



that IT/GIS may have a backup that they can swap it out for, fix the equipment in need of repair, and save that as a backup for the next time it is needed. He stated he does not know why or how other departments have budget lines to purchase computers.

Legislator Nacerino stated it begs the question whether or not a policy should be implemented where even if there are allocations in each department's budget, they would ultimately be transferred to the IT/GIS Department's budget. She stated she believes this process needs to be streamlined because based on Director Lannon's description it is more work for him to check the specifications of the equipment after the purchase request is submitted.

Director Lannon stated that is correct.

Legislator Nacerino stated from a purchasing prospective and an IT prospective, it would be better to filter these purchases through one (1) vessel and have it go through the IT/GIS Department.

Director of Purchasing Alessandro Mazzotta stated he would like to clarify the process. He stated if a department has money allocated to their computer line, they still need to submit a requisition through the County financial management system, which is Munis. He stated that requisition is just a request to make the purchase and needs to go through layers of approval. He stated Director Lannon is one of those layers of approval so it cannot get past him to be purchased without him seeing it. He stated perhaps the inefficiency is that the process does not originate with the IT/GIS Department.

Director Lannon stated it also puts him in an awkward position to deny a request for computer equipment.

Legislator Nacerino stated it is not the most effective way to proceed. She suggested having an informal request be submitted to IT/GIS for the research to be done by them before a requisition is submitted. She questioned how this whole system can be made more fluid.

Director Lannon stated the process should begin even before a request is submitted because it should not be the department determining that they are in need of new computer equipment; it should be the IT/GIS Department. He stated departments should contact IT/GIS when their equipment has an issue so it can be reviewed. He stated some computers were recently updated or replaced because they could not run Windows 10, which the County now uses.

Legislator Nacerino stated when she worked for the Brewster School District, the IT Department had complete control over all equipment. She stated for example, they would be told that they are receiving new computers on a certain date because the IT Department had flagged the life expectancy of each device. She stated this replacement schedule provided a proactive approach to replacing the equipment. She stated perhaps we can look into filtering all purchases through IT/GIS. She stated she is unsure if this

would be pragmatic for all departments, but in her opinion this would be the best way for the IT/GIS Department to handle all funding for the requests.

Director Lannon stated he would agree; the only problem is that some departments utilize grant funding to make computer purchases as well. He stated even in that circumstance, the department could contact IT/GIS and notify them of the grant funding in order to proceed looking into new equipment. He stated he does not like to waste grant money; just because it was awarded does not mean it needs to be spent and there are times when new computers are not needed.

Legislator Nacerino questioned what Director Mazzotta suggests to make the process more fluid.

Director Mazzotta stated his recommendation would be to purchase computer equipment based on a lifecycle or refresh cycle determined by Director Lannon. He stated this would be similar to what the County will begin to do with their fleet. He questioned if this would work for computers as well.

Director Lannon stated a lifecycle works, however it is also based on the user and what the equipment is used for.

Director Mazzotta stated utilizing a refresh cycle provides more budget certainty because each year it can be more accurately predicted what will need replacement. He stated Director Lannon could be the sole arbiter of this cycle. He stated some contingency would be needed in case of emergencies as well. He questioned if this would work from the cost allocation prospective.

County Auditor Michele Alfano-Sharkey stated since the County is decentralized, each department has its own budget. She stated the cost of running each department is kept track of, which could become difficult if the budget lines were moved to the IT/GIS budget.

Director Lannon stated not all departments are consistent; for example the IT/GIS Department provides computers to the Personnel Department without the cost coming from Personnel. He stated he believes Munis will allow him to allocate the purchase to the specific department.

Director Mazzotta stated the equipment can be tracked through fixed assets.

County Auditor Sharkey stated the request would originate from the department to go to IT/GIS.

Director Lannon stated IT/GIS knows better than the departments when it comes to fixing or replacing a piece of equipment. He stated when they receive a complaint about a piece of equipment they look at it and they are able to swap it out with one they have and take the other one to fix it and put it back into circulation. He stated if it cannot be repaired it is recycled.

Legislator Sullivan questioned if the number of computers purchased each year is consistent. He questioned if the replacement of older equipment is structured.

