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

Members: Chairman Castellano, Legislators Sullivan & Jonke

Wednesday 6:30pm December 20, 2017

The meeting was called to order at 6:36pm by Chairman Castellano who requested that Legislator Jonke lead in the Pledge of Allegiance. Upon roll call Legislator Jonke, Legislator Sullivan, and Chairman Castellano were present.

Item #3 - 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 #4 - Correspondence/ Commissioner of Finance

- a. Overtime/Temporary Report Duly Noted
- b. Approval/ Budgetary Amendment 17A077/ Finance/ Year End Journal Entry #1

Commissioner of Finance William Carlin stated one Year End Journal Entry is done now and another one is done in February once the books are ready to be closed. He stated adjustments needs to be made in regards to what was in the budget vs. what happened during the year.

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

c. Approval/ Budgetary Amendment 18A001/ Office for Senior Resources/ Additional Funding Available for Retired Senior Volunteer Program (RSVP) Grant (Also reviewed in Health) (To go to Organizational Meeting)

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

d. Approval/ Budgetary Amendment 18A002/ Office for Senior Resources/ Donation for Expanded In-Home Services for the Elderly Program (EISEP) (Also reviewed in Health) (To go to Organizational Meeting)

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

Item #5 - Approval/ Fund Transfer 17T331/ Dept. of Social Services/ Reallocate Appropriation to Reflect Projected Cost through Year End (Also reviewed in Health)

Commissioner Carlin stated items #5, #6, and #7 are all mandates for the Department of Social Services driven by service use.

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

Item #6 - Approval/ Fund Transfer 17T333/ Dept. of Social Services/ Reallocate Appropriation to Reflect Projected Cost through Year End (Also reviewed in Health)

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

Item #7 - Approval/ Fund Transfer 17T334/ Dept. of Social Services/ Reallocate Appropriation to Reflect Projected Cost through Year End (Also reviewed in Health)

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

Item #8 - Approval/ Fund Transfer 17T335/ Sheriff's Dept./ Send 6 Corrections Officers to Basic Corrections Academy (Also reviewed in Personnel)

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

Item #9 - Approval/ Fund Transfer 17T336/ Sheriff's Dept./ Cover Overtime through Year End (Also reviewed in Personnel)

Chairman Castellano made a motion to approve Fund Transfer 17T336; Seconded by Legislator Sullivan. All in favor.

Item #10 - Approval/ Fund Transfer 17T338/ Sheriff's Dept./ Cover Overtime due to Long Term Illness (Also reviewed in Personnel)

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

Item #11 - Approval/ Fund Transfer 17T364/ Planning Dept./ Cover Invoices

Commissioner Carlin stated this fund transfer will put the money into the correct account.

Legislator LoBue requested clarification.

Chairman Castellano stated the money was under diesel fuel but is being moved to gasoline.

Commissioner Carlin stated it is for book keeping purposes, to be able to better track the money.

Chairman Castellano made a motion to approve Fund Transfer 17T364; Seconded by Legislator Sullivan. All in favor.

Item #12 - Stoneleigh Avenue-Drewville Road Intersection Improvement Project

a. Approval/ Authorizing the Implementation and Funding in the First Instance 100% of the Federal-Aid Eligible Costs of a Transportation Federal-Aid Project and Appropriating Funds Therefor (Stoneleigh Avenue-Drewville Road)

Legislator Albano questioned if the County makes the commitment for this project then gets reimbursed.

Commissioner Carlin stated yes, this project is on the TIP (Transportation Improvement Program) which is done by the regional NYMTC (New York Metropolitan Transportation Council). He stated this project has been contemplated for a long time and right now the budget is being set up for it. He stated this is a first agreement that would get the project started and begin the preliminary engineering phase. He stated right now, it is set up where the total estimated cost is \$5 million, however the exact cost will not be known until it is designed and bid out. He stated of that estimated \$5 million, the contribution is split up between 80% Federal (\$4 million), 15% State Marchiselli (\$750,000), 5% County (\$250,000). He stated this is the beginning of this project and it could take a number of years.

Legislator Albano stated this is similar to the Fair Street Project.

Chairman Castellano stated this area has been discussed many times as it is a very difficult intersection. He stated this is a great opportunity to improve it.

Legislator LoBue questioned if \$1 million was being taken from the Capital Projects budget line.

Commissioner Carlin stated the County is agreeing to fund \$1 million and get reimbursed \$750,000. He stated the County pays it out in the first instance, however the net cost to the County is \$250,000.

Legislator Sullivan questioned when the project would begin.

Legislator Albano stated he is unaware.

Legislator LoBue stated it can be a long process.

Commissioner Carlin stated State Marchiselli funding is expected, however in the case that it does not come through, the County would be liable for the other 15% (\$750,000). He stated if that were the case it would come back before the Legislature. He stated there is no reason to believe the funding will not come through.

Director of Office for Senior Resources Michael Cunningham, former Asset Manager in Highways & Facilities, stated the first phase is preliminary design which would take months if not a year. He stated the actual construction will probably take place in 2020 or later.

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

b. Approval/ Budgetary Amendment 17A076/ Stoneleigh Avenue-Drewville Road Intersection Improvement Project

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

Item #13 - Approval/ Local Law to Amend Chapter 140 of the Code of Putnam County Entitled "Contracts and Procurement" (To go to Organizational Meeting)

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

Chairman Castellano stated amendments are being made to be in accordance with the Federal Government's guidance and procurement standards.

Commissioner Carlin stated the impetus for the changes to this Local Law are the changes to the Federal Law.

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

Item #14 - Approval/ Amend Resolution #147 of 2017/ Highways & Facilities/ Minor Renovations

Legislator LoBue questioned where this work is being done.

Chairman Castellano stated it is being done at the Highways & Facilities Department.

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

Item #15 - Other Business - None

Item #16 - Adjournment

There being no further business, at 6:54pm Chairman Castellano made a motion to adjourn; Seconded by Legislator Jonke. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.