeal Putnam County's decision. Appeals must be received by the County Executive within 60 days of the Report's regular mailing to the Complainant. The decision of the County Executive with regard to the Appeal will be final.

7. Putnam County will maintain a log of all complaints received. The log will include the name of the complainant and respondent, the basis of the complaint, the date received, the date NYSDOT was notified, if applicable, the disposition of the complaint and an explanation of the actions taken or proposed to resolve issue(s) raised in the complaint.



D. List of Investigations, Lawsuits, & Complaints

	<b>Date (Month, Day, Year)</b>	<b>Summary (Include basis of complaint: Race, Color or National Origin)</b>	<b>Status</b>	<b>Action(s) Taken</b>
<b>Investigations</b>				
1.				
2.				
3.				
<b>Lawsuits</b>				
1.				
2.				
3.				
<b>Complaints</b>				
1.				
2.				
3.				

*To date there have been no investigations, lawsuits or complaints alleged against Putnam County with regards to Title VI.*

# Appendix

**Table 1:**

Population Trends by Town and Village, Putnam County 1930-2020 Year and Percent Change by Decade

**POPULATION TRENDS BY TOWN AND VILLAGE  
PUTNAM COUNTY 1930 - 2020 YEAR & PERCENT CHANGE**

GEOGRAPHIC AREA	1930	1940	30/40	% Chg.	1950	40/50	% Chg.	1960	50/60	% Chg.	1970	60/70	% Chg.	1980	70/80	% Chg.	1990	80/90	% Chg.	2000	90/2000	% Chg.	2010	2000/10	% Chg.	2020	2010/20	% Chg.	
<b>TOWNS</b>																													
Carmel	3,434	4,195	22.2%		5,458	30.1%		9,113	67.0%		21,639	137.5%		27,948	29.2%		28,816	3.1%		33,006	14.5%		34,305	3.9%		33,576	-2.1%		
Kent	770	1,546	100.8%		2,146	38.8%		3,924	82.9%		8,106	106.6%		12,433	53.4%		13,183	6.0%		14,009	6.3%		13,507	-3.6%		12,900	-4.5%		
Patterson	1,196	1,328	11.0%		2,075	56.3%		2,853	37.5%		4,124	44.5%		7,247	75.7%		8,679	19.8%		11,306	30.3%		12,023	6.3%		11,541	-4.0%		
Philipstown	3,982	4,246	6.6%		4,332	2.0%		5,918	36.6%		7,717	30.4%		9,155	18.6%		9,242	1.0%		9,422	1.9%		9,662	2.5%		9,831	1.7%		
Putnam Valley	859	1,187	38.2%		1,908	60.7%		3,070	60.9%		5,209	69.7%		8,994	72.7%		9,094	1.1%		10,686	17.5%		11,809	10.5%		11,762	-0.4%		
Southeast	3,503	4,053	15.7%		4,388	8.3%		6,844	56.0%		9,901	44.7%		11,416	15.3%		14,927	30.8%		17,316	16.0%		18,404	6.3%		18,058	-1.9%		
<b>VILLAGES</b>																													
Brewster	1,664	1,863	12.0%		1,810	-2.8%		1,714	-5.3%		1,638	-4.4%		1,650	0.7%		1,566	-5.1%		2,162	38.1%		2,390	10.5%		2,506	4.9%		
Cold Spring	1,784	1,897	6.3%		1,788	-5.7%		2,083	16.5%		2,083	0.0%		2,161	3.7%		1,998	-7.5%		1,983	-0.8%		2,013	1.5%		1,987	-1.3%		
Nelsonville	470	457	-2.8%		522	14.2%		555	6.3%		583	5.0%		567	-2.7%		585	3.2%		565	-3.4%		628	11.2%		624	-0.6%		
Putnam County	13,744	16,555	20.5%		20,307	22.7%		31,722	56.2%		56,696	78.7%		77,193	36.2%		83,941	8.7%		95,745	14.1%		99,710	4.1%		97,668	-2.0%		

\* Included in town counts.

SOURCE: U.S. Bureau of the Census  
PREPARED BY: Putnam County Department of Planning, Development, and Public Transportation 8/23

**Table 2:**

**Race and Hispanic or Latino Population, Putnam County by Census Tract 2020  
2020 Census Tract Map**

Label	Putnam County New York	Census Tract 102.01	Census Tract 102.02	Census Tract 104	Census Tract 105	Census Tract 106	Census Tract 107	Census Tract 108	Census Tract 109.01	Census Tract 109.02	Census Tract 110	Census Tract 111	Census Tract 112.01	Census Tract 112.02	Census Tract 113	Census Tract 114	Census Tract 115.01	Census Tract 115.02	Census Tract 116	Census Tract 117	Census Tract 118.01	Census Tract 118.02	Census Tract 119
Total	97,668	3,692	4,312	5,627	4,716	3,277	4,907	3,738	2,610	3,483	3,596	5,113	2,549	4,056	4,421	5,157	3,378	2,960	5,642	4,834	3,742	4,259	5,273
Hispanic or Latino	17,760	886	700	971	1,228	865	775	287	191	438	682	484	825	540	651	751	775	492	792	665	1,923	909	819
Not Hispanic or Latino	79,908	2,716	3,612	4,656	3,488	2,412	4,132	3,451	2,419	3,045	3,332	4,288	2,209	3,301	3,490	4,406	3,203	2,468	4,850	4,169	1,819	3,350	4,454
Population of one race:	71,166	2,580	3,407	4,578	3,359	2,359	3,974	3,295	2,311	2,899	3,406	4,163	2,132	3,242	3,386	4,304	3,117	2,352	4,794	4,072	1,756	3,262	4,286
White alone	71,942	2,349	3,237	4,286	3,085	2,174	3,694	3,168	2,223	2,686	3,212	3,653	2,023	3,077	3,193	4,087	2,615	2,197	4,576	3,952	1,488	3,075	3,915
Black or African American alone	2,025	128	141	178	156	88	115	46	9	95	73	169	58	48	98	65	163	65	85	91	101	86	147
American Indian and Alaska Native alone	80	7	6	0	8	2	8	0	5	2	0	1	1	3	1	2	9	1	2	2	5	5	0
Asian alone	2,146	76	80	97	78	76	116	64	66	78	77	104	41	61	70	117	100	93	92	102	114	80	170
Native Hawaiian and Other Pacific Islander alone	12	1	1	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	3	0	0	1
Some Other Race alone	161	39	22	17	22	19	41	17	8	27	40	16	9	33	23	23	30	6	39	22	18	16	53
Population of two or more races:	2,742	125	125	78	129	109	158	155	108	146	127	145	77	59	104	102	166	106	116	97	83	88	118
Population of two races:	2,185	131	118	72	117	93	152	149	104	140	122	150	75	55	98	100	178	102	113	81	76	85	113

**Table 3:**

Hispanic or Latino Origin by Race, Putnam County 2022 ACS 1-year Estimate

Hispanic or Latino Origin by Race



Note: This is a modified view of the original table produced by the U.S. Census Bureau. This download or printed version may have missing information from the original table.

Putnam County, New York

Label	Estimate	Margin of Error
▼ Total:	98,045	*****
▼ Not Hispanic or Latino:	79,332	*****
White alone	70,372	±935
Black or African American alone	2,851	±549
American Indian and Alaska Native alone	0	±217
Asian alone	2,473	±320
Native Hawaiian and Other Pacific Islander alone	39	±62
Some other race alone	987	±825
▼ Two or more races:	2,610	±796
Two races including Some other race	692	±528
Two races excluding Some other race, and three or more races	1,918	±629
▼ Hispanic or Latino:	18,713	*****
White alone	2,791	±1,275
Black or African American alone	74	±125
American Indian and Alaska Native alone	121	±212
Asian alone	151	±255
Native Hawaiian and Other Pacific Islander alone	0	±217
Some other race alone	8,300	±2,021
▼ Two or more races:	7,276	±1,745
Two races including Some other race	7,147	±1,726
Two races excluding Some other race, and three or more races	129	±170



## Income in the Past 12 Months (in 2022 Inflation-Adjusted Dollars)

**Table 4:**  
**Income in the Past 12 Months, Putnam County 2022 ACS 1-year Estimate**

Note: This is a modified view of the original table produced by the U.S. Census Bureau. This download or printed version may have missing information from the original table.

Putnam County, New York						
Label	Households		Families		Nonfamily households	
	Estimate	%	Estimate	%	Estimate	%
▼ Total	36,104		25,158		10,946	
Less than \$10,000	3.7%		2.5%		5.2%	
\$10,000 to \$14,999	2.3%		0.8%		6.0%	
\$15,000 to \$24,999	3.5%		1.3%		8.8%	
\$25,000 to \$34,999	4.0%		2.1%		8.4%	
\$35,000 to \$49,999	9.5%		6.3%		16.9%	
\$50,000 to \$74,999	9.1%		9.6%		12.6%	
\$75,000 to \$99,999	11.4%		11.5%		11.3%	
\$100,000 to \$149,999	20.7%		19.8%		22.3%	
\$150,000 to \$199,999	14.2%		17.0%		5.1%	
\$200,000 or more	22.0%		29.2%		3.4%	
Median income (dollars)	111,102		136,029		50,477	
Mean income (dollars)	143,926		168,838		78,909	
▼ PERCENT ALLOCATED						
Household income in the past 12 months	43.8%		(X)		(X)	
Family income in the past 12 months	(X)		43.4%		(X)	
Nonfamily income in the past 12 months	(X)		(X)		43.7%	

**Table 5:**  
**Putnam County, NY Quick Facts**

All Topics		Putnam County, New York
Population, Census, April 1, 2020		97,668
<b>PEOPLE</b>		
<b>Population</b>		
Population Estimates, July 1, 2022, (V2022)		98,045
Population estimates base, April 1, 2020, (V2022)		97,682
Population, percent change - April 1, 2020 (estimates base) to July 1, 2022, (V2022)		0.4%
<b>Population, Census, April 1, 2020</b>		<b>97,668</b>
Population, Census, April 1, 2010		99,710
<b>Age and Sex</b>		
Persons under 5 years, percent		4.6%
Persons under 18 years, percent		19.0%
Persons 65 years and over, percent		19.3%
Female persons, percent		49.7%
<b>Race and Hispanic Origin</b>		
White alone, percent		89.6%
Black or African American alone, percent (a)		4.9%
American Indian and Alaska Native alone, percent (a)		0.6%
Asian alone, percent (a)		2.5%
Native Hawaiian and Other Pacific Islander alone, percent (a)		0.1%
Two or More Races, percent		2.4%
Hispanic or Latino, percent (b)		19.1%
White alone, not Hispanic or Latino, percent		73.5%
<b>Population Characteristics</b>		
Veterans, 2017-2021		3,418
Foreign born persons, percent, 2017-2021		13.9%
<b>Housing</b>		
Housing units, July 1, 2022, (V2022)		38,409
Owner-occupied housing unit rate, 2017-2021		83.3%
Median value of owner-occupied housing units, 2017-2021		\$377,800
Median selected monthly owner costs -with a mortgage, 2017-2021		\$2,800
Median selected monthly owner costs -without a mortgage, 2017-2021		\$1,151
Median gross rent, 2017-2021		\$1,544
Building permits, 2022		176
<b>Families &amp; Living Arrangements</b>		
Households, 2017-2021		34,651
Persons per household, 2017-2021		2.76
Living in same house 1 year ago, percent of persons age 1 year+, 2017-2021		92.4%
Language other than English spoken at home, percent of persons age 5 years+, 2017-2021		20.2%
<b>Computer and Internet Use</b>		
Households with a computer, percent, 2017-2021		95.5%
Households with a broadband Internet subscription, percent, 2017-2021		93.1%
<b>Education</b>		
High school graduate or higher, percent of persons age 25 years+, 2017-2021		93.3%
Bachelor's degree or higher, percent of persons age 25 years+, 2017-2021		41.5%
<b>Health</b>		
With a disability, under age 65 years, percent, 2017-2021		6.2%
Persons without health insurance, under age 65 years, percent		4.7%

### Economy

🌐 In civilian labor force, total, percent of population age 16 years+, 2017-2021	65.2%
🌐 In civilian labor force, female, percent of population age 16 years+, 2017-2021	60.3%
🌐 Total accommodation and food services sales, 2017 (\$1,000) (c)	146,303
🌐 Total health care and social assistance receipts/revenue, 2017 (\$1,000) (c)	609,918
🌐 Total transportation and warehousing receipts/revenue, 2017 (\$1,000) (c)	77,809
🌐 Total retail sales, 2017 (\$1,000) (c)	909,879
🌐 Total retail sales per capita, 2017 (c)	\$9,200

### Transportation

🌐 Mean travel time to work (minutes), workers age 16 years+, 2017-2021	39.2
--	------

### Income & Poverty

🌐 Median household income (in 2021 dollars), 2017-2021	\$111,617
🌐 Per capita income in past 12 months (in 2021 dollars), 2017-2021	\$49,808
🌐 Persons in poverty, percent	△ 6.6%

## BUSINESSES

### Businesses

🌐 Total employer establishments, 2021	2,897
🌐 Total employment, 2021	21,254
🌐 Total annual payroll, 2021 (\$1,000)	1,141,107
🌐 Total employment, percent change, 2020-2021	-3.4%
🌐 Total nonemployer establishments, 2019	9,818
🌐 All employer firms, Reference year 2017	2,553
🌐 Men-owned employer firms, Reference year 2017	1,744
🌐 Women-owned employer firms, Reference year 2017	S
🌐 Minority-owned employer firms, Reference year 2017	257
🌐 Nonminority-owned employer firms, Reference year 2017	2,101
🌐 Veteran-owned employer firms, Reference year 2017	69
🌐 Nonveteran-owned employer firms, Reference year 2017	2,250

## GEOGRAPHY

### Geography

🌐 Population per square mile, 2020	424.3
🌐 Population per square mile, 2010	432.9
🌐 Land area in square miles, 2020	230.20
🌐 Land area in square miles, 2010	230.31
🌐 FIPS Code	36079



**Table 6:**

Putnam County Selected Economic Characteristics, 2017-2021 ACS 5-year Estimates

DP03|SELECTED ECONOMIC CHARACTERISTICS

American Community Survey | 2021 ACS 5-Year Estimates Data Profiles

Notes | Geos | Topics | Codes | Dataset | Year | Hide | Transpose | Margin of Error | Restore | Excel | CSV | ZIP | Cite

Putnam County, New York

Label	Estimate	Margin of Error	Percent	Percent Margin of Error
▼ EMPLOYMENT STATUS				
▼ Population 16 years and over	81,276	±297	81,276	(X)
▼ In labor force	53,009	±1,010	65.2%	±1.2
▼ Civilian labor force	53,009	±1,010	65.2%	±1.2
Employed	50,481	±1,031	62.1%	±1.3
Unemployed	2,518	±426	3.1%	±0.5
Armed Forces	0	±30	0.0%	±0.1
Not in labor force	28,267	±1,007	34.8%	±1.2
▼ Civilian labor force	53,009	±1,010	53,009	(X)
Unemployment Rate	(X)	(X)	4.8%	±0.8
▼ Females 16 years and over	40,622	±167	40,622	(X)
▼ In labor force	24,491	±625	60.3%	±1.6
▼ Civilian labor force	24,491	±625	60.3%	±1.6
Employed	23,411	±667	57.6%	±1.7
▼ Own children of the householder under 6 years	5,083	±201	5,083	(X)
All parents in family in labor force	4,006	±245	78.8%	±4.5
▼ Own children of the householder 6 to 17 years	13,687	±327	13,687	(X)
All parents in family in labor force	10,296	±645	75.2%	±4.2
▼ COMMUTING TO WORK				
▼ Workers 16 years and over	49,265	±984	49,265	(X)
Car, truck, or van -- drove alone	36,263	±1,144	73.6%	±1.7
Car, truck, or van -- carpooled	3,793	±500	7.7%	±1.0
Public transportation (excluding taxicab)	3,453	±432	7.0%	±0.9
Walked	722	±217	1.5%	±0.4
Other means	418	±122	0.8%	±0.2
Worked from home	4,616	±672	9.4%	±1.4

Mean travel time to work (minutes)	39.2	±1.1	(X)	(X)
<b>▼ OCCUPATION</b>				
▼ Civilian employed population 16 years and over	50,491	±1,031	50,491	(X)
Management, business, science, and arts occupations	22,846	±935	45.2%	±1.8
Service occupations	8,775	±582	17.4%	±1.1
Sales and office occupations	10,382	±618	20.6%	±1.1
Natural resources, construction, and maintenance occupations	4,637	±461	9.2%	±0.9
Production, transportation, and material moving occupations	3,851	±476	7.6%	±0.9
<b>▼ INDUSTRY</b>				
▼ Civilian employed population 16 years and over	50,491	±1,031	50,491	(X)
Agriculture, forestry, fishing and hunting, and mining	194	±120	0.4%	±0.2
Construction	4,298	±471	8.5%	±0.9
Manufacturing	2,311	±306	4.6%	±0.6
Wholesale trade	1,057	±220	2.1%	±0.4
Retail trade	4,951	±536	9.8%	±1.0
Transportation and warehousing, and utilities	2,530	±429	5.0%	±0.9
Information	1,465	±321	2.9%	±0.6
Finance and insurance, and real estate and rental and leasing	3,693	±480	7.3%	±0.9
Professional, scientific, and management, and administrative an...	6,212	±563	12.3%	±1.1
Educational services, and health care and social assistance	15,035	±858	29.8%	±1.6
Arts, entertainment, and recreation, and accommodation and foo...	3,504	±441	6.9%	±0.9
Other services, except public administration	2,500	±324	5.0%	±0.6
Public administration	2,741	±452	5.4%	±0.9
<b>▼ CLASS OF WORKER</b>				
▼ Civilian employed population 16 years and over	50,491	±1,031	50,491	(X)
Private wage and salary workers	38,060	±1,088	75.4%	±1.5
Government workers	9,154	±805	18.1%	±1.6
Self-employed in own not incorporated business workers	3,163	±422	6.3%	±0.8
Unpaid family workers	84	±82	0.2%	±0.2
<b>▼ INCOME AND BENEFITS (IN 2021 INFLATION-ADJUSTED DOLLARS)</b>				
▼ Total households	34,651	±501	34,651	(X)
Less than \$10,000	770	±190	2.2%	±0.5
\$10,000 to \$14,999	725	±245	2.1%	±0.7
\$15,000 to \$24,999	1,525	±312	4.4%	±0.9
\$25,000 to \$34,999	1,642	±273	4.7%	±0.8
\$35,000 to \$49,999	2,431	±376	7.0%	±1.1
\$50,000 to \$74,999	4,281	±444	12.4%	±1.3
\$75,000 to \$99,999	4,381	±419	12.6%	±1.2
\$100,000 to \$149,999	7,443	±612	21.5%	±1.7
\$150,000 to \$199,999	4,749	±517	13.7%	±1.5
\$200,000 or more	5,704	±587	19.3%	±1.7
Median household income (dollars)	111,617	±4,424	(X)	(X)
Mean household income (dollars)	136,752	±4,772	(X)	(X)
▼ With earnings	28,171	±552	91.3%	±1.2
Mean earnings (dollars)	132,010	±5,036	(X)	(X)
▼ With Social Security	12,899	±487	37.2%	±1.4
Mean Social Security income (dollars)	24,266	±738	(X)	(X)