Director Lannon stated it is structured, but he does not have oversight of the departments that purchase new equipment on their own. He stated his department replaces about 20 per year.

Legislator Sullivan stated the requisition still has to go through the approval process, which Director Lannon is part of. He stated this gives Director Lannon some level of control where he can contact the department and have a conversation about the equipment they are looking to replace and discuss if it is truly necessary.

Director Lannon stated those could be awkward conversations with his peers.

Legislator Sullivan acknowledged that, but stated Director Lannon is the expert and departments should rely on his advice.

Legislator Nacerino stated she believes the system is backwards; Director Lannon should not be reacting to the request, rather it should be proactively addressed. She stated she would like to see the model of one (1) central department tracking and replenishing the equipment.

Legislator Montgomery suggested beginning by meeting with department heads and having a conversation about this. She stated department heads may be resistant to relinquishing that piece of their budget to the IT/GIS Department, but it makes sense. She stated the lifespan of a computer can be estimated therefore a replacement schedule could be created and maintained through the IT/GIS Department. She stated she would not want to impose this on any department before notification is given directly to department heads.

Legislator Nacerino agreed with Legislator Montgomery's statement regarding the involvement of department heads. She stated perhaps when the 2021 budget is being prepared, that would be the time to establish a separate budget line within the IT/GIS budget with different codes for different departments.

Director Lannon stated he would highly recommend that this not be implemented until 2021. He agreed with Legislator Nacerino and stated he believes it is the right way to handle this. He stated he has brought this issue up at his budget meetings in the past. He stated he has no oversight over the amount of money being budgeted within a department's computer budget line. He stated some departments request a quote from IT/GIS so they can budget appropriately, but they are not asking if replacement is necessary.

Legislator Montgomery questioned if departments that have a budget line for computer equipment always use it.

County Auditor Sharkey stated yes, they use it.

Legislator Montgomery stated it may be a difficult budget line to give up, because as we have seen on other fund transfers, money within lines is sometimes used for other purposes through a transfer.

Legislator Nacerino stated as Director Lannon mentioned earlier as well is that departments may be purchasing this equipment unnecessarily.

Legislator Castellano questioned how many departments have a computer budget line.

Director Lannon stated he is not sure how many departments have a computer budget line. He stated he provides computers to a little more than half of the departments. He stated for example, the IT/GIS Department provides computers to the Health Department but they also have the ability to purchase some.

Legislator Sayegh stated purchasing these items might stretch out the budget of each department, especially if a computer could be swapped with a working computer IT/GIS already has rather than purchasing a whole new one.

Chairman Sullivan stated this discussion will continue over the next few months.

Legislator Nacerino requested that Director Lannon work on assessing the needs of each department. She also suggested that County Executive MaryEllen Odell be brought into this conversation.

Director Lannon stated there are also other elected officials that have large departments that would need to be contacted such as the County Clerk, Sheriff, and District Attorney. He stated there are a large amount of computers in each of these departments.

Legislator Nacerino suggested having a discussion at a department head meeting.

**Item #4 - Approval/ Local Law/ Amend the Code of the County of Putnam Chapter 145, Entitled "Electricians" (Tabled at November 12<sup>th</sup> Meeting)**

Senior Deputy County Attorney Conrad Pasquale stated the overall amendments to this chapter were discussed at the November 12, 2019 Rules Committee Meeting. He stated further amendments were requested. He stated the first one was to add language to the makeup of the board that there must be a tradesman as a member of the board at all times. He stated this is a logical amendment to eliminate the risk of an all-civilian board. He stated the second was in the definition of Master Electrician. He stated Legislator Albano conveyed his concern about the requirement of an electrician to gain experience within Putnam County. He stated the Board agreed and this has been amended to remove the requirement that it be within Putnam County. He stated

these amendments were approved at a meeting that was open to the public and no comments or questions were raised.

Chairman Sullivan made a motion to pre-file the necessary resolution; Seconded by Legislator Addonizio. All in favor. Legislator Albano was absent.

**Item #5 - Approval/ Re-Appointment/ Home Improvement Board/ Harnish**

Chairman Sullivan made a motion to pre-file the necessary resolution; Seconded by Legislator Addonizio. All in favor. Legislator Albano was absent.

