

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

**Members: Chairwoman LoBue, Legislators Albano, Castellano & Scuccimarra**

**Monday October 17, 2016  
(Immediately Following the Personnel Budget Mtg. beginning at 6:00pm)**

The meeting was called to order at 8:23 P.M. by Chairwoman LoBue who requested Legislator Castellano lead in the Pledge of Allegiance. Upon roll call, Legislators Albano, Castellano, & Scuccimarra and Chairwoman LoBue were present.

**Item #3 - 2016 Budget Review**

**Records Management – Account 1460 (pages 34-35)**

Chairwoman LoBue questioned why Office Equipment, line 52120, increased from \$4,500 to \$4,800.

County Clerk Michael Bartolotti stated one of the shredders in the office broke, therefore a new shredder is needed. He stated the office currently has only (1) shredder.

Legislator Gouldman questioned why the Computer Equipment, line 52630, was not used in 2016.

County Clerk Bartolotti stated the office received a records management grant this year. He stated some of the money will be spent because the grant application included a stipulation that the County would shoulder some of the cost. He stated some of the money is being used for an engineering scanner and for fuel costs to bring the documents to be scanned in bulk. He stated a majority of the money is going to be given back.

Legislator Gouldman questioned where money goes when it is not utilized from a budget line.

Commissioner of Finance William Carlin stated it goes into the General Unassigned Surplus. He stated it can be used two (2) years later to help balance the budget.

Legislator Gouldman questioned why it takes two (2) years.

Commissioner Carlin stated the money would not be certified by the auditors until the next May, therefore it would be available for the 2018 budget.

Legislator Gouldman questioned what this year's General Unassigned Surplus was.

Commissioner Carlin stated it was approximately \$12 million.

Legislator Gouldman questioned what the County uses that money for.

Commissioner Carlin stated some is used for pension amortization. He stated it is normally used to balance future years' budget. He stated the County tries to hold between 5-10% to preserve the County's bond rating.

**County Clerk – Account 1410 (pages 23-24)**

Chairwoman LoBue requested clarification of line 412551, Clerks Fees.

County Clerk Bartolotti stated revenue is going up and it is holding steady. He stated that the majority of the revenue in Clerks Fees, line 412551, is driven by land merits, the amount of money the County retains from land recordings. He stated it is related to the real estate market. He stated mortgage tax goes to the State, Towns, and MTA. He stated they are on track to coming very close to meeting the \$1 million for 2016.

Chairwoman LoBue questioned if County Clerk Bartolotti is confident they will come close to meeting the goal for 2016.

County Clerk Bartolotti stated yes, he is. He stated the amount listed in the budget as the 2016 Actual as of 10/31/2016 is actually only through about August.

Chairwoman LoBue questioned the increase in Audio Visual Equipment, line 52140.

County Clerk Bartolotti stated the amount in that line is for a new passport photo camera. He stated the current camera is getting old. He stated taking the passport photos has generated a lot of revenue, with \$15,000-\$16,000 already this year. He stated twice a year, the County Clerk's Office opens on a Saturday so residents can come and get their passport at a more convenient time. He stated on the Saturday in April, they had 120 people and in September they had about 80 people.

Legislator Gouldman questioned the decrease in line 54634, Telephone.

Commissioner Carlin stated Chief Deputy Commissioner of Finance Anita Gilbert reviews the usage of phone lines in each department and makes necessary adjustments.

Legislator Gouldman questioned if there are any County cellphones in the County Clerk's Office.

County Clerk Bartolotti stated there are not.

Legislator Gouldman questioned what is purchased from line 54310, Office Supplies.

County Clerk Bartolotti stated the file folders used for the civil files are very expensive. He stated it is his hope that there will be a savings with the use of E-Court Filing. He also stated a great deal of paper is utilized, but hopes that with the advent of electronic filing and recording, those expenditures will decrease. He stated for now, he must plan for what he knows the cost to be.

Chairwoman LoBue questioned what Contracts, line 54646 was used for.

County Clerk Bartolotti stated that line stayed the same compared to 2016 and is for things such as Xerox and the document search for the office.

