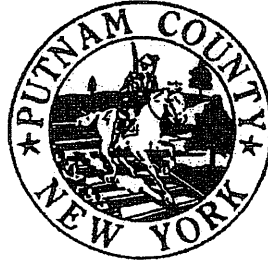


THE PUTNAM COUNTY LEGISLATURE

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**

**PERSONNEL COMMITTEE MEETING  
TO BE HELD IN ROOM 318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512**

**Members: Chairman Jonke Legislators Castellano & Nacerino**

**Tuesday**

**June 18, 2024**

**(Immediately Following the 6:00p.m. Protective Mtg.)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/Personnel Committee Meeting Minutes – May 14, 2024**
- 4. Approval/ Appointment of Director of Tourism Tara Keegan/ County Executive Kevin Byrne**
- 5. Discussion/ Approval/ Part-Time Threat Assessment Analyst Position/ Sheriff Kevin McConville**
- 6. FYI/ Accident Report**
- 7. FYI/ Incident Report**
- 8. Other Business**
- 9. Adjournment**

Jane-Pay.  
#3

**PERSONNEL COMMITTEE MEETING  
HELD IN ROOM 318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512  
Members: Chairman Jonke, Legislators Castellano & Nacerino**

Tuesday

May 14, 2024

**(Immediately Followed 6:30p.m. Health Mtg.)**

The meeting was called to order at 7:03PM by Chairman Jonke who requested Legislator Castellano lead in the Pledge of Allegiance. Upon roll call Legislators Castellano, Nacerino and Chairman Jonke were present.

**Item #3 - Approval/Personnel Committee Meeting Minutes/ April 9, 2024**

Chairman Jonke stated the minutes were accepted as submitted.

**Item #4 - Approval/ Budgetary Transfer 24T090/ To Increase the District Attorney's Salary Pursuant to Judiciary Law 183-a, Statewide Compensation of all District Attorneys in New York State**

Chairman Jonke introduced the item. He stated District Attorney salary is set by New York State and they passed the budget recently. He said the Putnam County District Attorney's salary will be increasing by \$22,499. He asked if anyone had any questions.

Legislator Nacerino asked about the formula used to determine increases in salary as compared to other counties.

Personnel Officer Paul Eldridge stated he does not know how the New York State District Attorneys salaries are calculated.

Legislator Montgomery stated it is linked to the Supreme Court Judges' salaries.

Robert Firriolo, Counsel stated under statute it is tied to salary of the County Judge and in Putnam County we have two acting Supreme Court Judges who receive a higher salary.

Chairman Jonke stated he will send a memorandum to Commissioner of Finance Mike Lewis, and request that he speak to this matter at the May Audit Meeting.

Chairman Jonke made a motion to Approve Budgetary Transfer 24T090/ To Increase the District Attorney's Salary Pursuant to Judiciary Law 183-a, Statewide Compensation of all District Attorneys in New York State; Seconded by Legislator Castellano. All in favor.

**Item #5 - Approval/ Budgetary Amendment 24T120/ IT/GIS/ Permanent Status of an IT Systems Specialist/ Director IT/GIS Thomas Lannon**

Chairman Jonke welcomed Director IT/GIS Thomas Lannon. He requested that he speak to this item.

Director IT/GIS Thomas Lannon stated the County's Putnam Invests in Leaders of Tomorrow (PILOT) Program is a very successful program, as many current employees were once interns. He stated this employee was a PILOT Program participant. He stated this individual received a master's degree and graduated with a Cyber Security degree. He stated he is an asset to the department and would like the County to hire this individual as a permanent employee.

Legislator Nacerino stated she is very supportive of this and supports the IT Department. She said we need to stay on top of IT technology, because it is a necessary function of County government.

Chairman Jonke stated it is a tribute to the PILOT Program, which brings young people into County government and gives them a taste of how public employment works.

Legislator Nacerino said she applauds former County Executive MaryEllen Odell for bringing back the PILOT Program.

Personnel Officer Paul Eldridge stated young people are not thinking about working for local government and the PILOT Program has introduced them to the career possibilities they were not thinking about.

