

racinos in the area that are taking business away. He stated Putnam County; especially the Town of Southeast is a good place for this type of business due to its close proximity to Interstate-84.

Chairman Castellano questioned if a restaurant will be placed within the OTB.

President Groth stated there are no current plans to have a restaurant in the OTB.

Transportation Manager Tamagna stated the construction costs are in a separate, reserve account. He stated he is grateful to the OTB Board because there were many facilities looking to expand or have renovations done and Putnam County got the deal and renovations.

Legislator Tartaro questioned if the renovations were paid for from the revenue from that particular site.

President Groth stated the betters pay extra to win, which creates a pool of money, which goes to projects such as this one. He stated it is fair to say that Putnam County does not hold many betters. He stated most people will come from Westchester and Danbury via Interstate-684 and Interstate-84.

Legislator Nacerino questioned why the expansion was warranted if there is such a decline in the business.

President Groth stated the structure is a 100-year-old barn and it cannot be trusted. He stated the renovation will meet new standards.

Transportation Manager Tamagna stated the revenues are waning and people are not going to facilities as often. He stated he does not think this will draw a large amount of people, but will be an added attraction. He further stated this is the only profitable OTB in New York State. He stated Long Island OTBs are bankrupt. He stated we could reopen those facilities, which would grow revenue. He stated a hypothetical OTB location on Canal Street in New York would draw in a tremendous amount of business.

Legislator Nacerino questioned what would happen if this does not happen.

President Groth stated the racing industry would go out of business.

Legislator Nacerino questioned if President Groth believed this was worth it.

President Groth stated he believes it is worth trying to save the racing industry.

Transportation Manager Tamagna stated if the racing industry in New York State were to collapse, there would be a huge issue.

President Groth stated in the past, he had come before the Board to request support for a resolution to expand into New York City. He stated the State Legislature did pass a

resolution, however it was vetoed by the Governor. He stated there are millions who are unable to get to an OTB location.

Chairman Castellano questioned if there was a location in Yonkers.

President Groth stated they have Yonkers Raceway.

Transportation Manager Tamagna stated past Chairman of the Legislature Jim Gordon saw the opportunity for OTB. He stated this was a great foresight as Westchester County decided against having one, and Putnam County benefited from that.

Chairman Castellano stated he lives in Brewster and he has received positive feedback from residents about the renovations.

Item #5 - Correspondence/Commissioner of Finance

a) Overtime/Temporary Report

Commissioner of Finance Bill Carlin stated once the winter ends, the Finance Department will go through the accounts and ensure the County and State snow and ice is properly allocated for. He also stated this is when they will find out if the State will give a severe winter index factor. He stated if this is given, Finance will produce a budgetary amendment to make sure there are enough funds to cover the rest of the year.

Chairman Castellano questioned if Commissioner Carlin had an update regarding the damage caused to the Courthouse from the bursted pipe.

Commissioner Carlin stated it is being fixed and the money has already been appropriated.

b) Approval/Budgetary Amendment (14A017)/Office For the Aging/Purchase of Three Vehicles for the Medical Transportation Program

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

c) Approval/Budgetary Amendment (14A018)/Finance/Vacancy Control Factor/January and February 2014

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

d) Approval/Budgetary Amendment (14A019)/Sheriff/LETPP Homeland Security 2013

Legislator Tartaro questioned if the overtime was used for training.

Chairman Castellano stated there was no one present from the Sheriff's Department to respond to Legislator Tartaro's inquiry and a letter will be sent.

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

**Item #6 - Procurement Policy/E911 Emergency Call Handling System
Purchase/Director Mazzotta/Discussion**

Chairman Castellano made a motion to accept the additional; Seconded by Legislator Nacerino. All in favor.