### **Motor Vehicles – Account 1411 (pages 25-26)**

Legislator Gouldman questioned what the revenue in line 426551, Minor Sales Other is generated from.

County Clerk Bartolotti stated the revenue is generated from the sale of E-ZPass tags. He stated the Department of Motor Vehicles purchases the tag for \$22.00 and sells them for \$25.00 per tag.

Legislator Albano stated he was unaware that an E-ZPass tag could be purchased at the Department of Motor Vehicles.

County Clerk Bartolotti stated when a tag is purchased for \$25.00, it comes with a \$25.00 credit and the person then has 24 hours to register the tag online with a credit card.

Chairwoman LoBue questioned if the sale of the E-ZPass tags is advertised.

County Clerk Bartolotti stated it is on the screens up at Motor Vehicle and it is on the hold messages in the County. He stated it could be marketed more.

Legislator Wright questioned what the percentage of vehicle registrants in Putnam County is who utilize the local DMV rather than sending it to the State.

County Clerk Bartolotti stated the State does not provide the numbers of mail-in registrations. He stated Putnam County keeps 12.7% of the revenue that comes through the local DMV Office. He stated with respect to the online transactions, Putnam County receives 1% of the revenue. He stated the online system is not great, and the Putnam County DMV receives complaints about it. He stated there is a greater percentage of people who utilize the local DMV to renew their licenses and registrations rather than use the online system on the eastern side of the County. He stated the percentages on the western side are not as high because Putnam County does not

have a DMV Office on that side of the County. He stated business is lost to DMV Offices in Peekskill and Beacon because it is closer for those residents.

Legislator Wright questioned the amount of money that the 12.7% makes up. He suggested taking steps to make the public more knowledgeable about where their money is going when they utilize the local DMV as opposed to going through the State.

County Clerk Bartolotti stated press releases and PSAs are done, however he would like to advertise more. He stated for next year, \$1.5 million in revenue is projected in line 412552, Motor Vehicle Fees. He stated this is a decent number, but it would be great to have it increase.

Legislator Gouldman stated the \$1.5 million in projected revenue for 2017 is a \$75,000 increase from the 2016 budget.

County Clerk Bartolotti stated a few years ago, the validity of a license was increased from five (5) years to eight (8) years and therefore the DMV will see an increase in license renewals.

Legislator Castellano questioned how much the County receives if a license is renewed online.

County Clerk Bartolotti stated he is in favor of streamlining processes by having the option to do things online; however the online system for the DMV is not the best. He stated the County receives 1% of the revenue from online transactions. He stated the DMV office in Brewster provides great customer service, therefore he does not want to jeopardize the business of the local DMV by referring people to the inferior online operation.

Commissioner Carlin stated having a Putnam County DMV website was looked into, however the State will not allow it.

County Clerk Bartolotti stated he is confident that the County could build a better online system than the State has, however they are unable to do so.

Legislator Castellano questioned if the prices are the same online as they are in the local DMV.

County Clerk Bartolotti stated yes, the prices are the same. He stated Putnam County keeps 12.7% of the revenue collected in the local DMV, 1% of the revenue collected online, and 0% of mailed revenue. He agreed with Legislator Wright's suggestion of increasing the marketing for the local DMV and providing the residents with this knowledge of where their money is going.

Legislator Wright questioned if the car dealerships work with the local DMV.

County Clerk Bartolotti stated yes, the DMV actively solicits car dealers. He stated the State is beginning to realize that the local DMVs are getting this business, so they are bringing the DMV to the dealership. He stated they put in a terminal and provided registrations and license plates so that everything can be done right on the spot. He stated the County lost its business with Brewster Honda when it switched over to Lia Honda. He stated Lia Honda has its own machines. He stated however, some dealerships have returned their State equipment because they find it is easier to drop off the information to the DMV in Brewster. He stated the Putnam County DMV does business with dealers in New Jersey, Connecticut, and Long Island.

Legislator Wright questioned if there is a digital mailing list available on a monthly or quarterly basis of every car registered in Putnam County.