Legislator Montgomery stated the need for IT and the QR Code is needed in the County. She said Putnam is a little behind on this technology.

Director IT/GIS Thomas Lannon stated we must help our departments to embrace the technology to make things easier and less paper oriented.

Chairman Jonke stated tonight is the first night using equipment installed by in collaboration with an outside vendor and the County's IT Department. He thanked IT for all their work. He said we are recording tonight and evolving into the one click method.

Legislator Montgomery said thank you to IT. She stated disappointment that it is not live streamed but glad it is being recorded.

Legislator Nacerino stated the recording will be available tomorrow to whomever wants to access it.

Legislator Crowley asked if live streaming was approved in the State assembly.

Robert Firriolo, Counsel answered it only applies to public authorities, transit authority, MTA. He said it would apply to IDA, EDC and bodies like that because that is how the State law is written.

Chairman Jonke made a motion to Approve Budgetary Amendment 24T120/ IT/GIS/ Permanent Status of an IT Systems Specialist; Seconded by Legislator Nacerino. All in favor.

**Item #6 – Approval/ Update to The Putnam County Military Leave Policy/ Senior Personnel Specialist Patricia Rau**

Chairman Jonke introduced Senior Personnel Specialist Patricia Rau.

Senior Personnel Specialist Patricia Rau stated this is an update to the procedure, of an employee providing notification to the Finance and the Personnel Departments of their upcoming leave. She stated it is now in its own section. She stated also language was added to provide clarity regarding when an employee returns to work, which is taken from the New York State law. She said the goal was to make the policy workable and functional for all parties.

Chairman Jonke stated this policy was adopted for the first time back in 2021 (R #141).

Senior Personnel Specialist Patricia Rau explained in 2002 a resolution was passed that brought this differential pay into existence, but it was never a formal written policy. She said in 2021 the resolution was put into policy format. She stated this is a request to approve some fine tuning to the 2021 resolution.

Chairman Jonke stated this was done to protect those employees who are veterans who are called to serve on active duty. He said it shows we respect our employees, and our veterans and we thank them for their work. He said tonight we are considering updating the policy and defining communication.

Legislator Nacerino asked if a person comes off payroll how does it affect their pension.

Senior Personnel Specialist Patricia Rau stated their retirement time is still reportable, which was confirmed with the New York State Retirement Office, back in 2021. She said there is a mechanism for the employee to receive credit for military service when they are receiving payment that is reportable to the pension system. She added when they are not receiving payment there is a mechanism about actual military time.

Personnel Officer Paul Eldridge stated all military time is creditable with the retirement system whether paid or not.

Legislator Crowley questioned what is meant by “the five (5) year period is cumulative” in the “Return To Work” section.

Senior Personnel Specialist Rau answered it would need to be looked at on a case-by-case basis. She said the County has not had anyone reach the five-year period.

Legislator Crowley suggested the language regarding “case-by-case basis” be added to the policy.

Senior Personnel Specialist Rau stated yes, this could be considered because each deployment is different.

Chairman Jonke stated he would like to get it approved tonight and then get feedback for future amendment (s) if needed.

Senior Personnel Specialist Rau stated this policy was reviewed by the Law Department and the policy committee.

Chairman Jonke requested that Senior Personnel Specialist Rau would run Legislator Crowley’s request through the Law Department.

Personnel Officer Paul Eldridge stated the 2002 resolution was passed after 911. He realized then that after 22 workdays, or 30 calendar days, employees would get military pay. He stated he believed that these people are serving their country and not getting the same money as when they were working for the County. He stated actually they were taking a pay cut. He stated that was why the 2002 resolution was passed by the Legislature. He said someone came back to him to report that she was the only one in her unit who received supplemental pay.

Chairman Jonke stated it is evidence that Putnam County Takes care of their Veterans and their Employees.

Senior Resource Specialist Rau stated that in 2021 the County’s 260 Days of Differential Pay was the most generous in the State. She stated that is something that we should all be proud of.

Chairman Jonke made a motion to Approve Update to The Putnam County Military Leave Policy; Seconded by Legislator Nacerino. All in favor.

