

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

Committee Members: Chairman Ellner, Legislators Crowley & Jonke

Wednesday

February 12, 2025

The meeting was called to order at 6:30p.m. by Chairman Ellner who requested that Legislator Crowley lead in the Pledge of Allegiance. Upon roll call, Legislators Crowley and Jonke and Chairman Ellner were present.

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

Chairman Ellner stated the minutes were accepted as submitted.

Item #4 - Approval/ Leases with Not-for-Profit Organizations - Amended Per Discussion at November 2024 Physical Services Meeting/ County Executive Kevin Byrne

- a. Approval/Lease Agreement/ Cornell Cooperative Extension of Putnam County**
- b. Approval/Lease Agreement/ Putnam Community Action Partnership (CAP)/ WestCOP**
- c. Approval/Lease Agreement/ United For The Troops (34 Gleneida Ave.)**

Chairman Ellner stated the three (3) proposed Leases have been vetted by the County Law Department. He stated he has also been in touch with the County Executive's Director of Compliance and Intergovernmental Relations Jennifer Caruso regarding these leases. He stated he would be making a motion to move all three (3) leases, unless any of his colleagues have concerns. He confirmed there were no concerns or comments from his committee members, colleagues or members of the public.

Chairman Ellner made a motion to Approve The Not-For-Profit Organizations Leases with Putnam County: Agenda Item #s 4a. Cornell Cooperative Extension of Putnam County, 4b. CAP/WestCOP and 4c. United For the Troops (34 Gleneida Ave.); Seconded by Legislator Jonke. All in favor.

**Item #5 - Approval/ SEQRA / Negative Declaration/ Snake Hill Road Over Philipse Brook Culvert Replacement/ Commissioner, Planning, Development & Public Transportation
Barbara Barosa**

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

Commissioner, Planning, Development & Public Transportation Barbara Barosa stated the Legislature declared Lead Agency in December of 2024. She stated the EAF (Environmental Assessment Form) and Lead Agency Notice was circulated including the environmental review.

Chairman Ellner made a motion to Approve SEQRA / Negative Declaration/ Snake Hill Road Over Philipse Brook Culvert Replacement; Seconded by Legislator Crowley. All in favor.

Item #6 - Approval/ SEQRA / Negative Declaration/ Peekskill Hollow Road Over Wiccopee Brook Culvert Replacement/ Commissioner, Planning, Development & Public Transportation Barbara Barosa

Chairman Ellner stated this is the similar situation as was explained by Commissioner Barosa in Item #5.

Chairman Ellner made a motion to Approve SEQRA / Negative Declaration/ Peekskill Hollow Road Over Wiccopee Brook Culvert Replacement; Seconded by Legislator Jonke. All in favor.

Item #7 - Approval/ Operating Assistance Pursuant to Title 49 United States Code, Section 5311/ Consolidated Grant Application for Federal Fiscal Years (FFYs) 2024 and 2025/ Commissioner, Planning, Development & Public Transportation Barbara Barosa

Commissioner, Planning, Development & Public Transportation Barbara Barosa stated this is funding for the County's transit operating for rural areas, which will be used for the PART 3. She stated the PART 3 will be turning into the County's Micro Transit System.

Chairman Ellner questioned approximately how much funding was provided for 2024.

Commissioner, Planning, Development & Public Transportation Barbara Barosa stated 2024 is \$250,000 and 2025 will be approximately \$400,000.

Chairman Ellner made a motion to Approve Operating Assistance Pursuant to Title 49 United States Code, Section 5311/ Consolidated Grant Application for Federal Fiscal Years (FFYs) 2024 and 2025; Seconded by Legislator Crowley.

Item #8 - Approval/ Continue the Putnam County Parking and Transfer Program and the Intercity Bus/Mass Transportation Joint Service Agreement to Operate the Croton Falls Commuter Shuttle and Park & Ride Facilities/ Commissioner, Planning, Development & Public Transportation Barbara Barosa

Commissioner, Planning, Development & Public Transportation Barbara Barosa stated this is the County's annual renewal with New York State. She stated it also covers the park and ride

maintenance agreement that the County's Department of Public Works (DPW) handles. The County receives reimbursement for the work done.

