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

Members: Chairman Castellano, Legislators Sullivan & Jonke

Monday 6:30pm April 24, 2017

The meeting was called to order at 6:32 p.m. by Chairman Castellano who requested that Legislator Sullivan lead in the Pledge of Allegiance. Upon roll call Legislator Jonke, Legislator Sullivan, and Chairman Castellano were present.

#### Item #3 - Approval of Minutes - March 27, 2017

The minutes were approved as submitted.

#### Item #4 - Correspondence/ County Auditor

a. Sales Tax Report

Chairman Castellano questioned why the sales tax was down as opposed to the same month in 2016.

Commissioner of Finance William Carlin stated the sales tax was up for most of the month of March, but went down when the reconciliation was done. He stated the amount is down about 3.9% from 2016 gross collections, however the amount was budgeted conservatively less and is down about 1% from budget.

Legislator Gouldman guestioned how much sales tax is budgeted for per year.

Commissioner Carlin stated the sales tax is looked at over a number of years and is usually a 1%-2% increase. He stated in 2016 there was a large spike and ended up to be about \$5 million over budget. He stated that spike did not affect the following year's budget. He stated in the past, there was one year that Putnam County had the highest growing sales tax in the State and the next year Putnam had the biggest decline. He stated sales tax can be a rollercoaster.

- **b.** OTB Report Duly Noted
- c. Transfer/Revenue Report Duly Noted
- d. Contingency/Sub-Contingency Report Duly Noted

#### **Item #5 - Correspondence/ Commissioner of Finance**

a. Overtime/Temporary Report – Duly Noted

b. Approval/ Budgetary Amendment 17A017/ Sheriff's Dept./ Use State Seized Asset Reserve Funds to Rent a Vehicle for Narcotics Enforcement Unit (Also Reviewed in Protective)

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

c. Approval/ Budgetary Amendment 17A019/ Veteran's Affairs/ Veteran's Peer to Peer Program/ Contracts (Also Reviewed in Rules)

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

d. Approval/ Budgetary Amendment 17A021/ Sheriff's Dept./ Purchase Build Out Items on Police Motorcycle (Also Reviewed in Protective)

Legislator Gouldman questioned what Inmate T Commission funds are.

Chairman Castellano stated Inmate T Commission funds are funds generated through sales to inmates.

Legislator Sullivan requested clarification of the meaning "zero fiscal impact."

Commissioner Carlin stated the way "zero fiscal impact" is defined is that the funds are not coming from contingency or taxpayer funds; there is an alternative source of revenue.

Legislator Sullivan questioned if Inmate T Commission funds are budgeted for.

Commissioner Carlin stated no, the amount of revenue there would be, if any, is not known.

Legislator Jonke stated at the April 17, 2017 Protective Services Meeting he questioned why the build out items were not included with the original purchase of the motorcycle. He stated apparently, the Sheriff's Department dropped the ball and this amount should have been included at the time when the motorcycle was purchased.

Legislator Sullivan stated this is a lot of money to spend on extras.

Chairman Castellano stated it is within the Sheriff's purview to utilize the funds in the Inmate T Commission fund for this purpose. He stated utilizing this money will hopefully save the taxpayers some money.

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

e. Approval/ Budgetary Amendment 17A023/ Emergency Services/ Funds Awarded Under FY2016 Hazardous Materials Emergency Preparedness (HMEP) Grant Program (Also Reviewed in Protective)

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

## Item #6 - Approval/ Fund Transfer 17T051/ Sheriff's Dept./ Reimbursement for Training – City of Poughkeepsie/ New Hire December 2016 (Also Reviewed in Personnel)

Chairman Castellano stated an officer was hired from the City of Poughkeepsie.

Commissioner Carlin stated that is correct. He stated this is the second new hire that has come from another agency. He stated if an officer is hired from a smaller agency, the smaller agency needs to be reimbursed. He stated the theory behind the reimbursement is if an agency invests the time and money to train an officer and then that officer leaves to work for another agency, it is not fair to the original agency. He stated he believed the reimbursement for training is necessary if the officer has worked for three (3) years or less at the original agency.

Chairman Castellano questioned if Putnam County is paying back the full expense of the training or a portion of the three (3) years.

Commissioner Carlin stated there is a computation in the law that is done to determine the reimbursement amount.

Chairman Castellano questioned why the reimbursement is not necessary when a smaller agency hires an officer from a larger agency.

Commissioner Carlin stated it may have been changed by now.

Chairman Castellano stated this requirement is certainly something to keep in mind in the future. He stated if he remembers correctly, one of the reasons given to hire this officer was because he was already trained and would not need to be put through training again; however in essence the County has to do it anyway.

Legislator Sullivan stated there is a list of about 800 people applying for these positions, providing a wide selection of people to choose from without spending this extra money.

Chairman Castellano suggested discussing this topic in the Protective Services Committee.

Legislator Gouldman agreed.

Director of Personnel Paul Eldridge stated the training takes 18 weeks and to hire someone who is already trained saves the amount spent on salary while they are being trained.