Director of Purchasing Alex Mazzotta stated E-911 software was purchased by the Bureau of Emergency Services and the purchase did not follow the internal policy. He stated if a transaction is made with County funds and it exceeds \$100, a requisition is required. He stated this ensures the approval process and it ensures the purchase is made in accordance with the policy. He stated without following this procedure, there is potential for the purchase of an unbudgeted item. He stated the software that was purchased did not go through the approval process. He stated when it came to his attention for approval, it was after the fact and he was unable to authorize that approval because it was the first time the department was seeing it. He stated the vendor had done everything they needed to up to that point so he contacted the Law Department and questioned if the vendor was entitled to their money. He stated the Law Department replied and said the vendor had installed the equipment and did everything on their end and they are entitled to the money. He then stated the next step was figuring out how to prove this purchase even though it did not go through the proper procedure. He stated another issue with the purchase was that it was tied to grant funds. He stated the grant requires certification that the proper procedure was followed. He stated this software was budgeted for, with the expectation of reimbursement.

Legislator Nacerino questioned why the procurement policy was not followed.

Commissioner of Emergency Services Adam Stiebeling stated in March 2013 the Bureau of Emergency Services was advised that a piece of their 911 software used for medical dispatching was not going to be offered past March of 2014. He stated the software needed to be changed because the next software update would not be applicable to the existing software. He stated at the time they were using a call taking medical, fire, and law enforcement dispatch. He stated they explored their options for new software and found three possibilities, which they demoed. He stated the one that was selected, "Total Response", had all three aspects integrated. He stated the department budgeted for this software with the expectation of grant reimbursement.

Legislator Nacerino stated the violation that occurred has a trickle-down effect and puts the County in a vulnerable position as well as the department.

Commissioner Stiebeling stated they perceive it as sole-source.

Legislator Nacerino stated sole-source must be demonstrated as a part of the procurement policy and approval process.

Director Mazzotta stated typically, the desire for a sole-source specification is made and brought before Purchasing before the vendor is engaged to determine what will qualify. He stated this is what did not happen in this situation. He stated at that point, a decision may be made to put it to bid and have competition. He stated that is why the due diligence must take place up front. He stated this did not occur, and therefore the procedure did not meet the County's standards.

Legislator Nacerino stated she is concerned the County will be audited by the State and see the fallacy that occurred.

Legislator Albano questioned if the mistake that was made will affect the grant and when we will find out if it does.

Commissioner Stiebeling stated the grant will still be received. He stated there is Local Enhancement Wireless grant money from 2011 that will cover the cost. He stated the caveat is that it must be finalized by March 31, 2014 and they are on track to complete it.

Director Mazzotta stated an application still needs to be made for reimbursement.

Commissioner Stiebeling stated the County has been awarded the Local Enhancement Wireless grant for reimbursement for the item required in the 911 center. He stated the software needed at this time is eligible for reimbursement.

Legislator Albano questioned if they were made aware of the mistake.

Commissioner Stiebeling stated the mistake made in the purchasing process was not discussed.

Legislator Albano questioned if the grant may not be gotten.

Commissioner Stiebeling stated the reimbursement may not be received.

Legislator Oliverio questioned how much the software cost.

Commissioner Stiebeling stated it cost \$54,581.

Legislator Oliverio questioned how much of that cost the grant would cover.

Commissioner Stiebeling stated the grant would cover the entire amount.

Legislator Oliverio stated the County can be billed for that amount because the contract was signed.

Director Mazzotta stated the software has been installed, however it cannot be used until it has been paid for.

Legislator Albano stated there are no options but to move forward and hope the reimbursement will still be granted.

Director Mazzotta stated when Commissioner Stiebeling submits for reimbursement, they will see the County's policy was not followed. However, they will see the money was spent correctly and the department conducted enough diligence to still be eligible for the grant. He stated as long as Emergency Services is upfront with the State there is a good chance the money will still be received.

Legislator Tartaro questioned if at the end of the month the current software would not be compatible.

Commissioner Stiebeling stated the software will be unable to update any further.

Legislative Counsel Clem Van Ross stated it would be a benefit if the Legislature were to pass a resolution ratifying and confirming the actions of the situation. He stated a list could be provided by Director Mazzotta or Commissioner Stiebeling confirming due diligence was done.