Chairman Ellner requested clarification that the County is reimbursed 100%.

Commissioner, Planning, Development & Public Transportation Barbara Barosa confirmed that was correct.

Legislator Birmingham questioned how the ridership is on the shuttle.

Commissioner, Planning, Development & Public Transportation Barbara Barosa stated there were approximately 5,000 riders for the year.

Chairman Ellner made a motion to Approve / Continue the Putnam County Parking and Transfer Program and the Intercity Bus/Mass Transportation Joint Service Agreement to Operate the Croton Falls Commuter Shuttle and Park & Ride Facilities; Seconded by Legislator Jonke. All in favor.

Item #9 - Approval/ Lead Agency/ SEQRA Determination/ Terry Hill Road (CR 46) and NYS Route 311 Intersection Improvements/ Commissioner, Planning, Development & Public Transportation Barbara Barosa

Commissioner, Planning, Development & Public Transportation Barbara Barosa stated this is a request to declare Lead Agency and beginning the SEQRA process for this project.

Legislator Jonke questioned what they are planning to do at said intersection.

Commissioner, Planning, Development & Public Transportation Barbara Barosa stated the representatives present from DPW may want to elaborate.

Commissioner, DPW Thomas Feighery stated the plan is to widen the lanes and put in a traffic light.

Deputy Commissioner, DPW Joseph Bellucci stated there will be turning lane and sidewalks, general geometric improvements.

Commissioner, Planning, Development & Public Transportation Barbara Barosa stated for reference the plans are attached as backup to the item request she submitted.

Chairman Ellner questioned when this project is projected to start.

Deputy Commissioner, DPW Joseph Bellucci stated they are aiming for this summer.

Chairman Ellner made a motion to Approve / Lead Agency/ SEQRA Determination/ Terry Hill Road (CR 46) and NYS Route 311 Intersection Improvements; Seconded by Legislator Jonke. All in favor.

Item #10 - Approval/ Ratification of Application for 2025 Grant Funds Available Through the New York State County Infrastructure Grant Program (*Empire State Development*) (*Terry Hill Road (CR 46) and NYS Route 311 Intersection Improvement Project*)/ Commissioner, Planning, Development & Public Transportation Barbara Barosa

Commissioner, Planning, Development & Public Transportation Barbara Barosa stated New York State has made available approximately \$50 million in grants to support County- led Infrastructure projects across the State. She stated \$500,000 up to \$1million is available if the infrastructure project is associated with housing. She clarified this project is not associated with housing.

Chairman Ellner made a motion Approve/ Ratification of Application for 2025 Grant Funds Available Through the New York State County Infrastructure Grant Program (*Empire State Development*) (*Terry Hill Road (CR 46) and NYS Route 311 Intersection Improvement Project*); Seconded by Legislator Crowley. All in favor.

Item #11 - Approval/ Lead Agency/ SEQRA Determination Exterior Restoration of the Historic Putnam County Courthouse Project/ Town of Carmel/ Commissioner, Planning, Development & Public Transportation Barbara Barosa

Commissioner, Planning, Development & Public Transportation Barbara Barosa stated this is a request to initiate Lead Agency and open up an environmental review. She stated because this is a Historic Courthouse, this is a Type I Action, which requires a more in-depth environmental review. She stated SHPO (State Historic Preservation Office) will need to be contacted.

Legislator Crowley questioned because of the historic nature of the structure would there be grant funding available for this project.

Commissioner, Planning, Development & Public Transportation Barbara Barosa stated she has been researching and trying to secure funding for this work for the past four (4) or five (5) years but have not secured any to date.

Legislator Crowley requested confirmation that the Historic Putnam County Courthouse has been officially declared a historic structure.

Commissioner, Planning, Development & Public Transportation Barbara Barosa confirmed that is correct. She explained she believes because a SEQRA has not yet been done, that served as an

obstacle in securing funding. She stated she hopes once the SEQRA process has begun it will open funding opportunities.

