

**AUDIT & ADMINISTRATION COMMITTEE MEETING**  
**Held In Room 318 of the**  
**PUTNAM COUNTY OFFICE BUILDING**  
**CARMEL, NEW YORK 10512**

**Members: Chairman Castellano, Legislators Albano & Nacerino**

**Tuesday** **6:30 PM** **April 23, 2013**

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The meeting was called to order at 6:30 P.M. by Chairman Castellano who led in the Pledge of Allegiance. Upon roll call, Legislators Albano, Nacerino, and Chairman Castellano were present.

- Item #3a) Sales Tax Report** was duly noted.
- Item #3b) Board In Revenue Report** was duly noted.
- Item #3c) Transfer/Revenue Report** was duly noted.
- Item #3d) Contingency/Sub-Contingency Report** was duly noted.
- Item #3e) OTB Report**

Chairman Castellano stated the Putnam County Representative to the OTB Board Vincent Tamagna will be present at the May Audit Meeting; he was unavailable for tonight's meeting.

Chairman Castellano made a motion to move Items 9 and 10 forward, seconded by Legislator Albano. All in favor.

**Item #9) Approval/Proposed Resolution to Conclude the Septic Repair Program (Approved by April Physical Services Committee)**

Deputy County Attorney Danielle Harris stated that she would like the Committee to amend one sentence in this resolution. She referenced the pages and paragraphs and that she would like to make changes. She stated she would like to strike the word "transfer" and insert the words "to remove the earmark" and then requested changing the wording for the remainder of the sentence for grammatical and structural purposes.

Chairman Castellano made a motion to pre-file the necessary resolution as amended, seconded by Legislator Nacerino. All in favor.

**Item #10) Approval/Use of Water Quality Investment Program (WQIP) Funds To Purchase Equipment/Town of Patterson & Town of Southeast (Approved by April Physical Services Committee)**

Legislator Nacerino asked what the process was to order the equipment.

Deputy County Attorney Harris stated that after it passes through Committee and passes the Full Legislature, then the Clerk of the Legislature sends out the Right of

Objection letters. She further stated that after the Right of Objection time has passed the County issues a Purchase Order to the Towns for the equipment in the amount it is approved for.

Commissioner Carlin stated the towns pass it as well and he believes that the towns order the equipment and the County reimburses them.

Legislator Albano asked if grants were available for this type of equipment.

Commissioner Carlin stated there is not, just this fund.

Legislator Albano asked for clarification on the confidentiality of correspondence from the Law Department.

County Attorney Jennifer Bumgarner stated that technically everything that comes from the Law Department is confidential, whether it is marked that way or not. She further stated that technically it is confidential and is covered under Attorney-Client Privilege.

Legislator Gross asked if Commissioner Carlin would notify the Town Highway Departments to go ahead and order the product.

Commissioner Carlin stated it would be the Town Supervisor. He further stated that every Supervisor knows because they receive the Right of Objection letter. He stated that they were also present in at least one meeting regarding this.

Legislator Gross asked if it was the overall cost, he asked if they could order a different brand if it was the same cost.

Commissioner Carlin stated he believes that is fine. He stated that requirements are the dollar amount and the equipment requested.

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

**Item #4a) Overtime/Temporary Report**

Commissioner Carlin stated the Facilities overtime and it has to do with the Alternatives to Incarceration Program which needs supervisors but we get a lot of work out of that program so it is worth the supervisors overtime. He stated that for one supervisor we are getting ten individuals worth of work. He stated that there will be a presentation in Physical in May about it.

**Item #4b) Approval/Budgetary Amendment (13A012)/Finance/2013 Bond Refunding**

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

**Item #4c) Approval/Budgetary Amendment (13A015)/DSS/Child Advocacy Center Grants & Child Fatality Review Team**

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

**Item #4d) Approval/Budgetary Amendment (13A016)/Emergency Services/2012 Homeland Security Grant**

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

**Item #5) Approval/Fund Transfer (13T056)/DSS/Reclassify Temp to Salaried Sr. Public Health Nurse - Resolution #58 of 2013**

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

**Item #6) Approval/Fund Transfer (13T057)/Finance/Temp Assistance for Tax Rolls**

Commissioner Carlin stated that this is to cover a position on a part-time basis in Real Property for assistance with the tax rolls until it is filled.

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

**Item #7) Approval/Fund Transfer (13T061)/Planning/Department Reorganization (Backup Approved by April Personnel Committee)**

Legislator Oliverio asked Commissioner Ruggiero to describe this Fund Transfer.

Commissioner of Planning Anthony Ruggiero stated that this will convert his current Fiscal Manager position to a Planner 1 position and convert his Temporary line to a Full-Time Senior Account Clerk for the Transportation function.

Chairman Castellano stated that this contains no additional positions.

