

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

**RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE
TO BE HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Members: Chairwoman Addonizio and Legislators Ellner & Nacerino

Monday

6:00pm

August 26, 2024

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance of Minutes – June 24, 2024 & July 11, 2024**
- 4. Approval/ Sheriff's Office/ ARPA Funding Reallocation/ Fund New Building at 101 Deacon Smith Hill Rd. (Camp Herrlich)**
- 5. Approval/ Budgetary Amendment 24A073/ Sheriff's Dept./ ARPA Reallocation/ School Safety/ Fund New Building at 101 Deacon Smith Hill Rd. (Camp Herrlich)**
- 6. Approval/ Dept. of Motor Vehicles/ ARPA Funding Reallocation/ DMV Mobile Equipment**
- 7. Approval/ Budgetary Amendment 24A077/ Finance/ ARPA Funding/ DMV Mobile Equipment**
- 8. Approval/ Local Law to Amend the Charter of Putnam County by Amending Article 8, Section 8.01 Entitled "Department of Law – County Attorney"**
- 9. FYI/ Litigation Report**
- 10. Other Business**
- 11. Adjournment**

#3(1)

**RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE
HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Members: Chairwoman Addonizio and Legislators Ellner & Nacerino

Monday

June 24, 2024

(Audit Meeting Immediately Followed)

The meeting was called to order at 6:00pm by Chairwoman Addonizio who requested Legislator Ellner lead in the Pledge of Allegiance. Upon roll call Legislators Ellner and Nacerino and Chairwoman Addonizio were present.

Item #3 – Discussion/ Request from District Attorney to Address Questions & Concerns Raised at May 16th Rules Committee Meeting (Law Department's Request to PC Clerk for Records)

Chairwoman Addonizio stated District Attorney Tandy requested to address the Rules Committee to talk to questions and concerns that were raised at the May Rules Meeting.

District Attorney Tandy stated he was sorry to have sent his email so late. He explained he was on vacation and planned to send the email first thing in the morning, but the power was out. He requested to be allowed to submit additional documentation.

Chairwoman Addonizio made a motion to waive the rules and accept the additional; Seconded by Legislator Ellner. All in favor.

District Attorney (DA) Tandy stated there was a Rules Meeting of the Legislature held on May 16, 2024, that he was not present and nor was aware of the topics that were going to be discussed. He stated it was brought to his attention that his office was mentioned at said meeting and that he should listen to that meeting, which he did. He stated he was disheartened at what he heard. He believes some of the things said needed to be addressed. He stated he would like to set the record straight as to some legal and non-factual statements that were made. He read from the material he submitted. He explained there were emails between the DA's Office and the County's Law Department. He read from an email dated April 29, 2024 at 10:24am from Deputy County Attorney Daniel Ravo, who he believes is the most junior member of the County Law Department, which was sent to Jason Marquard the most junior Assistant District Attorney (ADA). He stated the email from Deputy County Attorney Ravo was a request for a DA Office file, and that Chana Krauss, Chief ADA, informed him that ADA Marquard handled file requests from the DA's Office. He stated on Monday, April 29, 2024 at 10:37am Chief ADA Krauss responded to the email, stating she had a few questions about the request, and what year was the case from because when she searched the internal system for the file it was not found. He stated on April 29, 2024 at

1:28pm Deputy County Attorney Ravo replied to Chief ADA Krauss offering an apology and a corrected name of the file. (Note: the 4/29/2024 email from Chief ADA Krauss cc'ed ADA Marquard. Beginning with Monday April 29, 2024 at 2:40pm additional members of the DA's Office were included on the "cc" list of the emails.) He continued reading from the emails: Monday, April 29, 2024 at 2:40pm from Chief ADA Krauss to Deputy County Attorney Ravo, she clarified ADA Marquard handles FOIL requests for the DA's Office, and she did not recall telling him that ADA Marquard should be contacted for these types of file requests. He stated in fact Chief ADA Krauss had never met Mr. Ravo or had a discussion with him about this. He stated also in that email she explained some procedures related to this request and that the request for the file be sent to her so she could pass it along to District Attorney Tendy, and they would proceed from there. He stated you can see from the date and time of these emails that there were four (4) correspondences that the DA's staff would do what they can, but they needed the correct name of the file they were looking for. He stated on April 30, 2024 at 11:36am there was an email sent from First Deputy County Attorney John Cherico to Chief ADA Krauss which stated they are requesting the file per a request made by outside counsel in response to an outstanding discovery demand. He stated that email also stated that the County Law Department had a copy of the file previously, so they know it exists. Chief ADA Krauss via email dated April 30, 2024 at 1:11pm requested Jessical McMath request the file from archives and give it to DA Tendy. He stated Chief ADA Krauss on April 30, 2024 at 1:09pm had emailed First Deputy County Attorney John Cherico stating she was out of the office for the next three (3) days, and requested he notify DA Tendy as to why the file was being requested, she stated DA Tendy was cc'd on the email. He stated from the date of that email, April 30, 2024, the District Attorney's Office has heard nothing from the Law Department. He stated his office did not obstruct anyone from getting anything. He stated his office immediately responded with some very simple questions. He stated these are the record of the emails regarding this request. He explained per State Law in regard to these records, which was a topic discussed at the May Rules Meeting, County Law Section 700 is a New York State Law, presumably the County Attorney deals with said Law on a regular basis, as it is a County Law. He stated said County Law makes it clear that the District Attorney is responsible for the care, custody and control of all records, books and papers relating to the functioning of his office or the performance of his duties. He continued to explain what is in the County Law pertaining to the end of the District Attorney's term all of the documents must be turned over to the next succeeding District Attorney, not the County Legislators, not the County Clerk and not the County Attorney's Office, who has nothing to do with criminal cases. He stated the files are the files of the District Attorney's Office. He stated at the May 16, 2024 Rules meeting, a suggestion was made by the County Attorney's Office that the Legislature may wish to amend the County Charter, so they could get access to the District Attorney's Office files without having to request them. He stated it is startling to him that the County Attorney's Office was unaware of the provisions of Section 700 of the New York State County Law. He explained the County cannot amend its charter to override New York State Law. He continued to speak to the said law. He stated that all New York State District Attorney Offices operate like this. He stated the Putnam County District Attorney's Office does not have the physical space to store all the District Attorney files

therefore files are stored in Putnam County's Records Management. He stated County Clerk Bartolotti was completely accurate when he stated at the May 16th meeting that they are not his files. He continued to address statements that were made at the May 16th meeting. He stated these files contain extremely confidential and sensitive information, and it is the duty and legal obligation of his office to protect anyone involved in these investigations and to make sure that no one has access to these files without a specified legal reason. He stated a generic statement to the effect that there was a discovery request by an attorney, is a grossly deficient reason to request the file. He stated the information in many of these files is also protected by New York Civil Rights Law Section 50B. He stated at the May 16, 2024, Rules meeting there were statements made that called into question the ethics and integrity of his office. He stated these were public comments made by the County Law Department, and he feels it is imperative that he address some of them. He continued by explaining it was stated by a recently hired part-time County Attorney that the County Attorney's Office asked the District Attorney's Office for a file and that the response they received was ethically and legally inappropriate. He stated the emails he has referenced this evening have also been submitted as back-up to this agenda item. He stated it is clear there was nothing ethically or legally inappropriate about those responses whatsoever. He continued to address many statements that he stated were implications of unethical conduct made against him and his office at the May 16th Rules Committee meeting. He stated it would take him 3-4 hours to address each one. He has no idea where these statements came from, but these statements are totally and completely false. He continued to recap the efficient timeline of the District Attorney's Office response to the County Attorney's Office. He stated he can assure the Deputy County Attorney that nothing was misplaced, and nothing disappeared, and for her to say this was not only completely false, it was extremely improper. He stated he believes a written apology is in order for the statement that she made. He stated later during the May 16th Rules Committee meeting the County Attorney stated the reason why DA's office wanted to know why "they", the County Attorney's Office, wanted the file was because "It's just human nature" and "everyone involved in this case is very insecure." He stated he can assure the County Attorney and this Legislative Body that his reasons for wanting the County Attorney to explain why he wanted the files was not human nature, nor is it because of insecurity it was based on his legal obligations according to New York State Law. He stated lastly, on April 15, 2024, 2 weeks before this file was requested, he stated he had a copy with him for the members of the Legislature. He stated the memo was from the County Attorney's Office advising his office that because of a conflict of interest issue the County has been assigned independent counsel, and therefore may not speak to the District Attorney's Office about anything regarding this litigation.