Legislator Birmingham stated in 1994 a reconstruction project was done at the Historic Putnam County Courthouse, and it was essentially gutted. He stated he understands the plan for this project is to address the rotting columns. He questioned if because of the historic nature of the structure would there be restrictions that would prevent using material that would last longer than the 30 years, since 1994.

Commissioner DPW Thomas Feighery stated there are a few options listed in the backup, which the County is considering. He stated the columns are wood. He explained the work that needs to be done is not structural. He stated the structure is sound. He spoke to what they are looking to do which will not change the columns structurally or aesthetically.

Chairman Ellner made a motion to Approve/ Lead Agency/ SEQRA Determination Exterior Restoration of the Historic Putnam County Courthouse Project; Seconded by Legislator Crowley. All in favor.

Legislator Montgomery stated that this committee just addressed seven (7) items from the County's Planning Department. She stated she recognized and thanked Commissioner Barosa for doing her due diligence and carrying out all of the administrative duties associated with each of these items. She stated Commissioner Barosa is working without a Deputy Commissioner, and her workload is unbelievable.

Item #12 - Approval/ Authorizing the Implementation and Funding in the First Instance 100% of the Federal-Aid and State-Aid Eligible Costs, of a Transportation Federal-Aid and/or State-Aid Transportation Project and Appropriating Funds Therefore (PIN 8763.60- East Branch Road over Haviland Hollow Brook Superstructure Replacement T.O.Patterson- BRIDGENY)/ Commissioner of the Department of Public Works Thomas Feighery

DPW Deputy Commissioner Joseph Bellucci stated this is the first step in securing the funding for this project.

Chairman Ellner made a motion to Approve/ Authorizing the Implementation and Funding in the First Instance 100% of the Federal-Aid and State-Aid Eligible Costs, of a Transportation Federal-Aid and/or State-Aid Transportation Project and Appropriating Funds Therefore (PIN 8763.60- East Branch Road over Haviland Hollow Brook Superstructure Replacement T.O.Patterson- BRIDGENY); Seconded by Legislator Jonke.

Item #13 - Approval/ Authorizing the Implementation and Funding in the First Instance 100% of the Federal-Aid and State-Aid Eligible Costs, of a Transportation Federal-Aid and/or State-Aid Transportation Project and Appropriating Funds Therefore (PIN 8763.61- Peekskill Hollow Road over Peekskill Hollow Creek Bridge Repairs T.O. Putnam Valley- BRIDGENY)/ Commissioner of the Department of Public Works Thomas Feighery

Chairman Ellner stated this looks to be the same situation as item #12. He stated this is for a different project: PIN 8763.61- Peekskill Hollow Road over Peekskill Hollow Creek Bridge Repairs T.O. Putnam Valley.

DPW Commissioner Thomas Feighery explained these projects are identified by the State inspections, and the County conducts their own inspections also. He stated this will fix a project before it becomes “Red Flagged” and it deteriorates to a point where the bridge cannot be used or the weight limit needs to be changed. He stated last year the County did do work on improving failing bridges so they would pass inspection.

Legislator Gouldman questioned the completion of the bridge work currently being done in Putnam Valley.

DPW Commissioner Thomas Feighery stated the work is moving along well. He stated depending on the weather, it should be open in the next week or so.

Chairman Ellner made a motion to Approve Authorizing the Implementation and Funding in the First Instance 100% of the Federal-Aid and State-Aid Eligible Costs, of a Transportation Federal-Aid and/or State-Aid Transportation Project and Appropriating Funds Therefore (PIN 8763.61- Peekskill Hollow Road over Peekskill Hollow Creek Bridge Repairs T.O. Putnam Valley- BRIDGENY); Seconded by Legislator Crowley. All in favor.

Item #14 - Approval/ Acceptance of Amendment B for 2022-2023 Snow and Ice Agreement With New York State/ Deputy Commissioner of the Department of Public Works Joseph Bellucci

DPW Deputy Commissioner Joseph Bellucci stated this is the first step in the County receiving reimbursement for the maintenance and work the County did on the New York State roads.

