

**AUDIT & ADMINISTRATION COMMITTEE MEETING
HELD IN
ROOM #318 OF THE COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Members: Chairman Castellano, Legislators Nacerino & Tartaro

Monday **6:30pm** **December 22, 2014**

The meeting was called to order at 6:33 P.M. by Chairman Castellano who requested Legislator Oliverio lead in the Pledge of Allegiance. Upon roll call, Legislators Nacerino, Tartaro, and Chairman Castellano were present.

Item #3 - Approval of Minutes – November 19, 2014

The minutes were approved as submitted.

Chairman Castellano stated he would like to move agenda item #28 forward.

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

Item #28 - Consumer Affairs/ Revenues/Fines Report/ FYI

Director of Consumer Affairs Jean Noel stated they are on target or above. She stated the year ends in January so there is one (1) month left. She stated there is \$8,000 in outstanding fine payments. She stated she recently received a letter from the Law Department to be sent out as a collection notice.

Legislator Albano questioned how many members must be present at a meeting to initiate a fine.

Director Noel stated there must be a quorum of five (5) members.

Item #4 - Update/ Off-Track Betting Meeting/ Transportation Manager Tamagna

Transportation Manager Vincent Tamagna stated over the past year with OTB, the money has been dwindling. He stated President of the Catskill OTB Don Groth is working on growing OTB, in order to generate more revenue. He stated the OTB Board is united on this mission. He stated the Board is at the mercy of the Governor. He stated the OTB parlor in Brewster is ready to open. He stated it is his hope that people from Connecticut will come to the OTB in Brewster, which will generate revenue.

President Groth stated it is their expectation that by spending money on the renovations of the Brewster OTB parlor, business will be more likely to come into that area. He stated revenue will be distributed throughout the County. He stated many residents are familiar with the "Barns" in Brewster and the buildings look a little different, but they have kept the farm motif, which has gotten positive responses.

Chairman Castellano stated he passes by the building often and the exterior of the building looks great.

Legislator Nacerino also stated the building looks beautiful. She questioned what measures are being taken to attract people to the parlor.

President Groth stated OTB is limited in how they can advertise. He stated when OTB began; no promotion was allowed to take place. He stated presently, there are fewer people betting. He stated rebates and rewards are given to customers. He stated their hope is that the new facility will draw in new customers.

Chairman Castellano questioned if there are plans for a restaurant to go in.

President Groth stated the County Health Department granted permission for a restaurant on the premises and there is potential for one to go in. He stated no applications have been filed to date.

Transportation Manager Tamagna stated the whole building is vacated and could really be something spectacular.

Legislator Nacerino stated it was mentioned that perhaps people from Connecticut would come to the OTB parlor in Brewster, however advertising is very limited. She stated it is their hope to have an uptick in business, however it is not guaranteed.

President Groth stated OTB has many regulations; however they will be going before the State Legislature in 2015 to try to make changes.

Transportation Manager Tamagna stated the State Legislature rules on what OTB can and cannot do. He stated when former Putnam County Legislator Jim Gordon first brought the idea of OTB to Putnam County, there were many reservations. He stated the concern was for what the element of an OTB may bring to the community. He stated the State Legislature set strict regulations, however the Board along with its members in the Catskill region will attempt to have some regulations lifted.

Legislator Nacerino stated she believes things will remain the same unless some of the regulations are lifted. She stated there must be something more to draw in new customers.

Transportation Manager Tamagna stated it would also be beneficial to grow the region and take over some parlors that have been padlocked.

Chairman Castellano questioned if the OTB in Brewster is currently open.

Transportation Manager Tamagna stated the OTB is open.

Chairman Castellano questioned what the hours of operation were.

President Groth stated the hours are various; however it usually opens around noon, when the first race begins. He stated it remains open until 10:00pm or 11:00pm when the racing ends. He stated the parlor is open seven (7) days a week. He stated they are closed on Christmas, Palm Sunday, and Easter. He stated to add to Transportation Manager Tamagna's comment earlier about former Legislator Jim Gordon, Mr. Gordon's efforts were extremely important to OTB. He stated he would like to give equal credit to another former Putnam County Legislator, Joe Percacciolo.

Transportation Manager Tamagna stated Legislator Nacerino made valuable points. He stated he would like to come to the Legislature early in 2015 to request the Legislature to send a supporting resolution or a letter from the Chairman to the State clarifying what Putnam County would need to make the OTB more successful.