Chairwoman Addonizio made a motion to waive the rules and accept the additional; Seconded by Legislator Nacerino. All in favor.

District Attorney Tandy stated after receiving the April 15th memo, he immediately contacted the County Attorney's Office and expressed surprise at this. He stated the response was that the County has been assigned independent counsel, and as such it would be improper for our offices to participate in a meeting, any issues should be

District Attorney Tandy stated after receiving the April 15th memo, he immediately contacted the County Attorney's Office and expressed surprise at this. He stated the response was that the County has been assigned independent counsel, and such it would be improper for our offices to participate in a meeting, any issues should thus be raised and discussed with counsel. He stated at that point it was quite clear that the County Attorney's Office believed it should not have any discussions with his office regarding litigation and issue. He stated despite sending the April 15, 2024, memo on April 29, 2024, the County Attorney' Office contacted his office and wanted the file, which they knew, but the District Attorney's Office did not know, involved the litigation in question. He stated in short they informed the District Attorney's Office they could not talk to them about the case, we would need to speak through our respective attorneys and yet two (2) weeks later they went around their own very directive and had a junior Deputy County Attorney contact one of his junior Assistant District Attorney's and request the file, without letting anyone know that the requested file involved the case in litigation the County Attorney's Office should not be contacting the District Attorney's Office about, pursuant to their memo dated April 15, 2024. He provided a recap: 1. His office is responsible for these files, and nobody gets them without providing a specific legal reason as to why they should have them, that is pursuant to New York State Law 2. No one in his office did anything unethical, nor did they obstruct anyone from obtaining any information. 3. When the Attorneys representing the District Attorney's Office on this litigation recently found out what the request was about, they notified his Office and he had counsel come and independently review the file, no one in his Office touched the file. He stated they found the document that was requested, it was not missing it was not replaced and they turned it over to the Attorneys immediately. He stated a simple explanation to his Office and a very small amount of legal research would have avoided all of this nonsense. He stated he does not appreciate having a Deputy County Attorney address the Legislature and strongly imply that the District Attorney's Office cannot be trusted. He stated he does not appreciate them claiming that documents and files have gone missing, when that is completely false. He stated if one of his District Attorney's had leveled these allegations against the County Attorney, with no basis or fact, he would have ordered him or her to write a letter of apology to the County Attorney and if he or she refused, you know where they would be. He stated unfortunately because of the unusual misstatements of law and the inexplicable allegations of misconduct made by the County Attorney's Office about his office at the May 16, 2024, Rules Committee Meeting, he does not see how his Office can trust the County Attorney's Office to advise them on any issue or discuss any pending or possible litigation. He concluded by thanking the Rules Committee Members and the Legislators for allowing him the time to address these issues.

Legislator Nacerino stated she believes most of the Legislators were taken aback by the conduct of the County Law Department, the eluded allegations that were made, and the integrity of both you and the County Clerk being challenged. She stated the County Clerk, Michael Bartolotti, remained steadfast in his resolve to state he is merely the custodian of the files, and has no authority to release a file(s) without the knowledge and permission of the Department, in this case the District Attorney's Office. She stated things that were discussed in executive session were discussed in an open forum and in

her opinion were compromised, in her opinion. She stated the allegations that were made were preposterous, unethical and unprofessional, in her humble opinion.

Legislator Ellner stated his appreciation for the District Attorney being present and setting the record straight. He stated as a laymen, he has a question regarding wording in the April 15, 2024 memo: "With regard to the District Attorney Defendants, NYMIR hereby demands that each and every District Attorney Defendant Submit this matter to the Attorney General for the State of New York for defense and indemnifications pursuant to Public Officials Law to address § 17." He questioned if it is typical that an Insurer would have this type of authority.

District Attorney Tandy stated he had never seen anything like it in his professional legal career. He stated the statute does exist. He stated he did contact his Counsel and Counsel who has represented the County before, it was their opinion that letter was in error legally, but cannot comment as to whether that is true. He stated he was advised by the District Attorney's Counsel that he did not have to sign the letter, that was mentioned in the April 15, 2024, memo. He stated there may have been a valid basis in the mind of the sender.

Legislator Ellner stated his appreciation for the response. He stated to him it seemed unusual that an insurer, in this case NYMIR, was making demands on the County.

District Attorney Tandy expressed his agreement.

Item #4 – FYI/ Litigation Report

The Litigation Report was duly noted.

Item #10 - Other Business - None

Item #11 – Adjournment

There being no further business at 6:26pm, Chairwoman Addonizio made a motion to adjourn; Seconded by Legislator Ellner. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

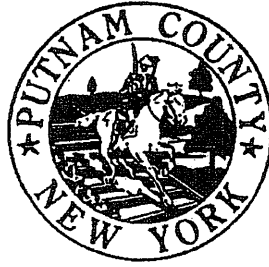
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Members: Chairwoman Addonizio and Legislators Ellner & Nacerino

Monday

6:00PM

June 24, 2024

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Discussion/ Request from District Attorney to Address Questions & Concerns Raised at May 16th Rules Committee Meeting (Law Department's Request to PC Clerk for Records)**
- 4. FYI/ Litigation Report**
- 5. Other Business**
- 6. Adjournment**

#3(2)

**RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE
HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Members: Chairwoman Addonizio and Legislators Ellner & Nacerino

Thursday

July 11, 2024

(Immediately following Health Mtg. starting at 6:00 P.M.)

The meeting was called to order at 6:05pm by Chairwoman Addonizio who requested Legislator Ellner lead in the Pledge of Allegiance. Upon roll call Legislators Ellner and Nacerino and Chairwoman Addonizio were present.

Item #3 – Acceptance of Minutes – May 16, 2024

The minutes were accepted as submitted.

**Item #4 – Approval/ Budgetary Amendment 24A059/ Sheriff's Department/
American Rescue Plan Act (ARPA) Funding Reallocation/ School Safety**

Chairwoman Addonizio made a motion to waive the rules and accept the additional; Seconded by Legislator Ellner. All in favor.

Jennifer Caruso, Director of Compliance and Intergovernmental Relations stated Commissioner of Finance Lewis was unable to attend this evening so she will be addressing this matter. She stated this reallocation is an internal shift of the funds. She stated the ARPA funds come with guidelines, one of which being timing. She stated the deadline for encumbrance of the funds is December 31, 2024 and the deadline for the completion of the projects is December 31, 2026. She stated due to the vendors and other aspects of the project, the Sheriff's Department did not feel that they could meet the timeline for the school safety project. She stated therefore, funding from the general fund allocated for Sheriff's Department capital projects will be used for the school safety project and the ARPA funding will be used for the capital projects. She stated the capital projects are ARPA eligible and can be completed on the ARPA timeline.