**Item #7 – FYI/ Accident Report – Duly Noted**

**Item #8 – FYI/ Incident Report – Duly Noted**

**Item #9 – Other Business**

- a. Approval/ Fund Transfer 24T127/ IT/GIS/ Establish a GIS Tech part-time position and assist in funding GIS Aid full-time position/ Director IT/GIS Thomas Lannon**

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

Chairman Jonke stated a letter of necessity was submitted by Director IT/GIS Tom Lannon for consideration of this item. He requested that Director Lannon address the committee on this item.

Director IT/GIS Thomas Lannon stated they have a 30 plus year employee who retired. He stated the employee has a great deal of knowledge and has agreed to come back to work on a part time basis which is very important to the GIS Department, which is where this position is. He said they have a former PILOT Program employee who has graduated and who would like to come back to work for the County in the GIS Department. He stated this candidate is believed to be a very good fit for the position. He stated the time sensitivity is that they do not want to miss out on this candidate. He stated through the retirement of the employee, while funding that person back on a part-time basis and hiring the full-time candidate to fill that job with salary and benefits the County will have a cost savings.

Chairman Jonke stated with the employee who left and is back on a part time basis and with new funding for the GIS full time position the County in the fiscal year of 2024 will have a savings of \$26,474. He requested confirmation that the retiree will work next year, 2025, with further savings for the County.

Director IT/GIS Thomas Lannon stated the retired employee has agreed to work part time in 2025.

Chairman Jonke made a motion to Approve Fund Transfer 24T127/ IT/GIS/ Establish a GIS Tech part-time position and assist in funding GIS Aid full-time position; Seconded by Legislator Nacerino. All in favor.

#### **Item #10 – Adjournment**

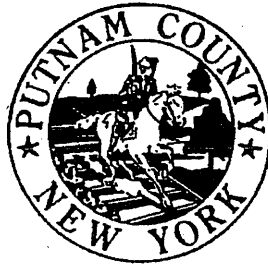
There being no further business at 7:36PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Castellano. All in favor.

Respectfully submitted by Deputy Clerk Diane Trubulsky.

THE PUTNAM COUNTY LEGISLATURE

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*Revised - O.B.*

**AGENDA**  
**PERSONNEL COMMITTEE MEETING**  
**TO BE HELD IN ROOM 318**  
**PUTNAM COUNTY OFFICE BUILDING**  
**CARMEL, NEW YORK 10512**

**Members: Chairman Jonke Legislators Castellano & Nacerino**

**Tuesday**

**May 14, 2024**

**(To Immediately Follow the 6:30p.m. Health Meeting)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
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- 4. Approval/ Budgetary Transfer 24T090/ To Increase the District Attorney's Salary Pursuant to Judiciary Law 183-a, Statewide Compensation of all District Attorneys in New York State**
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  - a. Approval/ Fund Transfer 24T127/ IT/GIS/ Establish a GIS Tech part-time position and assist in funding GIS Aid full-time position/ Director IT/GIS Thomas Lannon**
- 10. Adjournment**

File: Tourism

Received CC: All  
June 6-18-24



#4  
APPROVE

PUTNAM COUNTY EXECUTIVE  
KEVIN M. BYRNE

Memorandum

DATE: May 16, 2024  
TO: Ms. Diane Schonfeld  
Clerk, Putnam County Legislature  
FROM: County Executive Kevin Byrne  
SUBJECT: Appointment and Personnel Updates

Attached Backup

is

CONFIDENTIAL

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2024 MAY 17 AM 9:58

It is my privilege to appoint Ms. Tara Keegan as Director of Tourism effective May 28, 2024, and in accordance with current Section 5.03 of Article 5 of the Putnam County Charter (soon to be Section 12.12 of Article 12) subject to confirmation by the County Legislature. Pending confirmation, we've asked Ms. Keegan to serve on an interim basis. I recommend Ms. Keegan's salary be set at \$87,750.

Ms. Keegan has an extensive background in the legal and legislative field and has volunteered and worked with a number of well-known organizations in Putnam County. This decision comes after a thorough vetting and interview process conducted by our selection committee which consisted of a diverse group of representatives. Her experience and knowledge make Tara an excellent choice to lead our Tourism Department.

