

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

Members: Chairman Castellano, Legislators Gross & Nacerino

Thursday

6:30pm

June 25, 2015

The meeting was called to order at 6:33 P.M. by Chairman Castellano who requested Legislator Gross lead in the Pledge of Allegiance. Upon roll call Legislator Gross and Chairman Castellano were present. Legislator Nacerino was absent.

Item #3 - Approval of Minutes – May 21, 2015

The minutes were approved as submitted.

Item #4 - Correspondence/ County Auditor

a. Sales Tax Report

Legislator LoBue questioned if the downward trend was due to the reduction of the price of gasoline.

Commissioner of Finance William Carlin stated that is part of it. He stated it is better to check at the end of the quarter when the adjustments have been made. He stated the monthly update is an estimate.

Legislator LoBue stated the price of gasoline is now increasing.

b. Board In Revenue Report - Duly Noted

c. OTB Report

Commissioner Carlin stated the downward trend is occurring statewide.

Legislator LoBue stated there are now so many outlets for gambling.

Chairman Castellano stated Putnam County is close to its projections for the year.

Legislator LoBue stated the OTB in Southeast is beautiful. She stated if a food establishment was put in, it would lead to more foot traffic.

Chairman Castellano stated the OTB has also cut an access way so the traffic from the neighboring Dunkin Donuts could be alleviated.

d. Transfer/Revenue Report – Duly Noted

e. Contingency/Sub-Contingency Report – Duly Noted

Item #5 - Correspondence/ Commissioner of Finance

a. Overtime/Temporary Report

Commissioner Carlin stated the County will be receiving an efficiency payment from the State.

b. Approval/ Budgetary Amendment 15A040/ Office for Senior Resources/ Correct 2015 Revenue Projections (Also Reviewed in Health)

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

c. Approval/ Budgetary Amendment 15A043/ Health Dept./ Ebola Preparedness Grant (Also Reviewed in Health)

Legislator Gross stated he attended a disaster preparedness meeting where they spoke about an exercise they will be having on August 13th in regards to a hypothetical Ebola outbreak within the County. He stated they are looking for volunteers for the exercise.

Chairman Castellano stated this is a great thing to do and hopefully many people attend.

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

d. Approval/ Budgetary Amendment 15A046/ Sheriff's Dept./ Purchase 2 Commercial Mowers, 2 Velkes, 2 Lawn Mowers, and 1 Commercial Vacuum/Leaf Blower for Correctional Facility

Legislator LoBue questioned who would be utilizing this equipment.

Commissioner Castellano stated the inmates who are assigned to clean the grounds will be utilizing the equipment. He questioned where the money in the Inmate Welfare Account comes from.

Commissioner Carlin stated he is unsure where the money comes from as he does not run this budget line.

Legislator LoBue stated there was litigation between the County and an inmate who was hurt while doing this work. She stated having the inmates do this work may lead to a potentially dangerous situation.

Chairman Castellano stated he understands Legislator LoBue's concerns. He stated he believes it is good for the inmates to work. He stated he has no issues with the program.

Legislator Gross stated Morningthorpe Bridge was overgrown and the inmates came and cleaned the growth and the litter that was on the bridge. He stated the program saves money.

Chairman Castellano made a motion to approve Budgetary Amendment 15A046; Seconded by Legislator Gross. All in favor.

Item #6 - Approval/ Fund Transfer 15T077/ Sheriff's Dept./ Overtime (Also Reviewed in Personnel)

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

Item #7 - Approval/ Fund Transfer 15T092/ Planning Dept./ Transportation/ Balance of Portion of Contract Allowance (Also Reviewed in Physical Services)

Legislator Gross questioned if the maintenance is for the vehicles.

Commissioner Carlin stated it is for fleet maintenance. He stated it will now be tracked separately.

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

Item #8 - Approval/ Fund Transfer 15T095/ Emergency Services/ Generator

Legislator Gross questioned if the Bureau of Emergency Services currently has a generator.

Commissioner Carlin stated there are generators at various places throughout the County; however this generator is specifically for Ninham Tower.

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

Item #9 - Approval/ Grant Application/ Sheriff's Dept./ NYS Dept. of Criminal Justice Services Grant/ Livescan Equipment

Legislator Gross stated this grant application came into the Legislative Office late and therefore missed the Protective Services Meeting. He stated as Chairman of Protective Services, he allowed it to go to Audit.

Chairman Castellano stated the County is hoping to purchase two (2) machines. He stated if the grant goes through, it can save Putnam County \$20,000 on this purchase.