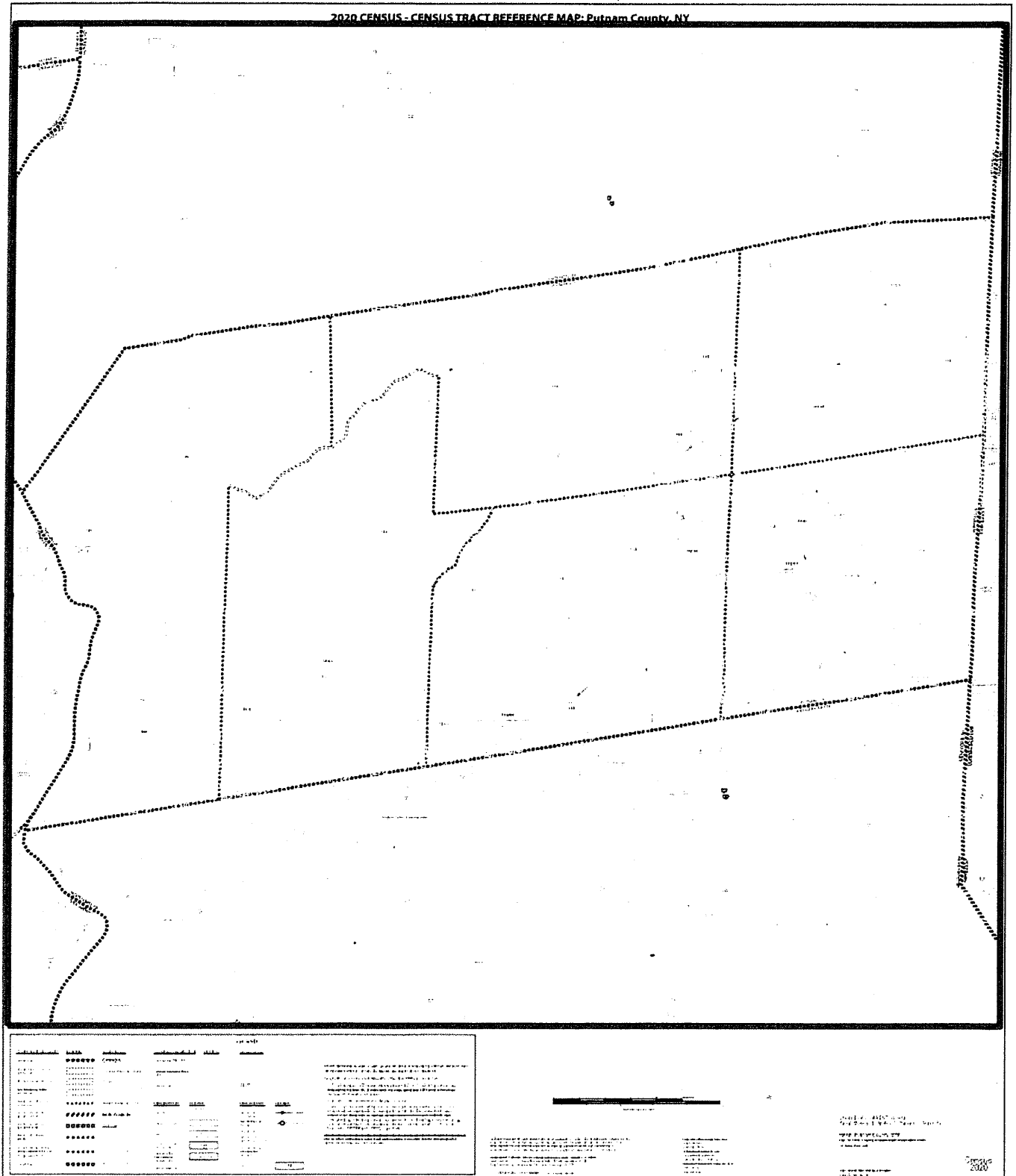
▼ With retirement income	9,927	±551	28.6%	±1.6
Mean retirement income (dollars)	38,236	±2,584	(X)	(X)
▼ With Supplemental Security income	1,226	±235	3.6%	±0.7
Mean Supplemental Security income (dollars)	12,740	±1,710	(X)	(X)
▼ With cash public assistance income	645	±178	1.9%	±0.5
Mean cash public assistance income (dollars)	7,063	±3,195	(X)	(X)
With Food Stamp/SNAP benefits in the past 12 months	1,077	±266	3.1%	±0.8
▼ Families	26,065	±627	26.065	(X)
Less than \$10,000	380	±52	1.5%	±0.6
\$10,000 to \$14,999	172	±90	0.7%	±0.3
\$15,000 to \$24,999	561	±214	2.2%	±0.8
\$25,000 to \$34,999	629	±138	2.5%	±0.5
\$35,000 to \$48,999	1,444	±271	5.5%	±1.0
\$50,000 to \$74,999	3,046	±395	11.7%	±1.5
\$75,000 to \$99,999	3,179	±395	12.2%	±1.4
\$100,000 to \$149,999	6,349	±578	24.4%	±2.1
\$150,000 to \$199,999	4,278	±523	16.4%	±2.0
\$200,000 or more	6,017	±536	23.1%	±2.0
Median family income (dollars)	127,838	±4,046	(X)	(X)
Mean family income (dollars)	154,674	±5,387	(X)	(X)
Per capita income (dollars)	49,808	±1,574	(X)	(X)
▼ Nonfamily households	6,586	±602	6.586	(X)
Median nonfamily income (dollars)	53,530	±5,004	(X)	(X)
Mean nonfamily income (dollars)	75,864	±6,841	(X)	(X)
Median earnings for workers (dollars)	48,215	±2,917	(X)	(X)
Median earnings for male full-time, year-round workers (dollars)	77,820	±5,453	(X)	(X)
Median earnings for female full-time, year-round workers (dollars)	62,597	±3,159	(X)	(X)

**Table 7:**

**Language Spoken at Home, Putnam County 2017 – 2021 ACS 5-year Estimates**

Label	Percent		Percent of specified language speakers		Speak English less than "very w..."		Percent speak English less than ...	
	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Population 5 years and over	98,551	(X)	88,569	84.7%	4,982	5.3%	(X)	
Speak only English	74,642	79.8%	(X)		(X)		(X)	
Speak a language other than English	18,908	20.2%	13,927	73.7%	4,982	26.3%		
<b>SPEAK A LANGUAGE OTHER THAN ENGLISH</b>								
Spanish	10,060	10.8%	7,510	74.5%	2,570	25.5%		
5 to 17 years old	1,847	2.0%	1,653	89.5%	194	10.5%		
18 to 64 years old	7,412	7.9%	5,442	73.4%	1,970	26.6%		
65 years old and over	821	0.9%	415	50.5%	406	49.5%		
Other Indo-European languages	6,593	7.0%	5,023	76.2%	1,570	23.8%		
5 to 17 years old	1,080	1.2%	1,034	95.7%	46	4.3%		
18 to 64 years old	4,077	4.4%	3,210	78.7%	867	21.3%		
65 years old and over	1,436	1.5%	779	54.2%	657	45.8%		
Asian and Pacific Island languages	1,416	1.5%	782	55.3%	634	44.7%		
5 to 17 years old	66	0.1%	91	94.8%	5	5.2%		
18 to 64 years old	1,026	1.1%	536	52.2%	490	47.8%		
65 years old and over	324	0.3%	165	51.1%	159	48.9%		
Other languages	820	0.8%	602	73.4%	218	26.6%		
5 to 17 years old	17	0.0%	17	100.0%	0	0.0%		
18 to 64 years old	695	0.7%	486	69.9%	209	30.1%		
65 years old and over	108	0.1%	99	91.7%	9	8.3%		
<b>CITIZENS 18 YEARS AND OVER</b>								
All citizens 18 years old and over	72,822	(X)	71,030	96.2%	2,792	3.8%		
Speak only English	61,802	83.7%	(X)		(X)		(X)	
Speak a language other than English	12,020	16.3%	9,238	76.8%	2,792	23.2%		
Spanish	5,817	7.9%	4,691	80.6%	1,126	19.4%		
Other languages	6,203	8.4%	4,537	73.1%	1,666	26.9%		

**Figure 1:**  
2020 Census Tract Map



**Attachment A:**

Resolution #113, Approving Putnam County's Title VI Program Plan 2021  
&  
Resolution #159, Approving the Amendment of County Civil Rights Officer,  
August 2022

PUTNAM COUNTY LEGISLATURE

Resolution #113

Introduced by Legislator: Carl L. Albano on behalf of the Physical Services Committee at a Regular Meeting held on June 1, 2021.

page 1

APPROVAL/ PUTNAM COUNTY'S PROPOSED PROGRAM PLAN IN CONFORMANCE WITH AND AS REQUIRED BY THE U.S. DEPARTMENT OF TRANSPORTATION AND TITLE VI REGULATIONS

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 Federal funding and/or financial assistance, as defined in FTA C 4702.1B (the "Circular"), and, as such, must comply with the mandate of Title VI of the Civil Rights Act of 1964 ("Title VI"), which provides, in relevant part, that no person shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity by recipient(s) of Federal funding and/or financial assistance; and

WHEREAS, the County's prior submission to the FTA of the Putnam County Title VI Program Plan ("Program Plan) was approved by the Putnam County Legislature ("Legislature") by Resolution #102 of 2019; and

WHEREAS, the County, by and through the Department of Planning, Development and Public Transportation, in furtherance of the objectives of Title VI and as required by the FTA, has prepared, for submission to and approval by the FTA, an update to its Program Plan, supporting the integration into the County's services, programs and activities the considerations, goals and mandate of Title VI, et seq.; and

WHEREAS, the Program Plan's objectives include, without limitation, ensuring that the level and quality of public transportation services is provided in a non-discriminatory manner, promoting full and fair participation in public transportation decision-making without regard to race, color or national origin, and ensuring meaningful access to transit-related services, programs and activities by persons with limited English proficiency; 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, approve and authorize the Department of Planning, Development and Public Transportation to submit to the FTA for its review and approval the County's Title VI Program Plan, which conforms to the mandate set forth in the Circular FTA C 4702.1B as required by the FTA; and be it further

RESOLVED, that this resolution shall take effect immediately.

BY ROLL CALL 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 June 1, 2021.

Dated: June 3, 2021

Signed: Diane Schonfeld

Diane Schonfeld  
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #159

Introduced by Legislator: Carl L. Albano on behalf of the Physical Services Committee at a Regular Meeting held on August 2, 2022.

page 1

**APPROVAL/ PUTNAM COUNTY'S PROPOSED PROGRAM PLAN AMENDMENT OF CIVIL RIGHTS OFFICER IN CONFORMANCE WITH AND AS REQUIRED BY THE U.S. DEPARTMENT OF TRANSPORTATION AND TITLE VI REGULATIONS**

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 Federal funding and/or financial assistance, as defined in FTA C 4702.1B (the "Circular"), and, as such, must comply with the mandate of Title VI of the Civil Rights Act of 1964 ("Title VI"), which provides, in relevant part, that no person shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity by recipient(s) of Federal funding and/or financial assistance; and

WHEREAS, the County, by and through the Department of Planning, Development and Public Transportation, in furtherance of the objectives of Title VI and as required by the FTA, has prepared, for submission to and approval by the FTA, an update to its Program Plan, supporting the integration into the County's services, programs and activities the considerations, goals and mandate of Title VI; and

WHEREAS, the Program Plan's objectives include ensuring that the level and quality of public transportation services is provided in a non-discriminatory manner, promoting full and fair participation in public transportation decision-making without regard to race, color or national origin, and ensuring meaningful access to transit-related services, programs and activities by persons with limited English proficiency; now therefore be it

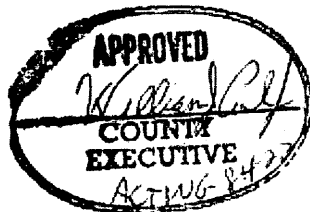
RESOLVED, that the County Executive, together with the Putnam County Legislature, support the County's continued participation in approved FTA services, programs and activities, as well as continue to be a recipient of FTA funding and/or financial assistance therefor; and be it further

RESOLVED, that the County Executive, together with the Putnam County Legislature, support, approve and authorize the Department of Planning, Development and Public Transportation to submit to the FTA for its review and approval the County's Title VI Program Plan, amending the Civil Rights Officer listed therein and which conforms to the mandate set forth in the Circular FTA C 4702.1B as required by the FTA; and be it further

RESOLVED, that this resolution shall take effect immediately.

BY POLL VOTE: SEVEN AYES. LEGISLATORS CASTELLANO & GOULDMAN WERE ABSENT. MOTION CARRIES.

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 August 2, 2022.

Dated: August 4, 2022

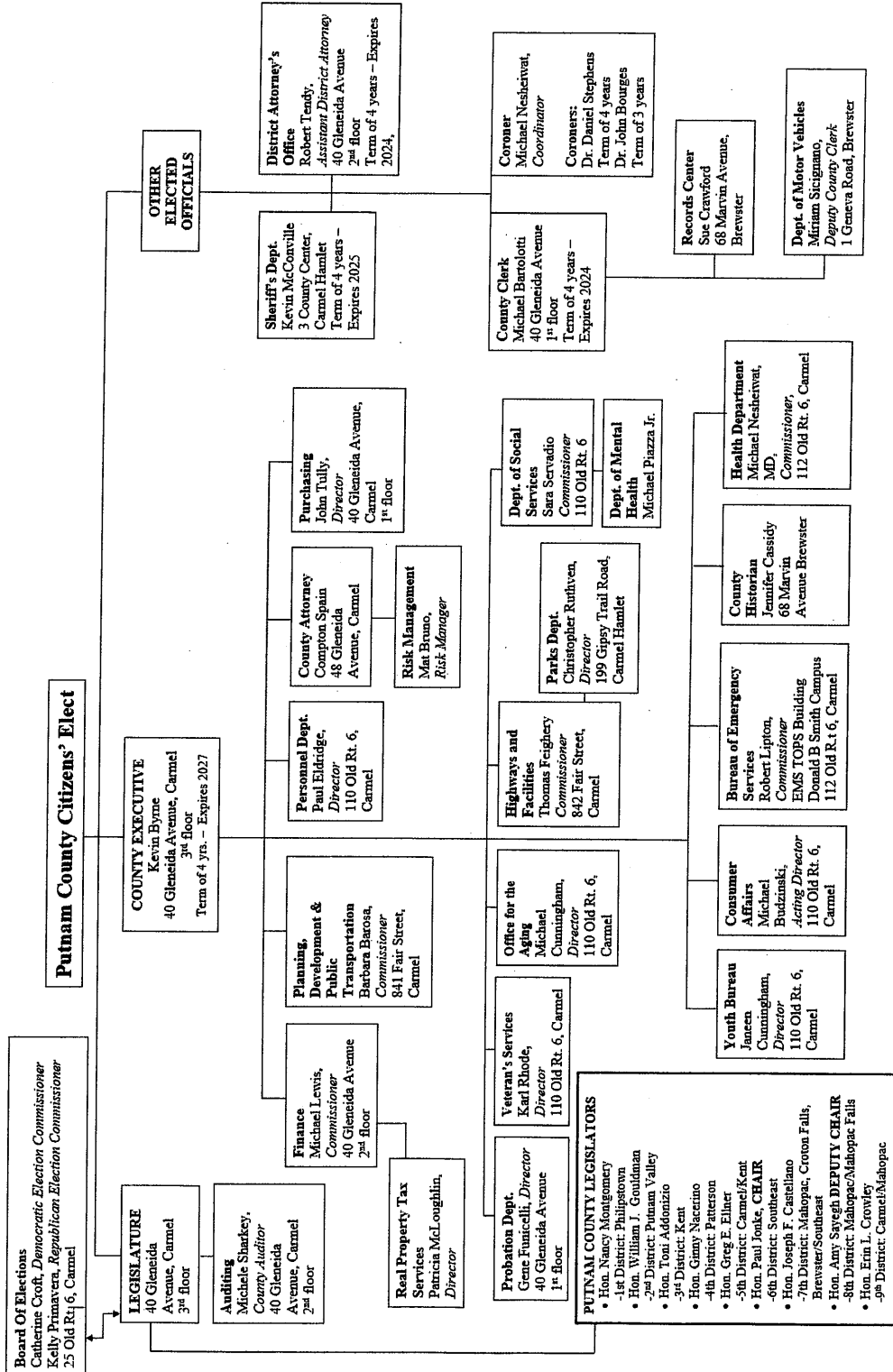
Signed: *Diane Schonfeld*

Diane Schonfeld  
Clerk of the Legislature of Putnam County



# Attachment B:

## Putnam County Organizational Chart



## Attachment C:



### GM Monthly Facility Audit

LOCATION: PUTNAM 239	DATE:			
Area	Yes	No	N/A	Comments
<b>Safety Management Practices</b>				
Maintains MVT standardized Accident Log updated and current				
Performs New Hires 45/75 day assessments as required				
Division's instructors (class and BTW) are properly ICP certified				
Division utilizes the standard MVT training program (AVATAR)				
> Check 1 file from the last class that graduated for accuracy and completeness				
Division follows minimum training program requirements (hours, protocols, materials, etc.)				
Division manages DriveCam Program per DC Program Management Plan				
> # Vehicles Out Of Service				7
> # Vehicles Overdue for Download				
> # DC events overdue for coaching/retraining				
Division follows disciplinary requirements outlined in Handbook/CBA				
Location Safety Committee is active and meeting minutes kept and posted on bulletin board				
Safety Meetings attendance tracked and documented on Form SF-8 and filed				
Drivers retrained per Safety Retraining Policy (Policy #12)				
> Check most recent preventable accident retraining file for accuracy and completeness				
Safety vests are worn				
<b>COVID-19 Safety</b>				
Signage and flyers visible, up-to-date, and not worn out - at building entrance, throughout office and maintenance				
COVID-19 Communications Board is up-to-date				
Facial covering signage is posted throughout the location				
Physical distancing decals and signage visible and not worn out - at entrance, throughout office and maintenance				
Sanitary stations set up at all high-touch point areas				
PPE Inventory System up-to-date				
Sufficient supply of PPE - cleaning supplies, masks, gloves, sanitizer, wipes, face shields, etc.				
Daily cleaning log is being maintained and is up-to-date				
Screening / daily clearance protocol process is working as intended and using most recent forms				
Workspace seating adheres to 6-foot distance				
Furniture is removed in congregation-prone areas to encourage physical distancing				
Communal items are removed or temporarily closed down (i.e. drinking fountains, candy dishes)				
Any physical distancing bottlenecks and need to establish capacity limit or 1-in, 1-out				
<b>Exterior</b>				
Are exterior lights functioning properly?				
Landscaping well maintained				
Trash not overflowing from dumpster				
Parking lot free of debris				
Parking lot in good repair and free of trip hazards				
Building and fencing free of graffiti				
Does fuel island have spill kit (if applicable)				
Is fuel island free of leaks (if applicable)				
Fuel island has fire extinguisher available (if applicable)				
Fuel island has emergency out-off switch and it is visible and properly identified (if applicable)				
Fuel hose hung properly (if applicable)				
Fuel nozzle trigger lock removed (if applicable)				

Area	Yes	No	N/A	Comments
<b>Vehicles</b>				
Exterior of vehicle clean (wheels, windows etc.)				
Interior free of trash, debris and graffiti				
DVIs properly filled out				
Current insurance and registration located in vehicle				
Accident kits are present with most up-to-date accident procedures				
Fire extinguisher is present and serviceable				
<b>Maintenance Area</b>				
Is Facility clean?				
Is the maintenance floor clear of free oil spills or slick spots?				
Are maintenance personnel wearing safety glasses?				
Is proper footwear being worn?				
Are all machinery fitted with proper guards?				
Electrical cords intact and free of cuts/repair?				
Electrical Panels / Breaker Boxes have unobstructed access				
Electrical Panels / Breaker Boxes have not been modified and have no uncovered openings.				
Inventory stored properly and organized				
Are hoses rolled up when not in use?				
Are Lockout/Tagout procedures in place?				
Is waste area clean and orderly?				
Are aerosol cans stored in fire proof cabinets?				
Are oily rags disposed of in their proper container (covered metal waste cans)?				
Are safety glasses for visitors provided in accessible an area?				
Are all facility/shop lights operational and functional?				
Are exits properly marked?				
Is first aid kit properly stocked?				
Plumbed eyewash station is inspected weekly				
Are eyewash stations within 15' of hazardous materials such as corrosive (batteries).				
Electrical panel area free of clutter (3x3)				
Are facility / shop areas free of "trip & falls" hazards?				
Are all storage drums covered and labeled?				
Are all air / water hoses clean, free of defects and properly stored?				
Are all drop lights clean, serviceable, and properly stored?				
Is signage permanently mounted?				
Are locker room floors free of debris and uniforms?				
Are there accurate "Days without an Injury" and "Days without Incident" signs posted?				
Is proper personal protective equipment (PPE) used by employees in the shop areas?				
<b>Lifts and Equipment</b>				
Jack stands and lifts have weight capacity clearly marked on them				
Jack stand in good condition				
Jack stand being used when applicable				
Tires and wheels secure				
Batteries secured and stored with secondary containment				
Vehicle lifts in good condition				
Vehicle wash area clean and organized				
Water hoses rolled up when not in use (wash area)				
Pit area clean and organized (where applicable)				
Are fire extinguishers inspected monthly basis				
Appropriate signs posted for PPE, fire extinguisher, restricted area, etc.				