Director of General Services John Tully stated purchase orders have already been issued for some of the capital projects.

Chairwoman Addonizio requested clarification on the school safety project and it not meeting the deadline.

Director Caruso stated the school safety project is not changing; only the funding source is changing.

Director Tully stated Sheriff McConville is working closely with BOCES to facilitate the project.

Director Caruso clarified there is no reduction in funds for the school safety project, rather than using ARPA funds, the project will be funded through the general fund.

Legislator Nacerino clarified that there is no fiscal impact as these two projects are swapping funding sources.

Director Caruso and Director Tully stated that is correct.

Legislator Montgomery questioned if the plan for the school safety project will be provided to the Legislature before funds are released for it.

Director Tully stated he is sure at the right time Sheriff McConville will brief the Legislature on the plan.

Legislator Nacerino stated the money is being encumbered this evening.

Legislator Ellner stated the budgetary amendment includes numbers, but no specific detail related to the plan.

Director Tully spoke to the capital projects that will now be funded by the ARPA funds.

Chairwoman Addonizio made a motion to pre-file the necessary resolution; Seconded by Legislator Nacerino. All in favor.

**Item #5 – Approval/ Budgetary Amendment 24A060/ Town of Philipstown/
American Rescue Plan Act (ARPA) Funding Reallocation Request to
Garrison Landing Water District – Well 8 Project**

Director Caruso stated the Administration and ARPA Committee have been overseeing the projects to ensure compliance with deadlines, allowable uses, and procurement. She stated the ARPA Committee and the Purchasing Department have worked to assist the municipalities by supplying them a checklist to follow. She stated the Town of Philipstown had a project involving their drinking water that did not quite meet the ARPA guidelines relating to compliance with procurement and one of the uses. She stated this Budgetary Amendment is the Administration's proposed solution to provide the Town of Philipstown with the funding needed to complete this essential project. She stated the proposal is for the APRA funds to be reallocated to a County project and the County would provide the Town of Philipstown funding from the general fund to complete their project without the ARPA requirements.

Town of Philipstown Supervisor John Van Tassel stated the Town was unfortunately misled in the beginning. He stated they believed anything applying to providing drinking water to Garrison Landing would be applicable to ARPA funds so they proceeded with

the project. He stated throughout the project they were purchasing water and then found out trucked water was not an authorized expenditure. He stated they could have used the funding to put the road in, purchase the truck or the piping, but the water itself was not authorized.

Legislator Nacerino stated fortunately, the County is able to swap funding sources to ensure this project can continue to move forward. She questioned how this money is allocated and provided to the Town of Philipstown.

Director Tully stated the same project budget line will be used, it will just be funded by a different source. He stated it will be a seamless transition, but the auditors will see that the funding used is not ARPA funding.

Director Caruso stated the agreement the County has with the Town of Philipstown will be amended to reflect the change.

Legislator Ellner stated he is in favor of this.

Legislator Jonke clarified that the County is taking 100% of the ARPA money back and providing 50% from the general fund.

Director Tully stated that is correct.

Legislator Ellner questioned if the amount being provided is sufficient to complete the project.

Supervisor Van Tassel stated yes, it is.

Legislator Sayegh stated her appreciation for the ARPA Committee for making sure no ARPA funding is being lost.

Legislator Montgomery thanked Director Caruso and everyone involved for their work.

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

Item #6 – Discussion/ ARPA Update – Reallocations Pending

Director Caruso stated there are projects that may follow a similar path as the two (2) agenda items considered this evening. She stated an internal deadline of March 2024 was set for reallocation among the towns and villages. She stated now that the deadline has passed and with the December 31, 2024 deadline approaching, any new requests for reallocation may be given the consideration of swapping the funding source. She stated most towns and villages are on track with their projects. She stated there are two (2) that they are currently aware of that may need to be reallocated due to savings realized by the municipality. She stated also, the Sheriff's Department was

unable to be present this evening, but they sent a letter regarding the \$1 million allocated to the Sheriff's Office. She stated the intent is to use that funding for projects that support local schools. She stated the Administration and ARPA Committee are working on this and although it is not yet at the point where approval is needed, they wanted to provide this update.

Item #7 – FYI/ Litigation Report – Duly Noted

Item #8 – Other Business – None

Item #9 – Adjournment

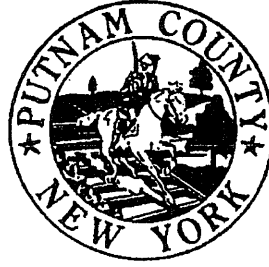
There being no further business at 6:28pm, Chairwoman Addonizio made a motion to adjourn; Seconded by Legislator Ellner. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.

THE PUTNAM COUNTY LEGISLATURE

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Members: Chairwoman Addonizio and Legislators Ellner & Nacerino

Thursday July 11, 2024
(Immediately following Health Mtg. starting at 6:00 P.M.)

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance of Minutes – May 16, 2024**
- 4. Approval/ Budgetary Amendment 24A059/ Sheriff's Department/ American Rescue Plan Act (ARPA) Funding Reallocation/ School Safety**
- 5. Approval/ Budgetary Amendment 24A060/ Town of Philipstown/ American Rescue Plan Act (ARPA) Funding Reallocation Request to Garrison Landing Water District – Well 8 Project**
- 6. Discussion/ ARPA Update – Reallocations Pending**
- 7. FYI/ Litigation Report**
- 8. Other Business**
- 9. Adjournment**

Revised Resolution

Local Rules

#21

APPROVAL/SHERIFF'S OFFICE ARPA FUNDING REALLOCATION

WHEREAS, Putnam County allocated its American Rescue Plan Act (ARPA) funds pursuant to Resolution # 135 of 2022, with a focus on infrastructure, related to school safety, mental health, substance abuse, food insecurity, clean water, roads, bridges and buildings; and

WHEREAS, a budgetary amendment was made pursuant to Resolution #135 of 2022 wherein \$2,000,000 was appropriated for School Safety- Infrastructure Upgrades through Putnam County Sheriff's Office;

WHEREAS, the Sheriff's Office has requested that \$1,000,000 of the funds originally allocated now be reallocated to pursue additional projects that support the County's school children; and

WHEREAS, the Administration has proposed, and the Sheriff's Office is requesting that \$1,000,000 be reallocated to partially fund a new building for use by Camp Herrlich at the County's property located at 101 Deacon Smith Hill Road in Patterson; and

WHEREAS, the County consultant has indicated that the Camp Herrlich Building Project is an allowable use of ARPA funds; and

WHEREAS, the Commissioner of Finance, and the County Auditor have reviewed and recommended said reallocation; and

WHEREAS, the County Executive has reviewed and recommended said reallocation; and

WHEREAS, the *Rules, Enactments and Intergovernmental Relations Committee* has reviewed and approved of this request; now therefore be it

RESOLVED, that \$1,000,000 of ARPA funds from the Sheriff's Office School Safety - Infrastructure Upgrades be reallocated to the Camp Herrlich Building Project.

RESOLVED, that the distribution of said funds shall be contingent upon Camp Herrlich executing a subrecipient agreement with Putnam County, as prepared by the Putnam County Attorney, and executed by the Putnam County Executive including such terms as contained herein.