Legislative Counsel Clem Van Ross stated the grant is rated on arrest reports of the past three (3) years. He stated Putnam County is #58 on the list.

Commissioner Carlin stated this resolution is just to apply for the grant.

Legislative Counsel Van Ross stated the County may receive funding for one (1) machine. He stated since it is a matching grant, the County would then save \$10,000.

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

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

**Item #10 - Approval/ Land Acquisition/ Mill Road over Clover Creek Bridge Project/
Town of Philipstown**

Commissioner of Highways & Facilities Fred Pena stated there is a 600 square foot plot on the west side that needs to be acquired.

Chairman Castellano questioned if there are any objections from the people who own the property.

Commissioner Pena stated they have not yet accepted the estimate on the property, but they are going through the process.

Legislator LoBue questioned what the cost of the property is.

Commissioner Pena stated it would be no more than \$1,200.

Commissioner Carlin stated an appraisal is done by an independent appraiser.

Legislator LoBue questioned what the resolution is stating.

Commissioner Carlin stated the money is already in the line. He stated this resolution is to allow the purchase of the property.

Legislator LoBue questioned why the amount of money is not outlined in the resolution.

Commissioner Pena stated a price has not yet been agreed upon.

Legislator LoBue questioned if this will be eminent domain.

Chairman Castellano stated they are trying to avoid eminent domain.

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

Item #11 - Discussion/ Cost Comparison between Previous and Current Bus Contracts

Chairman Castellano stated over the course of a year over \$235,000 was saved. He stated there is a monthly savings of about \$19,000. He stated the savings are substantial.

Legislator LoBue stated when the contract was being voted on, the Legislature was told there would be a savings of \$1.2 million - \$1.5 million, however at the 2014 State of the County Address, the County Executive mentioned a \$4 million savings over the life of the contract.

Chairman Castellano stated the alternative would have been to pay the other company more money.

Legislator LoBue stated \$48,000 was spent on a consultant and the Legislature was told there would be savings.

Transportation Manager Vincent Tamagna stated a cost analysis was done and if the MV Contract was not chosen, it would have cost the County \$1 million more per year to stay with First Transit. He stated in relation to the other bidders, the County is saving \$1 million per year by going with MV.

Legislator LoBue stated Transportation Manager Tamagna came before the Legislature to request a new contract because he had the opportunity to save \$5 million.

Transportation Manager Tamagna stated First Transit would have cost \$1 million extra per year for the next five (5) years.

Legislator LoBue stated Commissioner Carlin did a cost comparison between the two (2) contracts and it shows a savings of \$235,000. She stated a consultant was hired and a storage room was renovated as well. She stated the storage room was turned into an office with new supplies.

Transportation Manager Tamagna stated the area Legislator LoBue is referring to was a junk area in the office and they used an FTA grant, which is meant to be used to improve the facility. He stated there was no cost associated with the cleaning out of the junk area and making it into an office space.

Legislator LoBue stated she would like to see the expenditures.

Transportation Manager Tamagna stated it is part of the operational money. He stated inmates came and painted the facility.

Legislator LoBue stated the Veteran's transportation is a new expense.

Transportation Manager Tamagna stated the veterans are included in the \$235,000 savings. He stated last August when they took over the Veteran's transportation service they were transporting eight (8) Veterans per month. He stated currently, they are transporting between 80-90 veterans per month.

Legislator Gross questioned if this bus company is on par with the other company.

Transportation Manager Tamagna stated it is on par. He stated the consultant helped realize that the County was paying much more than needed. He stated everything was a pass through cost. He stated under the previous contract, if vehicle maintenance needed to be done, the Planning Department would get billed for parts and labor. He stated with the current contract, everything is included in the cost per mile. He stated they are also managing the fleet using software. He stated there was a mess of waste and parts that had not been used. He stated everything that was needed was taken and placed in a secure area, while the rest was cleaned out.

Legislator LoBue questioned if Commissioner Carlin could provide a breakdown of the Veteran's Transportation.

Commissioner Carlin stated he would provide that breakdown.

Chairman Castellano clarified that the next lowest bidder after MV would have been First Transit and that it would have cost \$1 million more to go with First Transit. He stated that is where the \$1 million savings comes in. He stated in the process, services were increased for the Veteran's.

Legislator LoBue questioned how many repeat trips there were for the Veteran's. She requested a log of Veteran ridership. She stated the savings are not realized.

Transportation Manager Tamagna stated the log could be provided.

Chairman Castellano stated the savings are realized if the County was to enter into a contract with First Transit.

Legislator Gross stated the services are on par with what the County had, if not better.

Transportation Manager Tamagna stated a lot more is being done now than was before.