Commissioner Ruggiero stated that is correct, no additional positions.

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

**Item #8) Approval/Fund Transfer (13T062)/Sheriff's Department/Transfer of Personnel Due to Retirement**

Commissioner Carlin stated that this is transitioning someone from admin to road patrol to cover a retirement.

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

**Item #11) NYSAC Resolution Calling on the Governor, State Legislature and the New York Congressional Delegation to Support Federal Legislation that Authorizes States to Require the Collection of Sales and Use taxes on Sales of Taxable Products and Services into their Jurisdictions by Remote Sellers (Moved from March Audit Meeting)**

Chairman Castellano stated that the threshold is \$10,000 in sales.

Commissioner Carlin stated that the Federal Government is currently discussing it.

Bill Nulk, President of the Putnam County Chambers of Commerce, stated that the threshold amount makes sense.

Legislator Albano stated that he is in support of this. He believes it makes an even playing field.

County Attorney Bumgarner stated information regarding the Federal Government's initial discussions of this type of legislation.

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

**Item #12) Discussion/Overtime Tracking Software**

Legislator DiCarlo asked Commissioner Carlin if our new system has this capability.

Commissioner Carlin stated he would need to check on that and check with the Sheriff to see if he possibly uses some other type of software for it. He stated that we can absolutely look into this and speak to all of the departments that would use it.

Legislator DiCarlo stated that sometimes there needs to be overtime use but to be able to mitigate most of the overtime use would be beneficial.

Legislator Albano stated that this is a great idea. He stated that once you put this on a chalkboard you realize places where we can sharpen our pencils and make some efficiency changes. He further stated that overtime affects us into the future with pensions and retirement.

Chairman Castellano stated that government is always behind and this is a great opportunity to work more efficiently.

**Item #13) FYI/Jostens Voucher**

Chairman Castellano stated that the Bicentennial Committee is requesting \$15,000 to assist them in paying their book bill.

Legislator Oliverio stated that we pledged that no taxpayer money would go to Bicentennial related projects.

County Attorney Bumgarner stated she is a representative of the Bicentennial Committee. She stated that when you look at the numbers it is straight forward. She stated that the ball and the Entergy grant paid for most of the Bicentennial projects. She stated she worked closely with Commissioner Carlin to ensure that the County was not paying for anything and if it did, like Highway getting ready for events, would be reimbursed from the Bicentennial Committee to the County and it was reimbursed so taxpayer money was not spent. She stated that unfortunately this is the last bill we have and we overestimated the public's interest in the book and purchased too many. The Bicentennial Committee pushed for sale of the books and sold as many as we could but we have a number of books leftover to continue selling.

Legislator Oliverio asked if the company would take them back.

County Attorney Bumgarner stated they will not.

Legislator Oliverio stated that he thought books would be upon request like yearbooks in a school.

County Attorney Bumgarner stated that she was not involved in the purchase of the books.

Legislator Oliverio stated that he is concerned in using taxpayer dollars for this.

County Attorney Bumgarner stated that we do still have books; we can lower the price and try to sell them. Even if we sold half of what we have at \$50 per book the County would be able to recoup the money. She stated some of the places that they are being sold. She stated that she can lessen the \$15,000 request if she pays the balance of the Bicentennial account funds to the book company right away. She further stated that any proceeds from the books would be paid to the County to reimburse the amount transferred to the book company in this item.

Legislator Albano stated that that is a good idea. He stated it was a great event and it was really something special. He stated it was a mistake to order that many but suggested that we pay the bill and move on.

Legislator Oliverio stated that we pledged no taxpayer money and now we are going back on that pledge and he feels uncomfortable with that.

Commissioner Carlin stated that the Bicentennial Liaison was taxpayer money. He stated that the County fully absorbed that. He further stated that that position was cut short and we saved eight months worth of salary. He stated that the taxpayers did not pay a cent for any Bicentennial events. The \$15,000 for the books is offset by the fact that the position was cut short, we saved that money.

Legislator Oliverio stated that if that savings was \$15,000 then he is okay, then it is a zero net. He stated then he would have no problem with this item.

Commissioner Carlin stated he would get the Legislature those numbers.

Legislator Scuccimarra agreed and stated that if we sell more books we would really be in good shape.

Legislator Nacerino asked what was being done to sell the books.

Mr. Nulk stated that the books are an asset and the County is welcome to come and sell them at the Shop Putnam Expo.

Legislator Gross asked how many books were originally ordered.

County Attorney Bumgarner stated we ordered 1,000 books and have 656 remaining.

Legislative Counsel Van Ross stated no motion is necessary.

Chairman Castellano thanked everyone for the discussion and explanation.

There being no further business, at 7:12 P.M., Chairman Castellano made a motion to adjourn, seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Krista M. Butler, Administrative Assistant.