County Clerk Bartolotti stated there may be, however the State DMV does not like sharing data with Counties, even if the data originated from the County. He stated it is worth trying to obtain the information. He stated most dealers in the area utilize the local DMV.

Legislator Gouldman questioned if the five (5) boroughs operate under the same rules.

County Clerk Bartolotti stated the five (5) boroughs are State run. He stated there are about 50 counties that have their own DMVs.

Legislator Castellano questioned if the DMV has drop boxes.

County Clerk Bartolotti stated there is a drop box in Philipstown Town Hall, which unfortunately is not utilized much. He stated there is also a drop box at DMV for after hours.

Chairwoman LoBue stated she was unaware that there was a drop box at DMV and suggested making people more aware of that. She stated the ability to purchase an E-ZPass at the DMV should be promoted as well.

County Clerk Bartolotti agreed.

### **Law Department – Account 1420 (pages 27-28)**

Chairwoman LoBue questioned the increase in line 51000, Personnel Services.

County Attorney Jennifer Bumgarner stated the increase is solely due to the 2% increase for management and any CSEA adjustments that may be applicable.

Chairwoman LoBue questioned what line 54664, Advertising is used for.

County Attorney Bumgarner stated the money in that line is used for the public notices to be published in the newspapers.

Legislator Gouldman questioned if more bills are expected to be paid from line 54125, Legal Services in 2016.

County Attorney Bumgarner stated yes there are more bills but she does not anticipate going over the budgeted amount.

Legislator Castellano questioned what line 423970, Septic Repair was for.

County Attorney Bumgarner stated there is an employee in the Law Department who came from the septic repair program and continues to monitor septic repairs; therefore a portion of their salary is paid from EOH funds.

Commissioner Carlin stated the portion of the salary paid from EOH funds is 20%.

Legislator Castellano stated he recently heard that a septic needs to be pumped every three (3) years.

County Attorney Bumgarner stated yes, that is the law.

Legislator Castellano stated this law does not seem to be enforced.

County Attorney Bumgarner stated it is a Town issue. She stated part of what the person in her office does is to ensure each person in the septic repair program is in compliance with the maintenance requirement.

### **Cooperative Extension – Account 8750 (page 208)**

Chairwoman LoBue stated the Cornell Cooperative Extension budget includes \$10,000 in line 54555, Tilly Foster Agriculture Program. She stated \$321,324 was requested in line 54950, County Contribution and the Administration funded \$311,965.

Executive Director Marjorie Keith stated she is appreciative of the support Cooperative Extension receives from Putnam County and the Legislature. She stated she understands the constraints the County is under in regards to the tax cap and the unfunded mandates. She stated she respects the difficult work that goes into preparing and approving the budget. She stated a 2.9% increase, or \$9,359, was requested for 2017. She stated over the past 13 years, since 2004, Cooperative Extension has received an increase of 11.5%, most of which has come in the recent past under the current Administration. She stated the County Contribution is their core funding, about 36% of their budget. She stated 42% of their 2017 budget comes through Cornell from the Federal Government and State Government. She stated in 2017, they are anticipating a \$13,000 increase from Cornell, primarily to cover the increasing cost of employee benefits. She stated 19% of their funding comes from grants, contracts, fundraising, a small amount of interest, and program fees. She stated the budget is balanced by utilizing reserve funds. She stated for 2017, 2.8%, or \$27,488, will come from their reserves.

Chairwoman LoBue questioned if the requested 2.9% increase would be to cover the increased cost of insurance.

Executive Director Keith stated the benefits are covered through Cornell. She stated the amount that they have been drawing from reserves has been growing over the years, as the cost of running the organization has increased. She stated there will come a time when they are not able to balance their budget with their reserves, which is why the increase was requested. She stated the cost of insurance has increased and Cooperative Extension has unfunded mandates as well. She stated they will also be affected by the changes in the Fair Labor Standards Act (FSLA).

Chairwoman LoBue questioned how many employees there are at Cooperative Extension.