## Attachment D:

### Policy & Procedures for Public Comment on Fare/Service Changes

#### ARTICLE XI

##### *Procedure for Public Comment Process on Fare & Service Changes*

- I. Fare Change(s): any increase or reduction in any fare in the PART system, including but not limited to; fixed route, paratransit, seasonal trolley, commuter shuttle.
  1. See Section IV of Article XI below.
- II. Major Service Change(s): any route change that would expand or reduce service that is over 10% of the weekly revenue mileage of all existing fixed routes excluding the trolley service. This will include a change in service areas, days of service and/or scheduled times.
  1. See Section IV of Article XI below.
- III. Minor Service Change(s): increasing or reducing less than 10% of the weekly revenue mileage of all existing fixed routes excluding the trolley service. This will include a change in service areas, days of service and/or scheduled times.
  1. Based on input from PART, the Commissioner/Deputy Commissioner or Transportation Manager approves or denies contemplated service changes.
  2. Upon arrival, the Commissioner/Deputy Commissioner or Transportation Manager notifies the County Executive of the change(s).
- IV. Procedures to Implement Fare/Major Service Changes

The following procedures will be used when Fare/Major Service changes are being planned:

1. Discuss the proposed changes internally. Internally means within the Planning Department and with the Transit Operator.
2. Analyze all fare and major service changes according to the procedures set forth in item V of Article XI below.
3. Discuss the proposed changes with the County Executive as part of, among other things, the County Executive's proposed budget.
4. Finalize changes with the County Executive as part of the proposed budget.
5. Once the County Executive's proposed budget is released to the County Legislature, cooperate with the news media and the Legislative Committees in reviewing the department proposals.
6. Public Hearings are held by the County Legislature to receive input from the public. Public is to be given a 30-day notice prior to a hearing.
7. Receive comments at hearing(s) or by mail; and, as appropriate, integrate comments into the proposed changes, if any. Operational and financial constraints will determine if/how comments are addressed. Comments at the hearing(s) will be recorded in the form of minutes.

8. County Legislature adopts final budget containing route/fare changes.
9. County Executive has opportunity for veto of Legislative changes.
10. County Legislature has opportunity to override any veto by County Executive.
11. Fare changes/route changes become final.

V. Procedures to Analyze all Fare and/or Major Service Changes

Although Putnam County is considered a non-large fixed route transit provider, for purposes of Title VI, Putnam County will analyze all fare changes and major service changes as defined in Section I and II of Article XI above. The following steps will be implemented in connection with the analysis:

- Communication of changes will be done through the public hearing process and notices will be placed in the buses to inform people of pending proposed changes, and advertised in the officially designated newspapers, and County website.
- Route changes will be analyzed by comparing where the proposed changes will take place with the Census Tract maps which show minority and low-income populations.

For span of service changes that would reduce or expand hours and days of service, input would be sought from the ridership through comments made to the drivers or received at the office regarding requests for such changes. An informal survey might also be conducted of the ridership. Additionally, input from the business community or some other entity requesting service might be used as well as petitions presented from various groups to help determine usage.

In regard to fare changes, the ridership and general public will be presented opportunities to comment at public hearings or in writing. There are various payment options and methods to pay and there are discount plans. Feedback will be focused on input regarding the amount of the fare increase and whether or not it is reasonable for minority and low-income populations. In this regard, the cost of alternate travel modes in the area will be evaluated.

The County will determine whether or not the proposed changes have any discriminatory impact by analyzing the characteristics of the people in the area that would be impacted by the changes. Changes should not be focused on only a minority and/or low-income area in a manner that creates a hardship for only that area.

If any adverse effects are evident from a fare change or major service change, the County will review the changes and determine if any actions can be implemented to minimize, mitigate or offset any adverse impacts. Possible strategies might include any or all of the following alternatives:

- Minimize fare increases through added discounts on existing payment options.
- Create new alternative payment options with discounts.
- Determine if alternative transportation service options in the area are feasible either from a cost stand-point and/or availability stand-point and be prepared to make recommendations regarding these services.

*Policy & Procedures*

- Provide sufficient notice of proposed changes to allow adequate time for people to find an alternate means of travel.

Finally, if an analysis demonstrates a disparate impact on low-income and minority populations, the County will document that the proposal meets a substantial need that is in the public interest and that alternatives would have more severe adverse effects than the preferred alternative. It is likely that a cost-benefit analysis would be done to help define the final course of action. In the next several years, it is likely that budgetary constraints and funding sources will weigh heavily on the evaluation of alternatives. In short, service will be balanced against what the taxpayer can afford and in light of any newly imposed New York State property tax cap.

**Attachment E:**

Resolution R-165, Adopting Transportation Advisory Council (TAC)



PUTNAM COUNTY LEGISLATURE

Resolution #165

Introduced by Legislator: Ginny Nacerino on behalf of the Rules, Enactments & Intergovernmental Relations Committee at a Regular Meeting held on August 7, 2013.

page 1

**APPROVAL/LOCAL LAW/AMEND CHAPTER 25/CODE OF PUTNAM COUNTY ENTITLED "COUNCILS AND COMMISSIONS"**

**A Local Law to Amend Chapter 25 of the Code of Putnam County entitled "Councils and Commissions"**

**BE IT ENACTED BY THE LEGISLATURE OF THE COUNTY OF PUTNAM, as follows:**

**Section 1.**

**A new Article VI entitled "Transportation Advisory Council" is hereby added to Chapter 25 of the Code of Putnam County to read as follows:**

**Section 25-39. Establishment.**

**There is hereby created and established in the County of Putnam, New York a Transportation Advisory Council to be known as the "Putnam County Transportation Advisory Council", and said Board shall be and exist for the benefit of the County of Putnam and the inhabitants thereof, and same is hereby established for the accomplishment of any and all purposes provided by law.**

**Section 25-40. Membership and term.**

**A) Membership in the Transportation Advisory Council shall consist of the following:**

**(1) There shall be seven (7) members appointed by the County Executive and confirmed by the Legislature, who reside in the County of Putnam. One member shall be a representative of the Putnam County Chambers of Commerce; one member shall be a real estate and/or commerce professional; one member shall be a representative for people with disabilities; one member shall be a representative of the taxi & limousine business; one member shall be a citizen-at-large; one member shall be a citizen with a mental impairment; and one member shall be a citizen with a physical disability.**

**Vote:**

**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 August 7, 2013.**

**Dated: August 9, 2013**

**Signed:**

**Diane Schonfeld  
Clerk Of The Legislature Of Putnam County**

PUTNAM COUNTY LEGISLATURE

Resolution #165

Introduced by Legislator: Ginny Nacerino on behalf of the Rules, Enactments & Intergovernmental Relations Committee at a Regular Meeting held on August 7, 2013.

page 2

(2) Ex-officio members shall be the Putnam County Transportation Manager or an appointee of the Commissioner of Planning, Development and Public Transportation, the Chairman of the Physical Services Committee, the Chair of the Economic Development & Energy Committee, the Commissioner of Planning, Development and Public Transportation, the Commissioner of Social Services, the Commissioner of Health, the Director of Tourism, the Director of Office for the Aging, the Director of Consumer Affairs, the Director of the Economic Development Corporation, the Director of the Office of Veterans Affairs.

B) All appointed members shall serve at the pleasure of the County Executive during their three (3) year term of appointment.

C) Appointed member vacancies on the Transportation Advisory Council shall be filled in the same manner as the original appointment, except that a vacancy occurring through circumstances other than by expiration of a term shall be filled only for the remainder of said term.

D) An appointed member of the Transportation Advisory Council shall serve until his or her successor has been appointed.

**Section 25-41. Chairperson.**

The Chairperson of the Transportation Advisory Council shall be the Putnam County Transportation Manager or the appointee of the Commissioner of Planning, Development and Public Transportation.

**Section 25-42. Powers and duties.**

The powers and duties of the Transportation Advisory Council shall be to:

A) Explore opportunities and make recommendations to the County Executive and Legislature exploring all facets of Public Transportation in order to improve efficiencies, better manage assets, leverage resources and create partnerships to save dollars and improve transportation services.

Vote:

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 August 7, 2013.

Dated: August 9, 2013

Signed: \_\_\_\_\_

**Diane Schonfeld**  
Clerk Of The Legislature Of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #165

Introduced by Legislator: Ginny Naccrino on behalf of the Rules, Enactments & Intergovernmental Relations Committee at a Regular Meeting held on August 7, 2013.

page 3

- B) Provide quarterly updates and make annual presentations to the Legislature.
- C) Make recommendations for a marketing plan, advertising opportunities and promotions to the County Executive and the Legislature, as needed.
- D) Conduct annual comprehensive assessments by reviewing and analyzing routes. The review should include the right sizing of vehicles for needed services and the coordination with all other modes of transportation for optimizing scheduling and connecting services.
- E) Study the Triennial Review conducted by the Federal Transit Authority and make appropriate improvements and recommendations.
- F) Make recommendations for infrastructure improvements and other transportation additions to be included in the capital plan to the Commissioner of Planning, Development, and Public Transportation. These improvements may include rolling inventory, bus shelters, and bus stops.
- G) Make recommendations regarding the creation and contents of a countywide Taxi & Limousine Law.
- H) Coordinate and provide a venue for transportation safety-net hearings related to Paratransit and Putnam Paratransit +, and act on a case-by-case basis to make recommendations for those who need transportation. The Transportation Advisory Council shall also give guidance with regard to guidelines, policies and procedures with regard to Paratransit, Putnam Paratransit + and other special needs transportation services.

**Section 25-43. Meetings.**

- A) The Transportation Advisory Council shall hold meetings at least monthly, and at such other times as its Chairperson deems necessary for the efficient discharge of

Vote:

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 August 7, 2013.

Dated: August 9, 2013

Signed: \_\_\_\_\_

Diane Schonfeld  
Clerk Of The Legislature Of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #165

Introduced by Legislator: Ginny Nacerino on behalf of the Rules, Enactments & Intergovernmental Relations Committee at a Regular Meeting held on August 7, 2013.

page 4

the business of the Transportation Advisory Council. Transportation Advisory Council meetings shall comply with the New York State Open Meetings Law.

B) The Transportation Advisory Council shall adopt rules and procedures for its meetings.

C) The Transportation Advisory Council shall maintain minutes of the proceedings of all meetings, memorializing votes taken, questions asked, and comments made with regard to the business before the Transportation Advisory Council.

D) Four (4) members of the Transportation Advisory Council shall constitute a quorum for the transaction of business.

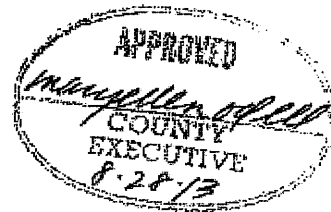
**Section 25-44. Compensation.**

The members of the Transportation Advisory Council shall receive no compensation for their services.

**Section 2.**

This local law shall take effect immediately.

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



Vote:  
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 August 7, 2013.

Dated: August 9, 2013

Signed:

A handwritten signature in cursive script, appearing to read "Diane Schonfeld".

Diane Schonfeld  
Clerk Of The Legislature Of Putnam County

**Attachment F:**

Resolution R-215, Appointing Member of the TAC

PUTNAM COUNTY LEGISLATURE

Resolution #215

Introduced by Legislator: Joseph Castellano on behalf of the Audit & Administration Committee at a Regular Meeting held on October 2, 2013.

page 1

**APPROVAL/APPOINTMENT/MEMBERS OF TRANSPORTATION ADVISORY COUNCIL**

WHEREAS, by Resolution #165 of 2013, the Putnam County Legislature amended Chapter 25 of the Code of Putnam County entitled "Councils and Commissions" by adding a new Article VI entitled "Transportation Advisory Council"; and

WHEREAS, pursuant to the Resolution, the membership of the Transportation Advisory Council shall consist of seven (7) members, who reside in Putnam County, appointed by the County Executive and confirmed by the Legislature; and

WHEREAS, the County Executive has appointed the following residents of the County of Putnam to the Putnam County Transportation Advisory Council:

Bill Nulk, Member of the Putnam County Chambers of Commerce  
Jennifer Maher, Real Estate/Commerce Professional  
Tina Cornish-Lauria, Representative for People with Disabilities  
Ruth Awaia-Quesada, Representative of the Taxi & Limousine Business  
Eric Gross, Citizen-at-Large  
Marvin Novinsky, Citizen – Mental Disability  
Kathleen Macken, Citizen – Physical Disability

Now Therefore Be It

RESOLVED, that the Putnam County Legislature hereby confirms the appointment of the above named residents to the Putnam County Transportation Advisory Council.

BY ROLL CALL VOTE: EIGHT AYES. ONE ABSTENTION – LEGISLATOR LOBUE. MOTION CARRIES.

Vote:

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 2, 2013.

Dated: October 4, 2013

Signed: Diane Schonfeld

Diane Schonfeld  
Clerk Of The Legislature Of Putnam County

**The Putnam County Courier**

**Affidavit of Publication**

State of New York  
County of Putnam

Begun Cummings being duly sworn, doth depose and say that he is the Publisher of the Putnam County Courier, a newspaper printed and published weekly at the Village of Cold Spring, County of Putnam, and State of New York, and that the annexed Legal Notices, which is a true and accurate copy, was published in said paper for ..... weeks successively, beginning on the 4<sup>th</sup> day of June, 2019, and ending on the 4<sup>th</sup> day of June, 2019.

*Dave C...*

Subscribed and sworn before me this 4<sup>th</sup> day of June, 2019.

*Kimberly Hyatt*

KIMBERLY HYATT  
Notary Public, State of New York  
Registration #014143-7248  
Qualified in Putnam County  
Commission Expires Aug. 23, 2020

**LEGAL NOTICE**  
PUTNAM COUNTY TRANSITION UNDER TITLE VI  
Putnam County's Department of Planning, Development and Public Transportation (the Department) operates all programs and services without discrimination on the basis of race, color, and national origin in compliance with U.S. Department of Transportation's Title VI regulations at 49 CFR Part 21, 49 CFR Part 27, and Federal Transit Administration Circular 4702.1B. The Department is committed to nondiscrimination in regard to age, gender, disability, religion, and ethnicity. Additional information on the Department's nondiscrimination and discrimination complaint procedures may be obtained by writing to the Putnam County Department of Planning, Development and Public Transportation, 878-3460, by writing to the Putnam County Department of Planning, Development and Public Transportation, 878-3460, by e-mailing PutnamCountyNY@putnamcounty.gov.  
ESTADO DE N.Y. DEPARTAMENTO DE PLANEAMIENTO Y TRANSPORTE DEL CONDADO DE PUTNAM PROTECCIÓN BAJO EL TÍTULO VI  
El Departamento de Planeamiento y Transporte del Condado de Putnam y el Departamento Público de Transporte (en este momento el Departamento) operan todos sus programas y servicios sin discriminación en base de raza, color, origen nacional y sexo, en cumplimiento de las regulaciones del Departamento de Transporte de los Estados Unidos basadas en el Título VI (sección) regulación número 49 CFR Parte 21 y el Circular 4702.1B de la Administración Federal del Transporte. El Departamento también se compromete a no discriminar en contra de la edad, sexo, incapacidad y género. Información sobre los procedimientos de quejas anti-discriminatorias y el procedimiento para el Departamento, puede contactarse con esta oficina al (845) 878-3460 o por correo electrónico PutnamCountyNY@putnamcounty.gov.

Department of Planning, Development, and Public Transportation  
878 Fair Street,  
Carmel, NY 10512; o  
per correo electrónico  
PutnamCountyNY@  
putnamcounty.gov.

**Attachment G:**

Copies of Newspaper Title VI Public Notices 2019 – 2023

**The PUTNAM COUNTY NEWS and RECORDER**

**Affidavit of Publication**

State of New York  
County of Putnam

Begun Cummings being duly sworn, doth depose and say that he is the Publisher of the Putnam County News & Recorder, a newspaper printed and published weekly at the Village of Cold Spring, County of Putnam, and State of New York, and that the annexed Legal Notices, which is a true and accurate copy, was published in said paper for ..... weeks successively, beginning on the 5<sup>th</sup> day of June, 2019, and ending on the 5<sup>th</sup> day of June, 2019.

*Dave C...*

Subscribed and sworn before me this 5<sup>th</sup> day of June, 2019.

*Kimberly Hyatt*

KIMBERLY HYATT  
Notary Public, State of New York  
Registration #014143-7248  
Qualified in Putnam County  
Commission Expires Aug. 23, 2020

**LEGAL NOTICE**  
PUTNAM COUNTY TRANSITION UNDER TITLE VI  
Putnam County's Department of Planning, Development and Public Transportation (the Department) operates all programs and services without discrimination on the basis of race, color, and national origin in compliance with U.S. Department of Transportation's Title VI regulations at 49 CFR Part 21, 49 CFR Part 27, and Federal Transit Administration Circular 4702.1B. The Department is committed to nondiscrimination in regard to age, gender, disability, religion, and ethnicity. Additional information on the Department's nondiscrimination and discrimination complaint procedures may be obtained by writing to the Putnam County Department of Planning, Development and Public Transportation, 878-3460, by writing to the Putnam County Department of Planning, Development and Public Transportation, 878-3460, by e-mailing PutnamCountyNY@putnamcounty.gov.  
ESTADO DE N.Y. DEPARTAMENTO DE PLANEAMIENTO Y TRANSPORTE DEL CONDADO DE PUTNAM PROTECCIÓN BAJO EL TÍTULO VI  
El Departamento de Planeamiento y Transporte del Condado de Putnam y el Departamento Público de Transporte (en este momento el Departamento) operan todos sus programas y servicios sin discriminación en base de raza, color, origen nacional y sexo, en cumplimiento de las regulaciones del Departamento de Transporte de los Estados Unidos basadas en el Título VI (sección) regulación número 49 CFR Parte 21 y el Circular 4702.1B de la Administración Federal del Transporte. El Departamento también se compromete a no discriminar en contra de la edad, sexo, incapacidad y género. Información sobre los procedimientos de quejas anti-discriminatorias y el procedimiento para el Departamento, puede contactarse con esta oficina al (845) 878-3460 o por correo electrónico PutnamCountyNY@putnamcounty.gov.

