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

Members: Chairman Gouldman, Legislators Castellano & Sayegh

Monday 6:30pm March 25, 2019

The meeting was called to order at 6:35 p.m. by Chairman Gouldman who led in the Pledge of Allegiance. Upon roll call Legislators Castellano, Sayegh, and Chairman Gouldman were present.

Item #3 - Approval of Minutes - February 25, 2019

The minutes were approved as submitted.

Item #4 - Correspondence/County Auditor

a. Sales Tax Report – Duly Noted

b. Board In Revenue Report

Legislator Castellano requested that Sheriff Robert Langley provide an overview of the capacity at the jail. He stated the Board In Revenue is about \$7,000 less than the year before.

Sheriff Langley stated the decrease on the report reflects other county jails throughout the State. He stated the Commission of Corrections requires certain standards to be met, and sometimes jails will be closed down if they are no longer fit. He stated Dutchess County is in the process of building a new jail as well as a new Sheriff's Department. He stated the Federal Board Ins remain the same; there are continuously 15 Federal Board Ins.

Legislator Sullivan questioned if the jail is at full capacity.

Sheriff Langley estimated the jail to be at about 75% capacity. He stated this number fluctuates.

Legislator Albano questioned if the new jail being built in Dutchess County would affect the amount of Board Ins coming to Putnam County.

Sheriff Langley stated the new facility in Dutchess County will not affect the amount of Board Ins that come to Putnam County. He stated one of the things looked into by the Commission of Corrections is population size over time and if need be, they would require that a bigger jail be built.

Chairman Gouldman questioned if the rate charged by Putnam County the same across all counties in New York State.

Sheriff Langley stated the rate is fixed and has not changed since 1996. He stated the Sheriff's Department is in the process of renegotiating the rate with the United States Marshals Service. He stated it requires quite a bit of work, but he is confident that the increase will be forthcoming.

c. OTB Report

Chairman Gouldman questioned if Commissioner of Finance William Carlin had any input on the decrease of the OTB revenue.

Commissioner Carlin stated a few months ago President & CEO of the Catskill Regional OTB Corporation Don Groth and County Representative Vincent Tamagna attended an Audit & Administration Committee Meeting to discuss the status of OTB and he has no update from what they reported. He stated he does not believe there has been any movement in the State in terms of sports betting.

- d. Transfer/Revenue Report Duly Noted
- e. Contingency/Sub-Contingency Report Duly Noted

Item #5 - Correspondence/Commissioner of Finance

- a. Overtime/Temporary Report Duly Noted
- Approval/ Budgetary Amendment 19A023/ Bureau of Emergency Services/ 2018 Statewide Interoperable Communications Grant (SICG) Formula Grant Award (Also reviewed in Protective)

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

c. Approval/ Budgetary Amendment 19A024/ Health Dept./ Septic System Repair Program/ Oscawana Lake Region (Also reviewed in Health)

Legislator Addonizio stated this program reimburses the homeowner 50%.

Sheriff Langley questioned if there is funding available through DEP (Department of Environmental Protection) for the septic work that needs to be done. He stated the NYC DEP has run programs in the past to provide funding to avoid contamination of the water sources from outdated septic systems.

Commissioner Carlin stated he believes this program covers an area that is outside the watershed area.

Sheriff Langley questioned if Lake Oscawana drains out to the watershed area.

Chairman Gouldman stated he would look into this.

Legislator Castellano questioned how the Lake Oscawana region was chosen for the program. He stated there are many other areas in Putnam County that could benefit from this program as well.

Legislator Nacerino stated she had the same question as Legislator Castellano. She stated there are many lake areas throughout the County in need of septic repair.

Legislative Counsel Robert Firriolo stated he looked through the backup information provided and it shows that the area was selected by DEC (Department of Environmental Conservation) but there was no indication of criteria or how the area was selected.

Commissioner Carlin suggested contacting Commissioner of Health Dr. Nesheiwat to answer the question of how the area was chosen.

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

d. Approval /Budgetary Amendment 19A025/ Highways & Facilities/ Account for Federal Grant Funds to Perform Data Management regarding Highway Infrastructure (Also reviewed in Physical)

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

e. Approval/ Budgetary Amendment 19A026/ Veterans Service Agency/ Peer to Peer Program Funding

Legislator Nacerino questioned if this is the same amount as was received in prior years. She stated Veterans Service Agency Director Karl Rohde was concerned about the funding for this program.

Commissioner Carlin stated these funds are for 2018/2019. He stated he believes the funds discussed by Director Rohde were for 2019/2020.

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

Item #6 - Approval/ Fund Transfer 19T032/ Sheriff's Dept./ Corrections/ Overtime Expenses for January (Also reviewed in Personnel & Protective)

Sheriff Langley stated for the next month, there are 64 open shifts in the jail, which will probably become 84 due to a new hire being sent to the academy. He stated they are down seven (7) employees in the jail due to various reasons.

Legislator Sayegh questioned when were new employees were last hired.

Sheriff Langley stated someone was hired this month. He stated the issue is that the hiring process can be very long and they need to work down the list of candidates.

Legislator Castellano questioned how often the exam is given.

Sheriff Langley stated the current exam will expire in 2021; it is given every four (4) years. He stated in his experience, being higher on the list and a good test taker does not necessarily make you a good candidate. He stated he believes the test should be a pass/fail.