Executive Director Keith stated there are eight (8) employees, four (4) who are overtime exempt, and four (4) who are not overtime exempt. She stated in 2017, one (1) person will be moving from exempt to non-exempt due to the FSLA overtime rule. She stated Cooperative Extension works very closely with County Departments. She provided an example of working with the Health Department on researching the Zika virus. She stated they also work with the nursing and education side of the Health Department. She stated they have utilized their horticultural staff to encourage residents to adopt healthier lifestyles and diets by engaging them in gardening. She stated there is a demonstration plot at the Tilly Foster Community Garden and the produce from that plot is donated to Putnam CAP (Community Action Partnership). She stated they have been working closely with the youth in our community by having them grow their own fruits and vegetables, which makes them more apt to eat them. She shared a story of a student who described his day planting as the best day of his whole life. She stated a new regional program began in Putnam County this summer, the Regional Summer Food Program. She stated through this program free lunches were offered once a week to young residents, toddlers through 18 years old at the Kent Library. She stated this was done on an experimental basis and is hoping that next year they can expand the program to service more locations.

Chairwoman LoBue stated she would like to support the 2.9% increase that was originally requested.

Legislator Addonizio stated she cannot say enough good things about Cooperative Extension. She stated great educational programs are offered, such as junior vet tech and bee keeping.

Executive Director Keith stated there is a bee keeping workshop coming up shortly and the junior vet program, which is a career exploration program, is being held at Tilly Foster Farm and works with South Putnam Animal Hospital. She stated this year, among the graduating 4H members, was the valedictorian of Putnam Valley High School and the salutatorian of Carmel High School.

Legislator Goldman questioned what the percentage of their budget the county contribution makes up.

Executive Director Keith stated it is 36%. She stated something that is not reflected in their budget is the value of their volunteers. She stated they have over 300 active volunteers, and when a dollar value is placed on the services they provide, it is over \$500,000 of time and energy provided to Putnam County residents.

Legislator Wright questioned if there is State data available that delineates the local contribution to Cooperative Extension by county. He questioned where Putnam County stands in a comparative analysis and how the local match has grown or not grown in the past 10 years.

Executive Director Keith stated she is sure that information is available through the Extension Administrative Office at Cornell; however information regarding total size and contributions by other county governments is not shared with the each county. She stated the funding received by Putnam County Cooperative Extension through County Law 224, which is a formula funded legislation, is one of the largest State appropriations and Putnam is one of the smaller county contributions in proportion to that amount. She stated there was a change in the law back in 1998, which changed the formula from a percentage to a dollar amount. She stated at that time, Putnam County was held harmless in that formula. She stated currently, about \$102,000 is received from County Law 224 money. She stated if that was equated to the new formula, they would need a County contribution of over \$800,000.

Legislator Wright questioned why Putnam County is held harmless.

Executive Director Keith stated they fought for it because the change in the funding formula would have dropped the County Law 224 money from \$102,000 to about \$50,000. She stated this will hold as long as the State funding to the Cornell Cooperative Extension program does not drop below the 1995-1996 date appropriation, which was about \$3.1 million.

Legislator Albano questioned how the current reserves compare to the amount five (5) years ago. He questioned if Executive Director Keith is worried about the amount in the reserves.

Executive Director Keith stated the reserves are less now because they have been utilizing them. She stated she is worried about having to draw from the reserves. She stated each year they look into cost saving measures that they can do. She stated it is her hope that the 4H Fair has a good year, because the revenue collected helps to cover some of the indirect costs associated with that event.

Chairwoman LoBue stated the money is being spent responsibly. She added that Cooperative Extension is part of the Keep Putnam Farming initiative, which works with

Glynwood in Garrison. She restated that she would like to fund the 2.9% increase as requested by Cooperative Extension.

Legislator Castellano stated Cooperative Extension does tremendous work, however the Legislature is faced with a difficult budget. He suggested increasing the funding by a smaller amount than the 2.9% in order to stay under the tax cap.

Executive Director Keith stated she understands and anything is appreciated.

Legislator Scuccimarra agreed with Legislator Castellano.

Legislator Addonizio stated any changes made to the budget must be kept within the tax cap, which is very difficult.