The Putnam County Courier

Affidavit of Publication

State of New York  
County of Putnam

Douglas Cunningham being duly sworn, doth depose and say that he is the Publisher of the Putnam County Courier, a newspaper printed and published weekly at the Village of Cold Spring, County of Putnam, and State of New York, and that the annexed Legal Notice, which is a true and accurate copy, was published in said paper for ..... weeks successively, beginning on the 24th day of January, 2021, and ending on the 26th day of January, 2021.

*Doyle C. ...*

Subscribed and sworn before me this 26th day of January, 2021.

**KIMBERLY WAZZUCA**  
Notary Public, State of New York  
Qualified in Putnam County  
Commission Expires Aug. 28, 2024

The Putnam County Courier

Affidavit of Publication

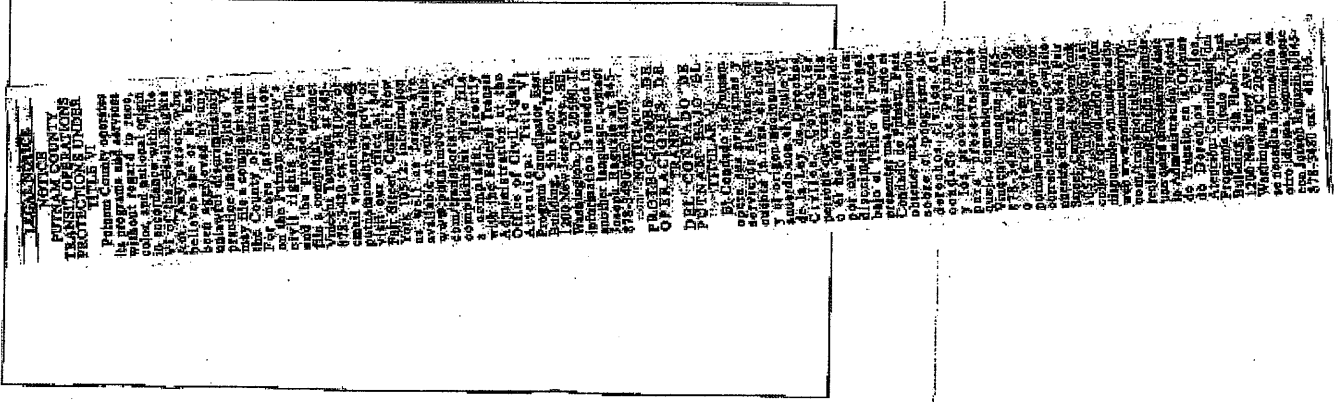
State of New York  
County of Putnam

Douglas Cunningham being duly sworn, doth depose and say that he is the Publisher of the Putnam County Courier, a newspaper printed and published weekly at the Village of Cold Spring, County of Putnam, and State of New York, and that the annexed Legal Notice, which is a true and accurate copy, was published in said paper for ..... weeks successively, beginning on the 14th day of January, 2020, and ending on the 14th day of January, 2020.

*Doyle C. ...*

Subscribed and sworn before me this 14th day of January, 2020.

**KIMBERLY HYATT**  
Notary Public, State of New York  
Qualified in Putnam County  
Commission Expires July 29, 2020





**The PUTNAM COUNTY NEWS  
and RECORDER**

**Affidavit of Publication**

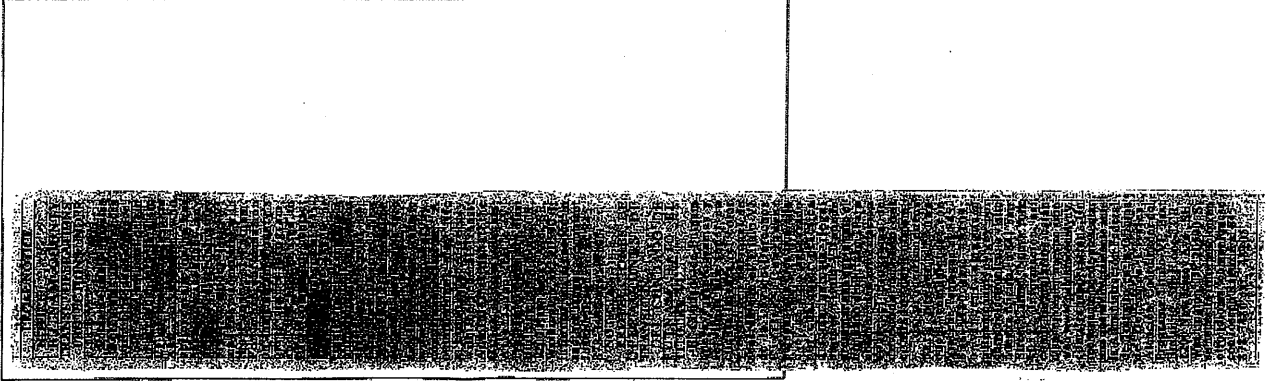
State of New York  
County of Putnam

Douglas Cunningham being duly sworn, doth depose and say that he is the Publisher of the Putnam County News & Recorder, a newspaper printed and published weekly at the Village of Cold Spring, County of Putnam, and State of New York, and that the annexed Legal Notice, which is a true and accurate copy, was published in said paper for ..... weeks successively, beginning on the 27th day of JANUARY, 2021, and ending on the 27th day of JANUARY, 2022.

*Douglas Cunningham*

Subscribed and sworn before me this 27th day of January, 2022.

*[Signature]*  
KIMBERLY MAZZUCA  
NOTARY PUBLIC, STATE OF NEW YORK  
Qualified in Putnam County  
Commission Expires Aug. 28, 2024



**The Putnam County Courier  
Affidavit of Publication**

State of New York  
County of Putnam

Douglas Cunningham being duly sworn, doth depose and say that he is the Publisher of the Putnam County Courier, a newspaper printed and published weekly at the Village of Cold Spring, County of Putnam, and State of New York, and that the annexed Legal Notice, which is a true and accurate copy, was published in said paper for ..... weeks successively, beginning on the 25th day of JANUARY, 2022, and ending on the 25th day of JANUARY, 2022.

*Douglas Cunningham*

Subscribed and sworn before me this 25th day of January, 2022.

*[Signature]*

KIMBERLY MAZZUCA  
NOTARY PUBLIC, STATE OF NEW YORK  
Qualified in Putnam County  
Commission Expires Aug. 28, 2024

con el Título VI de la Ley de Derechos Civiles. Cualquier persona que crea que ella o él ha sido agraviado por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante el Condado de Putnam. Para obtener más información sobre el programa de derechos civiles del condado de Putnam, y los procedimientos para presentar una queja, comuníquese con Vincent Tamagna al 845-878-3480 ext. 48109 o vincent.tamagna@putnamcounty.gov por correo electrónico, o visite nuestra oficina en 841 Fair Street, Carmel, Nueva York 10512. Información disponible en nuestro sitio web www.putnamcounty.com/transit. Un reclamante puede presentar una queja directamente ante la Administración Federal de Derechos Civiles, Atención: Coordinador del Programa Título VI, East Building, 5th Floor-TCK, 1209 New Jersey Ave., SE, Washington, DC 20590. Si se necesita información en otro idioma, comuníquese con Vincent Tamagna al 845-878-3480 ext. 48109.

**LEGAL NOTICE**  
NOTICE  
PUTNAM COUNTY  
TRANSIT OPERATIONS  
PROTECCIONES DE  
DERECHOS CIVILES VI  
Putnam County operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Putnam County Commissioner on the Putnam County website at www.putnamcounty.com/transit. A complainant may file a complaint directly with the Federal Transit Administration at the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCK, 1209 New Jersey Ave., SE, Washington, DC 20590. If information is needed in another language, contact Vincent Tamagna at 845-878-3480 ext. 48109.

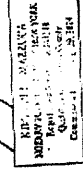
**NOTICIA**  
PROTECCIONES DE  
OPERACIONES DE  
TRANSIT  
DEL CONDADO DE  
PUTNAM BAJO EL  
TITULAR VI  
El Condado de Putnam opera sus programas y servicios sin tener en cuenta raza, el color y el origen nacional. De acuerdo

**The Putnam County Courier  
Affidavit of Publication**

State of New York  
County of Putnam  
Douglas Cunningham being duly sworn,  
doth depose and say that he is the  
Publisher of the Putnam County  
Courier, a newspaper printed and  
published weekly at the Village of  
Cold Spring, County of Putnam, and  
State of New York, and that the  
annexed Legal Notice, which is a  
true and accurate copy, was  
published in said paper for  
... weeks successively,  
beginning on the 17th day of  
January, 2023, and ending on  
the 17th day of January,  
2023.

*Douglas Cunningham*

Subscribed and sworn before me this  
17th day of January, 2023



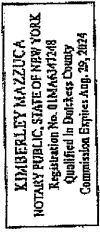
**The PUTNAM COUNTY NEWS  
and RECORDER**

**Affidavit of Publication**

State of New York  
County of Putnam  
Douglas Cunningham being duly sworn,  
doth depose and say that he is the  
Publisher of the Putnam County News &  
Recorder, a newspaper printed and  
published weekly at the Village of  
Cold Spring, County of Putnam, and  
State of New York, and that the  
annexed Legal Notice, which is a  
true and accurate copy, was  
published in said paper for  
... weeks successively,  
beginning on the 26th day of  
January, 2022, and ending on  
the 26th day of January,  
2022.

*Douglas Cunningham*

Subscribed and sworn before me this  
26th day of January, 2022



**LEGAL NOTICE**  
NOTICE  
PUTNAM COUNTY  
TRANSIT OPERATIONS  
PROTECCIONES DE  
OPERACIONES UNDER  
TITULO VI

Putnam County operates its  
programs and services without  
regard to race, color, and  
national origin in accordance  
with Title VI of the Civil Rights  
Act. Any person who believes  
she or he has been aggrieved by  
any unlawful discriminatory  
practice under Title VI may file  
a complaint with the County of  
Putnam, 86 Fair Street, Cold  
Spring, New York 10512, or  
the Putnam County's  
civil rights coordinator, at the  
address above, and the  
processes for the complaint.  
Contact Vincent Tamagna at  
845-878-3480 ext. 48109, or  
email: vincent.tamagna@  
putnamcounty.ny.gov, at his  
our office at 86 Fair Street,  
Cold Spring, New York 10512.  
Information is available at  
www.putnamcounty.ny.gov/  
transportation. A complaint  
may file a complaint directly  
with the Federal Transit  
Administration at the Office  
of Civil Rights, Attention:  
Title VI Program Coordinator,  
East Building, 5th Floor,  
TCR, 1200 New Jersey Ave.,  
SE, Washington, DC 20590.  
If information is needed in  
another language, contact  
Vincent Tamagna at 845-878-  
3480 ext. 48109.

**NOTICIA**  
PROTECCIONES DE  
OPERACIONES DE  
TRANSPORTE  
DEL CONDADO DE  
PUTNAM BAJO EL  
TITULO VI

El Condado de Putnam opera  
sus programas y servicios sin  
tener en cuenta la raza, el color  
y el origen nacional de acuerdo

**The PUTNAM COUNTY NEWS  
and RECORDER**

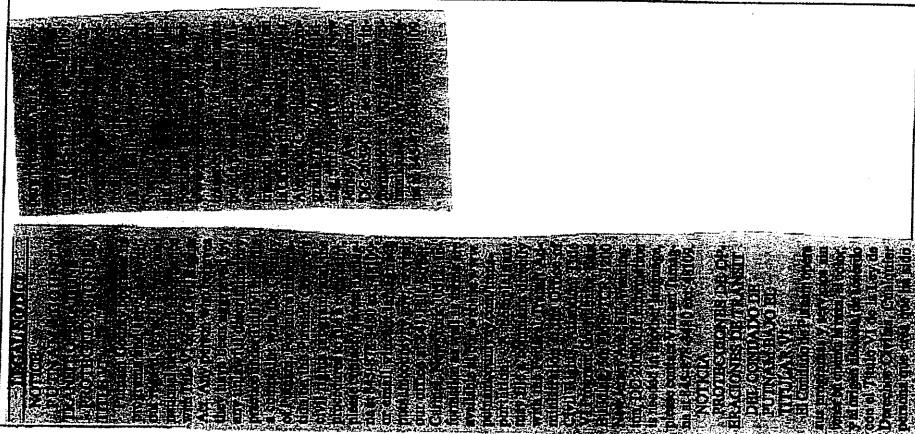
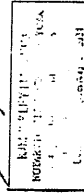
**Affidavit of Publication**

State of New York  
County of Putnam

Douglas Cunningham being duly sworn, doth depose and say that he is The Publisher of the Putnam County News & Recorder, a newspaper printed and published weekly at the Village of Cold Spring, County of Putnam, and State of New York, and that the annexed Legal Notice, which is a true and accurate copy, was published in said paper for ..... weeks <sup>successively,</sup> beginning on the 18<sup>th</sup> day of Jan, 2023, and ending on the 18<sup>th</sup> day of Jan, 2023.

*Douglas Cunningham*

Subscribed and sworn before me this 18<sup>th</sup> day of Jan, 2023



## **Attachment H:**

Title VI Public Notice and Paratransit Guide: English & Spanish

### **NOTICE OF PROTECTIONS UNDER TITLE VI FOR PUTNAM COUNTY TRANSIT OPERATIONS**

Putnam County operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the County of Putnam. For more information on the Putnam County's civil rights program, and the procedures to file a complaint, please contact the Civil Rights Officer at 845-878-3480; email [planning@putnamcountyny.gov](mailto:planning@putnamcountyny.gov); or visit our office at 841 Fair Street, Carmel, New York 10512. For the appropriate forms and more information, please visit our website at [www.putnamcountyny.com/transportation](http://www.putnamcountyny.com/transportation).

A complainant may file a complaint directly with the Federal Transit Administration at the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

If information is needed in another language, contact the Planning Department at 845-878-3480 or Dispatch at 845-878-7433

### **AVISO DE PROTECCIONES BAJO EL TÍTULO VI PARA LAS OPERACIONES DE TRÁNSITO DEL CONDADO DE PUTNAM**

El Condado de Putnam opera sus programas y servicios sin tener en cuenta la raza, el color y el origen nacional de acuerdo con el Título VI de la Ley de Derechos Civiles. Cualquier persona que crea que ella o él ha sido agraviado por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante el Condado de Putnam. Para obtener más información sobre el programa de derechos civiles del condado de Putnam, y los procedimientos para presentar una queja, comuníquese con el Oficial de Derechos Civiles al 845-878-3480; envíe un correo electrónico a [planning@putnamcountyny.gov](mailto:planning@putnamcountyny.gov) ; o visite nuestra oficina en 841 Fair Street, Carmel, Nueva York 10512. Para los formularios apropiados y más información, por favor visite nuestro sitio web en [www.putnamcountyny.com/transportation](http://www.putnamcountyny.com/transportation).

Un reclamante puede presentar una queja directamente ante la Administración Federal de Tránsito en la Oficina de Derechos Civiles, Atención: Coordinador del Programa Título VI, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

Si se necesita información en otro idioma, comuníquese con el Departamento de Planificación al

845-878-3480 o Despacho al 845-878-7433



## **PART PARATRANSIT INFORMATION**

*Please Keep this Brochure for Future Reference*

### **WHAT IS PARATRANSIT?**

PART Paratransit is an origin-to-destination transportation system for those Putnam residents who are unable to use the PART public transportation due to a physical, mental, or visual disability. PART Paratransit operates specially modified vans to transport riders with a range of disabilities, including those who use wheelchairs.

### **WHO IS ELIGIBLE TO USE PARATRANSIT?**

A person may be eligible to use PART Paratransit under the following guidelines:

- Service shall be provided to those persons within 3/4-mile of a PART fixed-route and have a destination that is within 3/4-mile of a PART fixed-route. **THIS IS NOT A COUNTYWIDE SERVICE.**
- Service is complementary to the PART fixed-route. It is for persons with physical, mental, or visual disabilities who are unable to use accessible fixed-route transit service.
- Service is provided only after a certification process, which includes certification by a medical doctor, psychiatrist, ophthalmologist or optometrist affirming that an individual is unable to ride on public transportation due to a disability.
- Age by itself does not entitle a person to use Paratransit.
- Disabled visitors who reside in a location outside of Putnam County and have been ADA Certified by the jurisdiction in which they reside are eligible for 21 days of service over a one-year period beginning on the day service was first rendered. After this time, they must be certified by Putnam County.
- Disabled visitors who have no documentation and reside in a location outside of Putnam County are presumed eligible for paratransit service for 21 days over a one-year period beginning on the day service was first rendered. After this time, they must be certified by Putnam County.

### **WHEN DOES PARATRANSIT OPERATE?**

Paratransit operates at the same time and the same days as the PART fixed-route transit service. If the PART fixed-route service is operating on snow routes, then Paratransit service will be comparable to the snow route.

### **HOW MUCH DOES IT COST TO RIDE ON PARATRANSIT?**

A Paratransit one-way trip currently costs **\$3.25**. A trip begins when a person gets on the bus and ends when a person gets off the bus.

### **MAY A RIDER TAKE A COMPANION ON PARATRANSIT?**

A Paratransit rider may be accompanied by one personal care attendant and/or one personal companion. A personal care attendant is considered a person traveling as an aide to facilitate the travel of a person with a disability. A personal care attendant will not be charged a fare. A companion means a person other than an attendant who may be traveling with a disabled person. A companion will pay the same fare as the person with the disability. Additional companions may be allowed if space is available. All personal companions and attendants must have the same origin and destination points. Service animals are also allowed at no charge.

### **HOW MUCH ASSISTANCE CAN THE DRIVERS OFFER RIDERS?**

Because Paratransit is an origin-to-destination service, riders must be able to meet the van outside their homes. Drivers cannot go into riders' homes or carry riders or wheelchairs up or down stairs. Paratransit drivers will provide assistance between the vehicle and the first doorway for riders who need additional assistance to complete the trip. Paratransit drivers do help riders board the van; they lock down wheelchairs and secure all seat belts.

### **ARE THERE ANY OTHER RESTRICTIONS?**

All passengers in wheelchairs that are transported on a Paratransit vehicle must have the wheelchair secured in the provided securement devices in the designated locations on the vehicle. In no case will a wheelchair passenger be allowed to ride in the aisle.

The operator reserves the right to negotiate trip scheduling within one hour of the requested time. Paratransit is not a taxi or limousine service, your trip may be combined with one or more other trip requests.

A maximum of 50% of the system capacity can be dedicated any time of the day to subscription service.

Paratransit may be used as a feeder bus to the regular fixed-route bus.

If a rider has three or more missed trips (no-shows and/or late cancellations) within a 30-day period, this will enact a review of their trips to determine the existence of a pattern or practice of missed trips.

A person, whose behavior threatens or has threatened the safety of Paratransit personnel or other passengers, may be denied service or have service suspended.

### **HOW DOES ONE APPLY TO USE PARATRANSIT?**

Call any one of the following numbers and ask for an application: (845) 878-3480; (845) 878-7433 (Translation services are available upon request); Hearing Impaired 711 Relay.

Website: [www.putnamcountyny.com/transportation/](http://www.putnamcountyny.com/transportation/)

Or, Write to: Putnam County Department of Planning,  
Development & Public Transportation  
841 Fair Street  
Carmel, NY 10512

A completed application will take no longer than 21 days to process from the date it is received by the Putnam County Planning Department.

### **HOW DO YOU ARRANGE FOR A PARATRANSIT TRIP?**

Once you are certified and receive your ID card, you simply call (845) 878-7433; for the Hearing Impaired 711 Relay during the hours of 9 a.m. to 5 p.m. on the day preceding desired service. For Monday service, call by 5 p.m. on Saturday. Translation services are available upon request.

