

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

Members: Chairman Castellano, Legislators Nacerino & Tartaro

Monday July 28, 2014
(Immediately following Economic Development Mtg. starting @ 5:30 P.M.)

The meeting was called to order at 5:57 P.M. by Chairman Castellano who requested Legislator Nacerino lead in the Pledge of Allegiance. Upon roll call, Legislators Nacerino, Tartaro, and Chairman Castellano were present.

- Item #14 - Part-time Probation Assistant Position (Also reviewed by the Personnel Committee)**
- a. Discussion/ Maintenance and Operation Costs/ Viva-E Drug Testing Instrument**
 - b. Discussion/ Part-time vs. Temporary Probation Assistant**
 - c. Approval/ Fund Transfer (14T147)/ Part-time Probation Assistant Position**

Legislator Castellano made a motion to move Agenda Item #14 to the front of the agenda; Seconded by Legislator Nacerino. All in favor.

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

Legislator Castellano stated that he was in support of the idea and appreciates the notion that there is no binding contract for the County should the machine not fulfill its expectations.

Deputy County Attorney Sandra Fusco stated that there is no contract associated with the machine. She stated that there is an agreement with the company, not a contract.

Legislator Castellano stated his concerns with a new part-time position. He stated there seems to be some cost savings but a new position would require more spending even if the position is part-time with no benefits. He then stated that he would like to have the machine in use prior to hiring a new employee and if there is a need, the issue can be raised during budget season. He stated that he believes there will be a \$12,000 savings.

Probation Director Gene Funicelli introduced Probation Supervisor John Osterhout stating that he has extensive knowledge on the machine and has witnessed it being tested.

Director Funicelli stated that the idea behind acquiring the machine was to expedite the process of receiving final drug test results. He stated that the cost of having the new

machine would be comparable to that of the current system. He then stated that he is requesting a part-time Probation Assistant to help lighten the workload of the Probation Officers that this new machine would place on them. He stated that the advantage monetarily would be that they are paid significantly less than that of the Probation Officers. He stated that having one (1) individual being responsible for calibrating and operating the machine would be most beneficial.

Legislator Nacerino stated that she was very supportive of the proposed machine due its efficiency. She then stated that the proposed position is not exclusive of the machine but would also be useful around the Probation Department as well. She then stated that the rate of the temporarily hired employee could be lower than \$19 per hour. She stated that she would like to see the machine in use and during the budget process this issue can be discussed.

Director Funicelli stated that the title of Probation Assistant allows for a more versatile work load rather than being restricted to only working with the machine. He stated that the Probation Assistant would be given other tasks when not administering drug tests.

Legislator Tartaro questioned whether or not the Probation Department would be able to produce a percentage of time spent administering drug tests on the new machine, versus doing other duties.

Director Funicelli agreed with Legislator Tartaro. He stated it would take some time to calculate but would absolutely be possible and could be presented. He then stated that it is currently very difficult to predict because the only other place that the machine has been observed has been Brooklyn where the volume of tests is drastically higher than it would be in Putnam County. He stated that even with the new Probation Assistant position, Probation Officers would still be trained to use this new machine as a backup plan, however that would not be their primary focus. He stated that there is a great value in having a primary administrator for this new machine to maintain consistency and calibration.

Probation Supervisor Osterhout described his experience in Brooklyn when observing the machine in use. He stated that it was the recommendation of the Technician there that only one (1) person be responsible for operating and calibrating the new machine. Previously they had multiple operators which resulted in errors and inaccuracy of results when conducting the tests.

Legislator Castellano stated that he thinks the machine will be great but he would like to see what kind of savings could be made. He questioned in what way do immediate results allow for a savings in funds.

Director Funicelli stated that it would be very difficult to quantify what savings exactly would be made however, he could say that the machine allows for efficiency due to the immediate results. He stated that by not applying a heavier work load to existing Parole

Officers and instead having a temporary part-time employee, money by means of wages, would be spent more effectively with a Probation Assistant.

Legislator LoBue stated that she is focused on the cost savings of this new acquisition but does not believe there will be any. She stated that she recognizes the need for an immediate response system but voiced her concerns in regards to the legality of the tests. She referenced Probation Supervisor Osterhout's observation experience in Brooklyn and the issues they had with several operators of the machine but had concerns about the cost of a temporary position. She stated that in her experience any temporary positions result in full-time positions. She again recognized the need for one person to operate the machine.