2024 AUG - 8 PM 3:46
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



TO: Diane Schonfeld, Clerk of the Legislature

CC: Jennifer Caruso, Director of Compliance & Intergovernmental Relations; Paul Jonke, Chair, Putnam County Legislature; Toni Addonizio, Chair, Rules, Enactments, Intergovernmental Relations Committee

FROM: Dean Stichbury, Executive Director, Camp Herrlich

DATE: August 7, 2024

RE: Agenda Request Regarding Reallocation of Sheriff's Office ARPA Funds

Regarding Putnam County's ARPA funds, the Putnam County Administration has been working to ensure that the Sheriff's Office request to reallocate \$1,000,000 of the \$2,000,000 originally allocated to that office to pursue other infrastructure projects related to school safety that support the County's school children.

This reallocation is intended to partially fund a proposed new building at the County's property located at 101 Deacon Smith Hill Road in Patterson, New York, which Camp Herrlich leases. This crucial project will enhance the value of this county-owned property by building a safer and more usable facility which will ensure Camp Herrlich's continued ability to serve Putnam County's school children and their caregivers with licensed summer day camp, before/after school care, and other programs as needed.

Paul Jonke, Chair of the Legislature, has indicated that this reallocation needs to be reviewed by the Rules Committee before being placed on the agenda for the next Legislature's Audit Committee.

We are requesting that this proposal be included on the Rules Committee agenda for their August 14, 2024 meeting so it can be put on the Audit Committee agenda for their August 26, 2024 meeting and then the agenda for the full Legislative Meeting on September 3, 2024. I will make myself available to attend the meeting(s) where the project is discussed.

The County's ARPA consultant has approved this as an ARPA-eligible project. The deadline to encumber ARPA funds is December 31, 2024. We respectfully request that the Rules Committee review this proposal at the August meeting so it can be discussed at the full Legislative meeting in September and planning can continue in a timely manner.



July 25, 2024

VIA ELECTRONIC MAIL
dstichbury@campherrlich.org

Mount Tremper Outdoor Ministries, Inc.
d/b/a Camp Wilbur Herrlich ("Camp Herrlich")
101 Deacon Smith Hill Road
Patterson, New York 12563
Attn: Dean Stichbury, Executive Director

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2024 AUG - 8 PM 3:43

Re: Construction of Building to replace Schweiger Hall – Letter of Intent

Dear Mr. Stichbury:

Putnam County and Camp Herrlich ("the Parties") desire to work together, taking on certain responsibilities in a project of the construction of a new building, to replace the current building known as Schweiger Hall ("the Project") at the premises listed above. Camp Herrlich currently is the lessee of the premises from Putnam County. The building known as Schweiger Hall is essential to the operation of the Camp, which provides crucial support to parents in the County by providing before/after care and summer camp for area school children. The condition of the building has been evaluated, and a full replacement is the agreed-upon plan.

This Letter sets forth the intentions and responsibilities of the Parties herein for the Project as follows:

Putnam County

The County intends to do the following with respect to the Project:

1. Contribute up to \$1 Million of the County's ARPA (American Rescue Plan Act) funds to the Project. The County's contribution is limited to and shall not exceed the amount of \$1 Million.
2. Handle the Procurement of Phase One¹ of the structure, to manage and oversee ARPA compliance.
3. Request permission from the New York City Department of Environmental Protection ("DEP") to build a new building prior to demolition of the existing structure, as required per the terms of the Approval Letter from the DEP to the County, dated April 10, 2006, and incorporated into the Lease Agreement between the Parties herein.

¹ Phase One for the purposes of this Letter includes: the building envelope components, and the rough-out of infrastructure (electric power to panel location only, and water and sewer stub-up connection points).

Camp Herrlich

Camp Herrlich intends to do the following with respect to the Project:

1. Facilitate preparation of and cover any costs associated with the design for all phases of construction, including Phase One.
2. Be responsible for any cost of Phase One that exceeds \$1 Million.
3. As of the date of this Letter, Camp Herrlich has the approval of its Board of Directors to commit up to \$250,000 to the Project for construction.

The Parties hereto agree that the responsibilities of the Parties with respect to the Project are not limited to the foregoing intentions, and that these are set forth in anticipation of entering a contract to undertake the Project for same, for which the Parties shall seek necessary approvals from their respective governing bodies, including the Putnam County Legislature and the Camp Herrlich Board of Directors.

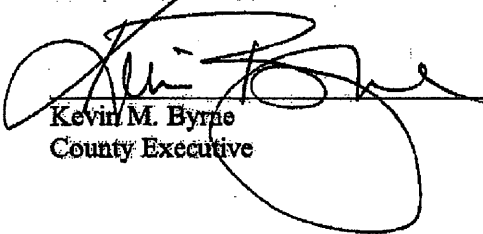
CAMP HERRLICH



Dean Stichbury
Executive Director

Date: 8/7/2024

PUTNAM COUNTY



Kevin M. Byrne
County Executive

Date: 8/7/24

Diane Schonfeld

From: Jennifer Caruso
Sent: Thursday, August 8, 2024 3:34 PM
To: Diane Schonfeld
Subject: Camp Herrlich Letter of Intent
Attachments: SIGNED Camp Herrlich and Putnam County Letter of Intent 8.7.24.pdf

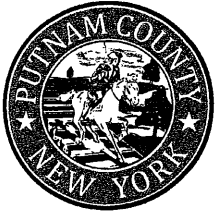
Good afternoon Diane,

Please see the attached Letter of Intent regarding the Camp Herrlich building project that is on the Rules agenda on 8/14.

We are providing it to the Committee as further information on the anticipated project for which approval is sought.

Any questions, please do not hesitate to contact me.

Best regards,
Jen



Jennifer L. Caruso

Director of Compliance & Intergovernmental Relations • County Executive's Office

PHONE | 845.808.1001 • WEBSITE | PUTNAMCOUNTYNY.COM

PUTNAM COUNTY GOVERNMENT NEW YORK

"Empowering Putnam County through dedicated service."

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk

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

RE: Sheriff's Office – ARPA Funds Reallocation

DATE: July 22, 2024

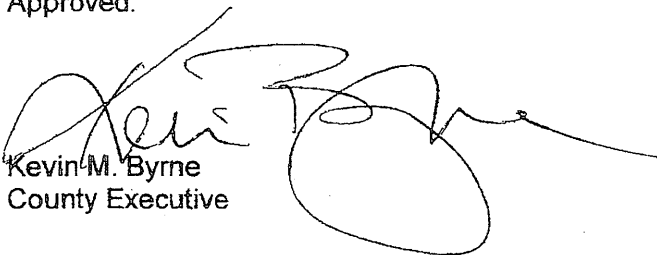
As you may know, the Administration has been working to ensure that the County's ARPA funds are spent in compliance with applicable rules and regulations. In addition to working with the town and village subrecipients of the County's ARPA funds, the ARPA Committee has been overseeing the County's own expenditure of ARPA dollars on various infrastructure-related projects as allocated pursuant to Resolution #135 of 2022 by the Legislature.