I respectfully ask that the appointment of Ms. Keegan be placed on the agenda for the next appropriate Legislative Committee meeting with the intention that the position be voted on during the full legislative meeting scheduled afterwards. Attached is Ms. Keegan's resume and application for your review.

I would also like to take this opportunity to thank Tracey Walsh once again for her service to the county as Director of Tourism. She has been a wonderful asset for Putnam County, and we appreciate her continued willingness to assist in the transition in a part-time position.

Thank you for your detailed attention.

cc: Paul Eldridge, Personnel Director



**APPROVAL/CONFIRMATION/ APPOINTMENT/DIRECTOR OF TOURISM**

WHEREAS, County Executive Kevin M. Byrne has appointed Tara Keegan as Director of Tourism, pursuant to Article 5, Section 5.03 of the Putnam County Charter; and

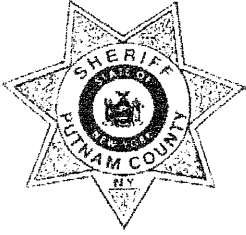
WHEREAS, Tara Keegan possesses the requisite knowledge, experience, and qualifications to serve as the Director of Tourism for the County of Putnam; and

WHEREAS, the Personnel Committee of the Putnam County Legislature considered and approved this appointment; now therefore be it

RESOLVED, that the Legislature hereby confirms the appointment of Tara Keegan as the Director of Tourism for the County of Putnam, pursuant to Article 5, Section 5.03 of the Putnam County Charter; and be it further

RESOLVED, that Tara Keegan shall serve at the pleasure of the County Executive in accordance with the terms of the Putnam County charter; and be it further

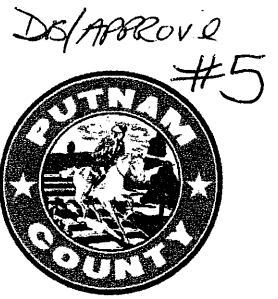
RESOLVED, that this appointment shall comply with the requirements to file an Oath of Office pursuant to the New York State Public Officers Law.



**KEVIN J. MCCONVILLE**  
SHERIFF

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

*Call  
Per  
6.18.24*



**THOMAS H. LINDERT**  
UNDERSHERIFF

**MEMORANDUM**

**TO:** Paul E. Jonke, Chairman  
Personnel Services Committee

**FROM:** Kevin McConville *KJM*  
Sheriff

**RE:** Threat Assessment Analyst.

**DATE:** June 13, 2024

2024 JUN 13 AM 11:25  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Please place on the June 18, 2024 Personnel Service Committee meeting for discussion, the matter of A Part-Time Threat Assessment Analyst Position. This position would be funded out of the Tam Grant with State Approval.

Thank you for your consideration.



**KEVIN J. MCCONVILLE**  
SHERIFF

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



**THOMAS H. LINDERT**  
UNDERSHERIFF

June 7<sup>th</sup>, 2024

Commissioner Robert Lipton  
Putnam County Bureau of Emergency Services  
112 Old Route 6  
Carmel, New York 10512

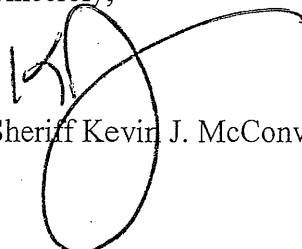
Dear Commissioner Lipton,

I am writing to request that a grant amendment to the FY22 NYS Department of Homeland Security and Emergency Services Domestic Terrorism Prevention (DTP) Grant be initiated to hire two (2) part-time Threat Assessment Analysts. It has been identified that each TAM submission to this office incurs a significant investment of time and investigative resources to substantiate the validity of the threat. These investigations are complex and lengthy. The benefit of having analysts(s) to review, compile, and interpret data from open-source media, as well as coordinating the dissemination of information within the criminal justice community.

Additionally, if the reported TAM warrants, the analyst(s) will be able to appropriately ensure continued review of activity and distribute this intelligence to the law enforcement community. The use of FY22 DTP funds to hire part-time analysts at a rate of \$30.00 per hour, utilizing the funding so that there are no additional costs to Putnam County, will allow the Sheriff's Office the ability to propagate intelligence appropriately.