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

#### Item #7 - Approval/ Fund Transfer 17T055/ Sheriff's Dept./ Corrections Officer Vacancies Overtime (Also Reviewed in Protective)

Legislator Sullivan stated there are currently eight (8) vacancies. He questioned how many people have applied for these positions.

Director Eldridge stated there is a full list. He stated the exam was also given again so there will be a new list created. He stated there are a number of Corrections Officers that have left, some who are on suspension, and some who are sick. He stated they are working feverishly to fill those vacancies.

Legislator Sullivan guestioned how many people are on each list.

Director Eldridge stated the new list coming out has about 75-80 people on it. He stated this list has less people than usual, therefore they may have to give the exam more often. He stated by the time the testing and background checks are completed, quite a few people will have been removed from the list.

Chairman Castellano questioned if there is a preferred list for Putnam County residents.

Director Eldridge stated the exam was held for anyone who was eligible; however they can do a preference certification for Putnam County residents, which they typically do.

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

### Item #8 - Approval/ Fund Transfer 17T060/ IT/GIS/ Finance/ Facilitate Completion of Phone System for Dept. of Social Services

Director of IT/GIS Thomas Lannon stated in 2015 the IT/GIS Department began switching the telephone system from single switches in each building to a voice over IP system, which resides on the network. He stated an issue they are facing is that the Department of Social Services (DSS) building is 90% run on New York State's network. He stated multiple requests have been made to the State to use their network for the new phone system, however the State has denied this request. He stated the issue with this is that the telephone system in DSS is still running on the old system, which has problems and if it goes down it cannot be repaired. He stated he met with Commissioner of DSS Mike Piazza who stated there is a chance that New York State may reimburse for the cost of the network, but there is no quarantee. He stated he

does not anticipate using the full amount of \$26,072 because they may be able to combine a few switch plates. He stated the biggest cost is for the switches, which are about \$3,000 each and they need quite a number of them to operate the 96 phones that need to be installed in DSS.

Legislator Jonke stated a letter from Commissioner Piazza regarding his submission for reimbursement is included in the backup material on the agenda.

Chairman Castellano clarified that the telephones have been purchased and this cost is to hook them up to the network.

Director Lannon stated that is correct.

Chairman Castellano stated Westchester County uses the same telephone system and it is more efficient than the old system.

Director Lannon stated the new system does have some issues but it is an improvement over the old system. He also stated the cost to replace the whole system was a fraction of what was paid for the old system.

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

### Item #9 - Approval/ Fund Transfer 17T062/ Sheriff's Dept./ Repair Jail Generator (Also Reviewed in Physical)

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

### Item #10 - Approval/ Bureau of Emergency Services/ 2016 Interoperable Communications Grant (Also Reviewed in Protective)

Chairman Castellano requested clarification on this grant.

Deputy Commissioner of the Bureau of Emergency Services Robert Lipton stated this is the notification that the Bureau of Emergency Services was awarded this \$482,000 grant in 2016.

Legislator Sullivan questioned if the Bureau of Emergency Services applied for \$3.5 million, but received \$482,000.

Deputy Commissioner Lipton stated the Bureau of Emergency Services was awarded \$3.5 million in 2014 through the same grant. He stated the \$482,000 is what was awarded in 2016. He stated they are currently in the process of spending the 2014 grant money. He stated the funding has not been received for the 2016 amount yet.

Commissioner Carlin stated a budgetary amendment will come before the Legislature when the money is received. He stated the resolution on the agenda tonight is to approve the grant award.

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

### Item #11 - Approval/ SEQRA Determination/ Bond Resolution/ Highway Vehicles & Equipment/ \$500,000 (Also Reviewed in Physical)

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

### Item #12 - Approval/ Bond Resolution/ Highways & Facilities/ Highway Vehicles & Equipment/ \$500,000 (Also Reviewed in Physical)

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

### Item #13 - FYI/ Planning Dept./ Disadvantaged Business Enterprise (DBE) Program - 2017, 2018, & 2019 (Also Reviewed in Physical) - Duly Noted

Chairman Castellano made a motion to waive the rules and accept the Other Business (Items #14a, #14b, & #14c); Seconded by Legislator Jonke. All in favor.

#### Item #14 - Other Business

- a. Correspondence/ County Auditor/ Board In Revenue Report Duly Noted
- b. Approval/ Fund Transfer 17T068/ IT/GIS/ Purchase Veeam Backup Software

Commissioner Carlin stated funding was appropriated to purchase the Veeam Backup Software in two (2) installments; however if it is purchased in one (1) installment this year there will be a savings of a couple thousand dollars. He stated Fund Transfer 17T068 is for the remainder of the cost to purchase the software this year.

Legislator Sullivan questioned what the backup system is.