One such allocation involves funds appropriated for use by the Sheriff's Office for infrastructure projects related to school safety. Per the attached letter from Sheriff McConville, the Sheriff's Office is allowing \$1,000,000 of its originally allocated \$2,000,000 to be used to pursue other projects that support the County's school children. As such, the Administration has identified such a project. With the Sheriff's Office's support, the proposed project is to partially fund a new building at the County's property located at 101 Deacon Smith Hill Road, in Patterson, New York, which is leased to Camp Herrlich. Camp Herrlich supports the County's school children (& their caregivers) with many programs including summer camp, and before/after school care. Notably, and in line with the intent of the ARPA funds, during the Covid -19 pandemic, Camp Herrlich provided licensed, full-day childcare with remote classroom access to anyone who needed it, including to the children of essential workers (at no cost to those families).

The County's ARPA consultant has approved this project as an APRA- eligible project. (See attached letter.)

Also attached is a proposed resolution for consideration by the Legislature.

Approved:


Kevin M. Byrne
County Executive



July 11, 2024

Michael Lewis
Commissioner of Finance
40 Gleneida Avenue
Putnam County
Carmel, NY 10512

Dear Mr. Lewis:

After our discussion and review of the Camp Herrlich Building Project Phase 1, It includes the building envelope components and the rough out of infrastructure (electric power to panel location only), and water and sewer stub-up connection points requested by the Putnam County, NY we have deemed that project is eligible under the Coronavirus State & Local Fiscal Recovery Funds issued by the Department of Treasury. The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, delivers \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency.

The program ensures that governments have the resources needed to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
- Maintain vital public services, even amid declines in revenue,
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity

The program has four allowable categories:

- Replacing Lost Public Sector Revenue
- Public Health and Economic Impacts
- Premium Pay
- Water, Sewer & Broadband Infrastructure
- Emergency relief from natural disasters
- Support surface transportation projects
- Support Title I projects

We recommend using EC 6.1 Provision of Government Services for this project. We reviewed the compliance requirements for Provision of Government Services. We have summarized the compliance requirements below:

The U.S. Department of Treasury's FAQ's state the following:

PKF O'CONNOR DAVIES, LLP

PKF O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

Recipients have broad flexibility under the revenue loss eligible use category to provide government services, which generally include any service traditionally provided by a government. These services may include but are not limited to maintenance of infrastructure or pay-go spending for building of new infrastructure, including roads. Construction of schools and hospitals, road building and maintenance, and other infrastructure and health services and general government administration, staff and administrative facilities are all allowable under this category.

Subrecipient Monitoring. SLFRF recipients that are pass-through entities as described under 2 CFR 200.1 are required to manage and monitor their subrecipients to ensure compliance with requirements of the SLFRF award pursuant to 2 CFR 200.332 regarding requirements for pass-through entities.

Accordingly, your organization should develop written policies and procedures for subrecipient monitoring and risk assessment and maintain records of all award agreements identifying or otherwise documenting subrecipients' compliance obligations.

We do believe this project is eligible under Provision of Government Services.

We appreciate the opportunity to be of service to you. If you have any questions, please let us know.

Very truly yours,



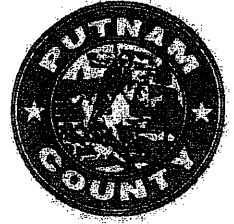
Elizabeth G. Ballotte

Partner



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

The Honorable Kevin Byrne
Putnam County Executive
40 Glenelida Avenue
Carmel, New York 10512

April 29, 2024

Dear County Executive Byrne,

The purpose of this letter is to provide you with an update regarding the \$2 Million appropriation and allocation of ARPA funding to the Sheriff's Office. I am requesting a funding source change that I believe most efficiently uses the funding, meets my Office's goals, and will be beneficial for the County.

The Sheriff's Office was given oversight of \$2 Million of the County's ARPA funding for School Safety – Infrastructure Upgrades pursuant to Resolution #135 of 2022. The initial intent of the ARPA funding was to provide an opportunity for my Office to work collaboratively with the County's schools to identify and fund various school safety and infrastructure improvements. However, the full development and completion of the school projects currently contemplated will not likely meet the ARPA compliance deadlines because of delayed responses from vendors and manufacturers.

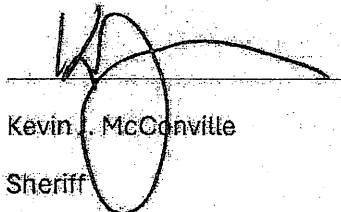
We have a revised plan for how we would like to allocate the entire \$2 Million and will need your cooperation to do so. In the 2024 Capital Budget, the Legislature authorized three projects that are critically important to the Putnam County Sheriff's Office and Correctional Facility: Boiler replacements -\$700,000; Perimeter Security Improvements- \$125,000; and Life Safety Systems Modernization -\$850,000. Attached is a brief explanation of each project as originally presented for consideration. I have discussed the timing of these Capital Projects with DPW, Purchasing, and Finance and they are on schedule to be completed within the timeline required for ARPA compliance.

Therefore, I am asking that \$1 Million of ARPA funding earmarked for School Safety and Infrastructure projects be equally exchanged with the Sheriff's Office facility Capital Projects general fund sources. We will be able to continue to explore the originally planned school safety projects, but without the ARPA timing constraints. Finally, the remaining \$1 Million in ARPA funds can then be used to pursue additional projects that support our County's school children.

Thank you for your anticipated support in this matter.

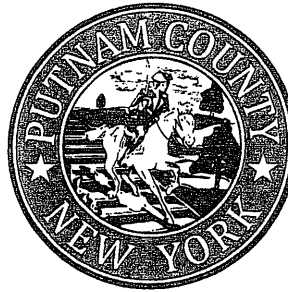
Sheriff's Department/ Correctional Facility – Various Capital Projects (2024)

- 1) Sheriff's Department Boiler Replacements (current est. \$700,000) Putnam County is requesting funding for the replacement of the existing hot water boilers serving the Putnam County Sheriff's Department and Correctional Facility located in Carmel, NY. The County has conducted an existing conditions assessment to develop a scope of work. A consulting engineering firm has been contracted to develop plans and specifications for a public bid.
- 2) Sheriff's Department Perimeter Security Improvements (\$125,000) To replace the existing Correctional Facility gate with a new, functional automatic gate to allow for access through the lower lot area. This gate has not been operational for quite some time and is in dire need of replacement.
- 3) Sheriff's Department Life Safety Systems Modernization (\$850,000) Upgrades to the two existing fire alarm systems (Fire Alarm and Lighting Control) and intercom system which are severely outdated and no longer compatible with modern replacement parts rendering certain elements obsolete.


Kevin J. McConville
Sheriff

#5

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: Budgetary Amendment – 24A073
DATE: July 23, 2024

2024 JUL 23 AM 9:46
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

Capital Fund:

Increase Appropriations:

53097000 53000 52416 Capital - ARPA Camp Herrlich \$ 1,000,000

Increase Estimated Revenues:

53097000 428601 52416 Transfer in - General \$ 1,000,000

Decrease Appropriations:

53097000 53000 52223 Capital - ARPA PCSO School Safety \$ 1,000,000

Decrease Estimated Revenues:

53097000 428601 52223 Transfer in - General \$ 1,000,000

General Fund:

Increase Appropriations:

10990100 59020 52416 Transfer Out - Capital (ARPA Camp Herrlich) \$ 1,000,000

Increase Estimated Revenues:

10131000 449898 52416 Federal Aid - ARPA CFDA 21.027 \$ 1,000,000

Decrease Appropriations:

10990100 59020 52223 Transfer Out - Capital (ARPA PCSO School Safety) \$ 1,000,000

Decrease Estimated Revenues:

10131000 449898 52223 Federal Aid - ARPA CFDA 21.027 \$ 1,000,000

Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

The Administration has worked closely with the Sheriff's Department that was granted ARPA funds pursuant to Resolution #135 of 2022 by the Legislature to ensure compliance with applicable rules and regulations set forth by the US Treasury. This has included efforts from our own internal ARPA Committee, as well as review and assistance by the County's outside ARPA consultant. As a result of these reviews, the Sheriff is allowing \$1,000,000 of its originally allocated \$2,000,000 to be used to pursue other projects that support the County's school children. Camp Herrlich supports the County's school children. Please refer to the attached memorandum and the attached letter from the ARPA consultant which was deemed as a 6.1 Provision of Government Services project. As the County approaches the 12/31/2024 deadline set forth by the US Treasury to commit funds, it is the Administration's and the Sheriff's belief that reallocating \$1,000,000 towards this project is the best way to use the ARPA funds.

cc:all
Rules

#6

APPROVAL/DMV MOBILE EQUIPMENT ARPA FUNDING REALLOCATION

WHEREAS, Putnam County allocated its American Rescue Plan Act (ARPA) funds pursuant to Resolution # 135 of 2022, with a focus on infrastructure, related to school safety, mental health, substance abuse, food insecurity, clean water, roads, bridges and buildings to aid in the recovery from the COVID 19 pandemic; and

WHEREAS, a budgetary amendment was made pursuant to Resolution #135 of 2022 wherein \$303,707 was appropriated for Highway Infrastructure Studies;

WHEREAS, the County Clerk has requested a portion of these funds (\$31,039) be used to purchase mobile equipment from the N.Y.S Department of Motor Vehicles for the Putnam County Department of Motor Vehicles in order to have more flexibility to process DMV transactions throughout the County and to better serve County residents.

WHEREAS, the County consultant has indicated that the DMV Mobile Equipment Project is a an allowable use of ARPA funds; and

WHEREAS, the Commissioner of Finance, and the County Auditor have reviewed and recommended said reallocation; and

WHEREAS, the County Executive has reviewed and recommended said reallocation; and

WHEREAS, the *Rules, Enactments and Intergovernmental Relations Committee* has reviewed and approved of this request; now therefore be it

RESOLVED, that \$31,039 of ARPA funds from the Highway Infrastructure Studies appropriation be reallocated to the DMV Mobile Equipment Project.

2024 AUG 19 PM 3:43
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Diane Schonfeld

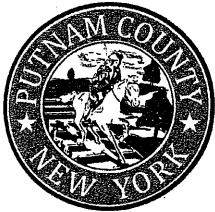
From: Jennifer Caruso
Sent: Monday, August 19, 2024 2:28 PM
To: Diane Schonfeld
Cc: Michael Lewis
Subject: DMV Equipment Draft Reso (ARPA)
Attachments: DMV Equipment Reso DRAFT.docx

Hi Diane,

Please find the draft resolution attached for the above item.

I will also resend all of the backup documentation that I have as a separate email. I believe it has already been sent.

Best,
Jen



Jennifer L. Caruso

Director of Compliance & Intergovernmental Relations • County Executive's Office

PHONE | 845.808.1001 • WEBSITE | PUTNAMCOUNTYNY.COM

PUTNAM COUNTY GOVERNMENT NEW YORK

"Empowering Putnam County through dedicated service."

Michele Alfano-Sharkey

From: Michael Lewis
Sent: Tuesday, August 13, 2024 10:03 AM
To: Michael Bartolotti; Paul Jonke
Cc: Diane Schonfeld; Michele Alfano-Sharkey; James McConnell; James Burpoe; Jennifer Caruso
Subject: RE: DMV Mobile Equipment Request
Attachments: 24A077 - ARPA Reallocation - DMV Equipment.pdf; Putnam County Letter-DMV Equipment.pdf

Importance: High

Chairman Jonke,

In addition to County Clerk Bartolotti's request below is the Budgetary necessary to facilitate this request. There was a delay with our ARPA Consultant to get an opinion as she services other clients. We do, however, have all the necessary documentation to move forward.

Thank you for your consideration of this item.



Michael J. Lewis

Commissioner of Finance • Putnam County Finance Department
PHONE | 845.808.1075 ext 49325 • WEBSITE | PUTNAMCOUNTYNY.COM
PUTNAM COUNTY GOVERNMENT NEW YORK
"Empowering Putnam County through dedicated service."

From: Michael Bartolotti <michael.bartolotti@putnamcountyny.gov>
Sent: Tuesday, August 13, 2024 9:51 AM
To: Paul Jonke <Paul.Jonke@putnamcountyny.gov>
Cc: Diane Schonfeld <Diane.Schonfeld@putnamcountyny.gov>; Michael Lewis <Michael.Lewis@putnamcountyny.gov>; Michele Alfano-Sharkey <Michele.Alfano-Sharkey@putnamcountyny.gov>; James McConnell <james.mcconnell@putnamcountyny.gov>
Subject: FW: DMV Mobile Equipment Request

Mr. Chairman,

Please see the message below as well as the attached memorandum and quote that was sent to Commissioner Lewis, DCE Burpoe, and Ms. Caruso regarding the use of ARPA funds to purchase some mobile DMV equipment from NYS DMV.

We understand that a budgetary amendment must be completed to facilitate this request. To that end, I respectfully request that you treat this message as a message of necessity to ensure that this matter is placed on the necessary committee agenda for the month of August so that it may ultimately be heard at the September Full meeting of the Legislature. Time is truly of the essence for this request given that it may take up to one year for this order to be fulfilled by NYS DMV.

If you wish to discuss this matter further, please do not hesitate to contact me.

Thank you for your time and attention with this matter.

Mike

Michael C. Bartolotti
Putnam County Clerk
40 Gleneida Avenue, Room 100
Carmel, New York 10512
845-808-1142 extension 49303
michael.bartolotti@putnamclerkny.com

From: James McConnell <james.mcconnell@putnamcountyny.gov>
Sent: Wednesday, August 7, 2024 2:28 PM
To: Michael Lewis <Michael.Lewis@putnamcountyny.gov>
Cc: Michael Bartolotti <michael.bartolotti@putnamcountyny.gov>; James Burpoe <James.Burpoe@putnamcountyny.gov>; Jennifer Caruso <jennifer.caruso@putnamcountyny.gov>
Subject: DMV Mobile Equipment Request

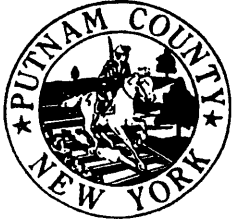
Hello Everyone,

Attached please find a letter from County Clerk Bartolotti requesting the purchase of DMV Mobile equipment. We have also included a quote from NYS DMV for the equipment. Please let us know if you have any questions as we would like to get this request approved as soon as possible due to the timeframe for ordering the equipment.

Thanks,
Jimmy

James J. McConnell
First Deputy County Clerk

Putnam County Clerk's Office
40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1142 Ext. 49360



PUTNAM COUNTY CLERK'S OFFICE
County Office Building
40 Gleneida Avenue
Carmel, New York 10512
Tel. (845) 808-1142
Fax (845) 225-3953

MICHAEL C. BARTOLOTTI
County Clerk

JAMES J. McCONNELL
First Deputy County Clerk

INTEROFFICE MEMORANDUM

TO: MICHAEL LEWIS, COMMISSIONER OF FINANCE
CC: JAMES BURPOE, DEPUTY COUNTY EXECUTIVE
JENNIFER CARUSO, DIRECTOR OF COMPLIANCE AND
INTERGOVERNMENTAL RELATIONS
FROM: MICHAEL C. BARTOLOTTI, PUTNAM COUNTY CLERK
SUBJECT: DMV EQUIPMENT
DATE: AUGUST 7, 2024

Please see the attached price quotation from the New York State Department of Motor Vehicles for computer equipment and peripherals necessary to effectuate a mobile solution for our Putnam County Department of Motor Vehicles ("DMV").