**Item #6 - Approval/ Fund Transfer 19T341/ Legislature/ Partnership Initiative/ Town of Kent/ Clean-Up of Tornado Damage at Smalley Corners Cemetery**

Town of Kent Highway Supervisor Richard Othmer stated there were 18 pine trees over 60 feet tall that fell at the Smalley Corners Cemetery. He stated these trees fell as a result of the tornado that came through this area in May 2018; the Town of Kent was hit worst within Putnam County. He stated when he was a Legislator he was always in favor of assisting the towns when it was possible. He stated when the tornado hit the Town of Kent Highway Department assisted the Putnam County Highways & Facilities Department with clearing Farmers Mills Road, which is a County road. He stated he made the request for a partnership effort in cleaning the cemetery and he appreciates the help.

Legislator Addonizio stated partnership is very important and she is happy to support this initiative.

Chairman Sullivan made a motion to pre-file the necessary resolution; Seconded by Legislator Addonizio. All in favor. Legislator Albano was absent.

**Item #7 - Approval/ Resolution to Increase State Support for Cornell Cooperative Extension County Associations in New York State**

Legislator Sullivan stated the funding Putnam County Cornell Cooperative Extension (CCE) receives is directly tied to the amount provided by the State government.

Executive Director of CCE Stefanie Hubert stated that is correct. She stated CCE is funded through Federal and State funding. She stated the County appropriation is a formula based on those particular funding sources. She stated for the past few years CCE Directors from across New York State have gone to Albany to meet with their State Representatives to discuss the possibility of increasing the State funding. She stated for the past 20 years \$4 million has been allocated in the New York State Budget to be dispersed to the Extension System. She stated the request made to the State each year is to double the allocation to \$8 million. She stated last year New York State Senator Jen Metzger was very responsive to this, however ultimately the increase was not provided. She stated this year, CCE is seeking support from their local Legislature

to have their request carry some more weight. She stated it is her hope that the County and Putnam residents are pleased with the services provided by CCE. She stated additional funding would make it possible to be more nimble and address any issues that arise in a timely manner.

Chairman Sullivan stated he is happy to support this request.

Legislator Nacerino stated she fully supports this request.

Legislator Addonizio stated she is always happy to support CCE.

Chairman Sullivan made a motion to pre-file the necessary resolution; Seconded by Legislator Addonizio. All in favor. Legislator Albano was absent.

### **Item #8 - Discussion/ List of those who Failed to File Financial Disclosure Forms**

Chairman Sullivan stated there is currently one (1) individual who since receiving the letter from the Committee in May has still not filed their Financial Disclosure Form. He stated this individual is an Elected Official.

Paul Eldridge, Director of Personnel & Secretary to the Ethics Board, stated the actions taken by the Rules, Enactments, & Intergovernmental Relations Committee has vastly improved the number of responses received this year. He stated in terms of the Elected Official who has not filed their Financial Disclosure Form, he has gotten many notifications of this requirement, but unfortunately the Ethics Board and Legislature have no authority to take any action.

Legislator Addonizio questioned what the alternative is.

Director Eldridge stated he believes a coroner can only be removed by the Governor.

Chairman Sullivan questioned if Legislative Counsel Robert Firriolo had any input on this matter.

Legislative Counsel Firriolo stated the Ethics Board has powers other than removal.

Chairman Sullivan questioned if an individual could be fined.

Legislative Counsel Firriolo stated yes, there are civil fines.

County Attorney Jennifer Bumgarner stated based on what Director Eldridge has stated, this individual has been notified and is fully aware of this requirement and has intentionally not filed. She stated there is a provision of the law that says if an individual intentionally or knowingly violates a provision of the chapter, it is a Class A Misdemeanor and can be referred to the District Attorney's Office.

Legislative Counsel Firriolo stated whether it is the civil or criminal end of it, it is required of the Ethics Board to act by making a referral to the District Attorney or by implementing a civil sanction on their own.

Chairman Sullivan requested that Director Eldridge ask the Ethics Board to take the action of referring this to the District Attorney's Office.

Director Eldridge stated he would.