Legislator LoBue requested a list of new vehicles, beginning in 2013.

Transportation Manager Tamagna stated one (1) vehicle has been purchased since 2013.

Commissioner Carlin stated this contract must be bid out every five (5) years.

Transportation Manager Tamagna stated this contract is a five (5) year contract with a possible two (2) year extension, at the County's discretion.

Commissioner Carlin stated the old bidder increased their price once the contract expired, which is a common occurrence. He stated the County would have paid much more for the same vendor.

Transportation Manager Tamagna stated it is important to add that an RFP was thrown out because there were only two (2) bidders in 2011. He stated he generated interest in this bid by attending a conference.

Legislator LoBue questioned if the County was being fined by the DEC due to a gasoline leak by the Highway Department.

Commissioner Pena stated 1½ years ago there was an issue with an underground storage tank. He stated the tank is now above ground.

Commissioner Carlin stated this issue was brought to the Legislature at the time. He stated there is no current issue.

Item #12 - Correspondence/ Legislator LoBue to County Executive/ Re: Upgrades and Renovation/ Tilly Foster Farm/ Cottage No. 2 (As Requested at Physical 06/17/15)

Commissioner Pena stated the Highway Department is putting these numbers together. He stated once complete, he will send it to the Legislative Office as quickly as possible.

Legislator LoBue stated she would like to have this information before the Full Legislative Meeting.

Commissioner Pena stated he would do his best.

Item #13 - Consumer Affairs/ Fines & Revenue Report/ FYI

Director of Consumer Affairs Jean Noel stated due to enforcement, they have exceeded their amounts.

Legislator Gross questioned the difference between 2014 and 2015 fine and revenues for Weights & Measures.

Director Noel stated the gasoline stations and the oil trucks are not done in January, February, and March. She stated they are being done currently. She stated the bulk of their revenue billed is in the last quarter.

Legislator Gross questioned if the gasoline is being checked for water.

Director Noel stated they are. She stated a complaint came in recently about a gas station in Brewster. She stated the gasoline was tested and there was no water present but they are waiting for the manifest from the company. She also stated there were issues with some County vehicles from the Office for Senior Resources and the Sheriff's

Department. She stated they get gas at the Philipstown Highway Garage, however when the gasoline was delivered to the garage, the company brought diesel rather than regular fuel. She stated the Law Department has been notified and repairs have been made.

Legislator Gross stated in this weather, it is a common trick to put water in the gasoline.

Director Noel stated there is a petroleum quality sampling program in which a random sampling of gasoline is done. She stated 12 gallons of different grades are taken and sent to Albany to be tested. She stated the company who delivered the gasoline to Philipstown has taken responsibility.

Legislator LoBue requested a list of the businesses who have contributed to item pricing.

Director Noel stated she will provide the list.

Item #14 - Other Business

a. Approval/ Budgetary Amendment 15A042/ Vacancy Control Factor/ March 2015 – May 2015

Legislator Gross questioned if more money was budgeted for the 2016 winter season due to the amount of overtime used.

Commissioner Carlin stated it is budgeted on a three (3) year rolling average.

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

b. Approval/ Consolidated Funding Application/ Planning/ Increase Tourism and Encourage Growth

Transportation Manager Tamagna stated the Planning Department has taken the lead on communicating with the municipalities. He stated the Town of Southeast has provided a letter of support and was the first to submit a list of projects. He stated every Town and Village came to the Planning Department to discuss the phases of what needs to be completed. He stated at those meetings, the Planning Department asked the Supervisors to go back to their towns and prepare a letter saying a partnership will be created to put the CFA together. He stated this resolution was submitted to the Legislature on short notice because of the upcoming due date.

Legislator Gross questioned when the due date is.

Transportation Manager Tamagna stated the due date is July 31st.

Chairman Castellano requested clarification on the grant amount. He questioned if the potential grant was for \$250,000.

Transportation Manager Tamagna stated that is phase 1 planning.

Chairman Castellano questioned if it would be throughout Putnam County.

Transportation Manager Tamagna stated it would be throughout the County and they would work with every municipality to come up with the common threads that would fit the grant. He stated having a partnership with projects and outcomes that are being shared will score higher on the CFA application process.

Legislator Gross provided an example of the bike trail running through Southeast and Patterson and how both Towns would benefit.

Chairman Castellano questioned if there is any consolidation of services.

Transportation Manager Tamagna stated there is no consolidation of services; it is the funding that is consolidated. He stated the next phase is having three (3) opportunities, as a region, to get \$500,000,000. He stated three (3) regions out of the seven (7) across the State will receive \$500,000,000. He stated if Putnam County receives that money, the projects will be upgraded to a priority status. He stated they have held meetings with Pace University to plan and move forward.