Pursuant to previous conversations, we would like to purchase said equipment so that we may have more flexibility to process DMV transactions throughout the County and better serve our constituents.

In addition, we are hopeful that we can use American Rescue Plan Act ("ARPA") funds to make said purchase. It is our understanding that this purchase would be eligible for use of ARPA funds, and we believe that this would be a wise use of said funds.

To that end, we request that you kindly bring this matter forward on our behalf to the County Legislature so that we may be able to secure the funding to make this purchase.

If you have any questions, please contact me.

Thank you for your time and consideration.



Department of Motor Vehicles

QUOTE

7022024

DATE 7/2/2024

BILL TO

Putnam County
40 Gleneida Avenue
Room 100
Carmel, NY 10512

DESCRIPTION:

DMV Equipment

Table with 4 columns: Description, Unit Price, # of Units, Amount. Includes items like HP/Dell Laptop, Printer-Lexmark, Barcode Scanner, Ingencio, Customer Facing Device (CFD), ICW-Mobile, Network quipment-Secure VPN Router, Netowrk Equipment-Wireless Access Point. Summary rows: SUBTOTAL \$31,039.00, TAX RATE 0.000%, TOTAL \$31,039.00.

Payment Processing

Please issue a check made out to New York State Department of Motor Vehicles and send payment to:

NYS Department of Motor Vehicles
Expenditure Accounting
Room 227
6 Empire State Plaza
Albany, New York 12228

If you have any questions or need additional information, please feel free to e-mail me at Laura.Roylance@dmv.ny.gov or call me at 518-486-4478. Thank you.



8/6/2024

Michael Lewis
Commissioner of Finance
40 Gleneida Avenue
Putnam County
Carmel, NY 10512

Dear Mr. Lewis:

After our discussion and review of the DMV Equipment Project we have deemed that project is eligible under the Coronavirus State & Local Fiscal Recovery Funds issued by the Department of Treasury. The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, delivers \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency.

The program ensures that governments have the resources needed to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
- Maintain vital public services, even amid declines in revenue,
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity

The program has seven allowable categories:

- Replacing Lost Public Sector Revenue
- Public Health and Economic Impacts
- Premium Pay
- Water, Sewer & Broadband Infrastructure
- Emergency relief from natural disasters
- Support surface transportation projects
- Support Title I projects

We recommend using EC 6.1 Provision of Government Services for this project. We reviewed the compliance requirements for Provision of Government Services. We have summarized the compliance requirements below:

The U.S. Department of Treasury's FAQ's state the following:

PKF O'CONNOR DAVIES, LLP

PKF O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

Recipients have broad flexibility under the revenue loss eligible use category to provide government services, which generally include any service traditionally provided by a government. These services may include but are not limited to maintenance of infrastructure or pay-go spending for building of new infrastructure, including roads. Construction of schools and hospitals, road building and maintenance, and other infrastructure and health services and general government administration, staff and administrative facilities are all allowable under this category.

Subrecipient Monitoring. SLFRF recipients that are pass-through entities as described under 2 CFR 200.1 are required to manage and monitor their subrecipients to ensure compliance with requirements of the SLFRF award pursuant to 2 CFR 200.332 regarding requirements for pass-through entities.

Accordingly, your organization should develop written policies and procedures for subrecipient monitoring and risk assessment and maintain records of all award agreements identifying or otherwise documenting subrecipients' compliance obligations.

We do believe this project is eligible under Provision of Government Services.

We appreciate the opportunity to be of service to you. If you have any questions, please let us know.

Very truly yours,



Elizabeth G. Ballotte
Partner

Call
Rules
A+A

#7
Rec'd

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: **Budgetary Amendment – 24A077**
DATE: August 13, 2024

2024 AUG 14 PM 1:22
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

Capital Fund:

Increase Appropriations:

51997000 53000 52419 Capital - ARPA DMV Mobile Equipment \$ 31,039

Increase Estimated Revenues:

51997000 428601 52419 Transfer in - General \$ 31,039

Decrease Appropriations:

55197000 53000 52229 Capital - ARPA Highway Infrastructure Studies \$ 31,039

Decrease Estimated Revenues:

55197000 428601 52229 Transfer in - General \$ 31,039

General Fund:

Increase Appropriations:

10990100 59020 52419 Transfer Out - Capital (ARPA - DMV Mobile Equipment) \$ 31,039

Increase Estimated Revenues:

10131000 449898 52419 Federal Aid - ARPA CFDA 21.027 \$ 31,039

Decrease Appropriations:

10990100 59020 52229 Transfer Out - Capital (ARPA Highway Infrastructure Studies) \$ 31,039

Decrease Estimated Revenues:

10131000 449898 52229 Federal Aid - ARPA CFDA 21.027 \$ 31,039

Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

Please refer to County Clerk Bartolotti's Memorandum requesting that ARPA funds be used to purchase computer equipment and peripherals necessary to effectuate a mobile solution for the Putnam County Department of Motor Vehicles. This purchase was reviewed and approved by the County's ARPA Consultant as an appropriate usage of funds as it was classified as 6.1 Provision of Government Services Project. As the County approaches the 12/31/2024 deadline set forth by the US Treasury to commit funds, it is the Administration's and the County Clerk's belief that reallocating \$31,039 towards this equipment is the best way to use the ARPA funds.

Michele Alfano-Sharkey

From: Michael Lewis
Sent: Tuesday, August 13, 2024 10:03 AM
To: Michael Bartolotti; Paul Jonke
Cc: Diane Schonfeld; Michele Alfano-Sharkey; James McConnell; James Burpoe; Jennifer Caruso
Subject: RE: DMV Mobile Equipment Request
Attachments: 24A077 - ARPA Reallocation - DMV Equipment.pdf; Putnam County Letter-DMV Equipment.pdf

Importance: High

Chairman Jonke,

In addition to County Clerk Bartolotti's request below is the Budgetary necessary to facilitate this request. There was a delay with our ARPA Consultant to get an opinion as she services other clients. We do, however, have all the necessary documentation to move forward.

Thank you for your consideration of this item.



Michael J. Lewis

Commissioner of Finance • Putnam County Finance Department
PHONE | 845.808.1075 ext 49325 • WEBSITE | PUTNAMCOUNTYNY.COM
PUTNAM COUNTY GOVERNMENT NEW YORK
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Subject: FW: DMV Mobile Equipment Request

Mr. Chairman,

Please see the message below as well as the attached memorandum and quote that was sent to Commissioner Lewis, DCE Burpoe, and Ms. Caruso regarding the use of ARPA funds to purchase some mobile DMV equipment from NYS DMV.

We understand that a budgetary amendment must be completed to facilitate this request. To that end, I respectfully request that you treat this message as a message of necessity to ensure that this matter is placed on the necessary committee agenda for the month of August so that it may ultimately be heard at the September Full meeting of the Legislature. Time is truly of the essence for this request given that it may take up to one year for this order to be fulfilled by NYS DMV.

If you wish to discuss this matter further, please do not hesitate to contact me.

Thank you for your time and attention with this matter.