Chairman Ellner made a motion to Approve Acceptance of Amendment B for 2022-2023 Snow and Ice Agreement With New York State; Seconded by Legislator Jonke. All in favor.

Item #15 - Approval/ Acceptance of Amendment B for 2023-2024 Snow and Ice Agreement With New York State/ Deputy Commissioner of the Department of Public Works Joseph Bellucci

Chairman Ellner made a motion to Approve Acceptance of Amendment B for 2023-2024 Snow and Ice Agreement With New York State; Seconded by Legislator Crowley. All in favor.

Item #16 – Approval/ 25CP01 – Software Purchase/ Director of I.T. & G.I.S. Thomas Lannon

Director of I.T. & G.I.S. Thomas Lannon stated this is a request to set aside funds to purchase a modular that will work with Munis. He explained that Munis is the software program the County uses to track its financial records. He stated it is not the most user-friendly program. He stated two (2) County Departments: the Parks Department and the Consumer Affairs Department have expressed a need for a different software program. He spoke to the need of each Department and pointed out that Munis is not the program that can meet them. He stated the program that the County is looking at works with MUNIS, it does not interface with MUNIS. He stated the County does not want a program that can go into the County's financial software. He stated the new program would allow payments to be submitted on-line, which would be beneficial to the County and the members of the public. He stated Parks Department have been looking for a long time to get software that will help them do their job more efficiently. He stated the County has reached out to one company, well known in Albany. He stated members of the Parks and Consumer Affairs Departments sat through a demo of the projected software. He stated it was mentioned at the time that the software is expensive, in comparison to the revenue generated by the Parks Department, but it would address many of the challenges. He stated he does believe that not only the cost should be considered. He stated he believes the efficiencies that would be achieved need to be considered as well. He stated it would also make it easier for the Public to do what they want to do and interact with the County.

Chairman Ellner questioned if there is a maintenance fee or a subscription associated with this program.

Director of I.T. & G.I.S. Thomas Lannon stated there is. He stated this is a licensed program so every year there would be a recurring charge. He stated additionally in the first year only, there would be implementation fees. He stated after that, the County would just be paying the licensing fee.

Chairman Ellner questioned how much the implementation and subscription fees are.

Director of I.T. & G.I.S. Thomas Lannon stated he could quote that information based on the company that they have been looking at. He stated for clarity the County has not selected this company. He stated the request before this committee is to get approval for the ability to move forward and select a company.

Chairman Ellner requested that he share round numbers based on the research so far.

Director of I.T. & G.I.S. Thomas Lannon stated round numbers for both Park and Consumer Affairs for implementation and the first year, approximately \$99,000. He stated the recurring cost would be approximately \$72,000.

Legislator Crowley questioned if the County would be charging a fee to the consumer, for the convenience, which would help cover the cost or is the company getting a surcharge.

Director of I.T. & G.I.S. Thomas Lannon stated he believes the Legislature approved to absorb the fee a few years back. He stated they increased the fees to build it into the price.

Legislator Crowley questioned if there are any grants that can be secured through New York State that would support technology and the parks system.

Director of I.T. & G.I.S. Thomas Lannon stated he is not aware of any, but he could investigate that. He stated the grants available are usually cyber security focused.

Legislator Jonke stated the approximate costs the County would be looking at for this software is \$99,000 for the first year, \$72,000 every year thereafter. He questioned how much money is taken in from these two (2) County Departments, Parks and Recreation and Consumer Affairs.

Director of I.T. & G.I.S. Thomas Lannon stated he does not have that information.

Legislator Jonke questioned if it is more or less than \$72,000.

Director of I.T. & G.I.S. Thomas Lannon stated combined it is more.