Legislator Nacerino stated it had been proven that the presence of the OTB has not had any adverse effects on the community.

Chairman Castellano stated the parlor is in a great location in Brewster since it is right off of Interstate 84 and Interstate 684.

President Groth stated the Dunkin Donuts is open because of the OTB. He stated Dunkin Donuts was going to be closed down by the Health Department because of an issue with their septic. He stated the OTB offered their property to be used by Dunkin Donuts so the business would not suffer.

Chairman Castellano questioned if the OTB is still in the old part of the building and if they would be moving to the new part.

Transportation Manager Tamagna stated the move will happen within a few weeks.

Chairman Castellano inquired about the casino issue that has been ongoing in New York State.

President Groth stated the State is siding for casinos. He stated it was widely thought that the Catskill region was going to get three (3) casinos, however there is only one (1).

Transportation Manager Tamagna stated it is by Kiamesha Lake, which is good for the Putnam County OTB because of the distance between Putnam County and Kiamesha Lake.

Item #5 - Health Plan Procedure & Policy/ Personnel

Director of Personnel Paul Eldridge stated this policy is related to the Affordable Care Act. He stated the County will be subject to a number of obligations in 2015. He stated the policy was prepared with the assistance of a consultant. He stated it defines the elements of the policy. He then highlighted the critical pieces of the policy. He stated any employee working over 30 hours per week on a regular basis is to be afforded the opportunity to participate in the health plan, which is close to Putnam County's current policy. He stated this policy describes the process that the County goes through to

evaluate if an employee meets the criteria. He stated there are three (3) phases of this. He stated the first is the measurement phase, where the County decides if the employee meets the standard. He stated if they do, there is an administrative enrollment period. He stated there is then a stability period, where for the following year, the employee will remain in the category of "eligible" or "not eligible." He stated this process is done every year. He stated for full time employees, it is more standard, however part-time employees may change year to year. He stated the stability period is a locked-in one (1) year period.

Legislator Nacerino stated the policy states that temporary or seasonal employees are not included. She questioned how this will affect temporary personnel.

Director Eldridge stated the law defines temporary employees as those who work 120 days or less. He stated although there may be employees paid from temporary lines, they may not meet the definition that is stated in the policy.

Legislator Nacerino questioned the ability to waive coverage.

Director Eldridge stated if an employee is eligible and they choose not to take it, they are waiving coverage.

Chairman Castellano questioned how it affects the spouse that does not work for Putnam County.

Director Eldridge stated it is the choice of the employee.

Chairman Castellano inquired about the temporary employees.

Director Eldridge stated the definition of a temporary employee under the Affordable Care Act is someone whose employment is not to exceed 120 days. He stated there are some employees who work all year, but do not reach 30 hours per week, and are therefore not eligible.

Legislator Nacerino questioned if the County is taking measures to ensure that temporary employees do not exceed 30 hours per week.

Director Eldridge stated yes, the temporary employees are being tracked.

Chairman Castellano questioned if the past year must be looked at and if the policy was in place last year.

Director Eldridge stated there is a two (2) year transition period that will take place between 2015 and 2016. He stated the law provides that there is a certain number allowed to fall through the requirement.

Legislator Wright questioned what the present impact would be in regards to CSEA employees.

Director Eldridge stated he believes the vast majority of CSEA employees are full time. He stated the majority of those who are not full time employees work significantly less than 30 hours per week.

Chairman Castellano made a motion to move the Health Plan Procedure & Policy to the Organizational Meeting; Seconded by Legislator Tartaro. All in favor.

Item #6 - Correspondence/County Auditor

- a. **Sales Tax Report** – Duly Noted
- b. **Board In Revenue Report** – Duly Noted
- c. **OTB Report** – Duly Noted
- d. **Transfer/Revenue Report** – Duly Noted
- e. **Contingency/Sub-Contingency Report** – Duly Noted

Item #7 - Correspondence/Commissioner of Finance

- a. **Overtime/ Temporary Report**

Chairman Castellano inquired about the Emergency Services dispatch center.

Commissioner of Finance William Carlin stated there are three (3) vacancies within Emergency Services. He stated one (1) is due to retirement, another is due to a disciplinary action, and one (1) employee moved to the corrections. He stated most of the money will be taken from the personnel services line to pay for the overtime.