Mike

Michael C. Bartolotti
Putnam County Clerk
40 Gleneida Avenue, Room 100
Carmel, New York 10512
845-808-1142 extension 49303
michael.bartolotti@putnamclerkny.com

From: James McConnell <james.mcconnell@putnamcountyny.gov>
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Subject: DMV Mobile Equipment Request

Hello Everyone,

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Thanks,
Jimmy

James J. McConnell
First Deputy County Clerk

Putnam County Clerk's Office
40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1142 Ext. 49360



8/6/2024

Michael Lewis
Commissioner of Finance
40 Gleneida Avenue
Putnam County
Carmel, NY 10512

Dear Mr. Lewis:

After our discussion and review of the DMV Equipment Project we have deemed that project is eligible under the Coronavirus State & Local Fiscal Recovery Funds issued by the Department of Treasury. The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, delivers \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency.

The program ensures that governments have the resources needed to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
- Maintain vital public services, even amid declines in revenue,
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity

The program has seven allowable categories:

- Replacing Lost Public Sector Revenue
- Public Health and Economic Impacts
- Premium Pay
- Water, Sewer & Broadband Infrastructure
- Emergency relief from natural disasters
- Support surface transportation projects
- Support Title I projects

We recommend using EC 6.1 Provision of Government Services for this project. We reviewed the compliance requirements for Provision of Government Services. We have summarized the compliance requirements below:

The U.S. Department of Treasury's FAQ's state the following:

PKF O'CONNOR DAVIES, LLP

PKF O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

Recipients have broad flexibility under the revenue loss eligible use category to provide government services, which generally include any service traditionally provided by a government. These services may include but are not limited to maintenance of infrastructure or pay-go spending for building of new infrastructure, including roads. Construction of schools and hospitals, road building and maintenance, and other infrastructure and health services and general government administration, staff and administrative facilities are all allowable under this category.

Subrecipient Monitoring. SLFRF recipients that are pass-through entities as described under 2 CFR 200.1 are required to manage and monitor their subrecipients to ensure compliance with requirements of the SLFRF award pursuant to 2 CFR 200.332 regarding requirements for pass-through entities.

Accordingly, your organization should develop written policies and procedures for subrecipient monitoring and risk assessment and maintain records of all award agreements identifying or otherwise documenting subrecipients' compliance obligations.

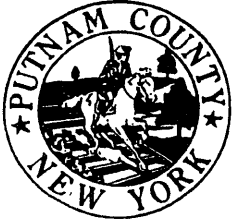
We do believe this project is eligible under Provision of Government Services.

We appreciate the opportunity to be of service to you. If you have any questions, please let us know.

Very truly yours,



Elizabeth G. Ballotte
Partner



PUTNAM COUNTY CLERK'S OFFICE
County Office Building
40 Gleneida Avenue
Carmel, New York 10512
Tel. (845) 808-1142
Fax (845) 225-3953

MICHAEL C. BARTOLOTTI
County Clerk

JAMES J. McCONNELL
First Deputy County Clerk

INTEROFFICE MEMORANDUM

TO: MICHAEL LEWIS, COMMISSIONER OF FINANCE
CC: JAMES BURPOE, DEPUTY COUNTY EXECUTIVE
JENNIFER CARUSO, DIRECTOR OF COMPLIANCE AND
INTERGOVERNMENTAL RELATIONS
FROM: MICHAEL C. BARTOLOTTI, PUTNAM COUNTY CLERK
SUBJECT: DMV EQUIPMENT
DATE: AUGUST 7, 2024

Please see the attached price quotation from the New York State Department of Motor Vehicles for computer equipment and peripherals necessary to effectuate a mobile solution for our Putnam County Department of Motor Vehicles ("DMV").

Pursuant to previous conversations, we would like to purchase said equipment so that we may have more flexibility to process DMV transactions throughout the County and better serve our constituents.

In addition, we are hopeful that we can use American Rescue Plan Act ("ARPA") funds to make said purchase. It is our understanding that this purchase would be eligible for use of ARPA funds, and we believe that this would be a wise use of said funds.

To that end, we request that you kindly bring this matter forward on our behalf to the County Legislature so that we may be able to secure the funding to make this purchase.

If you have any questions, please contact me.

Thank you for your time and consideration.



Department of Motor Vehicles

QUOTE

7022024

DATE 7/2/2024

BILL TO

Putnam County
40 Gleneida Avenue
Room 100
Carmel, NY 10512

DESCRIPTION:

DMV Equipment

Table with 4 columns: Description, Unit Price, # of Units, Amount. Includes items like HP/Dell Laptop, Printer-Lexmark, Barcode Scanner, Ingencio, Customer Facing Device (CFD), ICW-Mobile, Network quipment-Secure VPN Router, Netowrk Equipment-Wireless Access Point. Summary rows: SUBTOTAL \$31,039.00, TAX RATE 0.000%, TOTAL \$31,039.00.

Payment Processing

Please issue a check made out to New York State Department of Motor Vehicles and send payment to:

NYS Department of Motor Vehicles
Expenditure Accounting
Room 227
6 Empire State Plaza
Albany, New York 12228

If you have any questions or need additional information, please feel free to e-mail me at Laura.Roylance@dmv.ny.gov or call me at 518-486-4478. Thank you.

#8.

Draft 8/5/24 – v.2

APPROVAL/LOCAL LAW TO AMEND THE CHARTER OF PUTNAM COUNTY BY AMENDING ARTICLE 8, SECTION 8.01 ENTITLED “DEPARTMENT OF LAW – COUNTY ATTORNEY”

Be it enacted by the Legislature of the County of Putnam as follows:

Section 1.

Section 8.01 of the Charter of the County of Putnam is hereby amended to read as follows:

§ 8.01 – Department of Law – County Attorney

There shall be a Department of Law under the direction of a County Attorney who shall be appointed by the County Executive, subject to confirmation by the County Legislature. At the time of his or her appointment, and throughout his or her term of office, the County Attorney shall be and remain duly licensed and entitled to practice law in the State of New York. He or she shall be appointed on the basis of his or her legal experience and other qualifications for the responsibilities of his or her office. The County Attorney may be removed by the County Executive, subject to a two-thirds vote of concurrence by the County Legislature. The County Attorney may also be removed by the County Legislature by a two-thirds vote of the Legislature. The County Attorney shall not engage in any private practice nor be employed by any private law firm or other governmental entity in his or her field of expertise of employment.

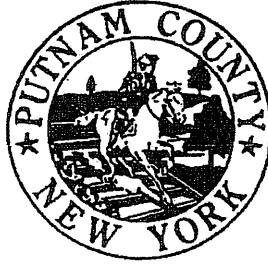
Section 2.

This Local Law shall take effect immediately, as provided by law, upon filing with the New York State Secretary of State.

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

MEMORANDUM

DATE: August 9, 2024

TO: Toni Addonizio, Chairwoman
Rules, Enactments, & Intergovernmental Relations Committee

FROM: Paul Jonke
Chairman, Putnam County Legislature

RE: Request for Rules Committee

Please see the attached draft local law pertaining to an amendment to Article 8 of the Putnam County Charter entitled "Department of Law". Respectfully, I request this proposed local law be placed on the August 14, 2024 Rules, Enactments, & Intergovernmental Relations Committee Meeting agenda for approval.

Thank you for your attention to this request. I look forward to the Committee's consideration of this item.

Attachment

August 26, 2024
Rules Meeting

#9

FYI/ Litigation Report