The use of FY22 DTP funds to hire 2 part-time analysts at a rate of \$30.00 per hour will allow the Sheriff's Office the ability to increase our investigative capacity while using sworn law enforcement resources more effectively. The job description and duties are attached to this request. The combination of the two analysts will not exceed \$70,000.00 for the year.

Sincerely,

  
Sheriff Kevin J. McConville

## THREAT ASSESSMENT ANALYST

DISTINGUISHING FEATURES OF THE CLASS: As a member of the Threat Assessment Management (TAM) team, an incumbent of this position performs systematic and analytical processes in order to assist law enforcement. Incumbents gather data and information from a variety of resources; including but not limited to social media, cell phone records, daily crime reports, and outside information; to perform statistical analyses, evaluate and develop pertinent information on crime patterns, prepare reports, and disseminate crime-related data and information to other members of the TAM team and necessary parties. May participate in intra/inter-agency meetings and conferences, testify at court proceedings and make presentations as needed. Supervision is not a responsibility of this position. Related work performed as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Extracts, compiles and analyzes data on reported crisis related incidents and other activity associated with domestic terrorism or targeted violence, in order to identify suspects, detect and predict trends, in support of received information believed to be a threat;  
Prepares statistical data on investigations to core TAM team members;  
Prepares quarterly reports to gauge overall success of TAM;  
Identifies clustered threat investigations using statistical calculations, graphing, and mapping methods;  
Maintain continued surveillance on statistical abnormalities;  
Analyzes the linkages between current and past investigations;  
Coordinates the gathering and sharing of data with other law enforcement agencies and other segments of the criminal justice community;  
Reviews, interprets, and presents information obtained on cell phones and social media to investigators to provide analysis and identify trends to assist law enforcement in combatting crime;  
Serves as liaison with other County crime analyst(s);  
Attends and participates in intra/interagency meetings and conferences as assigned;  
May testify at court proceedings;  
Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments  
Performs a variety of related activities as required.

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

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the criminal justice system and criminal behavior; good knowledge of the principles, methods and techniques used in data collection and crime analysis; good knowledge of basic research methods and procedures used in statistical analysis; good knowledge of police investigations; good knowledge of surveillance techniques of media types including open source and the dark web; good knowledge of administrative reporting and control procedures and techniques; ability to interpret crime statistics; ability to collect, analyze and evaluate data in both qualitative and quantitative techniques; ability to use GIS mapping software and prepare accurate base maps, including geocoding; ability to use spatial analysis techniques to produce thematic overlays, including graduated symbol crime and offender maps; ability to conduct

demographic analysis; ability to understand, interpret, and analyze complex and detailed written material, including arrest reports; ability to develop and maintain effective working relationships; ability to organize material and prepare effective narrative reports and correspondence; ability to present data, reports and comments clearly and concisely both orally and in writing; ability to plan individual workload and meet established deadlines; ability to read, write, speak, understand, and communicate in English; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email, and database software; accuracy; tact; courtesy; resourcefulness; initiative; integrity; good judgment; discretion; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) A Bachelor's Degree and two (2) years of experience working with and analyzing criminal information in or for a law enforcement agency which included using law enforcement database systems and social media; or
- (b) An Associate's degree or the completion of sixty (60) college credits and four (4) years of experience working with and analyzing criminal information in or for a law enforcement agency which included using law enforcement database systems and social media

SUBSTITUTION NOTE:

1. Satisfactory completion of 30 credits\* towards a Master's Degree\* in criminal justice, statistical analysis, or a related field may be substituted for one year of the above stated experience.
2. Verifiable volunteer experience will be considered to meet up to one year of the required experience. (Part time experience will be pro-rated to a 35-hour work week).

SPECIAL NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**Personnel Committee Mtg.**  
**June 18, 2024**  
**#6**

**FYI/Accident Report**

**Personnel Committee Mtg.**  
**June 18, 2024**  
**#7**

**FYI/ Incident Report**