Legislator Nacerino stated this resolution would not be passed until after March 31, 2014.

Commissioner Stiebeling stated there is six (6) months to pay.

Legislator Albano questioned if this could be put on hold and delayed a month.

County Auditor Michele Sharkey stated it could not be delayed.

Director Mazzotta stated it would not be fair to anyone else who wanted to submit.

Legislator Oliverio stated he is not comfortable composing a letter from the Legislature condoning the mistake made.

Chairman Castellano stated the bill must be paid, and the County will hopefully be reimbursed. He stated the proposal made by Legislative Counsel Van Ross is a good idea.

Legislator Oliverio stated the letter would state the Legislature is okay with the department not following the procurement policy.

Legislator Albano stated the statement would be made that the situation is not okay, but that corrective steps are being taken.

Legislator Oliverio stated the integrity of the Legislature would be put on the line.

Legislative Counsel Van Ross stated the concern is an audit from the State. He stated County Auditor Sharkey does not need to sign off, which would be a bigger issue. He stated the resolution would state the Legislature is aware of the situation and will ensure the policy would be followed. He stated this is in lieu of signing a letter. He stated this is the best deal in the situation.

Director Mazzotta stated the mistake was made and caught. He stated the question is then if the vendor is entitled due to the services conducted.

Legislator Nacerino stated the vendor is entitled to their money. She stated the importance is the integrity of the procurement policy. She stated there is great value in following the policy. She stated her concern is a State audit. She stated the County's policies must be adhered to.

Director Mazzotta stated there is no disputing that. He stated the question is how to move forward.

Legislator Tartaro stated there are two (2) issues here. He stated one (1) is the issue of payment and the bill must be paid. He stated the other is Legislative Counsel Van Ross' suggestion of a resolution. He stated there are merits on both sides, but is unsure what impact a resolution would have.

Legislator Nacerino stated right now it is a chance that must be taken.

Legislator Tartaro stated the bill should be paid and then we will see what happens. He stated Legislators Oliverio and Nacerino made excellent points in saying the mistake was made, it must be rectified, but the Legislature does not condone it.

Legislator Albano stated a statement should be issued when applying for reimbursement listing the steps taken once the mistake was found.

Director Mazzotta stated there must be full disclosure.

Legislator Nacerino stated grants are very specific.

Legislator Oliverio stated he will not put his name toward anything that states the Legislature condones what happened.

Chairman Castellano questioned where the money will come from.

County Auditor Sharkey stated there is money under the 2011 E-911 Grant.

Chairman Castellano questioned what would happen if the grant were to fail.

Commissioner of Finance Bill Carlin stated a budgetary amendment would be needed to replace the funds. He stated a failure is not anticipated because due diligence was done.

He stated from there, we will see if they will make the County adhere to the policy. He also stated he believes the County policy is even tighter than the State's.

Director Mazzotta stated the County policy is very tight. He stated the language in the grant was loose.

Commissioner Carlin stated three (3) vendors were demoed and prices were compared. He stated this shows the money was spent wisely.

Legislator Albano questioned if upon applying for the reimbursement that all information will be given regarding the mistake.

Director Mazzotta stated the vendor will be paid through the normal process. He stated there will be documentation for that as well, so if the State performs an audit and sees the mistake, it will demonstrate that it was caught and investigated. He stated they are being proactive in an attempt to justify it.

Item #7 - NYSAC/PFM Payment Solutions (P-Card) Program/Update

Director Mazzotta stated PFM was at the NYSAC Legislative Conference and is used in Orange County. He stated PFM partners with the Bank of Montreal. He stated it is a purchasing card, not a credit card; therefore only budgeted funds are being spent. He stated now, the bills are processed by check. He stated by paying vendors using this card, the County is eligible to receive money back. This is based on the rebate schedule. He stated the more that it spent, the more is given back. He stated the County contracted with PFM using Orange County's contract. He stated they then found the vendors who the County has the largest spend with and checked to ensure they accept the card as a payment solution. He stated the road salt vendor was the first they looked into. He stated in the month of February, the County spent \$261,000 and will get back \$1,000. He stated they are identifying the largest vendors and will transition this payment method to any vendor that will accept the P-Card.

