

**AUDIT & ADMINISTRATION COMMITTEE MEETING
HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NY 10512**

Members: Chairwoman Sayegh and Legislators Birmingham & Crowley

Monday

September 29, 2025

(Immediately following the Special Full Mtg. & Economic Development Mtg. beginning at 5:30pm)

The meeting was called to order at 6:24pm by Chairwoman Sayegh who requested Legislator Crowley lead in the Pledge of Allegiance. Upon roll call, Legislator Crowley and Chairwoman Sayegh were present. Legislator Birmingham was absent. Chairwoman Sayegh requested that Legislator Montgomery sit on the Committee in Legislator Birmingham's absence.

Item #3 – Acceptance of Minutes – March 24, 2025

The minutes were approved as submitted.

Item #4 – Department of General Services – Overview of Chargeback Process

Commissioner of the Department of General Services (DGS) John Tully stated the chargeback process has been used for a long time and is being reintroduced to try to resolve some confusion. He stated the County used to use the chargeback process much more frequently, he provided an example of when the County had its own print shop and warehouse for office supplies which departments would be charged for when used. He stated the best current example is postage; through DGS there is mail pickup and delivery for each department. He stated any outgoing mail gets coded to the respective department and it is tracked on a meter. He stated a report is then generated from the mail machine and the exact cost for each department is determined and billed accordingly. He stated that concept is what they would like to make consistent in managing centralized expenses. He stated the goal is to manage the centralized expenses and then decentralize the accounting function to make the expenses transparent. He stated the way centralized expenses have been handled over the past 10-15 years has changed and now that DGS is managing those expenses, it is a good time to consider utilizing chargebacks to create more consistency.

Chairwoman Sayegh requested other examples of chargebacks.

Commissioner Tully stated throughout the budget there are centralized expenses for leased vehicles, electric consumption, telephones, cell phones, equipment rental, natural gas, software licensing, insurance, postage, and automotive maintenance, to name a few. He stated not all of these expenses are charged back, but they do have central management. He stated every department rents their copy machine and chargebacks are based upon the machine they have and the department's usage.

Chairwoman Sayegh questioned how it is determined which centralized expense will be charged back, for example electric vs. postage.

Commissioner Tully stated electric and natural gas are not charged back to each department but is metered by building. He stated the cost of those utilities is assigned to the building code rather than a specific department.

Legislator Crowley questioned how the chargeback expenses are allocated in the budget.

Commissioner Tully stated each expense line has a corresponding chargeback line. He stated DGS will incur the actual expense for paying the bills, and the same expense will be in the department's budget to be charged back to DGS.

Legislator Crowley questioned how gasoline usage is audited other than mileage.

Commissioner Tully stated gasoline is monitored through a Wex program. He stated each vehicle has a Wex card assigned to it and every employee who is authorized to drive a County vehicle has a code that they use when they fuel the vehicle and they have to enter the odometer reading as well. He stated this allows tracking of the consumption of fuel and miles driven. He stated the Wex system shows the same information any personal credit card statement would show. He stated this program has provided many efficiencies, especially when considering patrol vehicles would have to go to a specific location to fuel in the past.

Legislator Gouldman stated as far as budgeting, the specific lines balance each other out while providing more transparency.

Commissioner Tully stated it also provides specific numbers in terms of usage which will help garnering prices moving forward.

Commissioner Carlin stated the intention is to have greater transparency and greater consistency.

Chairwoman Sayegh stated the creation of the Department of General Services (DGS) was to consolidate the County's purchasing power to hopefully obtain better prices.

Commissioner Tully stated DGS oversees purchases throughout the County, whether they are purchases made through DGS or by departments directly.

Legislator Montgomery questioned how a chargeback for a utility like electricity would work in a leased building.

Commissioner Tully stated it would depend how the lease was structured. He stated, for example, Camp Herrlich pays their own utility bills.

Legislator Montgomery questioned the usage at the Golf Course.

Commissioner Tully stated each building on the Golf Course is metered and in some cases there are multiple meters for specific purposes. He stated those are charged to the contractual line for the Golf Course.

Item #5 – Correspondence – County Auditor

a. Sales Tax Report

Commissioner of Finance William Carlin stated the numbers for the quarter will be reconciled in October at the end of the quarter.