Deputy County Attorney Sandra Fusco stated that she would like Judge Reitz to comment on the topic because of his extensive knowledge on the subject.

Judge Reitz thanked everyone for the opportunity to speak. He stated his concern is that not all the information regarding this machine is being shared. He stated that this new machine will be very easy to use and is more reliable than the offsite laboratory system that is currently being used. The results are already admissible in court which would expedite the court process. This would eliminate any questions with the chain of custody that prosecutors are normally faced with. He then stated that Probation Supervisor Osterhout had also observed this machine in use at a smaller volume facility other than Brooklyn.

Probation Supervisor Osterhout stated that it was not a research facility. It was a school using the machine for research purposes.

Judge Reitz restated the effect this would have on the probationers' lives with an immediate test. He stated that if a person tests positive they are still allowed to leave until the lab results return in one (1) to two (2) weeks and those people could have a dangerous effect on those around them. He stated that the new machine will also prevent false-positive results, resulting in accurate sentencing.

Legislator LoBue thanked Judge Reitz for his time. She then questioned which other counties or places are using this technology.

Probation Supervisor Osterhout stated that aside from Brooklyn Treatment Court, there are no probation departments in the State, however several prisons have the machine.

Legislator LoBue questioned the details regarding the agreement between the Brooklyn Treatment Court and the company selling the machine.

Judge Reitz stated that the Brooklyn Treatment Court has an entire floor designated for Treatment Court with this machine being operated by technicians.

Probation Supervisor Osterhout stated that the Brooklyn Treatment Court and the Brooklyn Task Force purchased the machine and they own it.

Legislator LoBue requested more information be given in regards to final cost.

Judge Reitz stated that there is no cost in regards to the machine. He stated he is not involved in the hiring of new personnel.

Probation Supervisor Osterhout stated that the increased work load would inhibit their other responsibilities. He stated that hiring someone would be the most efficient way to balance any additional work load.

Legislator LoBue questioned if the new machine will always be without cost to the County.

Chairman Castellano stated that the machine itself is free but there is a charge per test for the testing items. He then stated that the new proposal to have probationers pay for the test would help supplement that cost.

Director Funicelli stated that the cost of the test is \$0.93 per test. He stated the end cost will be comparable to the cost of the current offsite laboratory.

Chairman Castellano stated that the only difference is that now Putnam County employees are responsible for the additional work.

Legislator Albano stated that the discussion was becoming far more complicated then it needed to be. The cost is comparable, the machine is accurate and efficient and 90% of this is already done by Parole Officers already.

Director Funicelli stated that Parole Officers do not currently complete 90% of the work. He then described the process to better explain. Parole Officers observe and receive a urine sample in a cup designed with a 13 drug test strip. If any are positive the Probation Officer sends it to the offsite laboratory. He then described the process with the new machine stating that if a positive result from the initial test is shown then the machine will take about 15 minutes to start up and an additional 15 minutes in between each time gap of use when the machine goes into sleep mode.

Legislator Albano questioned how many times the machine would go into sleep mode a day. He then stated that this information could be brought to the Legislature within a month's time so that a more accurate discussion may be had about the need for a part-time employee. He stated that he wanted the machine in use so that more data can be gathered about the need for new staff.

Legislator Wright questioned how many times in the past year have there been problems with bad lab tests.

Probation Supervisor Osterhout stated that the lab tests are not bad, it is the onsite initial tests that test positive and are returned negative by the official off-site lab test.

Director Funicelli stated that this is known as a false-positive.

Legislator Wright questioned what the detrimental outcome is when a situation like that occurs.

Director Funicelli stated that they confront the person who tested positive and if they admit to using the drug then the appropriate steps are taken. However, if they deny it, then the test is sent to the lab for off-site testing.

Legislator Albano questioned how regularly that happens.

Director Funicelli stated that it does not happen very often.

Legislator Wright stated that with a few months of testing the Legislature would be able to get a better idea of the need for new staff. He stated he would be in favor of testing the machine, operated by Probation Officers, to calculate what extra work load is created before creating a new temporary position. He stated that he fully supports the work done by the Probation Department and if additional staff is needed, it can be discussed. He stated the combination of the request for new personnel and the new technology is making it difficult to separate the two (2) issues.