When you make the call, simply say you are calling to schedule a Paratransit trip. You will be asked your name; address; card ID number; when you want to leave and return; your destination; if you have special needs; and a phone number where you can be reached. If you find it necessary to cancel your trip, please call with the cancellation.



## **PART INFORMACIÓN SOBRE PARATRANSIT**

*Por favor, guarde este folleto para futuras referencias*

### **¿Qué es PARATRANSIT?**

PART Paratransit es un sistema de transporte de origen-destino a destino para aquellos residentes de Putnam que no pueden utilizar el transporte público PART debido a una discapacidad física, mental o visual. PART Paratransit opera furgonetas especialmente modificadas para transportar a los pasajeros con una variedad de discapacidades, incluyendo aquellos que usan sillas de ruedas.

### **¿QUIEN ES ELEGIBLE PARA USAR PARATRANSIT?**

Una persona puede ser elegible para usar PART Paratransit bajo las siguientes pautas:

- El servicio se proporcionará a esas personas dentro de 3/4 millas de una ruta fija DE LA PARTE y tendrá un destino que esté dentro de 3/4 millas de una ruta fija DE LA PARTE. ESTO NO ES UN SERVICIO DE COUNTYWIDE.
- El servicio es complementario a la ruta fija de la PARTE. Es para personas con discapacidades físicas, mentales o visuales que no pueden utilizar un servicio de tránsito de ruta fija accesible.
- El servicio se proporciona sólo después de un proceso de certificación, que incluye la certificación de un médico, psiquiatra, oftalmólogo u optometrista que afirma que una persona no puede viajar en transporte público debido a una discapacidad.
- La edad por sí misma no da derecho a una persona a usar Paratransit.
- Los visitantes discapacitados que residen en un lugar fuera del condado de Putnam y han sido certificados por ADA por la jurisdicción en la que residen son elegibles para 21 días de servicio durante un período de un año que comienza el día en que se prestó el servicio por primera vez. Después de este tiempo, deben ser certificados por el Condado de Putnam.
- Los visitantes discapacitados que no tienen documentación y residen en un lugar fuera del condado de Putnam se presumen elegibles para el servicio de Paratransit o durante 21 días durante un período de un año que comienza el día en que se prestó el servicio por primera vez. Después de este tiempo, deben ser certificados por el Condado de Putnam.

### **¿CUÁNDO FUNCIONA PARATRANSIT?**

Paratransit opera al mismo tiempo y los mismos días que el servicio de tránsito de ruta fija PART. Si el servicio de ruta fija PART está operando en rutas de nieve, el servicio Paratransit será comparable a la ruta de nieve.

### **¿CUÁNTO CUESTA MONTAR EN PARATRANSIT?**

Un viaje de ida a Paratransit actualmente cuesta \$3.25. Un viaje comienza cuando una persona se sube al autobús y termina cuando una persona se baja del autobús.

### **¿PUEDE UN RIDER TOMAR UN COMPAÑERO EN PARATRANSIT?**

Un jinete de Paratransit puede estar acompañado por un asistente de cuidado personal y/o un acompañante personal. Un asistente de cuidado personal se considera una persona que viaja como un ayudante para facilitar el viaje de una persona con una discapacidad. A un asistente de cuidado personal no se le cobrará una tarifa. Un compañero se refiere a una persona que no sea un asistente que puede estar viajando con una persona discapacitada. Un acompañante pagará la misma tarifa que la persona con discapacidad. Se pueden permitir compañeros adicionales si

hay espacio disponible. Todos los acompañantes personales y asistentes deben tener los mismos puntos de origen y destino. También se admiten animales de servicio de forma gratuita.

### **¿CUANTA ASISTENCIA PUEDEN OFRECER LOS CONDUCTORES RIDERS?**

Debido a que Paratransit es un servicio de origen a destino, los pasajeros deben ser capaces de cumplir con la furgoneta fuera de sus hogares. Los conductores no pueden entrar en las casas de los ciclistas ni llevar jinetes o sillas de ruedas por las escaleras. Los conductores de paratransit proporcionarán asistencia entre el vehículo y la primera puerta para los pasajeros que necesiten asistencia adicional para completar el viaje. Los conductores de paratransit ayudan a los pilotos a abordar la furgoneta; bloquean las sillas de ruedas y aseguran todos los cinturones de seguridad.

### **¿HAY OTRAS RESTRICCIONES?**

Todos los pasajeros en sillas de ruedas que se transportan en un vehículo Paratransit deben tener la silla de ruedas asegurada en los dispositivos de seguridad proporcionados en los lugares designados en el vehículo. En ningún caso se permitirá que un pasajero en silla de ruedas viaje en el pasillo.

El operador se reserva el derecho de negociar la programación del viaje dentro de una hora de la hora solicitada. Paratransit no es un servicio de taxi o limusina, su viaje puede combinarse con una o más solicitudes de viaje.

Un máximo del 50% de la capacidad del sistema se puede dedicar en cualquier momento del día al servicio de suscripción.

Paratransit se puede utilizar como un autobús alimentador al autobús regular de ruta fija.

Si un jinete tiene tres o más viajes perdidos (no-espectáculos y / o cancelaciones tardías) dentro de un periodo de 30 días, esto promulgará una revisión de sus viajes para determinar la existencia de un patrón o práctica de viajes perdidos.

A una persona, cuyo comportamiento amenaza o ha amenazado la seguridad del personal de Paratransit u otros pasajeros, puede ser denegada el servicio o tener el servicio suspendido.

### **¿COMO SE APLICA PARA USAR PARATRANSIT?**

Llame a cualquiera de los siguientes números y solicite una solicitud: (845) 878-3480; (845) 878-7433 (Los servicios de traducción están disponibles bajo petición); Audición 711 Relay.

Sitio web: [www.putnamcountyny.com/transportation/](http://www.putnamcountyny.com/transportation/)

O, escribir a: Putnam County Department of Planning,  
Development & Public Transportation  
841 Fair Street  
Carmel, NY 10512

Una solicitud completa no tardará más de 21 días en procesarse a partir de la fecha en que sea recibida por el Departamento de Planificación del Condado de Putnam.

### **¿CÓMO SE ORGANIZA UN VIAJE PARATRANSIT?**

Una vez que haya certificado y reciba su tarjeta de identificación, simplemente llame (845) 878-7433; para los discapacitados auditivos 711 Relay durante las horas de 9 a.m. a 5 p.m. el día anterior al servicio deseado. Para el servicio de lunes, llame antes de las 5 p.m. del sábado. Los servicios de traducción están disponibles bajo petición.

Cuando hagas la llamada, simplemente di que estás llamando para programar un viaje para pasar por paratransit. Se le preguntará su nombre; dirección; número de identificación de la tarjeta; cuando quieras irte y regresar, su destino; si tiene necesidades especiales; y un número de teléfono donde se le puede contactar. Si considera necesario cancelar su viaje, por favor llame con la cancelación.



**Attachment I:**

Putnam County Bus Schedules and Route Maps

PUTNAM COUNTY  
**PART**  
BUS SCHEDULE

**PART 1: Brewster, Putnam Lake**

**PART 2: Mahopac, Jefferson Valley**

**PART 3: Patterson, Carmel**

**PART 5: Carmel, Kent**



**For information please call  
845-878-7433**

**Or visit our website at  
<http://www.putnamcountyny.com/transportation/>**

## 2023 PUTNAM TRANSIT BUS SCHEDULE General Information

### Timetable:

**Bold** – indicates Transit Connections (MTA, HART, BEE LINE)

(~) – indicates no service for that time frame

(\*) – indicates snow routes only

O/C – indicates that this stop is “On-Call.

” Call 878-RIDE (7433)

v - indicates passengers should be at stop based on previous printed timeout

Delays: Tune into WHUD 100.7 FM for announcement of delays which may occur due to weather, construction, traffic conditions, or other circumstances beyond our control. Service to certain areas may be temporarily terminated. A notice will be posted on buses regarding such problems. Or you may call (845) 878-RIDE (7433)

Information: Call (845) 878-RIDE (7433) Monday thru Friday, 4:15 a.m. to 8:15 p.m.; Saturday 7:30 a.m. to 5:30 p.m.

**\*\*\*PLEASE NOTE THAT SATURDAY SERVICE ONLY EXTENDS FROM 8 AM TO 6 PM. THERE IS NO SATURDAY SERVICE ON**

**PART 3. NO STOPS AT OFFICE FOR SENIOR RESOURCES/DSS.**

**\*\*\***

Holidays: Bus system does not operate on New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas.

Fares: \$2.50 One-Way. Seniors & Disabled with Office for Aging I.D. card, MTA (disabled) card, Medicare card, and/or a Half-Fare card issued by the Putnam County Planning Department are acceptable proof for half-fare (\$1.25). Children under 13 (\$1.25) no I.D. required. Students (\$1.25) with a student I.D. card. Infants ride free. Transfers (.75¢) or (.25¢) for seniors/disabled. Exact Change Required. Please have money ready when boarding. Transfers are made at the Department of Social Services building at the Donald Smith County Campus. Transfers apply only on one continuous trip within a 60-minute time period on same day issued.

Monthly Passes & Ticket Books available by calling or applying in person at the Department of Planning, Development, &

Public Transportation (845) 878-3480. Unitickets are available through Metro North Rail Stations.

Schedule: PART operates a “flag” system. The bus will serve riders anywhere along the route, boarding or departing. Locations on the schedule are time and reference points and are not the only places buses will stop. Riders should “flag” the bus to be picked up and should be on the side of the road in which the bus will be travelling. Bus shelters are not bus stops – use the “flag” system. Times are approximate! The only stops in Putnam Plaza are at Top’s and the Dollar Store. Riders should be at bus stop at least 5 minutes before scheduled time. Transit connections listed below.

Paratransit Service: Available by calling (845) 878-RIDE (7433), between the hours of 9 a.m. and 5 p.m. on the day preceding service. When Sundays and Holidays precede a day of service, a call may be made between 9 a.m. and 5 p.m. on Saturday or the day preceding the holiday. If Putnam Transit service is on snow routes, then Paratransit will be comparable to the snow route. Fare: \$3.25 One-Way. Available only to eligible passengers who have applied for and received a Paratransit I.D. card. To apply, call (845) 878-3480.

### Transit Connections

#### BEE Line Connections (Westchester County)

- Route 16 (Peekskill/Yorktown) at Mahopac Village Center, Somers Commons and JV Mall on PART 2.  
<http://transportation.westchestergov.com/images/stories/Schedules/Rte16Summer18R.pdf>

- Route 77 (Taconic Express Carmel, Yorktown, White Plains) at Route 52 & Route 6 on PART 5 and Somers Commons on PART 2.  
<http://transportation.westchestergov.com/images/stories/Schedules/Fall17Rte77.pdf>

#### HART Connections (Housatonic Area Regional Transit)

- 3 Route (Mill Plain Road – Brewster) & Shuttle Danbury – Brewster at Brewster Village MTA Station on PART 1.  
[http://www.hartransit.com/sites/default/files/Hart-system%20map%20loop\\_22018.pdf](http://www.hartransit.com/sites/default/files/Hart-system%20map%20loop_22018.pdf)  
[http://www.hartransit.com/sites/default/files/Hart-system%20map%20city\\_22018.pdf](http://www.hartransit.com/sites/default/files/Hart-system%20map%20city_22018.pdf)

## Horario de los Autobuses de Putnam para El Año 2023 Información

### Horario:

**Bold** – indica que se puede hacer conexión con Transit (MTA, HART, BEE LINE)

(~) – significa que no hay servicio en este horario

(\*) – significa rutas de emergencia durante tormentas de nieve

O/C – significa que el autobús solo para si usted lo pide por anticipado llamando al 878-RIDE (7433)

∨ - indica que los pasajeros deben esperar en las paradas en los horarios escritos en el horario del autobús

Retrasos: Puede escuchar información por la radio: WHUD 100.7, donde habrá avisos cuando hay retrasos por mal tiempo,

debido a construcción en las calles, problemas de tráfico, o cualquier otro problema que afecte el servicio de autobús. En casos extremos, podría ser necesario suspender el servicio de autobús temporalmente. Trataremos de avisarle a los pasajeros avisos en los autobuses. También usted puede llamar para más información (845) 878-7433.

Información: (845) 878-7433 Estamos abiertos de Lunes a Viernes de 4:15 a.m. a las 8:15 p.m.; Sábados 7:30 a.m. a las 5:30

p.m.

**\*\*\*TEN EN CUENTA QUE EL SÁBADO SOLO SE EXTIENDE DE 8 AM A 6 PM. NO HAY SERVICIO SÁBADO EN PART 3. NO HAY**

**SERVICO OFFICE FOR SENIOR RESOURCES/DSS\*\*\***

Feriatos: El servicio de autobús no opera los siguientes feriados: Año Nuevo, Día del Recuerdo, Cuatro de Julio, Día del Trabajo, El Día de Acción de Gracias, y El Día de Navidad.

Costo del Pasaje: \$2.50 cada vía. Personas mayores de edad y personas incapacitadas pagan (\$1.25), pero deben presentar una identificación de la oficina de personas mayores del condado de Putnam, o del MTA, o la tarjeta del Medicare o la tarjeta emitida por el Departamento de Planeamiento del condado de Putnam. Niño menores de 13 años pagan (\$1.25).

Estudiantes (\$1.25), con identificación estudiantil. Infantes o bebés viajan gratis. Boletos de transferencia cuestan (.75¢) o (.25¢) para las personas mayores o incapacitadas. Debe Tener Cambio Exacto Para Usar Los Autobuses. Todas las transferencias se hacen en el centro comercial de "Departamento de Social Servicios del Donald Smith County Campus" en

Carmel. Las transferencias se pueden usar en un viaje continuo, a ser usado en 60 minutos en el mismo día que es emitido. Pasajes Mensuales o Libros de Pasajes: Se pueden comprar llamando al teléfono: (845) 878-3480 o presentados en persona al Departamento de Planeamiento. Unitickets se venden en las estaciones de tren de "Metro North."

Horario: Los autobuses pueden parar en cualquier lugar de la ruta indicada. Puede sacar la mano para que el autobús se detenga. Si espera en una parada, saque la mano igualmente. Conexiones de tránsito enumeradas a continuación.

El Servicio de Para-Transito: (Para personas incapacitadas) Debe pedir este servicio con 24 horas de anticipación, llamando

al teléfono (845) 878-7433. Horario de oficina: de las 9 a las 5 de la tarde. Si el servicio de autobús está usando una ruta de emergencia, el servicio de Para-Transito también usara la misma, ruta de emergencia. Costo: \$3.25 cada vía. Para usar este servicio especial, debe aplicar para recibir una identificación para personas incapacitadas. Por favor, llame al (845) 878-3480.

### Transit Connections

#### BEE Line Connections (Westchester County)

- Route 16 (Peekskill/Yorktown) at Mahopac Village Center, Somers Commons and JV Mall on PART 2.  
<http://transportation.westchestergov.com/images/stories/Schedules/Rte16Summer18R.pdf>

- Route 77 (Taconic Express Carmel, Yorktown, White Plains) at Route 52 & Route 6 on PART 5 and Somers Commons on PART 2.

<http://transportation.westchestergov.com/images/stories/Schedules/Fall17Rte77.pdf>

#### HART Connections (Housatonic Area Regional Transit)

- 3 Route (Mill Plain Road – Brewster) & Shuttle Danbury – Brewster at Brewster Village MTA Station on PART 1.

[http://www.hartransit.com/sites/default/files/Hart-system%20map%20loop\\_22018.pdf](http://www.hartransit.com/sites/default/files/Hart-system%20map%20loop_22018.pdf)

[http://www.hartransit.com/sites/default/files/Hart-system%20map%20city\\_22018.pdf](http://www.hartransit.com/sites/default/files/Hart-system%20map%20city_22018.pdf)



PM	Carmel					Mahopac					Baldwin Place					Mahopac Falls					Jefferson Valley				
	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00
AM	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00
	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00

Underline - Indicates transit connections (MTA, HART, BEE LINE) | (-) - Indicates no service for that time frame  
 (\*) - Indicates snow routes only | O/C - Indicates that this stop is "On-Call". Call 878-RIDE (7433)

	Carmel				Southeast				Patterson												
	Camp Herrlich	311 Park & Ride	Putnam Plaza*	Office for Senior Recourses/DSS	Hughson Commons	Rte. 6 & Rte. 312	Southeast Executive Park	Brewster Highlands/Dedcoob*	Southeast (MTA Station)	DMV/Health Department	Rte. 312 & Brewster Hill	Brewster Hill & Larkspur Dr.	Rte. 312 & Rte. 22*	Towne Centre	Robin Hill Corporate Park	Rte. 22 & Watertown*	Rte. 22 & Rte. 311*	Patterson Commons (ACME)	Rte. 311 & Front Street (MTA Station)*	Rte. 311 & Rte. 292*	Rte. 311 & Rte. 164*
AM	7:40	7:45	8:00			8:05	8:10			8:15		8:25			8:25	8:25		8:35	8:35	8:35	
			9:00			9:05	9:10			9:15		9:25			9:25	9:25		9:35	9:35	9:35	
			10:00			10:05	10:10			10:15		10:25			10:25	10:25		10:35	10:35	10:35	
			11:00			11:05	11:10			11:15		11:25			11:25	11:25		11:35	11:35	11:35	
			12:00			12:05	12:10			12:15		12:25			12:25	12:25		12:35	12:35	12:35	
PM			1:00			1:05	1:10			1:15		1:25			1:25	1:25		1:35	1:35	1:35	
			2:00			2:05	2:10			2:15		2:25			2:25	2:25		2:35	2:35	2:35	
			3:00			3:05	3:10			3:15		3:25			3:25	3:25		3:35	3:35	3:35	
			4:00			4:05	4:10			4:15		4:25			4:25	4:25		4:35	4:35	4:35	
			5:00			5:05	5:10			5:15		5:25			5:25	5:25		5:35	5:35	5:35	

	Carmel				Carmel				Carmel				Carmel									
	Camp Herrlich	Rte. 311 & Fair Street*	Ludingtonville Apartments	311 Park & Ride	Fair Street (Planning/Highway/Dept)*	The Plaza at Clover Lake	Bullet Hole Rd. (Fox Run Condos)	Fair Street (Misty Hills)*	Fair Street (Twin Brooks/GEMS)*	Fair Street (Hunter's Glen)*	Fair Street & Hill and Dale Rd.*	Fair Street (Kings Grant)*	Kelly Ridge & St. Michael's Terrace*	Fair Street (Post Office/GHS)*	Fair Street & Rte. 52*	Rte. 52 & Rte. 301*	Rte. 52 & Rte. 6*	Rte. 6 & Seminary Hill	Seminary Hill & Mechanic St.	Mechanic St. & Interlocken Rd.	Interlocken Rd. & Stoneleigh Ave.	Putnam Plaza*
AM	7:40	7:45	8:00	8:00	8:00	8:00	8:00	8:05	8:05	8:05	8:05	8:05	8:05	8:05	8:05	8:05	8:05	8:05	8:05	8:05	8:05	8:05
	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:05	9:05	9:05	9:05	9:05	9:05	9:05	9:05	9:05	9:05	9:05	9:05	9:05	9:05	9:05
	10:00	10:00	10:00	10:00	10:00	10:00	10:00	10:05	10:05	10:05	10:05	10:05	10:05	10:05	10:05	10:05	10:05	10:05	10:05	10:05	10:05	10:05
	11:00	11:00	11:00	11:00	11:00	11:00	11:00	11:05	11:05	11:05	11:05	11:05	11:05	11:05	11:05	11:05	11:05	11:05	11:05	11:05	11:05	11:05
	12:00	12:00	12:00	12:00	12:00	12:00	12:00	12:05	12:05	12:05	12:05	12:05	12:05	12:05	12:05	12:05	12:05	12:05	12:05	12:05	12:05	12:00
PM			1:00	1:00	1:00	1:00	1:00	1:05	1:05	1:05	1:05	1:05	1:05	1:05	1:05	1:05	1:05	1:05	1:05	1:05	1:05	1:00
			2:00	2:00	2:00	2:00	2:00	2:05	2:05	2:05	2:05	2:05	2:05	2:05	2:05	2:05	2:05	2:05	2:05	2:05	2:05	2:00
			3:00	3:00	3:00	3:00	3:00	3:05	3:05	3:05	3:05	3:05	3:05	3:05	3:05	3:05	3:05	3:05	3:05	3:05	3:05	3:00
			4:00	4:00	4:00	4:00	4:00	4:05	4:05	4:05	4:05	4:05	4:05	4:05	4:05	4:05	4:05	4:05	4:05	4:05	4:05	4:00
			5:00	5:00	5:00	5:00	5:00	5:05	5:05	5:05	5:05	5:05	5:05	5:05	5:05	5:05	5:05	5:05	5:05	5:05	5:05	5:00
			6:00	6:00	6:00	6:00	6:00	6:05	6:05	6:05	6:05	6:05	6:05	6:05	6:05	6:05	6:05	6:05	6:05	6:05	6:05	6:00