- b. Board In Revenue Report** – Duly Noted
- c. Transfer/Revenue Report** – Duly Noted
- d. Contingency/Subcontingency Report** – Duly Noted

Item #6 – Correspondence – Commissioner of Finance

a. FYI – Overtime & Temporary Report – Duly Noted

b. Approval – Budgetary Amendment 25A072 – Dept. of Social Services – 2025-2025 NYS Rental Supplement Program (Also reviewed in Health)

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

c. Approval – Budgetary Amendment 25A073 – Veterans Service Agency – Additional Funding Awarded to Peer to Peer Program (Also reviewed in Rules)

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

d. Approval – Budgetary Amendment 25A076 – Sheriff's Dept. – Insurance Recoveries (Also reviewed in Protective)

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

e. Approval – Budgetary Amendment 25A077 – Dept. of Social Services – Amend Resolution #162 of 2025 to Correct Funding Source (Also reviewed in Health)

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

f. Approval – Budgetary Amendment 25A078 – Emergency Services – Concrete for Fire Training Center (Also reviewed in Protective)

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

g. Approval – Budgetary Amendment 25A079 – Planning – UPWP Formula Funding (Also reviewed in Physical)

Commissioner Carlin stated this will move money into contingency to offset the salary.

Legislator Montgomery clarified that this is to support the study as well.

Commissioner Carlin stated yes, it is the entire program.

Legislator Montgomery thanked the Planning Department for looking into strategies to improve public transportation systems in the County.

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

h. Approval – Budgetary Amendment 25A080 – Finance – Account for Receipt of Empire State Development Grant – Terry Hill Road Improvements (Also reviewed in Physical)

Legislator Montgomery stated she is glad to see these infrastructure improvements.

Commissioner Carlin stated the Empire State Grant is being used to offset what the County would have borrowed for this purpose.

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

i. Approval – Budgetary Amendment 25A081 – Health Dept. – JUUL Settlement Disbursements (Also reviewed in Health)

Commissioner Carlin stated the Health Department ensures that the use of these funds conform to the allowable uses set by the Attorney General in the settlement. He stated surplus funds will be rolled over into a reserve.

Legislator Montgomery questioned if these funds could be used for prevention by funding local organizations. She stated the County's Health Department has a far reach, but it is also understaffed. She suggested perhaps the County could rely on its partners within the community.

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

j. Approval – Budgetary Amendment 25A082 – Dept. of Social Services – Opioid Settlement Funds (Also reviewed in Health)

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

k. Approval – Budgetary Amendment 25A084 – Sheriff’s Dept. – Civil – Insurance Recoveries (Also reviewed in Protective)

Legislator Crowley stated she will recuse herself from this vote because her husband is employed by the Sheriff’s Department.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Montgomery. By roll call vote: Two Ayes. One abstention: Legislator Crowley. Motion carries.

I. Approval – Budgetary Amendment 25A085 – Emergency Services – Receipt of Hazard Mitigation Grant (Also reviewed in Protective)

Legislator Montgomery stated this is done every five (5) years. She stated this is a critical plan that allows the County to receive reimbursements from FEMA for disaster relief. She stated based on the storms we have recently had it seems like things are changing in our area.

Chairwoman Sayegh thanked Bureau of Emergency Services Commissioner Lipton for his hard work in obtaining these grants.

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

m. Approval – Budgetary Amendment 25A086 – Sheriff’s Dept. – Reimbursements for 2025 Holiday DRE Callouts and DWI Crackdowns (Also reviewed in Protective)

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

n. Approval – Budgetary Amendment 25A087 – Sheriff’s Dept. – BCI – Reimbursement for Instruction Given at New Paltz College (Also reviewed in Protective)

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

o. Approval – Budgetary Amendment 25A088 – Finance – Fund Cornell Cooperative Extension Tree Seedling Program with Part C Soil & Water Conservation District Funds (Also reviewed in Physical)

Legislator Crowley stated she sent a memorandum to Commissioner Carlin requesting the amounts of the part A, B and C funding.

Commissioner Carlin stated Part A is in the budget; the \$60,000 revenue offset.

Legislator Crowley requested a breakdown of what Part A funds.

Commissioner Carlin stated it offsets the Soil & Water budget.

Legislator Addonizio stated she believes there is over \$200,000 in the Part C budget.

Cassandra Roth, Chair of the Putnam County Soil & Water Conservation District Board, stated there is actually over \$800,000 in the Part C line.

Legislator Crowley stated she would like to see a breakdown of how much is in each line.

Commissioner Carlin stated Part A is in the adopted budget and the revenue is credited to that budget line when it comes in.