Chairwoman LoBue made a motion to increase budget line 54950, County Contribution, by 1%, \$3,220; Seconded by Legislator Albano. All in favor.

### **Legislature – Account 1010 (pages 1-2)**

Legislator Gouldman questioned what line 54311; Printing & Forms was used for.

Legislative Clerk Diane Schonfeld stated the Book of Proceedings is paid for through that line.

### **Board of Elections – Account 1450 (pages 32-33)**

Chairwoman LoBue questioned the large decrease in line 51094, Temporary, between 2016 and 2017.

Commissioner Carlin stated more money was needed in 2016 due to the Presidential Election.

### **Association of Counties – Account 1912 (page 43)**

Legislator Gouldman stated he believes it would be beneficial for Putnam County to join the National Association of Counties (NACo). He stated the dues are less than \$2,000.

Legislator Albano agreed. He stated NACo was present at the NYSAC Conference and many other Counties are already a member. He stated the dues are inexpensive and there are many benefits to being a member.

Commissioner Carlin stated Putnam County used to be a member of NACo; however at the time, the County did not believe they were getting value out of it.

Legislator Albano stated he would like to invite representatives from NACo to a meeting in January to discuss their association, and then the Legislators can make an informed decision whether or not to join.

Legislator Albano made a motion to put \$2,000 into line 1920, Dues; Seconded by Legislator Castellano. By poll vote: 2 ayes. 1 nay: Chairwoman LoBue. Motion carries.

### **Veterans Service Agency – Account 6510 (pages 167-168)**

Legislator Gouldman questioned the increase in line 54540, Radio Communications.

Commissioner Carlin stated the increase is due to the upgrade to the radio communications in the Veterans Service Agency's vehicles.

Legislator Gouldman stated for 2017, \$60,000 was requested in line 54678, Leased Transportation, however the Administration decreased that amount to \$36,000. He questioned why this amount was decreased.

Commissioner Carlin stated due to the strides being made by the Planning Department and the Office for Senior Resources (OSR), the transportation services are being kept within the County, rather than leasing an outside company.

Legislator Addonizio questioned the variance in line 55371, Chargeback Gasoline.

Commissioner Carlin stated that line has been cut down due to the lower gas prices. He stated also, most trips are going through the OSR rather than the outside company. He stated most Veterans qualify for the Office for Senior Resources program, therefore the Planning Department, the OSR, and Veterans Affairs are able to better coordinate their trips. He stated because of this, the costs decrease.

### **Consumer Affairs/Weights & Measures (Including Plumbing & Electrical Boards) – Account 6610 (pages 170-171)**

Legislator Gouldman stated he has an RFP (Request for Proposal) sent by the County for electrical inspections. He questioned if the revenue booked in line 425450, Electrical Inspected Services, is in relation to that RFP.

Commissioner Carlin stated he will confirm that.

Chairwoman LoBue and Legislator Scuccimarra stated they found out about the electrical inspection RFP from constituents.

Chairwoman LoBue questioned why the Legislature was not formally notified. She stated it is structured so that the County hires individuals to perform the inspections and the inspectors charge the client a fee. She stated out of that fee, the County recoups a \$30 administration fee. She stated for the inspector to be able to inspect in Putnam

County, they must pay \$81,000. She stated her concern is that the cost will be passed on to the consumers. She stated the inspection fee is currently about \$125.00. She stated this fee could increase exponentially.

Legislator Scuccimarra stated she was told that this was just to cover administration costs, which the County has not been receiving since 2007. She stated in the contract, it states that the consumer cannot be charged a higher amount.

Chairwoman LoBue questioned if the County will be receiving \$81,000.

Legislator Scuccimarra stated she believed it would be split between two (2) companies.

Commissioner Carlin stated he will look into this. He stated he was told it was going to be \$40,000.

Legislator Addonizio stated there are two (2) budget lines, 425450, Electrical Inspection Services, and 425452, Electrical Inspections that each have \$40,000 of revenue booked.

Legislator Albano stated there must be a formula justifying the amount.