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

Item #7 - Approval/ Budgetary Transfer 19T042/ Sheriff's Dept./ Hire Two Full Time Civilian Dispatchers (Also reviewed in Personnel)

Commissioner Carlin stated he met with Director of Personnel Paul Eldridge, Sheriff Langley, and representatives in the Sheriff's Department and this hiring made the most sense to help reduce the overtime cost. He stated it is important to note that this is not connected to the consolidation with the Bureau of Emergency Services. He stated this will correct a staffing issue in the Sheriff's Department by getting Deputy Sheriff's out of dispatching and back on road patrol.

Legislator Castellano stated he recognizes how this decision will result in a cost savings in terms of overtime. He questioned if the money from overtime road patrol is moved this year to cover these positions, how is there a \$0 fiscal impact shown for 2020.

Commissioner Carlin stated the fiscal impact for 2020 will depend on what is allocated and adopted in the 2020 budget. He stated the need cannot be determined at this time.

Legislator Castellano stated it seems that there would be a fiscal impact for 2020.

Commissioner Carlin stated in 2020, the overtime amount should be lower because of these two (2) positions.

Legislator Albano questioned where comp time is shown.

Commissioner Carlin stated there is a list of comp time for all County Departments. He stated when the time comes to pay out the comp time, the position is left open until the money is made up.

Legislator Castellano questioned what the rules are around using comp time.

Commissioner Carlin stated this topic will be discussed in the Personnel Committee Meeting.

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

Item #8 - Approval/ Fund Transfer 19T043/ District Attorney/ Purchase Magnets Listing all Local Non-Emergency Phone Numbers (Also reviewed in Protective)

Legislator Jonke stated this came about because of the increasing amount of nonemergency phone calls being placed to 911. He stated the intention of these magnets is to provide people with local phone numbers to assist them with non-emergency events.

Legislator Sayegh questioned how these magnets will be distributed.

Legislator Jonke stated he believes they will be distributed at community events.

Chairman Gouldman made a motion to approve Fund Transfer 19T043; Seconded by Legislator Sayegh. All in favor.

Item #9 - Approval/ Fund Transfer 19T053/ District Attorney/ Asset Forfeit Program to Purchase Deterra Drug Deactivation System

Commissioner Carlin stated he hopes this catches on as the safe disposal of drugs benefits everyone.

Legislator Castellano stated proper disposal is important especially because many homes run on septic systems and wells. He stated a medication take back day will be held on April 27, 2019.

Legislator Sayegh questioned if this will be distributed through the Health Department.

Legislator Montgomery stated there is an initiative between the Philipstown CTC (Communities that Care) and their local pharmacy where these Deterra drug deactivation systems are made available as well as training for Narcan. She stated she would be happy to bring this idea to the Putnam CTC as well. She stated perhaps this would be a good initiative for the One Army in the War on Addiction Task Force to promote to local pharmacies.

Legislator Nacerino questioned if the pharmacy in Philipstown is a chain pharmacy.

Legislator Montgomery stated no, it is a local pharmacy.

Chairman Gouldman made a motion to approve Fund Transfer 19T053; Seconded by Legislator Castellano. All in favor.

Item #10 - Approval/ Budgetary Transfer 19T054/ Highways & Facilities/ Funding for Farmer Position (Also Reviewed in Personnel)

Commissioner Carlin stated when the budget was adopted, the plan was not yet done therefore the money was put into subcontingency. He stated the plan is now completed and was presented to the Physical Services Committee at its March 19, 2019 meeting.

Legislator Nacerino stated she would like to know when the contract sunsets.

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

Item #11 - Approval/ Fund Transfer 19T058/ Dept. of Social Services/ Cover Client Related Cost in Accordance with State Approved CODE BLUE Plan - CY2019

Commissioner Carlin stated this program to open warming shelters when the temperature drops is a mandated program.

Chairman Gouldman made a motion to approve Fund Transfer 19T058; Seconded by Legislator Castellano. All in favor.

Item #12 - Approval/ Local Law to Amend Chapter 41, Section 41-5 and add New Section 41-10 A(2)(b) of the Code of Putnam County Entitled "Deposit & Investment Policy"

Commissioner Carlin stated this will change the names of the banks to correspond to who the County has deposits with. He stated adding class, which is a municipal cooperative for short term investing, will help the County earn more money for short periods of time.

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

Item #13 - FYI/ Unaudited Annual Update for the Fiscal Year Ended 12/31/2018

Commissioner Carlin stated Putnam County is the only county in the State that files this report and it goes back to 1979 when it was due on March 1st. He stated since then it

has become more complicated and therefore impossible to submit a completed report by that time. He stated the due date was then changed to May 1st to accommodate the additional requirements. He stated he will request the Charter Review Commission to look into removing this requirement and codify the proper procedure. He stated the procedure is:

- Close the books around the end of March
- The auditors come in around mid-April
- The Audited Annual Update Document is submitted by May 1st
- A Comprehensive Annual Financial Report (CAFR) is completed and presented to the Legislature in June
- The Auditors attend an Audit & Administration Meeting in July or August to present the CAFR to the Committee

He stated filing an incomplete report just for the sake of doing it does not make much sense.

Item #14 - Other Business - None

Item #15 – Adjournment

There being no further business, at 7:09 p.m. Chairman Gouldman made a motion to adjourn; Seconded by Legislator Sayegh. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.