- b. **Approval/ Budgetary Amendment (14A111)/ Sheriff's Department/ Repair 2009 Chevrolet Impala (Also reviewed in Protective Services)**

Chairman Castellano made a motion to approve Budgetary Amendment 14A111; Seconded by Legislator Nacerino. All in favor.

- c. **Approval/ Budgetary Amendment (14A114)/ Emergency Services/ 2014 Homeland Security Grant (Also reviewed in Protective Services)**

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

- d. **Approval/ Budgetary Amendment (14A115)/ Sheriff's Department/ Overtime**

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

- e. **Approval/ Budgetary Amendment (14A119)/ Highways & Facilities/ Repair and Annual Maintenance (Also reviewed in Physical Services)**

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

f. Approval/ Budgetary Amendment (14A120)/ Health Department/ State Aid for Early Intervention (Also reviewed in Health)

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

g. Approval/ Budgetary Amendment (14A121)/ Finance/ Year End Journal Entry #1

Legislator LoBue questioned if the Journal Entry included anything regarding Tilly Foster Farm.

Commissioner Carlin stated there was a chargeback included in the budget the previous year for Preserve Putnam, however since the lease with Preserve Putnam was ended, the chargeback would not be collected so it was taken out.

Legislator LoBue questioned what the \$200,000 in the transportation line was for.

Commissioner Carlin stated it is allocating between the towns for the new contract as opposed to First Transit for maintenance.

Deputy County Executive Bruce Walker stated it is part of the per mile cost. He stated when the budget was created in 2013 for 2014, it was done for First Transit. He stated when the County transferred to the new contract, the line items would have been separated out for maintenance, so the money was moved back into the normal operating expense.

Legislator LoBue questioned if invoices are being received for all maintenance done.

Deputy County Executive Walker stated invoices are being received.

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

Item #8 - Approval/ Fund Transfer (14T310)/ Health Department/ Cover Temporary Nursing Staff (Also reviewed in Health)

Legislator Nacerino made a motion to approve Fund Transfer 14T310; Seconded by Chairman Castellano. All in favor.

Item #9 - Approval/ Fund Transfer (14T324)/ Highways & Facilities/ Diesel Fuel through Year End (Also reviewed in Physical)

Chairman Castellano made a motion to approve Fund Transfer 14T324; Seconded by Legislator Tartaro. All in favor.

Item #10 - Approval/ Fund Transfer (14T325)/ Sheriff's Dept./ Cover Projected Costs Through Year End (Also reviewed in Protective)

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

Item #11 - Approval/ Fund Transfer (14T326)/ Sheriff's Dept./ Cover Projected Costs Through Year End/ Clear up Accounts (Also reviewed in Protective)

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

Item #12 - Approval/ Fund Transfer (14T333)/ IT/GIS/ Purchase 3 Blade Servers/ Purchase 1 Server for Backups/ Purchase Licensing for Dell AppSure

Chairman Castellano questioned what the cost savings are.

Director of IT/GIS Tom Lannon stated the three (3) servers are to put back into the server farm. He stated there are servers located at the Sheriff's Department and the Bureau of Emergency Services. He stated the servers are beginning to run out of room. He stated there are more and more departments putting services onto the servers, which is resulting in a space issue. He stated the money is in the computer line, however because of the cost of the servers, the money must be moved into the over \$5,000 line. He stated the Dell AppSure is a server dedicated to do just backups. He stated the next Fund Transfer on the agenda is to purchase the licensing for the Dell AppSure.

Legislator Nacerino questioned what a blade server is.

Director Lannon stated if you think of a computer as a box and a server as something bigger, a blade goes into a long rack and the motherboard is then slid in. He stated it is beneficial because it can use the power supplies from a few sources. He stated from each blade, a couple of servers can be made.

Legislator Gross questioned if the servers can be cleaned out once some material is outdated.

Director Lannon stated data is stored as long as it can be. He stated all emails going back seven (7) years are stored. He stated employee files are retained from the time they have started working. He stated backing up material is part of what the Dell AppSure does.

Legislator Gross questioned if records are being digitized.

Director Lannon stated digitizing records is being worked on. He stated many departments have made great strides in going digital. He stated as departments are going digital, more and more space is being taken on the server.

Chairman Castellano stated the money was in the budget, it is only being moved to the appropriate line to make the purchase.