Underline - Indicates transit connections (MTA, HART, BEE LINE) | (~) - Indicates no service for that time frame  
 (\*) - Indicates snow routes only | O/C - Indicates that this stop is "On-Call". Call 878-RIDE (7433)

	Carmel												Lake Carmel											
	6:00	6:30	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	6:00	6:30	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30
PM	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
AM	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
	Camp Herrlich	Punnam Plaza*	Office for Senior Recourses/DSS	*CVS*	Church Street/Seminary Hill	Glennida Court	Rte. 6 & Rte. 52*	*County Courthouse*	*Carmel Plaza (Shoppette)*	Hillcrest Commons	Rte. 52 & Towners Rd.*	Barret Hill Rd.	Rte. 52 & Barret Hill Rd. (Arts on the Lake)*	*Sybil's Crossing (Kent Town Hall/Library)*	Kent Apartments	Rte. 52 & Ludingtonville Rd. (Speedway)	Ludingtonville Nursing Home	Ludingtonville Apartments	Rte. 52 North Terry Hill Rd.*	*North Terry Hill Rd. & Punnam Dr.*	Putnam Dr. & Knollcrest Rd.	Knollcrest Rd. & Longfellow Dr.	Longfellow Dr. & Rte. 311	Rte. 311 & Terry Hill Rd.*

	Lake Carmel												Carmel												
	6:00	6:30	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	6:00	6:30	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	
PM	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
AM	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
	Terry Hill Rd. & Lakeshore Dr. E*	Lake Shore Dr. & Montrose Dr	Montrose Dr & Beechmont RD	Beechmont Rd & Vernon Dr	Vernon Dr & woodstock Rd	Vernon Dr & Echo rd	Vernon Dr & Clubhouse	Terry Hill Rd & Montrose Dr	Terry Hill Rd & Call St	Par St & Towners Rd	Towners Rd & E Croton Dr	E Croton Dr, Purchase Rd, Cottage Rd	Cottage Rd & Lake Shore Dr	*Lake Shore Dr. & Brewster Dr.*	Brewster Dr & Towners Rd	Towners Rd. & Hill & Dale Rd.*	Towners Rd. & Rte. 52 (Gino's Deli)*	Hillcrest Commons	*Carmel Plaza (Shoppette)*	*County Courthouse*	Rte. 6 & Rte. 52*	Glennida Court	Church Street/Seminary Hill	*CVS*	Punnam Plaza*

Underline - Indicates transit connections (MTA, HART, BEE LINE) | (\*) - Indicates no service for that time frame  
 (\*) - Indicates snow routes only | O/C - Indicates that this stop is "On-Call". Call 878-RIDE (7433)

## Cold Spring Trolley - 2023 Schedule

### AM ROUTE

9AM - NOON

AM Route			
Cold Spring Bandstand	9:00	10:02	11:02
Cold Spring Train Station	9:14	10:14	11:14
Visitor's Center/Public Rest Rooms	9:15	10:15	11:15
Cold Spring Village Hall	9:16	10:16	11:16
Hiker's Drop Off (Fair St. & 9D)	REQUEST STOP		
<b>Main Street Cold Spring (9D &amp; Main St.)</b>	9:17	10:17	11:17
Putnam History Museum	9:22	10:22	11:22
Boscobel	9:32	10:32	11:32
Constitution Marsh (9D & Indian Brook Rd.)	REQUEST STOP		
Desmond Fish Library (Closed Sunday)	REQUEST STOP		
Manitoga	REQUEST STOP		
Butterfield Center (Paulding Ave.)	9:42	10:42	11:42
<b>Main Street Cold Spring (9D &amp; Main St.)</b>	9:47	10:47	11:47
Magazzino Italian Art	X	X	RS
Cold Spring Bandstand	10:02	11:02	12:02

### PM ROUTE

NORTHBOUND  
NOON - 5PM



PM Route - 9D Northbound			
Cold Spring Bandstand	12:02	2:00	4:00
Cold Spring Train Station	12:14	2:14	4:12
Visitor's Center/Public Rest Rooms	12:15	2:15	4:13
Cold Spring Village Hall	12:16	2:16	4:14
<b>Main Street Cold Spring (Main St. &amp; 9D)</b>	12:17	2:17	4:15
Boscobel	12:22	2:22	4:20
<b>Main Street Cold Spring (9D &amp; Main St.)</b>	12:27	2:27	4:25
Little Stony Point	12:30	2:30	4:28
Breakneck Ridge (Wilkinson Trail)	12:32	2:32	4:30
Mt. Beacon Trail	12:37	2:37	4:35
<b>Main Street Beacon (9D &amp; Main St.)</b>	12:42	2:42	4:40
Beacon Train Station	12:45	2:45	4:43
DIA Museum	12:47	2:47	4:45
Breakneck Ridge (Wilkinson Trail)	REQUEST STOP		
Little Stony Point	REQUEST STOP		
<b>Main Street Cold Spring (9D &amp; Main St.)</b>	REQUEST STOP		
Cold Spring Bandstand	1:02	3:02	5:00

### PM ROUTE

SOUTHBOUND  
1PM - 4PM

PM Route - 9D Southbound		
Cold Spring Bandstand	1:00	3:00
Cold Spring Train Station	1:12	3:12
Visitor's Center/Public Rest Rooms	1:13	3:13
Cold Spring Village Hall	1:14	3:14
Hiker's Drop Off (Fair St. & 9D)	REQUEST STOP	
<b>Main Street Cold Spring (Main St. &amp; 9D)</b>	1:15	3:15
Putnam History Museum	1:20	3:20
Boscobel	1:30	3:25
Constitution Marsh (9D & Indian Brook Rd.)	REQUEST STOP	
Desmond Fish Library (Closed Sunday)	REQUEST STOP	
Manitoga	REQUEST STOP	
Butterfield Center (Paulding Ave.)	1:40	3:40
<b>Main Street Cold Spring (9D &amp; Main St.)</b>	1:45	3:45
Magazzino Italian Art	REQUEST STOP	
Cold Spring Bandstand	2:00	4:00

### KEY

KEY	
Indicates no stop on this route	X
Indicates riders must request driver to make this stop	RS



## Croton Falls Commuter Shuttle Schedule

### Mahopac-Croton Falls Commuter Shuttle

Mahopac to Croton Falls Station  
(Trains are express from White Plains)

	AM	AM	AM	AM	AM	AM	AM	PM
Lakeview Market & Deli	5:24	5:47	6:14	6:51	7:06	7:36	7:52	4:47
Lake Mahopac (BP Station)	5:26	5:49	6:16	6:53	7:08	7:38	7:54	4:49
Mahopac Library	5:28	5:51	6:18	6:55	7:10	7:40	7:56	4:51
Mahopac Temple Beth Shalom Lot	5:29	5:52	6:19	6:56	7:11	7:41	7:57	4:52
Croton Falls Station	5:39	6:02	6:29	7:06	7:21	7:51	8:07	5:02
Croton Falls Station	5:46	6:09	6:36	7:13	7:28	7:58	8:14	5:09
White Plains Station	6:27	6:51	7:12	7:50	8:10	8:36	8:53	5:53
Grand Central Terminal	7:05	7:30	7:53	8:31	8:50	9:16	9:30	6:33
	AM	AM	AM	AM	AM	AM	AM	PM

Croton Falls Station to Mahopac

	AM	PM	PM	PM	PM	PM	PM	PM
Grand Central Terminal	7:12	3:52	4:18	4:35	4:57	5:30	6:04	6:29
White Plains Station	7:54	4:26	N/A	5:11	5:31	6:03	6:39	7:03
Croton Falls Station	8:38	5:09	5:30	5:47	6:08	6:47	7:15	7:42
Croton Falls Station	8:41	5:12	5:33	5:50	6:11	6:50	7:18	7:45
Mahopac Temple Beth Shalom	8:51	5:22	5:43	6:00	6:21	7:00	7:28	7:55
Mahopac Library	8:52	5:23	O/C	O/C	O/C	O/C	O/C	O/C
Lake Mahopac (BP Station)	8:54	5:25	O/C	O/C	O/C	O/C	O/C	O/C
Lakeview Market & Deli	8:56	5:27	O/C	O/C	O/C	O/C	O/C	O/C
	AM	PM	PM	PM	PM	PM	PM	PM

The Croton Falls Shuttle operates M – F. In the event of inclement weather or questions regarding the shuttle please call (845) 878-7433. Inclement weather announcements and closure will be provided via email blast and on WHUD 100.7 radio.

O/C: Bus returns only to Temple Beth Shalom unless requested by passengers.  
For more info, please visit [www.putnamcountyny.com/transportation](http://www.putnamcountyny.com/transportation)



#### Fare Information

Single Trip: **\$1.00/\$0.50 Half Fare**

Transfers: **\$0.75/\$0.25 Half Fare**

Monthly UniTicket: **\$442.00\***

- Combination bus/rail monthly
- Unlimited travel on bus/rail
- Good seven days per week

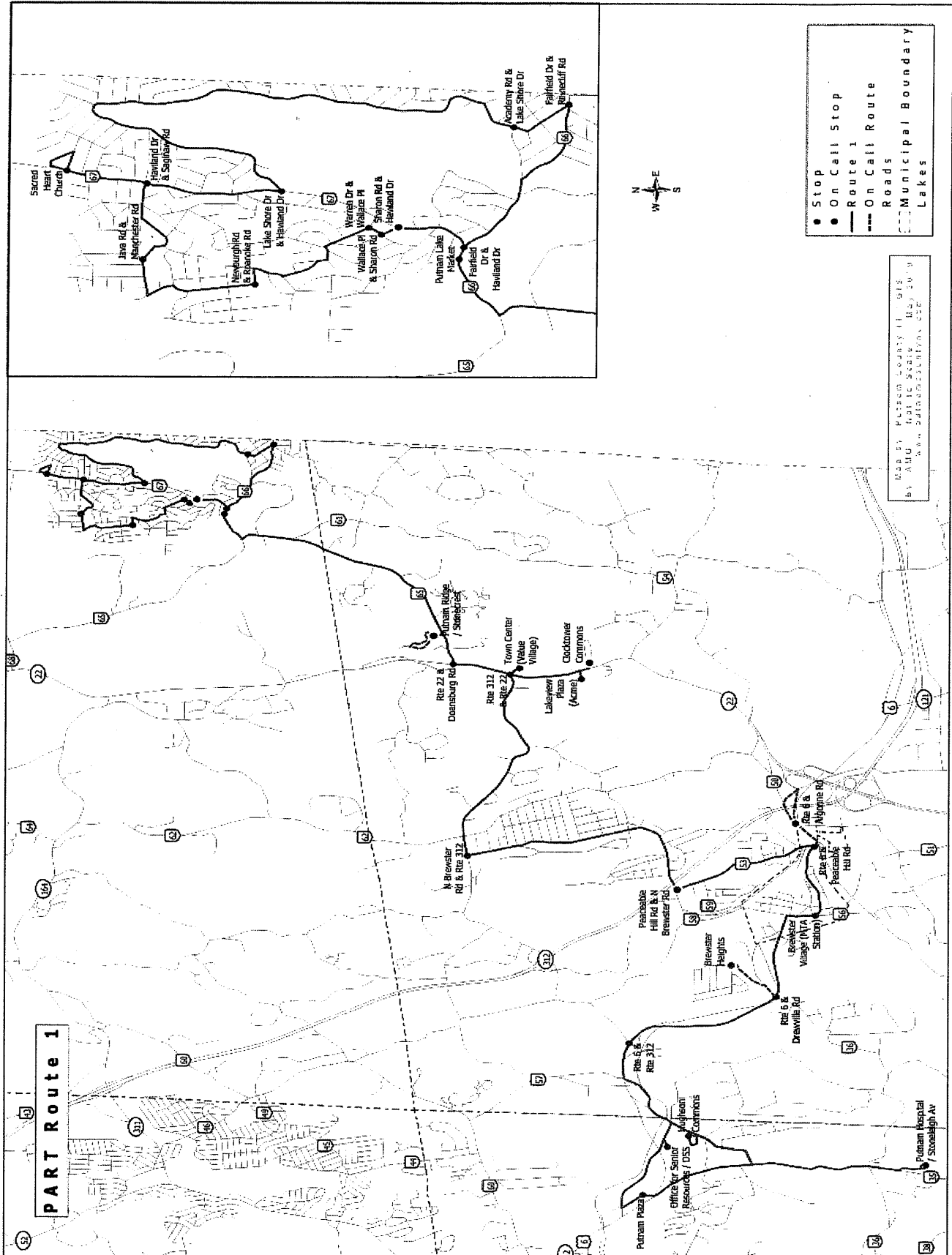
Weekly UniTicket: **\$142.00\***

- Combination bus/rail weekly
- Unlimited travel on bus/rail
- Good Saturday through Friday