Legislator Jonke stated he would hate to spend \$72,000 on software for a collection of \$50,000. He stated he is also uncomfortable with the request before this committee, which is requesting an amount not to exceed \$150,000. He stated he believes this is being done backwards. He stated before the money is approved, money which was saved through DPW, he believes the RFP process should be carried out, and bring the Legislature the name and results. He stated then the Legislature would consider for approval the request. He is not in support of writing a blank check and whatever happens, happens.

Director of I.T. & G.I.S. Thomas Lannon stated he understands that. He stated the reason it is being presented the way it is, is because of a time constraint. He stated the Park season begins in a couple of months. He stated in order to implement this program it would take approximately four (4) months.

Chairman Ellner and Legislator Jonke stated then the program would not be ready.

Chairman Ellner stated March through April is the crunch time for the Parks, and that is when they would need it.

Legislator Jonke stated his agreement with Chairman Ellner.

Director of I.T. & G.I.S. Thomas Lannon stated their goal, according to the Park Superintendent Chris Ruthven, is Memorial Day, which is when the lake opens.

Legislator Jonke stated he would think people start signing up before Memorial Day.

Legislator Crowley questioned how many contracts come with this licensing software. She explained the reason for her question is she is wondering if the software could be used and benefit other County Departments, at the same price.

Director of I.T. & G.I.S. Thomas Lannon stated that is a great question. He stated the Parks one would not serve any other County Department, but the Licensing one could be of benefit, and it is unlimited licenses.

Legislator Crowley stated she would like to know what other Departments would benefit from the use of said software. She stated based on that information, it may make it easier to accept the cost.

Director of I.T. & G.I.S. Thomas Lannon stated in the discussions it was mentioned that the Health Department may find it useful for their Food Inspections. He stated however they are required to use EHIPS (Environmental Health Information and Permitting System) software program, which is required by New York State. He stated EHIPS does not interface with any other software. He stated understandably, the Health Department does not want to do double work.

Legislator Crowley questioned if the County Clerk's Office could use the proposed software.

Director of I.T. & G.I.S. Thomas Lannon stated the County Clerk's Office has software that they are very happy with, as it does exactly what they need.

Legislator Sayegh stated there has not been an RFP done, so how could a decision be made without information about other software options.

Director of I.T. & G.I.S. Thomas Lannon stated the County does not need an RFP for this Software Company, because they are on a list. He stated he is aware of other companies who do this, but they are not specialized in government. He stated this company only works with government, they are government focused. He stated Towns in Westchester and Long Island use this company, and numerous Counties use them. He stated they have experience in the field.

Legislator Sayegh stated she shares the concerns expressed by her colleagues. She stated she is uncomfortable approving a blank check, without knowing exactly what the County would be receiving. She stated she did request from the Legislature's Auditor the numbers related to the revenue from the County's Park Department. She stated in 2024, the County budgeted \$22,000 and that was on budget. She stated in 2023, the County budgeted \$20,000, and that was exceeded, it was \$32,160.50.

Legislator Jonke stated it sounds as though a company has been selected.

Director of I.T. & G.I.S. Thomas Lannon stated pretty much.

Legislator Jonke stated he would really appreciate it if tomorrow, the literature that he had on the company be shared with the Legislature. He stated there is a request in front of this committee for \$150,000 with no backup.

Legislator Crowley stated the County recently reduced some of the Park fees, so the revenue could be less than in past years.

Legislator Sayegh stated the reason we have this funding to spend is thanks to the efficiencies of the County's DPW. She stated there were savings with some of the projects they did throughout the County. She stated there are many projects still to be worked on in the County that she believes this funding could be spent on. She stated she would like the savings to be kept in the DPW budget for future projects.

Chairman Ellner questioned if the County's Munis software does not interface how the accounting information would be inputted into Munis.

Director of I.T. & G.I.S. Thomas Lannon stated there is an Export and Import function. He stated at the end of the day it would be done.

Chairman Ellner stated does a human have to initiate that action.

Director of I.T. & G.I.S. Thomas Lannon stated yes, and we would want that to be the case.

Chairman Ellner questioned if there is an opportunity for operator error.