Legislator Scuccimarra stated the Electrical Board was not in favor of this. She stated the RFP went out, but is not definite.

Legislator Nacerino questioned why the Legislature was not made aware of this.

Commissioner Carlin stated line 425452, Electrical Inspections has always had revenue.

Legislator Nacerino questioned how the \$40,000 in revenue in line 425450, Electrical Inspected Services can be relied on.

Commissioner Carlin stated if the program is not implemented, the revenue would need to be removed.

Chairwoman LoBue stated the revenue has been booked in two (2) places, however the Legislature had no formal notice.

Legislator Nacerino stated the revenue booked in the budget is actually a false positive.

Commissioner Carlin stated line 425452, Electrical Inspections has been there for a long time. He stated line 425450, Electrical Inspected Services is the new line.

Legislator Castellano questioned the difference between the lines.

Commissioner Carlin stated line 425452, Electrical Inspections, is the revenue from fees and 425450, Electrical Inspected Services, is for services.

Legislator Gouldman questioned if the Plumbing or Home Improvement Boards are implementing similar programs.

Commissioner Carlin stated no, only Electrical.

Legislator Nacerino questioned if these services are being outsourced.

Chairwoman LoBue stated in order to perform this service in Putnam, the company must pay. She stated this program is not up and running, however the revenue has been booked.

Legislator Gouldman stated he would like more information on this before moving forward.

Chairwoman LoBue stated information would need to be collected prior to the adoption of the budget. She questioned how to obtain the necessary information.

Commissioner Carlin stated he would get a memorandum from the County Executive.

Chairwoman LoBue stated she would like to know how many inspections are being done.

Legislator Nacerino suggested having the Boards come before the Committee more frequently.

#### **Putnam Arts Council – Account 7560 (page 195)**

Chairwoman LoBue stated she would like to increase line 54950, County Contribution by \$3,000. She stated the \$11,000 currently in that line serves as an umbrella that is distributed to the art-related organizations around the County.

Legislator Nacerino stated the Putnam Arts Council did not request an increase for 2017.

Chairwoman LoBue stated an increase was not requested because in the past the request has not been granted. She stated she would have the list of organizations before the Budget & Finance Meeting.

#### **Humane Society – Account 8512 (page 203)**

Legislator Gouldman stated he would like the Humane Society to come to a Rules Committee Meeting to discuss what their organization does. He stated the Town of Putnam Valley and the Town of Kent both do not utilize the Humane Society. He stated

the budgeted amount in line 54950, County Contribution, is the same amount as 2016. He stated he has received complaints about the Humane Society.

Legislator Addonizio agreed that the Humane Society should come before the Rules Committee. She stated she has also been contacted by a constituent regarding the Humane Society.

Legislator Albano questioned if this money should be moved into Contingency until the Humane Society can meet with the Committee.

Chairwoman LoBue stated the Humane Society can be invited to an upcoming Rules Committee Meeting to discuss the process they follow, which towns they are contracted with, and the services they provide.

Legislator Scuccimarra agreed with having the Humane Society come to a meeting to discuss any concerns.

#### **Putnam County SPCA – Account 8513 (page 204)**

Legislator Gouldman stated the Putnam County SPCA has been taking over some responsibilities of the Humane Society.

Chairwoman LoBue stated she does not believe the contract from 2016 has been finalized; therefore the money allocated for this year has yet to be spent. She stated she believes line 54950, County Contribution, should be increased.

Legislator Scuccimarra stated line 54950, County Contribution, should especially be increased if the Local Law for the Animal Abuse Registry goes through because the SPCA will be in control of the Registry.

Legislator Wright stated with such a registry, another police force will need to be created. He stated there is already more police per capita than the crime statistics drive.

Legislator Scuccimarra stated the Putnam County SPCA provides a service by investigating animal abuse or neglect cases.

Chairwoman LoBue stated she is going to check on the status of the 2016 contract.

#### **Item #4 - Other Business - None**

#### **Item #5 - Adjournment**

There being no further business at 9:44 P.M. Chairwoman LoBue made a motion to adjourn; Seconded by Legislator Castellano. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.