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

Item #13 - Approval/ Fund Transfer (14T334)/ IT/GIS/ Bring Existing Funds to Amount to Purchase Licensing for Dell AppSure

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

Chairman Castellano stated he would like to move agenda item #19 forward.

Item #19 - Approval/ Fund Transfer (14T351)/ Board of Elections/ Purchase New Server

Director Lannon stated the Fund Transfer is for two (2) servers at Board of Elections which are about eight (8) years old. He stated there was an issue with one (1) of the servers; however they were able to rely on the other. He stated the second server has also been having issues. He stated this will replace both of the aging blade servers.

Legislator Albano questioned if the servers back up to another location.

Director Lannon stated they back up to the servers at the TOPS building and the Sheriff's Department. He stated because they are blade servers, they can be switched to another blade to keep it up and running.

Legislator Nacerino made a motion to approve Fund Transfer 14T351; Seconded by Legislator Tartaro. All in favor.

Item #14 - Approval/ Fund Transfer (14T337)/ DSS/ Reallocate Appropriation to Reflect Projected Cost Through Year End (Also reviewed in Health)

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

Item #15 - Approval/ Fund Transfer (14T340)/ DSS/ Reallocate Appropriation to Reflect Projected Cost Through Year End (Also reviewed in Health)

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

Item #16 - Fund Transfer (14T341)/ DSS/ Reallocate Appropriation to Reflect Projected Cost Through Year End (Also reviewed in Health)

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

**Item #17 - Approval/ Fund Transfer (14T342)/ Highways & Facilities/ Overtime Costs
(Also reviewed in Physical Services)**

Legislator Nacerino stated the overtime was used for building inspections. She questioned if these are anticipated inspections that are routinely done.

Commissioner Carlin stated they are now anticipated. He stated after last winter's polar vortex a lot has been learned going forward.

Legislator Nacerino made a motion to approve Fund Transfer 14T342; Seconded by Legislator Tartaro. All in favor.

Item #18 - Approval/ Fund Transfer (14T346)/ Emergency Services/ Cover Final Payments for 911 Phone Equipment Lease (Also reviewed in Protective Services)

Legislator LoBue questioned if this is the last payment.

Commissioner of Emergency Services Adam Stiebelling stated it is the last payment of the year. He stated it is a five (5) year lease and this payment will end year three (3).

Chairman Castellano made a motion to approve Fund Transfer 14T346; Seconded by Legislator Nacerino. All in favor.

Item #20 - Approval/ Fund Transfer (14T354)/ Emergency Services/ Generator Install for Synagogue

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

Item #21 - Approval/ Fund Transfer (14T356)/ Office for Senior Resources/ Purchase OSR Projector

Legislator Nacerino made a motion to approve Fund Transfer 14T356; Seconded by Chairman Castellano. All in favor.

Item #22 - Approval/ Fund Transfer (14T357)/ Office for Senior Resources/ Purchase Equipment & Office Supplies

Legislator Nacerino stated the digital ID cards included in this fund transfer are great. In regards to the air compressor, she questioned where the nearest compressor is.

Chairman Castellano stated he spoke with the Director of the Office for Senior Resources, Pat Sheehy regarding the air compressor. He stated it is an issue of safety. He stated as the buses were coming to the site, if the tires were low on air, they had to go to Highways & Facilities or to a nearby gas station.

Legislator Nacerino questioned if the buses were inspected before they were sent out.

Chairman Castellano stated they are, however the tire pressure remains an issue.

Legislator Nacerino stated it can be dangerous to overfill the tires as well. She questioned if there would be any oversight on the filling of the tires. She stated it would also be beneficial to know the inspection process before the buses go out.

Chairman Castellano stated unfortunately, no one was present at the meeting to speak to this issue, but the air compressor can be tabled for discussion next month.

Legislator LoBue questioned what the four (4) web cameras and the tripod were for.

Commissioner Carlin stated that is for digitizing the ID cards and putting the information into a database.

Legislator Nacerino stated the Patterson Recreation Center also digitizes the ID cards and information. She stated it is a safety feature.

Legislator LoBue questioned if the seniors are issued ID badges.

Commissioner Carlin stated they are.

Legislator LoBue stated the fund transfer is not urgent and can therefore be tabled.

Legislator Nacerino stated she would like to move the cameras and ID card items; however she does have concerns with the air compressor.

Legislator Gross stated in this winter weather, all vehicles have lower pressure. He stated the pressure could change throughout the day.

Legislator Nacerino questioned who would regulate the filling of the tires.