Legislator Nacerino questioned if the money is encumbered in a budget line or the vendor. She questioned if funds exceed the purchase order.

Director Mazzotta stated the County is only spending what has been budgeted.

Legislator Nacerino questioned if there are times when money is overspent. She questioned if an amount is encumbered for salt and there is a bad winter, what happens if the money spent goes over the amount.

County Auditor Sharkey stated salt is purchased as needed to avoid over spending.

County Executive MaryEllen Odell stated the P-Card initiative came through the Administration via NYSAC. She stated this was thoroughly vetted. She stated there will be more and more municipalities using the P-Card as a form of payment.

Legislator Nacerino stated it streamlines the process.

Chairman Castellano questioned if the card acts like a credit card.

County Executive Odell stated it acts like a debit card.

Legislator Albano stated it is tied to an account.

Director Mazzotta stated there is a \$500,000 limit on the card. He stated there are only two (2) cards, he has one (1) and Commissioner Carlin has one (1). He stated in order to use the card, there must be a purchase order with an encumbrance. He stated the statement end date is the 27th of each month and the bank then debits the money from the account within seven (7) days. He stated the money is always available because it is set aside for what was purchased. He stated it is not a credit card.

Chairman Castellano questioned if an amount is due to a vendor, then on the 27th that amount gets put onto the P-Card.

Director Mazzotta stated transactions are made throughout the statement cycle, which ends on the 27th. He stated seven (7) days from then, the financial institution debits the account for the amount spent. He stated each month there is a \$500,000 allowance, which replenishes each month. He stated there is no carry over debt.

Chairman Castellano questioned if money is put into the account to cover the payment.

Commissioner Carlin stated the money is drawn from the bank account.

Legislator Nacerino stated the money is already there and the transaction is electronic.

Chairman Castellano stated with a credit card, the reason for offering cash back is the hope that the customer will accrue a higher interest throughout the year. He questioned the advantage for the vendor to accept this card.

Director Mazzotta stated the vendor is trying to push volume and drive more business.

Chairman Castellano questioned why the vendor would participate.

Commissioner Carlin stated the vendor does not have to wait to receive the payment.

Legislator Scuccimarra questioned where the cash rewards would go.

Commissioner Carlin stated the cash rewards are relieving some taxpayer money.

Legislator Tartaro questioned why a vendor would not want to participate.

Director Mazzotta stated a vendor may choose not to participate because there is a cost associated with the P-Card.

Chairman Castellano questioned how much quicker the vendor receives payment.

Director Mazzotta stated they will receive payment in 24-48 hours whereas with a check, they receive payment in 30-60 days.

Legislator Nacerino questioned when this will be implemented.

Director Mazzotta stated it is already implemented.

Chairman Castellano stated this is reinventing government and sounds like a great deal.

Item #8 - Creation of Part Time Positions in the Putnam 911 Center/Commissioner Stiebeling (also discussed at Personnel Mtg.)

Chairman Castellano questioned if the dispatchers were made full time at three (3) days a week.

Commissioner Stiebeling stated three (3) days a week was his worst case scenario. He stated having three (3) dispatchers coming in three (3) days a week for training was sufficient to get them into the system.

Chairman Castellano questioned if the training is mandatory by the State.

Commissioner Stiebeling stated it is not a dedicated number of hours of training; it is tasks to be accomplished. He stated there is no time frame, but it typically takes six (6) months. He stated they are canvassing a list of eligible dispatchers.

Chairman Castellano questioned if for the first 24 weeks, each dispatcher was working 24 hours per week. He questioned what would happen after the 24 week period.