Legislator Nacerino agreed; some action needs to be taken. She stated an Elected Official is blatantly ignoring being in compliance and it is unacceptable from an ethical perspective.

Chairman Sullivan stated it is important to exhaust every avenue.

Legislator Jonke questioned when the individual's term is ending.

Legislator Montgomery questioned if this topic should be discussed in executive session. She stated she is uncomfortable having this discussion on the record since the individual's name is on the backup materials in the agenda.

Legislative Counsel Firriolo stated the Committee may decide to go into executive session, although it is not required.

Legislator Jonke stated this is an individual who is violating the ethics code and therefore is not something that should be confidential.

Chairman Sullivan stated he will look forward to hearing back from the Ethics Board.

Legislator Addonizio stated the individual still has an opportunity to file.

Chairman Sullivan stated that is correct, he can file at any time.

**Item #10 - Approval/ Continue the Veterans' Service Medal Advisory Panel through 2020**

Legislator Castellano stated the Panel has accomplished a lot this year. He stated with the money collected through fundraising efforts 400 medals were purchased and about 170 medals have been given out. He stated there are more Veterans who have applied and been approved, but have not yet received their medal. He stated the Panel still has about 200 medals to give out and would like to extend this for another year to continue working on this. He stated there are potentially 5,000 eligible Veterans in Putnam County.

Legislator Sayegh stated after the last medal ceremony more people knew about it and more applications came in.

Legislator Castellano stated the Panel was trying to arrange it so World War II and Korean War Veterans were the first to be presented with medals and there was a World War II Veteran who did not want a medal but has since changed his mind after seeing it in the newspaper. He stated the ceremony on November 9<sup>th</sup> was phenomenal.

Legislator Addonizio stated she is proud to be a member on the Panel. She stated the word is still getting out and people are still just finding out about the medals; it is important to keep it in the news. She suggested announcing it at Town Board Meetings as well.

Legislator Nacerino stated she would like to reiterate what Legislator Castellano and Legislator Addonizio have stated. She stated she went to her local VFW and many Veterans are reluctant to have any attention focused on themselves. She stated after seeing the ceremonies that have been held, she believes it is going to catch on more. She stated she is proud to be a member of the Panel. She believes the upcoming year will be even more successful.

Chairman Sullivan made a motion to pre-file the necessary resolution. All in favor. Legislator Albano was absent.

#### **Item #11 - Update/ Putnam County Veterans Medal Advisory Panel**

Legislator Castellano encouraged everyone to like and share their Facebook page where they post updates, including when Veterans receive their medals, three (3) of which did this week. He stated they are trying their best to get the information out to people on a limited budget. He stated although older Veterans may not be on Facebook, many of their family members are and can keep up with updated information. He stated a complete list of medal recipients, their town, and their branch of service is being compiled to be sent to the County Historian's office to keep. He stated the Panel plans to meet again in January, at which point he will provide the names of each member.

#### **Item #12 - FYI/ Litigation Report**

At 7:22pm Chairman Sullivan made a motion to go into executive session to discuss litigation matters; Seconded by Legislator Addonizio. All in favor. Legislator Albano was absent.

At 7:36pm Chairman Sullivan made a motion to come out of executive session; Seconded by Legislator Addonizio. All in favor. Legislator Albano was absent.

No action was taken.

**Item #13 - FYI/ Settlement of Litigation/ Comen v. County of Putnam, et al.**

At 7:22pm Chairman Sullivan made a motion to go into executive session to discuss litigation matters; Seconded by Legislator Addonizio. All in favor. Legislator Albano was absent.

At 7:36pm Chairman Sullivan made a motion to come out of executive session; Seconded by Legislator Addonizio. All in favor. Legislator Albano was absent.

No action was taken.

**Item #14 - Other Business**

**a. FYI/ Settlement of Litigation/ Hossu v. County of Putnam, et al.**

Chairman Sullivan made a motion to waive the rules and accept the other business; Seconded by Legislator Addonizio. All in favor. Legislator Albano was absent.

At 7:22pm Chairman Sullivan made a motion to go into executive session to discuss litigation matters; Seconded by Legislator Addonizio. All in favor. Legislator Albano was absent.

