

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

Members: Chairman Castellano, Legislators Albano & Gouldman

Monday

6:30pm

March 28, 2016

The meeting was called to order at 6:30 p.m. by Chairman Castellano who requested Legislator Gouldman lead in the Pledge of Allegiance. Upon roll call, Legislators Albano and Gouldman and Chairman Castellano were present.

Item #3 - Approval of Minutes – February 22, 2016

The minutes were approved as submitted.

Item #4 - Correspondence/County Auditor

a. Sales Tax Report

Legislator Albano stated the State taxes gasoline per gallon. He questioned if this would be beneficial for the County.

Commissioner of Finance William Carlin stated there are two (2) Counties in New York State that tax gasoline per gallon. He stated there used to be more Counties, however it was not advantageous. He stated how to tax depends on what the long term future of gasoline might be. He stated if the prices are going to be low, taxing by gallon may be something to consider; however if the prices are going to be high, it is better to tax by price per gallon.

Legislator Albano stated in the long term, gallons purchased will probably not change drastically.

Commissioner Carlin stated that is correct, it is the price that will change. He stated the County could collect 4% of the price per gallon or \$0.08 per gallon. He stated when the price is low, it may be better to collect the \$0.08 per gallon; however if the price increases, the County would do better by collecting the 4%.

Legislator Albano stated taxing per gallon may keep the incoming sales tax more consistent.

- 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 #5 - Approval/ New April Proclamations/ Child Abuse Prevention Month & April 20, 2016 as Healthy Teen Brain Day

Commissioner of Social Services Michael Piazza stated recently, the use of marijuana has been a focus; therefore he would like to designate a day in April concentrating on keeping teen brains healthy as well as preventing teenage use of marijuana. He also stated he would like to highlight the importance of the prevention of child abuse in April.

Legislator Albano made a motion to approve the presentation of both proclamations at the April Full Meeting; Seconded by Legislator Gouldman. All in favor.

Item #6 - Correspondence/Commissioner of Finance

a. Overtime/Temporary Report – Duly Noted

b. Approval/ Budgetary Amendment 16A011/ Finance/ Board of Elections/ Purchase 3 Voting Machines using HAVA Funds (Also reviewed in Rules)

Legislator Gouldman questioned where these machines would be placed.

Legislative Counsel Clem Van Ross stated the machines are stored at Board of Elections and are brought to the various polling locations.

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

c. Approval/ Budgetary Amendment 16A013/ Vacancy Control/ January & February 2016

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

d. Approval/ Budgetary Amendment 16A015/ Health Department/ Municipal Waste Reduction & Recycling (MWRR) Program

Chairman Castellano questioned why the amount of money was so high.

Commissioner Carlin stated the amount is for three (3) years.

Legislator Scuccimarra stated a new employee was hired to replace an employee who had retired.

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

e. Approval/ Budgetary Amendment 16A016/ Mental Health Association of Putnam County Contract with Veterans Peer to Peer Program

Commissioner Carlin stated this is money that was received with a deadline to spend by June.

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

Item #7 - Approval/ Fund Transfer 16T022/ Sheriff's Dept./ Overtime due to Open Personnel Line (Also reviewed in Protective & Personnel)

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

Item #8 - Approval/ Fund Transfer 16T023/ Sheriff's Dept./ Temporary due to Open Personnel Line (Also reviewed in Protective & Personnel)

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

Item #9 - Approval/ Budgetary Transfer 16T030/ Visitor's Bureau Matching Funds (Also reviewed in Economic Development)

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

Item #10 - Approval/ Fund Transfer 16T031/ Emergency Services/ Fire Training Center Inspection (Also reviewed in Protective)

Chairman Castellano questioned how often the inspection is conducted.

Commissioner of Emergency Services Anthony Sutton stated the inspection is done on a yearly basis.

Chairman Castellano questioned when an inspection was last done.

Commissioner Sutton stated an inspection has not been done in a long time.

Legislator Albano questioned who performs the inspection.

Commissioner Sutton stated a professional engineer who is familiar with the NFPA (National Fire Protection Agency) standards. He stated surrounding counties provided the names of three (3) candidates and the professional engineer who will be performing the inspection was the lowest bidder.

Chairman Castellano questioned if the professional engineer was local.

Commissioner Sutton stated the professional engineer is from Westchester.

Chairman Castellano made a motion to approve Fund Transfer 16T031; Seconded by Legislator Gouldman. All in favor.

Item #11 - Approval/ Fund Transfer 16T038/ Sheriff's Dept./ Overtime due to Open Personnel Line (Also reviewed in Protective & Personnel)

Undersheriff Peter Convery stated the Sheriff's Department has a recruit from the Town of Southeast who will begin the Academy in the next few weeks. He stated there are also two (2) candidates for positions in Corrections.

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

Item #12 - Approval/ Fund Transfer 16T039/ Sheriff's Dept./ Corrections/ Temporary due to Open Personnel Line (Also reviewed in Protective & Personnel)

Undersheriff Convery stated this is a head cook position. He stated the Sheriff's Department is looking into hiring a graduate of the Culinary Institute.

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

Item #13 - Approval/ Budgetary Transfer 16T040/ Finance/ Sheriff's Dept./ Deputy Sheriff Overtime Expected at July 2, 2016 Fireworks Show (Also reviewed in Protective)

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

Item #14 - FYI/ Unaudited Annual Update Document for Fiscal Year Ended 12/31/2015

Commissioner Carlin stated Putnam County had an "OK" year and it would have been better with higher sales tax. He stated the fund balance is still at \$15 million and the pension amortization is being paid down. He stated the County is still in good shape.

Legislator Albano questioned what the amount of the pension amortization debt at this time.

Commissioner Carlin stated the pension amortization is at \$8 million and at the end of this year the first payment will be made which will bring it down to about \$3 million. He stated in 2017, the remainder of the debt will be paid off.

Chairman Castellano questioned what the pension amortization started at in 2008.

Commissioner Carlin stated it started at about \$10 million. He stated the outside auditors will be in next month and the document will be completed by May 1, 2016.

Item #17 - Other Business

Chairman Castellano stated he would like to address the "Other Business" at this time because items #15 and #16 will be addressed in Executive Session.

a. Approval/ Budgetary Amendment 16A019/ Planning/ Economic Development Study Grant

Legislator Albano made a motion to waive the rules and accept the Other Business; Seconded by Chairman Castellano. All in favor.

Commissioner Carlin stated in the 2016 budget process, there was a \$25,000 match for a \$250,000 grant for an Economic Development Study in the Planning Department. He stated the award letter states that the County must pay \$75,000 but will get back \$50,000, which brings the County back to the original \$25,000. He stated there is no net difference.

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

**Item #15 - Discussion/ County Policy & Procedures for Cash Deposits
Item #16 - Response to State Comptroller/ Executive Session**

Chairman Castellano stated item #15 and item #16 would be discussed together in Executive Session.

Legislative Counsel Van Ross stated the Executive Session will be held at the request of the State Comptroller.

At 6:49 Chairman Castellano made a motion to go into Executive Session to discuss items #15 and #16 at the request of the State Comptroller; Seconded by Legislator Albano. All in favor.

At 7:40 Chairman Castellano made a motion to come out of Executive Session; Seconded by Legislator Albano. All in favor. No action was taken.

Item #18 - Adjournment

There being no further business, at 7:41 p.m., Chairman Castellano made a motion to adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.