Commissioner Stiebeling stated that is correct. He stated after the first six (6) months, the dispatchers would be used to fill holes in the schedule. He stated there are approximately 30 hours of openings each month. He stated this will reduce overtime, however there will still be overtime in the event there are call outs due to sickness.

Chairman Castellano stated going into next year, the dispatchers will have to average 16 hours per week or else the department will surpass their \$44,000 threshold.

Commissioner Stiebeling stated the budget for the individual who resigned was \$56,000 and there is \$44,000 left. He stated the proposal was to utilize the dispatcher line and transfer it to a part time line.

Commissioner Carlin stated the model used in the Sheriff's Department to reduce over time is being followed here as well.

Legislator Nacerino stated it is a great concept to do this in lieu of a 14th person. She questioned if this will stay the same come budget time.

Commissioner Stiebeling stated he would like to leave his option open until budget time due to the fact that there may be other dispatchers leaving. He stated within the next three (3) months he will have a better idea. He stated they may need a 13th full time dispatcher.

Legislator Nacerino questioned if the idea is to move part time dispatchers into full time positions as they become available.

Commissioner Stiebeling stated yes, that is the plan.

Legislator Tartaro stated once the training is completed there will be roughly \$12,000 left. He questioned what the hourly rate will be upon completion of training.

Commissioner Stiebeling stated the hourly rate is \$18.89.

Legislator Tartaro stated there is 30 hours of overtime a month, adding to 360 hours per year. He questioned what the allotted amount for overtime is.

Commissioner Stiebeling stated the overtime amount is budgeted for \$50,000. He stated in 2013 that amount was exceeded by \$15,000.

Chairman Castellano questioned if there was a union issue.

Commissioner Stiebeling stated it is being done at the Sheriff's Department.

Legislator Nacerino stated a dispatcher was working 25 hours per week and receiving benefits. She questioned if the part time dispatchers will receive benefits.

Commissioner Stiebeling stated the hours were set at 24 per week so benefits would not be an issue.

Legislator Nacerino questioned what would happen if once they are passed their training and are filling vacancies in the schedule, if they exceed the 24 hours per week.

Commissioner Stiebeling stated one person will not exceed the 24 hours since there are multiple part time dispatchers to call in.

Legislator Tartaro stated Director of Personnel Paul Eldridge mentioned it was an average of hours worked.

Commissioner Stiebeling stated every 90 days hours are submitted.

Chairman Castellano questioned if there is an exam the employees have to take to be considered.

Commissioner Stiebeling stated there is currently a certified list from the last test in 2011 and is good until 2015.

Commissioner Carlin stated it is a stepping stone.

Commissioner Stiebeling stated the Bureau of Emergency Services has always hired part timers into a full time position upon availability.

Chairman Castellano questioned if there is a probationary period.

Commissioner Stiebeling stated there is a standard probationary period.

Chairman Castellano stated this is a great opportunity to save some money.

Chairman Castellano made a motion to move this matter to the Full Legislative Meeting; Seconded by Legislator Nacerino. All in favor.

Item #9 - 2013 Unaudited Annual Update Document/Finance/FYI

Chairman Castellano made a motion to hold this discussion until next month; Seconded by Legislator Nacerino. All in favor.

Item #10 - Schedule of Revenues/Fines Levied by Boards/FYI – Duly Noted

Item #11 - Other Business

a) FYI/ Putnam County, New York v. The Putnam Community Foundation, et al./ Update/County Executive

County Executive MaryEllen Odell stated the defendants in the case were denied their motion to dismiss the suit on all counts so we are going to discovery.

b) FYI/ CSEA Agreement/ Fair and Equitable to Employees and Constituents/Update/County Executive

County Executive MaryEllen Odell stated we have an agreement with CSEA that is fair and equitable to employees.

Item #12 – Adjournment

There being no further business, at 7:57P.M., Chairman Castellano made a motion to adjourn, seconded by Legislator Tartaro. All in favor.

Respectfully submitted by Administrative Assistant, Beth Green.