Director of I.T. & G.I.S. Thomas Lannon stated no. He stated the parameters would be set up ahead of time, they would not be set up by the operator. He stated that \$38,000 is currently being paid to Munis for the software used by the Consumer Affairs Department. He stated the County would recoup that money because we could do away with that module.

Chairman Ellner stated the County would still be spending more.

Director of I.T. & G.I.S. Thomas Lannon stated yes, but for a better product.

Legislator Montgomery stated it sounds as though we do not want to move forward with this at this time. She stated her concern is how does the County bring things up to the current century in what is being provided to our constituents, consumers, those who use the County services. She stated her disapproval that people have to physically come into an office of the County to pay.

Director of I.T. & G.I.S. Thomas Lannon stated his agreement. He explained this is also the result of an Audit that was done by New York State. He stated the results stated there were deficits in the Parks Department because there was no way to reconcile.

Legislator Jonke stated he was part of those discussions and yes there were deficiencies. He stated he questioned one of the Auditors and asked if this was something the County would have to go cashless with. He stated the response was that would not be necessary. He stated there are

ways to do this, that the County would not necessarily have to go to this length to comply with the Audit. He stated he is certainly a fan of being able to pay for something online, but this sounds like we would be losing money. He stated it would be cheaper for the taxpayers if the County handed out the passes for free, than to purchase this software.

Director of I.T. & G.I.S. Thomas Lannon stated to have an efficient government, everything we do is losing money. He stated we pay salary for County employees, we pay for vehicles, there are services the County provides to constituents.

Legislator Crowley stated it sounds like there is additional information will be provided to the Legislature. She stated that she would like representatives from the Parks and Recreation Department and Consumer Affairs Department present so they can address this matter. She agrees this does sound expensive but would like to hear from those who run the departments.

Legislator Montgomery stated she believes before the State Comptroller's Department came to conduct the Audit the perception of the public was not good. She stated to enhance accountability and fiscal oversight and public access she would be a fan of that progress.

Legislator Sayegh stated she believes the County should move forward with automating this, but she believes more time is needed. She stated she does not support rushing this through.

Legislator Montgomery questioned if it would be possible to have additional information in time for the February Audit meeting, and address this again at that time.

Director of I.T. & G.I.S. Thomas Lannon stated that could be done.

Legislator Addonizio stated in the cover memo provided for this item it said "*Consistent with that Commitment, the County is reviewing and vetting several companies that could provide the comprehensive suite of services needed to achieve this objective.*" She questioned if the County has looked at several companies.

Director of I.T. & G.I.S. Thomas Lannon stated they have looked at Munis and one other company that Parks was using, and the County committed to, but then realized it would not work at all.

Legislator Addonizio stated so those were companies the County was already working with. She questioned if any new companies have been looked into.

Director of I.T. & G.I.S. Thomas Lannon stated the ones they have looked at are the big players.

Legislator Addonizio stated she is asking, because that is what was stated that has occurred.

Director of I.T. & G.I.S. Thomas Lannon stated he did not write that memo. He stated that he believes they were referring to the two (2) he spoke to.

Legislator Jonke questioned the name of the company the County would like to go with.

Director of I.T. & G.I.S. Thomas Lannon stated the company is OpenGov.

Legislator Jonke questioned where it is out of.

Director of I.T. & G.I.S. Thomas Lannon stated he is not sure. He stated the salesman in local.

Chairman Ellner stated as it has been discussed, there is a need for more information.

Chairman Ellner made a motion to Table the request for approval of 25CP01 – Software Purchase; Seconded by Legislator Jonke. All in favor.

Item #17 - Other Business

a. FYI/ Budgetary Amendment for the Veterans Museum Quonset Hut/ Commissioner DPW Thomas Feighery

Commissioner DPW Feighery stated there will be a budgetary amendment sent to the February Audit Meeting for the Veterans Museum Quonset Hut. He stated Commissioner of Finance Lewis is working on it, but did not have it ready for this meeting.

Item #18 - Adjournment

There being no further business at 7:18 P.M. Chairman Ellner made a motion to adjourn; Seconded by Legislator Crowley. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.