At 7:36pm Chairman Sullivan made a motion to come out of executive session; Seconded by Legislator Addonizio. All in favor. Legislator Albano was absent.

No action was taken.

**b. Approval/ Budgetary Amendment 19A086/ County Attorney/ Judgements & Claims**

Chairman Sullivan made a motion to waive the rules and accept the other business; Seconded by Legislator Addonizio. All in favor. Legislator Albano was absent.

Chairman Sullivan made a motion to pre-file the necessary resolution; Seconded by Legislator Addonizio. All in favor. Legislator Albano was absent.

Legislator Montgomery stated recently other departments have been addressed in terms of their budget transfer practices. She stated this is a large Budgetary Amendment for the settlement of litigation. She stated many of the pending litigation cases are ongoing for years and she questioned why the amount was not originally budgeted for.

County Attorney Bumgarner stated she usually budgets an amount that covers all de minimus settlements they have in a year. She stated in the last two (2) years the Law Department stayed within the Judgements & Claims budget line. She stated the budgeted amount is an estimate as there is no way to know what will be settled within the year or how much it may be. She stated there are many factors that could extend

litigation or make it go quickly and it is difficult to predict. She stated to try to estimate the amount is also problematic because there is no formula. She stated NYMIR provides reports which assign a value to cases; however they are not always realistic numbers.

Legislator Montgomery stated the County's deductible is \$250,000, which can be used to predict how much may be spent, especially when a settlement is going to be large.

County Attorney Bumgarner stated that is correct, but these cases did not have a trial date when she was determining her 2019 budget. She stated when the budget is being prepared, the decision has to be made whether to levy a larger amount and then give the unused portion back at the end of the year or budget a smaller amount, hope to stay within it, and transfer funds if it goes over.

Chairman Sullivan stated since the budget is public information, attorneys could possibly look at the budgeted amount for that line and base their settlement amount on that.

County Attorney Bumgarner stated toward the end of the year there were smaller settlements and she would use the small amount left in the budget line as a strategy and tell outside counsel what was left and that is all she has available.

Legislator Jonke stated in this instance, the County has no control over what the expenditures may be. He stated he has been on the Legislature for three (3) years and there are cases he thought would have been settled by now, but are still a few years away from settling. He stated these settlements are unpredictable and he would rather budget a smaller amount hoping to stay within it.

Chairman Sullivan stated the numbers are audited and sufficient background information is provided to them at that time.

County Attorney Bumgarner stated an extensive litigation summary is provided to the outside auditors each year. She stated this year she came up short in the legal services line as well although she believes this is the first time in about five (5) years. She stated this happened to be a year with a lot of litigation and collective bargaining negotiations that are costly. She stated she kept the budget at the same amount as the past few years because she was able to stay within it, but this year required more.

Legislator Nacerino agreed with Legislator Jonke that these expenses are not controllable and there are extenuating circumstances that come up.

Legislator Montgomery agreed that there are circumstances that come up and stated there have been fund transfers requested by various departments to cover those situations. She stated in no department more than public safety it can be difficult to predict what situations may arise or how long they might last. She referenced a long stand-off that took place recently and an accident reconstruction that needed to be

done. She stated she saw this on the Town level as well when she served on the Philipstown Town Board and they implemented a rule that all departments had to go before the Town Board prior to making any purchases in the last two (2) months of the year. She stated there are unpredictable expenses in every department, especially the Sheriff's Department and she believes there has been a lot of scrutiny of the Sheriff's Department. She stated she wants to point out that this Budgetary Amendment is for \$325,000 and is being approved out of Committee without the same level of scrutiny.

Chairman Sullivan stated these are not the same issues. He stated the requests from the Sheriff's Department were for operational expenses and overtime and the ability to control the spending was under question. He stated this Budgetary Amendment is out of the County's control.

Legislator Castellano stated he is glad to see a resolve to these cases.

### **Item #15 - Adjournment**

There being no further business at 7:48pm, Chairman Sullivan made a motion to adjourn; Seconded by Legislator Addonizio. All in favor. Legislator Albano was absent.

Respectfully submitted by Administrative Assistant, Beth Green.