Legislator LoBue questioned if there is a list of projects that have been discussed.

Transportation Manager Tamagna stated there is no list yet. He stated right now, they are still planning.

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

**c. Approval/ Amend Expenditure Amount of WQIP Funds/
Rehabilitation of Subsurface Sewage Treatment System at Tilly
Foster Farm**

Chairman Castellano stated a resolution was previously passed to fund the repair of the septic system at Tilly Foster Farm.

Commissioner Pena stated at the time when the first resolution was passed, they were hoping to use a gravity system. He stated this resolution is to provide a right of objection to use WQIP funds. He stated this will not come out of County funds. He stated once the project began, it was realized that the gravity system would not work as there is nowhere for the gravity to take it. He stated it will need to be pumped to the upper fields. He stated because of this, the estimate grew. He stated an extra \$125,000 on top of the \$350,000 to make \$475,000 is a more realistic number for this project.

Legislator Gross questioned if the old septic fields could be used.

Commissioner Pena stated the old fields were failing. He stated they are gathering them all and putting one combined field. He stated the Highway Department worked with the Department of Health on this project as well.

Legislator Gross questioned if the Perc tests were good.

Commissioner Pena stated they have done 20 tests in order to determine the best location.

Legislator LoBue stated this resolution came in late and therefore missed the Physical Services Meeting. She stated this item should be tabled to the next Physical Meeting.

Commissioner Pena stated tabling the resolution would affect the ability to begin construction this season. He stated this missed the Physical Services Meeting because the estimate was just finished. He stated using the WQIP funds was discussed several months ago, however the amount needed has since increased.

Legislator LoBue stated surpassing the proper Committee is getting to be a common practice. She stated this is bad government. She stated items should be placed on the agenda so the public is aware of what is going on. She stated there must be better adherence to the seven (7) day rule.

Chairman Castellano stated it did come late, however the argument was made that this does need to move forward. He stated the original \$350,000 was unanimously approved. He stated the project is being done, however the price increased. He stated it is the same end result. He stated this is needed to improve Tilly Foster Farm and it is the right thing to do.

Legislator Gross stated \$350,000 has already been approved so right now, the amount to approve is \$125,000. He stated there is a lot of red tape to cut through, and the Highway Department has gotten through that. He stated he would like to see this work get done this season.

Legislator LoBue questioned what the end use of the Farm is.

Legislator Gross stated there are unlimited possibilities. He stated having animals at the Farm was a goal and that has been accomplished. He stated BOCES was mentioned as well. He stated the infrastructure must be done correctly.

Legislator LoBue stated she sent a letter to the County Executive in March regarding a contract with BOCES that she had mentioned at the State of the County Address. She stated the financial arrangements should be shared with the Legislature. She stated her letter was unanswered.

Chairman Castellano stated regardless of the end result, the septic system must be completed.

Legislator LoBue stated the building was gutted and then the issue was found. She stated construction was started before a plan was made.

Commissioner Pena stated the County invested in the Farm, which was neglected for decades. He stated the County is now taking a serious look at the condition of the Farm in order to make it safe. He stated this work must be done regardless of the final use.

Legislator LoBue stated the Legislature makes the decisions in terms of the money. She stated she answers to her constituents. She stated the economy is very bad right now and people are having trouble paying their taxes. She stated doing work without having a detailed plan of how the County will make their money back does not make sense.

Commissioner Pena stated he is unsure if the County had an end plan in 2002 when the Farm was purchased.

Legislator Gross stated he understands Legislator LoBue's concerns. He stated when work is being done on an old building, you do not know what you are going to find. He stated in the long term, the Farm will be great for the County. He stated infrastructure, water and sewer, needs to be corrected.

Legislator LoBue stated she is concerned with the total plan. She stated once these projects are started, they are difficult to stop. She stated she understands that infrastructure must be attended to; however a plan should have been made before work began.

Transportation Manager Tamagna questioned if the money for this project was coming from WQIP funds.

Chairman Castellano stated that is correct.

Transportation Manager Tamagna stated the County is taking advantage of regional money that is out there.

Chairman Castellano stated the project has been approved previously.

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

Legislative Counsel Van Ross stated the sales tax extension has not yet passed in Albany. He stated if it does not pass, the Legislature needs to think about invoking Section 7.07 of the Putnam County Charter shortly.

Item #15 - Adjournment

There being no further business, at 7:35 P.M., Chairman Castellano made a motion to adjourn; Seconded by Legislator Gross. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.