#### Park & Ride Location

Temple Beth Shalom  
760 Route 6 Mahopac, NY 10541

Effective March 27, 2022

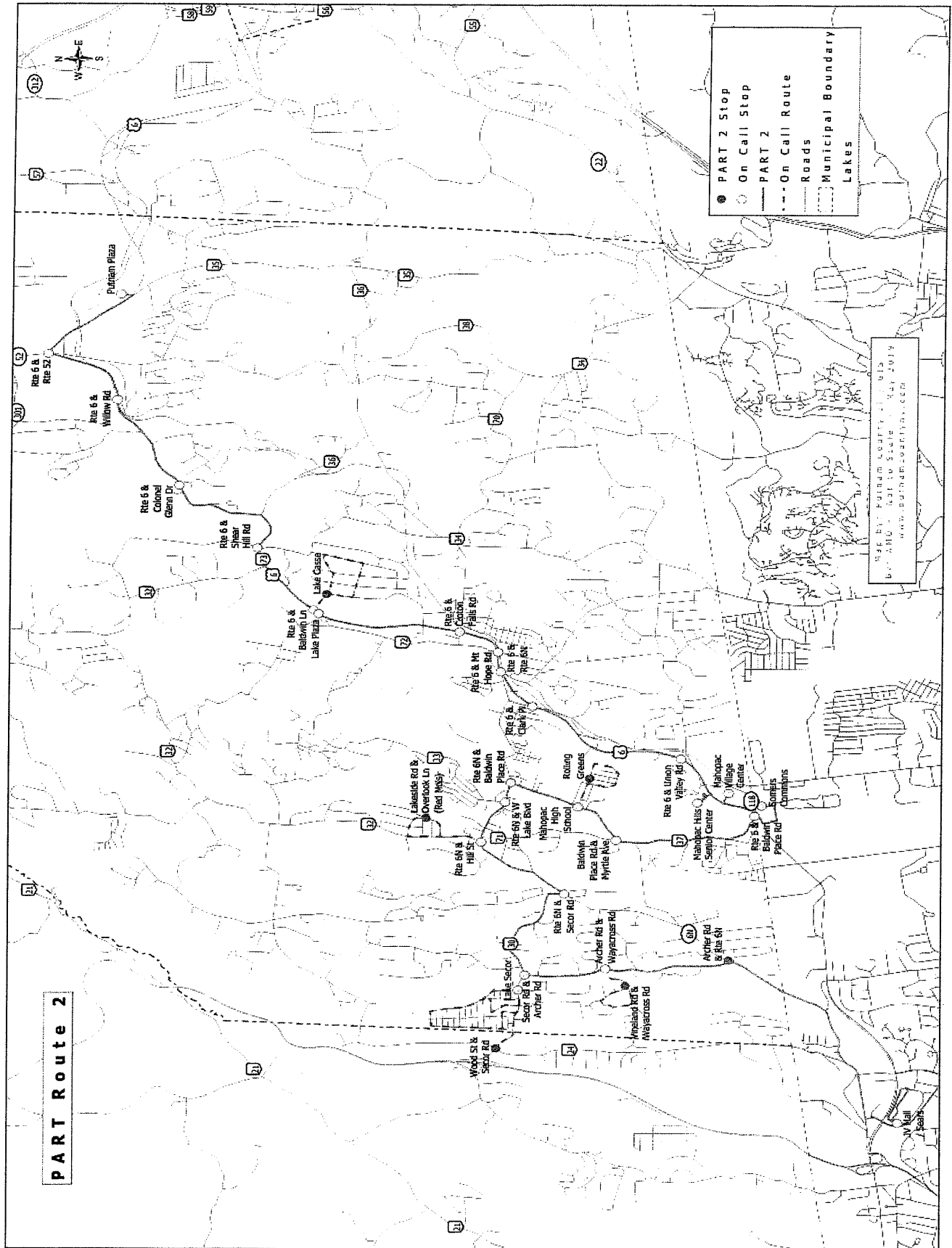


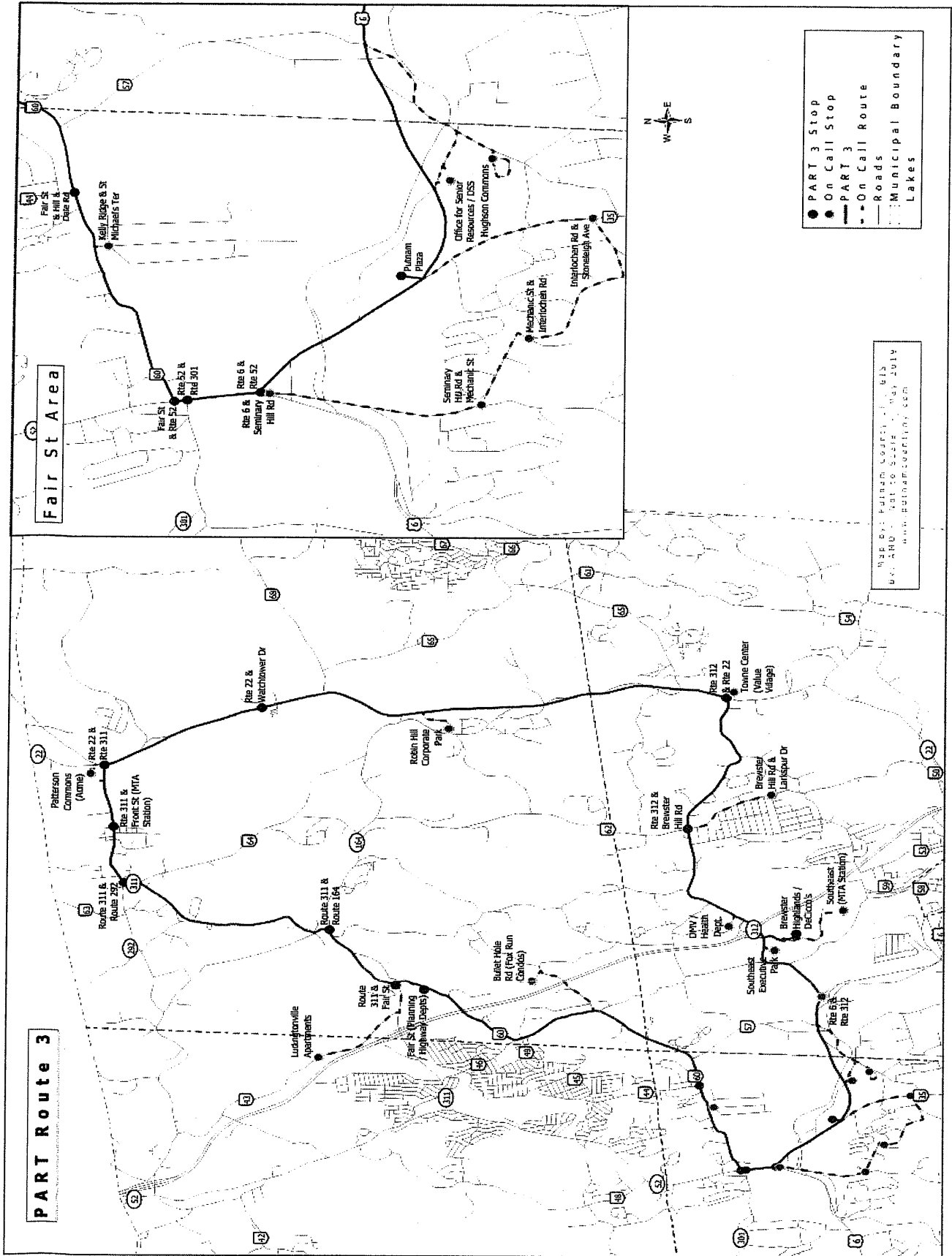
**PART Route 1**

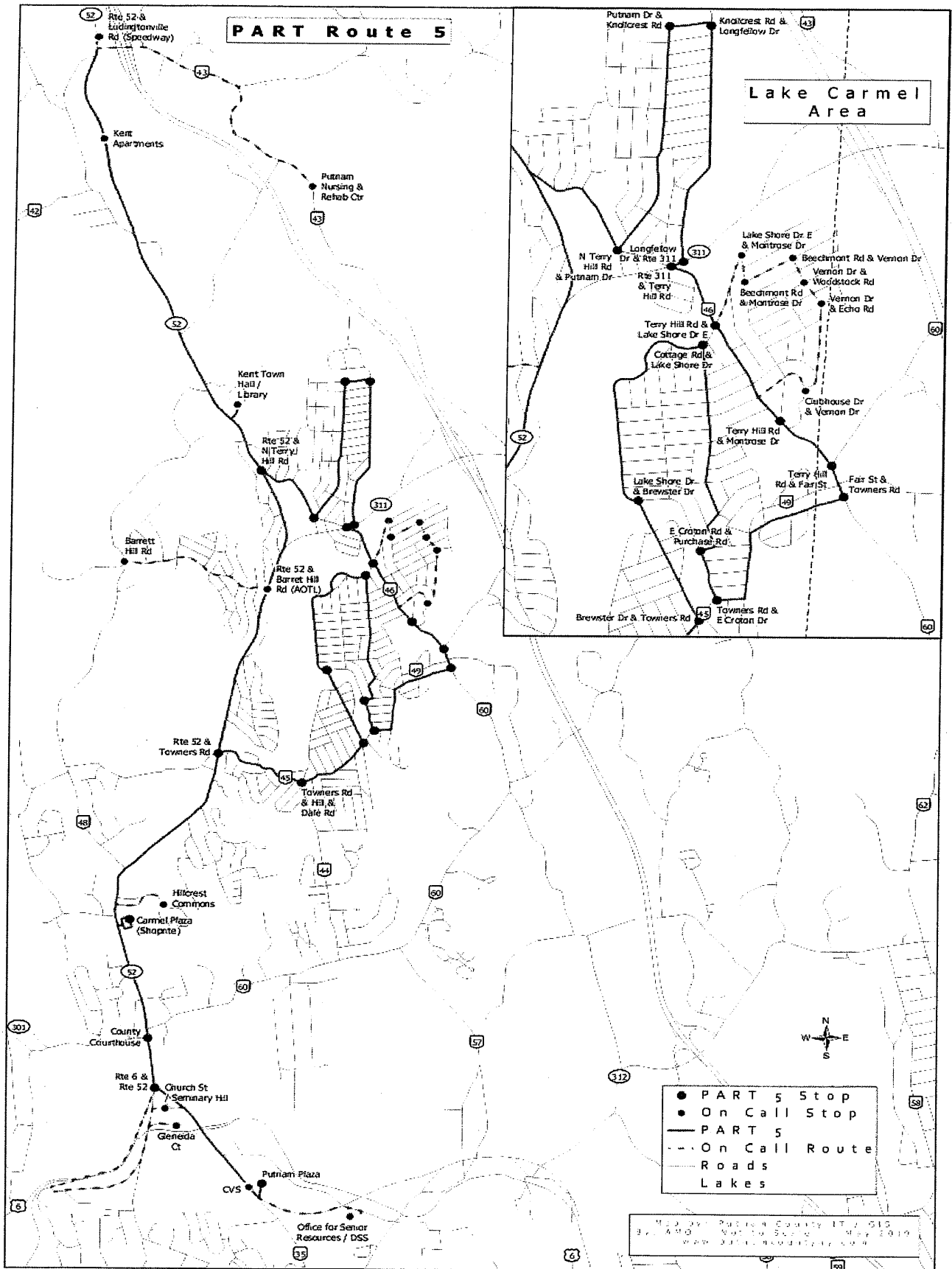
- Stop
- On Call Stop
- Route 1
- On Call Route
- Roads
- - - Municipal Boundary
- Lakes



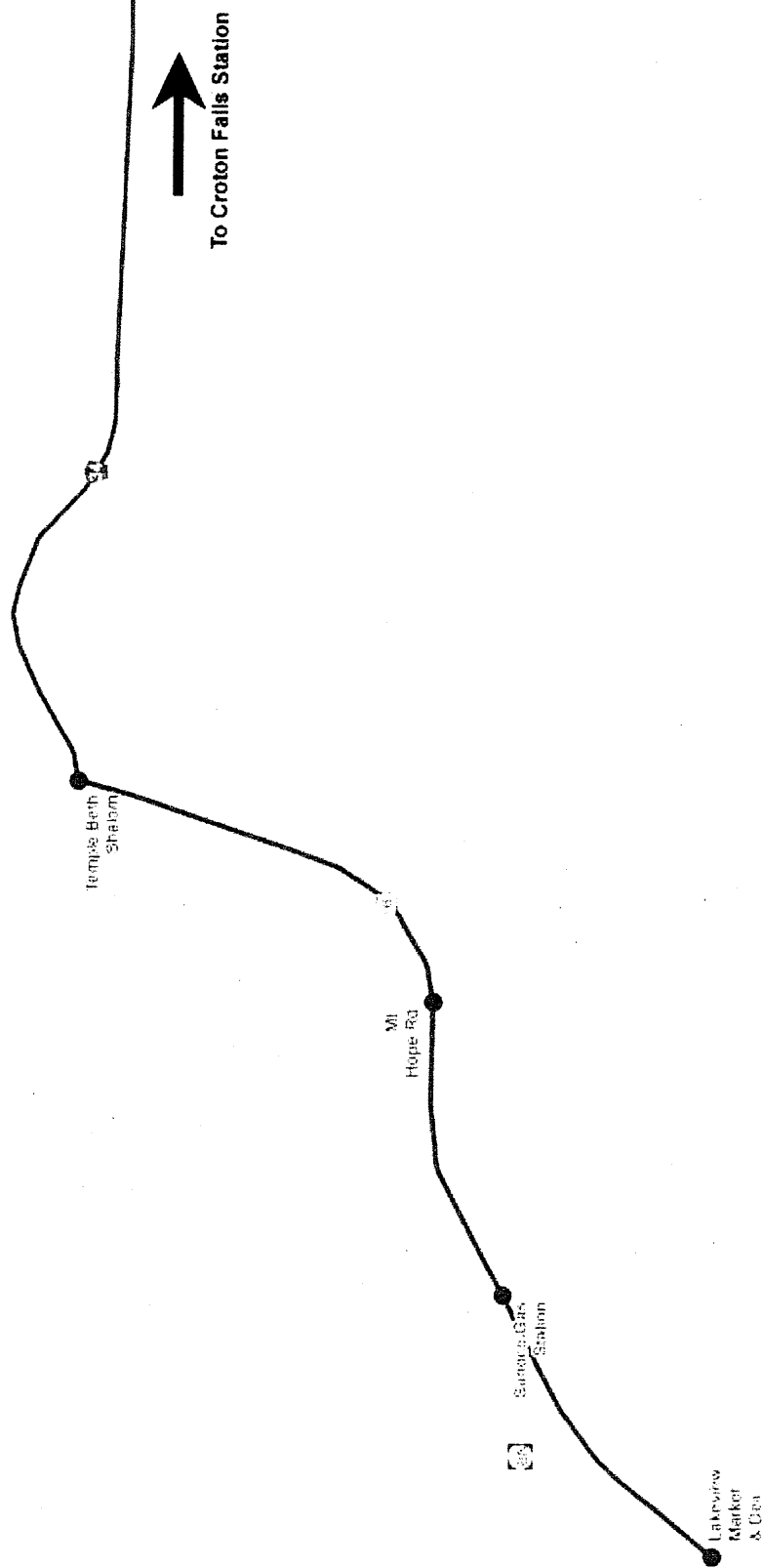
Map of Putnam County, GA  
 by ADG Public State, May 2019  
[www.adgpublicstate.com](http://www.adgpublicstate.com)







# Croton Falls Shuttle

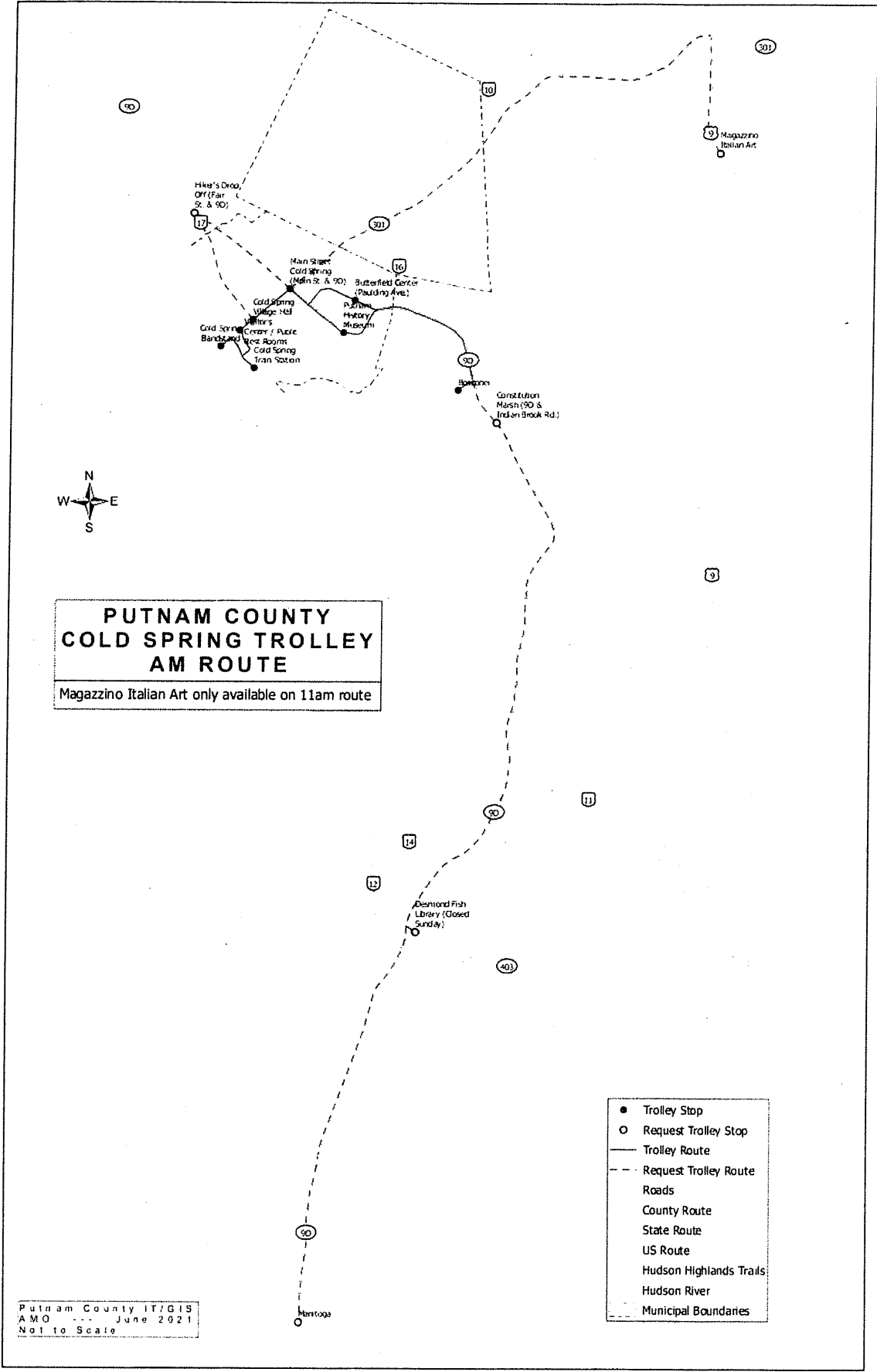


To Croton Falls Station

**Legend**

- Shuttle Stops
- Shuttle Route
- Waterbodies
- Municipal lines
- Roads
- U.S. Routes
- County Route
- Interstate
- State Route
- Town or St. Pkwy

Map by Putnam County Dept of Information Technology / GIS  
Prepared by AMO - Neil to Scarce Mar 2016  
[www.putnamcounty.com](http://www.putnamcounty.com)



**PUTNAM COUNTY  
COLD SPRING TROLLEY  
AM ROUTE**

Magazzino Italian Art only available on 11am route

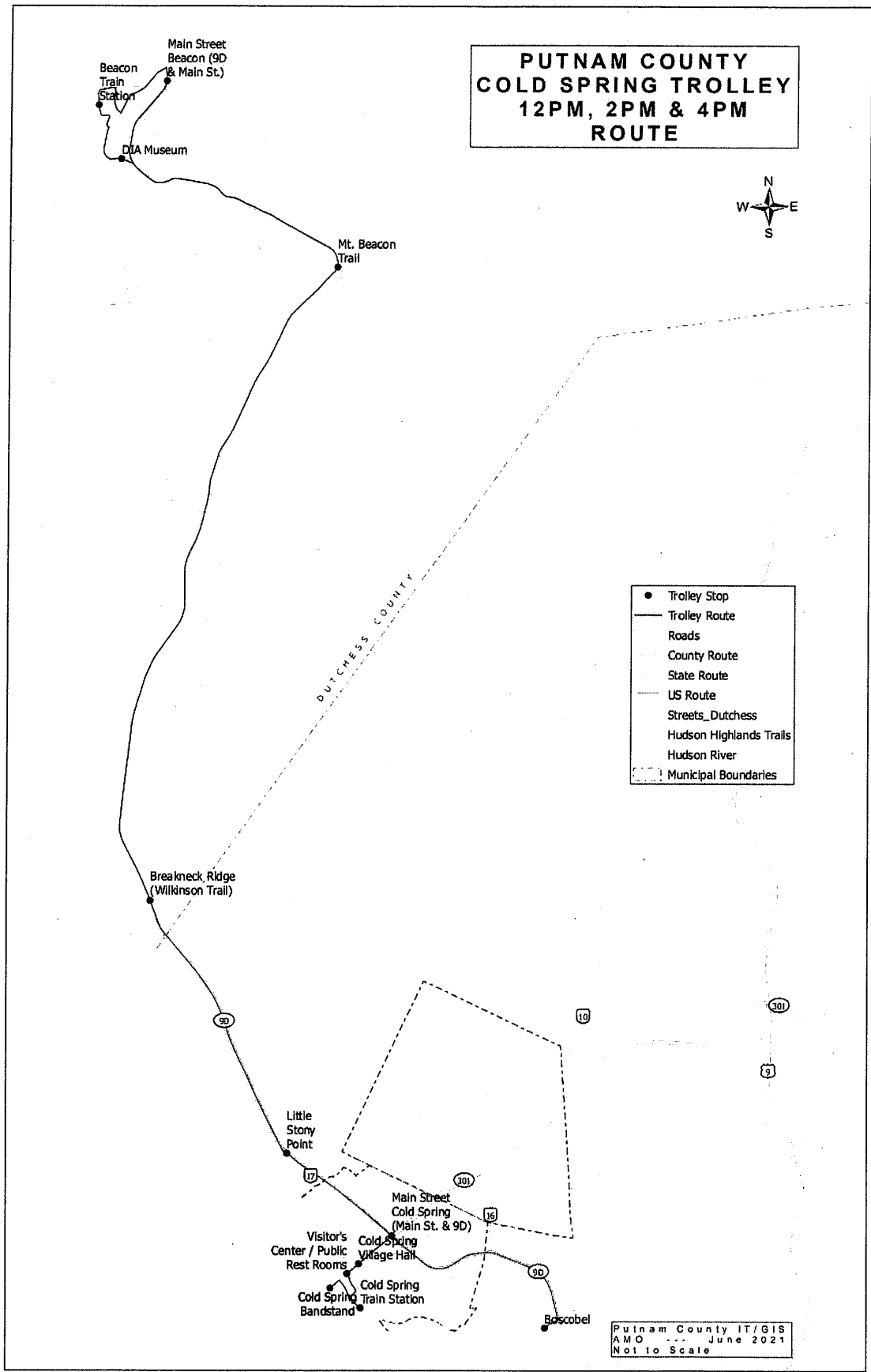
Putnam County IT/GIS  
AMO --- June 2021  
Not to Scale

- Trolley Stop
- Request Trolley Stop
- Trolley Route
- - - Request Trolley Route
- Roads
- County Route
- State Route
- US Route
- Hudson Highlands Trails
- Hudson River
- - - Municipal Boundaries

**PUTNAM COUNTY  
COLD SPRING TROLLEY  
12PM, 2PM & 4PM  
ROUTE**



- Trolley Stop
- Trolley Route
- Roads
- County Route
- State Route
- US Route
- Streets\_Dutchess
- Hudson Highlands Trails
- Hudson River
- - - Municipal Boundaries



Putnam County IT/GIS  
AMO ... June 2021  
Not to Scale



## **Attachment J:**

### **PUTNAM COUNTY LIMITED ENGLISH PROFICIENCY (LEP) PLAN UPDATED NOVEMBER 2023**

#### Introduction

This Limited English Proficiency (LEP) Plan has been prepared to address Putnam County's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, Federal Transit Administration Circular 4702.1B dated October 1, 2012, which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

The Putnam County Transit System is owned by Putnam County and operated by MV Transit. Putnam County has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by Putnam County. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, Putnam County undertook the U.S. Department of Transportation (U.S. DOT) four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a Putnam County program, activity or service.
2. The frequency with which LEP persons come in contact with Putnam County programs, activities or services.
3. The nature and importance of programs, activities or services provided by Putnam County to the LEP population.
4. The resources available to Putnam County and overall costs to provide LEP assistance.