Legislator Montgomery stated her appreciation for the Soil & Water Board and Putnam County Cornell Cooperative Extension for supporting this seedling program.

Chairwoman Sayegh stated this program takes a lot of volunteer hours and last year was unable to be held.

Legislator Russo stated her support for this program. She stated she was disappointed the sale was not being held last year. She stated as the Legislative Representative to the Soil & Water Conservation Board she is very happy to see this program this year.

Ms. Roth stated the Soil & Water Conservation District has been treated like a department of the County where in other areas of the State it is treated like a subdivision of local government. She stated this makes it difficult for the person in the role of District Manager because they are not a department head, because it is not actually a department. She stated if the District Manager is not getting lateral guidance from other departments, the Legislature, and the Soil & Water Conservation District Board that is why the Part C fund is growing. She stated the confusion is around whether Soil & Water is a district, department, program, etc. She stated she looked back and it seems like it has always been itemized in the County budget as a department.

Legislator Crowley stated Soil & Water is an independent district, not department.

Ms. Roth stated the Soil & Water Board received correspondence from the New York State Comptroller opining that funds for the Soil & Water District do not need to be overseen by the Legislature. She stated as a Soil & Water District they can get more funding for the County, the farms, and local organizations. She stated without fiscal autonomy, they will be limited in regard to contracts and programs. She stated up to \$300,000 can be requested through the New York State Agricultural Environmental Management program, the Putnam County Soil & Water District requested about \$47,000 and they have a contract award letter, but they cannot get the funding until they have fiscal autonomy. She stated as the Soil & Water District was created by the Putnam County Board of Supervisors, she believes it would be up to the Legislature to navigate. She stated the Soil & Water District can be a huge resource for the County, specifically for Soil & Water expenses. She stated it is important to clarify prior to the budget process that this is a district, it has just never been treated as such.

Senior Deputy County Attorney Abissi stated the Soil & Water District is similar in some respects to the Agriculture & Farmland Protection Board. She stated it had an enabling statute in 1966 which created the Soil & Water District and there was a hybrid support from the County. She stated the County basically took care of the accounting, insurance, and legal support and with that came the responsibility for the County to oversee everything. She stated one of the misunderstandings is that with that structure, the Legislature is “approving” the funds. She stated this is not exactly what is supposed to be happening, the Legislature should be overseeing the funds to ensure they are being used for appropriate Part C purposes. She stated somehow between its creation and now, the structure has been lost. She stated in response to Ms. Roth’s inquiry regarding how to now address this; the Soil & Water District could put together an annual budget and then updates when necessary in between.

Ms. Roth stated the main concern is that these funds are not County funds. She stated within the current structure they are limited.

Senior Deputy County Attorney Abissi stated similarly, there were discussions in the past about the Asset Forfeiture funds through the District Attorney’s Office. She stated these are earmarked funds to be used only for specific purposes which the District Attorney has control over. She stated the Soil & Water District is able to say what the Part C funds will be used for and it is just an oversight that the County has. She stated in terms of the function, part of the problem the Soil & Water Board has been facing is the delay in having to obtain approval for each item rather than having a budget funded that has already been approved. She stated considering the purpose, it makes sense to have an approved budget so they can address potential emergency situations in a timely manner. She stated there is a large pot of money going unused and this is not just for County projects, it is for private projects as well. She stated this money can be used to offset expenses that would otherwise come from taxpayer money.

Ms. Roth stated no one has known how to use the money.

Chairwoman Sayegh stated this can be discussed further in the Physical Services Committee; this evening the item on the agenda is for the Seedling program. She stated she would like to obtain information from New York State as well.

Legislator Crowley suggested looking back at the State Accountability filing to see who has filed it.

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

p. Approval – Budgetary Amendment 25A089 – Sheriff – Reimbursement from Services Rendered to School Districts

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

q. Approval – Budgetary Amendment 25A090 – County Clerk – DMV Overtime & Furniture Purchases with DMV Revenues

Chairwoman Sayegh stated the Department of Motor Vehicles (DMV) is one of the few departments that raise their own money through fees and services.

Legislator Crowley stated Putnam County is one of the few counties with a Clerk not working directly for the State. She stated County Clerk Bartolotti and the employees in the County Clerk's Office and DMV go above and beyond. She stated residents from other areas in the State come to Putnam because they are so accommodating.

Commissioner Carlin agreed with Legislator Crowley. He stated the service would be much different under a State run Clerk and DMV. He stated County Clerk Bartolotti held a passport day on a Saturday recently and they were booked throughout the day. He stated they go the extra mile for Putnam County residents.