Legislator Gross stated the driver should fill the tires. He stated some buses are kept at the Senior Center rather than the garage.

Chairman Castellano stated he was notified by Director Sheehy that the drivers do handle filling the tires and they do go to gas stations to fill up from time to time. He stated the fund transfer can be amended to remove the air compressor at this time. He also stated the cost is an issue.

Legislator Nacerino made a motion to approve Fund Transfer 14T357 without the air compressor; Seconded by Chairman Castellano. All in favor.

Legislator Nacerino made a motion to move discussion regarding the requested air compressor to the Physical Services Committee; Seconded by Chairman Castellano. All in favor. (Moved back to Audit in January)

Item #23 - Approval/ Local Law Establishing the 2015 Salary of the Putnam County Executive

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

Item #24 - Approval/ Local Law Establishing the 2015 Salaries of Certain Appointed Officers Serving for Fixed Terms

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

Item #25 - Approval/ 2015 Salaries for Officers and Employees Paid from County Funds

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

Item #26 - Approval/ Required Financial Disclosure Submissions

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

Item #27 - Discussion/ Establishing Non-Transferrable Budget Lines

Legislator Nacerino stated she believes some lines in the budget should be non-transferrable. She stated specifically, the utility and gas lines. She stated there should not be so much flexibility between lines. She stated if there is money left over at the end of the year it will go back into the fund balance.

Legislator Albano stated this makes sense as the money in a specific line is for one (1) purpose and if there is any money left over, it will go into the fund balance.

Legislator Gross stated he agrees that this is a good idea. He stated he would like to keep unexpected costs in mind moving forward.

Legislator Nacerino stated when the budget is posted on the internet it presents an open and transparent view to the taxpayers of how the money is being allocated. She stated when transfers are being made, the posted budget is no longer open and transparent. She stated she would like to scrutinize the lines better.

Legislator LoBue stated she agrees that this is a good idea. She stated both the utility and the gasoline lines are a good starting point.

Commissioner Carlin stated at the last Department Head Meeting, it was announced that money would be taken out of these lines if the commodity prices stayed low every month.

Legislator Oliverio stated this is a good idea and even more lines can be further evaluated. He stated there is excess money, such as the excess sales tax at the end of each year.

Chairman Castellano stated he would like to see an explanation along with a transfer. He stated if there was a savings, it would be useful to see how the savings occurred.

Legislator Nacerino made a motion to move Establishing Non-Transferrable Budget Lines to the Rules Committee; Seconded by Legislator Tartaro. All in favor.

Item #29 - Other Business

a. Approval/ Purchasing Department Designees

Chairman Castellano made a motion to approve the Purchasing Department Designees to the Organizational Meeting; Seconded by Legislator Nacerino. All in favor.

b. Approval/ Office Space in County Office Building for Senator-Elect Murphy

Chairman Castellano stated the office for Senator-Elect Murphy would be located on the third floor of the County Office Building in room #310.

Legislator Gross stated it is a good idea and an asset to have the Senator in the building.

Legislator LoBue questioned if rent will be collected.

Legislator Albano stated the office space for Senator Murphy may be temporary. He stated there will probably be one (1) person manning the office to have a contact here in the area.

Legislator Nacerino stated in the past, Senator Leibell and Senator Hall who both had office space in the building had a full staff. She questioned if there was enough space to accommodate this.

Chairman Castellano stated Senator-Elect Murphy has a large district.

Commissioner Carlin stated if he does require a larger presence, that will be addressed when the time comes. He stated this office is to get started.

Legislator Nacerino questioned if this would be a satellite office with another in Yorktown.

Legislator Albano stated he believes Senator-Elect Murphy will have an office in Yorktown.

County Attorney Jennifer Bumgarner stated the Senate and Assembly both have their own lease agreements that they administrate through their Administrative Counsel's office. She stated Putnam County will need to work with them once the Senator is sworn

in to develop the lease. She stated because office space has dried up and there is no funding right now, this is temporary.

Commissioner Carlin stated it will be a benefit for when a constituent comes into the office with a State issue to be able to direct them to the Senator's office down the hall, or to the Senator's extension.

Chairman Castellano made a motion to approve having office space in the County Office Building for Senator Murphy; Seconded by Legislator Nacerino. All in favor.

Item #30 - Adjournment

There being no further business, at 7:41pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Administrative Assistant Beth Green