#### Four-Factor Analysis

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a Putnam County Transit program, activity or service.

*Putnam County staff reviewed the 2017-2021 American Community Survey report from the U.S. Census (See S1601: LANGUAGE SPOKEN AT HOME - Census Bureau Table) and determined that in Putnam County, 20.2% of the population speak a language other than English. It is estimated that 73.7% of the people who speak a language other than English speak English "very well", while 26.3% speak English less than "very well". Of those persons with limited English proficiency, 2,507 speak Spanish, 624 speak Asian and Pacific Island languages, and 218 speak other languages.*

2. The frequency with which LEP persons come in contact with Putnam County programs, activities or services.

*Putnam County assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. This includes documenting phone inquiries and surveying vehicle operators for requests for interpreters and translated documents. To date, the most frequent contact between LEP persons is with bus drivers. Translated documents have included postings on the buses relating to fares and transit rules written in Spanish.*

3. The nature and importance of programs, activities or services provided by Putnam County to the LEP population.

*The largest geographic concentration of LEP individuals in the Putnam County Transit service area is Spanish. Several concentrated areas have been identified. 24.6% of Census Tract 101 (Putnam Lake in the Town of Patterson), 26.0% of the population in Census Tract 103 (Lake Carmel in the Town of Kent) is Hispanic or Latino. In Census Tract 118.01 (the Village of Brewster), 51% of the population is Hispanic or Latino. Further, Town of Patterson Census Tract 102.2 has 27% Hispanic or Latino. Services provided by Putnam County Transit that are most likely to encounter LEP individuals are the fixed route system which serves the general public and the Para-Transit system which serves primarily senior and disabled persons.*

*It is also likely that Putnam County Transit will encounter LEP individuals at the County Planning & Transportation office where bus tickets are sold.*

4. The resources available to Putnam County and overall costs to provide LEP assistance.

*Putnam County assessed its available resources that could be used for providing LEP assistance, including determining how much a professional interpreter and translation service would cost on an as needed basis, which of its documents would be the most valuable to be translated if the need should arise, and taking an inventory of available organizations that Putnam County could partner with for outreach and translation efforts. The amount of staff and vehicle operating training that might be needed was also considered. Based on the four-factor analysis, Putnam County developed its LEP Plan as outlined in the following section.*

### Limited English Proficiency (LEP) Plan Outline

How Putnam County and staff may identify an LEP person who needs language assistance:

1. Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Have a staff person greet participants as they arrive to Putnam County sponsored events. By informally engaging participants in conversation, it is possible to gauge each attendee's ability to speak and understand English.
3. Where practicable and feasible, have translator(s) available at Putnam County meetings. This will assist in language assistance needs for future events and meetings.
4. Translate all posted notices on all transit vehicles to assist vehicle operators in identifying specific language assistance needs of passengers. If such individuals are encountered, vehicle operators will be instructed to try to obtain contact information to give to Putnam County Transit's management for follow-up.
5. Vehicle operators and other front-line staff, like dispatchers, Para-Transit schedulers, and service development planners, will be surveyed on their experience concerning any contacts with LEP persons during the previous year.

### Language Assistance Measures

There are numerous language assistance measures available to LEP persons, including both oral and written language services. There are also various ways in which Putnam County staff responds to LEP persons, whether in person, by telephone or in writing.

- Putnam County Hispanic Education and Outreach Programs will continue to provide vital information to LEP groups on Putnam County programs and services;
- Network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information on Putnam County programs and services;
- Provide a bilingual Community Outreach Coordinator at community events, public hearings, and Transportation Task Force meetings;
- Placement of statements in notices and publications that interpreter services are available for these meetings, with seven day advance notice;
- Survey bus drivers and other front-line staff, like dispatchers, Para-Transit schedulers, and service development planners, annually on their experience concerning any contacts with LEP persons during the previous year;

- Provide the Language Link hotline number, 1-877-737-4999, and Account #, 27854, at the Transit Center, onboard the Putnam County Transit fleet, in Road Supervisor vehicles and at transit administrative offices;
- Post the Putnam County Title VI Policy and LEP Plan on the agency website, [www.putnamcountyny.com](http://www.putnamcountyny.com);
- Provide group travel training to LEP persons with the assistance of bilingual staff;
- Include language “Spanish a plus” on bus driver recruitment flyers and onboard recruitment posters;
- When an interpreter is needed, for a language other than Spanish, in person or on the telephone, staff will attempt to access language assistance services from a professional translation service or qualified community volunteers. A list of volunteers will need to be developed.

#### Staff Training

The following training will be provided to Putnam County staff:

1. Information on the Putnam County Title VI Procedures and LEP responsibilities
2. Description of language assistance services offered to the public
3. Use of Language Identification Flashcards
4. Documentation of language assistance requests
5. How to handle a potential Title VI/LEP complaint

#### Outreach Techniques

When staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population. Interpreters will be available as needed.

#### Monitoring and Updating the LEP Plan

Putnam County will update the LEP as required by U.S. DOT. At a minimum, the plan will be reviewed and updated when data from the 2020 U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the Putnam County Transit service area.

Updates will include the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed
- Determination of the current LEP population in the service area

- Determination as to whether the need for translation services has changed
- Determine whether local language assistance programs have been effective and sufficient to meet the needs of LEP persons
- Determine whether Putnam County's financial resources are sufficient to fund language assistance resources needed
- Determine whether Putnam County has fully complied with the goals of this LEP Plan
- Determine whether complaints have been received concerning Putnam County's failure to meet the needs of LEP individuals

Dissemination of the Putnam County LEP Plan

A link to the Putnam County LEP Plan and the Title VI Procedures is included on the Putnam County website at [Civil Rights - Putnam County, New York \(putnamcountyny.com\)](http://putnamcountyny.com).

Any person or agency with internet access will be able to access and download the plan from the Putnam County website. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, or in person and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which Putnam County will provide, if feasible.

Questions or comments regarding the LEP Plan may be submitted to the Title VI Coordinator at the Putnam County Planning, Development & Public Transportation:

Title VI Coordinator/ Civil Rights Officer  
Putnam County Planning, Development & Public Transportation  
841 Fair Street  
Carmel, NY 10512  
Phone: 845-878-3480  
Fax: 845-808-1948  
Email: [planning@putnamcountyny.gov](mailto:planning@putnamcountyny.gov)

## Attachment K:

Title VI Complaint Form: English & Spanish

DISCRIMINATION COMPLAINT FORM  
PERTAINING TO CLASSES PROTECTED BY TITLE VI  
On the Basis of Race, Color, or National Origin

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Email Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
Are you filing this complaint on your own behalf?		Yes*	No	
*If you answered yes to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No	
<b>Section III:</b>				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed please use the back of this form.				



DISCRIMINATION COMPLAINT FORM  
 PERTAINING TO CLASSES PROTECTED BY TITLE VI  
 On the Basis of Race, Color, or National Origin

<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
<b>Section VI</b>	
Name of agency complaint is against:	
Contact Person:	
Title:	
Telephone:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below.

\_\_\_\_\_

Signature Date

Please submit this form in person at the address below, or mail this form to:

Title VI Coordinator/ Civil Rights Officer  
 Putnam County Department of Planning, Development & Public Transportation  
 841 Fair Street  
 Carmel, NY 10512  
 Email: [Planning@putnamcountyny.gov](mailto:Planning@putnamcountyny.gov)  
 Telephone: (845) 878-3480  
 Fax: (845) 808-1948



FORMULARIO DE QUEJA CONTRA LA DISCRIMINACION  
BAJO TITULO VI  
Basados en la Raza, el Color, el Origen Nacional

<b>Sección I</b>		
Nombre:		
Domicilio:		
Teléfono (domicilio):		Teléfono (trabajo):
Dirección del correo electrónico:		
Requisitos Accesibles al formulario	Letra grande	Cinta Auditiva
	TDD	Otros
<b>Sección II</b>		
¿Esta Ud., llenando este formulario para Ud. mismo?	Si	No
*Si la respuesta es Si complete la Sección III.		
Si es NO, por favor del nombre y su parentesco con la persona para quien está completando el formulario.		
Por favor explique porque Ud. llena el formulario para una tercera persona.		
Por favor confirme que Ud. tiene autorización de esta tercera persona afectada.		
Por favor confirmé que Ud., tiene autorización de la persona tirad partí.	Si	No
<b>Sección III</b>		
¿Anteriormente Ud. a llenado un formulario de reclamo bajo la Clausula VI con esta Agencia?	Yo creo que la discriminación que yo experimente estuvo basada en (indique lo que se aplique)	
	<input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> País de origen	
	Fecha de cuando ocurrió el hecho (Mes, Dia, Ano): _____	



FORMULARIO DE QUEJA CONTRA LA DISCRIMINACION  
BAJO TITULO VI  
Basados en la Raza, el Color, el Origen Nacional

<b>Sección IV</b>		
¿Ha presentado anteriormente una queja del Título VI con esta agencia?	Si	No
<b>Sección V</b>		
Ud. ha presentado este reclamo ante alguna otra Agencia Federal, Estatal o local o ante alguna Corte Federal o Estatal		
<input type="checkbox"/> Si <input type="checkbox"/> No		
Si la respuesta es Si: complete los datos que se aplican.		
<input type="checkbox"/> Federal Agency _____	<input type="checkbox"/> Agencia Estatal	
<input type="checkbox"/> Corte Federal _____	<input type="checkbox"/> Agencia Local	
_____		
<input type="checkbox"/> Corte Estatal _____		
_____		
<b>Por favor dar información del contacto de la agencia/corte donde está su reclamo:</b>		
Nombre:		
Titulo:		
Agencia:		
Dirección:		
Teléfono:		
<b>Sección VI:</b>		
Nombre de la agencia donde está su reclamo:		
Contacto:		
Titulo:		
Teléfono:		

FORMULARIO DE QUEJA CONTRA LA DISCRIMINACION  
BAJO TITULO VI  
Basados en la Raza, el Color, el Origen Nacional

Su firma y fecha abajo es necesaria.

---

Firma

Fecha

Por favor presente esta forma personalmente o enviar por correo a:

Coordinador del Título VI/ Oficial de Derechos Civiles  
Putnam County Department of Planning, Development & Public Transportation  
841 Fair Street  
Carmel, NY 10512  
Correo Electrónico: [planning@putnamcountyny.gov](mailto:planning@putnamcountyny.gov)  
Teléfono: (845) 878-3480  
Fax: (845) 808-1948  
Fax: (845) 808-1948

## Attachment L:

ADA Complaint Form: English & Spanish

DISCRIMINATION COMPLAINT FORM  
PERTAINING TO CLASSES PROTECTED BY THE AMERICANS WITH DISABILITIES ACT  
On the Basis of Disability

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Email Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
Are you filing this complaint on your own behalf?		Yes*	No	
*If you answered yes to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No	
<b>Section III:</b>				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Disability				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed please use the back of this form.				



DISCRIMINATION COMPLAINT FORM  
 PERTAINING TO CLASSES PROTECTED BY THE AMERICANS WITH DISABILITIES ACT  
 On the Basis of Disability

Please provide information about a contact person at the agency/court where the complaint was filed.
Name:
Title:
Agency:
Address:
Telephone:
<b>Section VI</b>
Name of agency complaint is against:
Contact Person:
Title:
Telephone:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below.

---

Signature	Date
-----------	------

Please submit this form in person at the address below, or mail this form to:

Title VI Coordinator / Civil Rights Officer  
 Putnam County Department of Planning, Development & Public Transportation  
 841 Fair Street  
 Carmel, NY 10512  
 Email: [Planning@putnamcountyny.gov](mailto:Planning@putnamcountyny.gov)  
 Telephone: (845) 878-3480  
 Fax: (845) 808-1948

FORMULARIO DE QUEJA CONTRA LA DISCRIMINACION  
BAJO ADA  
Basado en la discapacidad

<b>Sección I</b>		
Nombre:		
Domicilio:		
Teléfono (domicilio):		Teléfono (trabajo):
Dirección del correo electrónico:		
Requisitos Accesibles al formulario	Letra grande	Cinta Auditiva
	TDD	Otros
<b>Sección II</b>		
¿Esta Ud., llenando este formulario para Ud. mismo?	Si	No
*Si la respuesta es SI complete la Sección III.		
Si es NO, por favor del nombre y su parentesco con la persona para quien está completando el formulario.		
Por favor explique porqué Ud. llena el formulario para una tercera persona.		
Por favor confirme que Ud. tiene autorización de esta tercera persona afectada.		
Por favor confirmé que Ud., tiene autorización de la persona tirad partí.	Si	No
<b>Sección III</b>		
¿Anteriormente Ud. ha llenado un formulario de reclamo bajo la Clausula VI con esta Agencia?	Yo creo que la discriminación que yo experimente estuvo basada en (indique lo que se aplique)	
	[ ] Discapacidad	
	Fecha de cuando ocurrió el hecho (Mes, Dia, Ano): _____	





FORMULARIO DE QUEJA CONTRA LA DISCRIMINACION  
BAJO ADA  
Basado en la discapacidad

<b>Sección IV</b>		
¿Ha presentado anteriormente una queja del Título VI con esta agencia?	Si	No
<b>Sección V</b>		
Ud. ha presentado este reclamo ante alguna otra Agencia Federal, Estatal o local o ante alguna Corte Federal o Estatal		
<input type="checkbox"/> Si <input type="checkbox"/> No		
Si la respuesta es Si: complete los datos que se aplican.		
<input type="checkbox"/> Federal Agency _____	<input type="checkbox"/> Agencia Estatal	
<input type="checkbox"/> Corte Federal _____	<input type="checkbox"/> Agencia Local	
_____		
<input type="checkbox"/> Corte Estatal _____		
_____		
Por favor dar información del contacto de la agencia/corte donde está su reclamo:		
Nombre:		
Titulo:		
Agencia:		
Dirección:		
Teléfono:		
<b>Sección VI:</b>		
Nombre de la agencia donde está su reclamo:		
Contacto:		
Titulo:		
Teléfono:		

FORMULARIO DE QUEJA CONTRA LA DISCRIMINACION  
BAJO ADA  
Basado en la discapacidad

Puede adjuntar materiales escritos y otra información pertinente a su reclamo.

Su firma y fecha abajo es necesaria.

---

Firma

Fecha

Por favor presente esta forma personalmente o envíar por correo a:

Coordinador del Título VI / Oficial de Derechos Civiles  
Putnam County Department of Planning, Development & Public Transportation  
841 Fair Street  
Carmel, NY 10512  
Correo Electrónico: [planning@putnamcountyny.gov](mailto:planning@putnamcountyny.gov)  
Teléfono: (845) 878-3480  
Fax: (845) 808-1948

**Attachment M:**  
Civil Rights Grant Assurances

Certifications and Assurances

Fiscal Year 2023

**FEDERAL FISCAL YEAR 2023 CERTIFICATIONS AND ASSURANCES FOR FTA  
ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Putnam County, New York

The Applicant certifies to the applicable provisions of all categories: (check here) XXX.

*Or,*

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

Certifications and Assurances

Fiscal Year 2023

- 12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs \_\_\_\_\_
- 13 State of Good Repair Grants \_\_\_\_\_
- 14 Infrastructure Finance Programs \_\_\_\_\_
- 15 Alcohol and Controlled Substances Testing \_\_\_\_\_
- 16 Rail Safety Training and Oversight \_\_\_\_\_
- 17 Demand Responsive Service \_\_\_\_\_
- 18 Interest and Financing Costs \_\_\_\_\_
- 19 Cybersecurity Certification for Rail Rolling Stock and Operations \_\_\_\_\_
- 20 Tribal Transit Programs \_\_\_\_\_
- 21 Emergency Relief Program \_\_\_\_\_

**CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Putnam County, New York

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

Certifications and Assurances

Fiscal Year 2023

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature [Handwritten Signature] Date: 3/20/23  
Name Kevin Byrne, Putnam County Executive Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant): Putnam County, New York

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature [Handwritten Signature] Date: 3/20/23  
Name C. Compton Spain Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*

**Attachment N:**  
Equal Opportunity Policy Statement



**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Putnam County is an Equal Opportunity Employer. Discrimination on the basis of age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or status as a victim of domestic violence will not be tolerated. This policy applies to all terms and conditions of employment, including but not limited to employment advertising, hiring, placement, compensation, training, promotion, demotion, termination, layoff, transfer, disciplinary actions, leave of absence or any other benefits. Discrimination based on any of the above is strictly prohibited and any supervisor, administrator or employee who engages in or tolerates such behavior is subject to disciplinary action in accordance with the Civil Service Law, collective bargaining agreements or any other applicable State or Federal Laws.

If an employee believes that he or she has encountered violations of this policy, the employee may advise his or her Supervisor or Department head. In addition, an employee can file a written complaint with the Personnel Department within (3) calendar days of the incident. Retaliation against the complainant will not be tolerated. False accusations will be treated as a disciplinary offense and will result in the same level of punishment as would be administered to one who engages in such behavior.

Putnam County's policy is to investigate all such complaints, thoroughly and promptly. To the fullest extent practical, Putnam County will keep complaints and their resolutions confidential. If an investigation confirms that a violation has occurred, Putnam County will take corrective action, including any discipline that is appropriate up to and including termination of employment of the offender. Putnam County will cooperate with any State or Federal agency involved in the investigation of any complaint.

**PUTNAM COUNTY PERSONNEL DEPARTMENT**

Paul Eldridge, *Personnel Director*  
110 Old Route Six, Building Three  
Carmel, NY 10512  
Tel: 845-808-1650 Fax: 845-808-1921

## Attachment O:

### Language Link for Non-English Speaking Customers

## LANGUAGE LINK

We Speak Your Customer's Language

Arabic .....	العربية
Bosnian .....	Bosanski
Brazilian Portuguese .....	Português do Brasil
Cambodian .....	ភាសាខ្មែរ
Cantonese .....	廣東話
Croatian .....	Hrvatski
Farsi .....	فارسی
French .....	français
German .....	Deutsch
Haitian Creole .....	Kreyòl Ayisyen
Hindi .....	हिन्दी
Hmong .....	Hmoob
Japanese .....	日本語
Korean .....	한국어
Lao .....	ພາສາລາວ
Mandarin .....	國語
Punjabi .....	ਪੰਜਾਬੀ
Romanian .....	Română
Russian .....	Русский
Serbian .....	Srpski
Somali .....	Soomaali
Spanish .....	Español
Thai .....	ภาษาไทย
Tagalog .....	Tagalog
Vietnamese .....	Tiếng Việt

### DO

Speak in "FIRST PERSON" (e.g. "Do you have a fever" Instead of, "Ask her if she has a fever please") the interpreter is expected to interpret exactly as you state it. Please pause while the interpreter repeats each statement in the respective language.

Explain some things in more detail as terminology, concepts, and cultural expressions may not have an equivalent in the target language and may need to be clarified.

Control the flow of conversation. Treat the appointment as if you were providing direct service to an English speaking client.

Ask the interpreter and the LEP client questions to ensure they understand what you want to communicate.

Follow up by providing Language Link feedback about your interpretation services.

### DON'T

Ask the interpreter for his/her opinion about the situation being interpreted.

Have a side conversation with the interpreter or permit one on one between the client and interpreter.

Discuss anything unrelated to the interpretation assignment.

Find us online: [www.language.link](http://www.language.link)

## LANGUAGE LINK

Account # 27854

Phone # 1-877-737-4999

1. Enter account number followed by #
2. Select desired language
3. Follow additional prompts (if applicable)
4. Press 9 for:
  - Other languages
  - Operator assistance with 3rd party calls
  - Speak with customer service representative

We speak your customer's language