Legislator Montgomery stated she would like to see increased mobile services on the western side of the County. She stated residents are going to Dutchess County DMV locations.

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

r. Approval – Budgetary Amendment 25A091 – Dept. of Social Services – Mental Health – State Aid Pass Through Funds

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

s. Approval – Budgetary Amendment 25A093 – DPW – Overtime through Year End

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

Item #7 – Approval – Fund Transfer 25T232 – Health Dept. – Nursing & Health Education Overtime through Year End (Also reviewed in Personnel)

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

Item #8 – Approval – Fund Transfer 25T235 – Health Dept. – Nursing Overtime through Year End (Also reviewed in Personnel)

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

Item #9 – Approval – Fund Transfer 25T254 – Finance – Temporary – Part Time Clerk

Commissioner Carlin stated this is for Real Property.

Chairwoman Sayegh made a motion to approve Fund Transfer 25T254; Seconded by Legislator Crowley. All in favor.

Item #10 – Approval – Fund Transfer 25T255 – Finance – Temporary – Part Time Clerk

Commissioner Carlin stated this is for Real Property.

Chairwoman Sayegh made a motion to approve Fund Transfer 25T255; Seconded by Legislator Montgomery. All in favor.

Item #11 – Approval – Fund Transfer 25T258 – Senior Resources – Increase Blanket Purchase Order for GoGo Transportation (Also reviewed in Health)

Chairwoman Sayegh made a motion to approve Fund Transfer 25T258; Seconded by Legislator Crowley. All in favor.

Item #12 – Approval – Fund Transfer 25T277 – Dept. of Social Services – Increase Overtime & On-Call Lines to Reflect CSEA Contract Settlement (Also reviewed in Personnel)

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

Item #13 – Approval – Budgetary Transfer 25T283 – Finance – Employee Vacation Payouts, Commissioner of Finance Salary, and Unemployment Insurance (Also reviewed in Personnel)

Commissioner Carlin congratulated Legislative Clerk Diane Schonfeld on her retirement.

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

Item #14 – Approval – Fund Transfer 25T285 – Emergency Services – 911 Dispatch Overtime through Year End (Also reviewed in Personnel)

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

Item #15 – Approval – Fund Transfer 25T286 – Health Dept. – Temporary through Year End (Also reviewed in Personnel)

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

Item #16 – Approval – Fund Transfer 25T288 – Sheriff – Corrections – Title Change from Office Assistant to Principal Account Clerk (Also reviewed in Personnel)

Legislator Crowley stated she will be recusing herself from this vote because her husband is employed by the Sheriff's Department.

Legislator Montgomery made a motion to pre-file the necessary resolution; Seconded by Chairwoman Sayegh. By Roll Call Vote: Two Ayes. One recusal: Legislator Crowley. Motion carries.

Item #17 – Approval – Fund Transfer 25T306 – County Contribution – Subcontingency – Hudson Valley Shakespeare (Approved in Concept at Rules)

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

Item #18 – Approval – Resolution Extending Current Exemption from Sales and Compensating Use Taxes for Receipts from Retail Sales of, and Consideration Given or Contracted to be Given for, Certain Clothing and Footwear, Pursuant to the Authority of the Tax Law of the State of New York

Chairwoman Sayegh stated this was previously approved for two (2) years so it could then be evaluated. She questioned if we have the numbers from this program.

Commissioner Carlin stated he can request the numbers from the State, they will provide only a bottom line number; the County is not privy to a further breakdown. He stated in creating the 2026 budget it was assumed this would continue.

Legislator Crowley stated this is a great program. She stated it could be better advertised, many people do not know about it.

Legislator Gouldman stated this is a wonderful program as it applied to in-store shopping as well as online purchases.

Legislator Russo stated her support for this great program.

Commissioner Carlin stated the resolution must be adopted exactly as it is presented; the State is particular about how the resolution is passed.

Chairwoman Sayegh clarified that this is eliminating the County portion of the sales tax on purchases under \$110. She stated the State sales tax is still collected. She stated any time the taxpayer can keep more money in their pocket it is a great thing.

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

Item #19 – Approval – Appointment – Plumbing Board – Guerra

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

Item #20 – FYI – Guardrail & Property Damage Table – Duly Noted

Item #21 – Other Business – None

Item #22 – Adjournment

There being no further business at 7:52pm, Chairwoman Sayegh made a motion to adjourn; Seconded by Legislator Crowley. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.