Director Lannon stated the IT/GIS Department originally requested \$129,902 in budget line 52630, Computer Equipment under \$5,000. He stated this request was made with the plan to purchase equipment; however through the budget meeting it was discovered that leasing the equipment would be more advantageous. He stated they got a lease with 0% interest for \$94,000 for Nimble, which is very fast storage equipment that can be stored on a network. He stated Veeam backup software is currently being used and additional licenses need to be purchased. He stated the company offered two payment

options; pay for half this year and the other half in January 2018 or pay the full price this year. He stated the total price would be higher if paid in two installments. He stated the amount budgeted for 2017 was for the first installment; however money would be saved if the full amount was paid this year. He stated additionally, two (2) blades need to be purchased for the Dell server system. He stated Dell increased their financing charges to 18% interest for Putnam County. He stated after being notified of the interest rate, he spoke to Director of Purchasing Alex Mazzotta to find out who the State was using for leasing; however the State did away with that therefore the County is on its own. He stated in speaking with Commissioner Carlin, they concluded that it would be best to purchase the blades. He stated there is \$3,000 available for the payments for 2017 and Fund Transfer 17T069 would be to move the remainder of the money. He stated purchasing the Veeam software all at once is not necessary, but will save money. He stated the department would survive without replacing the Dell blades, but would have their fingers crossed that they would last until next year. He stated the Veeam software is needed and goes hand in hand with the Nimble storage equipment.

Chairman Castellano stated the fund transfer for the Veeam software is for the entire cost to be paid this year, which would result in a cost savings.

Legislator Sullivan questioned what the savings would be to purchase the Veeam software in one installment this year.

Commissioner Carlin stated if the Veeam is purchased in one installment, it would cost \$21,969.60. He stated if purchased in two installments it would cost \$23,460.

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

Legislator Sullivan stated he does not like replacing things when they are not broken yet.

Director Lannon stated the prices Commissioner Carlin just mentioned were for the Veeam software, not the Dell blades. He stated the Dell blades are used for all virtual servers and they are running out of space. He stated as they receive the new storage equipment they will need the blades, but they can work without them. He stated it makes it easier to put the new blade online and begin using the new storage off the Nimble with new blades. He stated otherwise, space would need to be found on the existing blades, which could be done but would be a lot more work. He stated there are servers that are aging and need to be replaced. He stated none have died but they are at the end of their life and the warranty on some of them will expire within the next few months.

Legislator Sullivan questioned how long it would take to get a replacement for a blade if it were to die.

Director Lannon stated he would move everything off of that blade onto the other blades. He stated at that point, a new blade could be purchased but their back would be against the wall.

Legislator Sullivan questioned what Director Lannon means by having their back against the wall.

Director Lannon stated the processing power of the blade would be maxed out which would slow everything down. He stated it would also make it harder when installing the Nimble storage because there would not be a clean blade to put Nimble on. He stated when a file is requested it goes through the blade server then to the storage and then comes back. He stated it would work, but would not be the most efficient way.

Legislator Sullivan stated from a business perspective, it would be nice to upgrade and replace things all the time but typically you wait until something it on its last leg or dies.

Director Lannon stated data would be lost if the blade died before being replaced. He stated he understands Legislator Sullivan's concerns and would completely agree if this were referring to something such as a PC. He stated the servers are where all the files are stored.

Legislator LoBue questioned how many blades the County currently has.

Director Lannon stated there are between 12 and 14 blades.

Legislator LoBue questioned how many servers the County currently has.

Director Lannon stated there about 30 servers.

Legislator LoBue questioned how many servers were replaced last year.

Director Lannon stated servers were moved over to virtual. He stated they are getting rid of hardware servers and moving them all over to virtual.

Legislator Sullivan questioned if Director Lannon has looked into outsourcing the maintenance of the servers and blades.

Director Lannon stated the issue with that is data may be lost because there would be less control over it. He stated backing the data up would become very risky. He stated the risks would be the company going out of business or getting hacked into. He stated he would not like to have that taken out of the County's control. He stated the servers are maintained by the consulting company who is responsible to put patches on them to make sure they are not vulnerable to the outside.

Chairman Castellano clarified that the Veeam software is the necessity of the two fund transfers being reviewed tonight.

Director Lannon stated yes.

Chairman Castellano made a motion to pre-file the necessary resolution (Fund Transfer 17T068); Seconded by Legislator Jonke. All in favor

#### c. Approval/ Fund Transfer 17T069/ IT/GIS/ Purchase Two Dell Blades

This item was discussed above with item #14b.

Legislator Jonke questioned why Putnam County was being charged 18% interest by Dell.

Director Lannon stated he believed the issue was with Dell. He stated New York State used to have a bid list and Dell would be called directly and equipment would be purchased as a significant discount. He stated New York State, Dell, and HP could not come to an agreement so there is no longer an agreement with Dell. He stated the County now has to go through a third party company, which in this case is GovConnect. He stated the financing was through Dell and provided no explanation for the interest rate.

Chairman Castellano questioned if the finance charges will be avoided if these funds are moved.

Director Lannon stated that is correct.

Chairman Castellano made a motion to pre-file the necessary resolution (Fund Transfer 17T069); Seconded by Legislator Jonke. All in favor.

#### Item #15 - Adjournment

There being no further business, at 7:12 p.m. Chairman Castellano made a motion to adjourn; Seconded by Legislator Sullivan. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.