Legislator Oliverio stated that the Legislature has spent far too much time discussing this topic. He stated that everyone agrees on the benefit of the machine the only debate is the additional personnel. He then suggested that the machine be tested, and during budget time the issue be revisited with additional facts from the Probation Department on their need for a part-time position. He stated that that if the discussion furthers without the implementation of the new machine, the Legislature would be crippling the Probation Department.

Legislator Scuccimarra thanked Judge Reitz for his time and knowledge. She then stated that Putnam County has a drug problem and that the County needs immediate results to keep violators off the street. She then agreed with Legislator Oliverio in requesting that Director Funicelli return after a month of use to determine the need for additional staff.

Judge Reitz stated that the Probation Officers currently do the majority of the work which in many cases is guessing colors and results in wrongful imprisonment.

Chairman Castellano questioned if the plan was still to do the initial test which involves reading the color to determine positive or negative.

Director Funicelli stated that the initial test will be the original on-site test prior to using the new machine. This is in an effort to save on cost of testing for each individual drug with the new machine when a large variety can be tested with the initial test.

Chairman Castellano questioned the current ratio of initial tests administered to the number of positive tests sent to the off-site laboratory.

Probation Supervisor Osterhout stated that on average 252 tests per month are sent to the off-site laboratory. He then stated he did not have the average number of tests administered per month.

Legislator Wright questioned the concern with allowing probationers who would be under the influence at the time of testing to leave the building. He then questioned if the Probation Officers could call a police officer if they noticed a probationer was under the influence.

Director Funicelli stated that Probation Officers have the ability to arrest someone if they notice a probationer is under the influence; however the initial test does not prove that they are under the influence at the time of testing. The test is for a 48 hour period of use.

Legislator Wright stated that there is no danger to society in that case.

Director Funicelli restated that in the event that a probationer is noticeably under the influence, that the Probation Officer has the ability and will detain them.

Legislator Albano stated that he supports the new machine and that Director Funicelli should return to the Legislature during budget season to request the additional staff or sooner if he is in desperate need and anticipates an issue.

Legislator LoBue stated that Director Funicelli could return in September or October however he would have to wait to see if the local law requiring probationers pay for their own test passes.

Director Funicelli stated that one (1) is not reliant on another. If the law does not pass the Probation Department will continue to pay \$0.93 per test. He then stated that if a probationer decides not to pay for the test, it would be a civil case and not a violation of probation. He stated however that any amount collected would be a higher percentage than is currently collected now which is zero.

Legislator Nacerino stated that Judge Reitz made a very compelling argument in favor of the machine, but the true concern lies with the new position. She requested more information be given about the responsibilities and the need for a new part-time position.

Director Funicelli stated that the additional employee is being requested to eliminate some of the workload this new machine will bring.

Chairman Castellano questioned how soon the machine can be implemented.

Director Funicelli stated that as soon as possible however there are some logistical issues that are being dealt with such as finding a location for the machine in the office. With limited space the Probation Department is attempting to relocate some filing cabinets to create space.

Legislator LoBue stated that Director Funicelli should implement the new machine and return to the Legislature with more information regarding a new employee.

Chairman Castellano stated that there is no voting required on the issue. He stated that the question was regarding the new employee and that the Legislature does not seem comfortable with it.

Judge Reitz thanked everyone for their time and effort and stated that it was a pleasure working with them. He stated that he would like to remind Director Funicelli that there is a space in the court house where extra filing cabinets can be relocated and stored. He then stated that if the Probation Department is concerned with the amount of time spent testing, probationers then limit the number of tests done to just the Treatment Court for a month.

Director Funicelli stated that even if testing is limited to Treatment Court, they would still have to service the rest of the population.

Judge Reitz restated that he would like the current Probation Officers to be trained and if need be, limit the service to just the probationers in Treatment Court.

Chairman Castellano questioned the how soon the machine could be implemented.

Director Funicelli stated that approximately one (1) month would be an appropriate estimate.

Chairman Castellano stated that he believes it will put the Probation Department at a disadvantage due to extra workload but would like for Director Funicelli to return next month with an update.

Legislator Oliverio stated that he would like to finalize the local law that would require probationers to pay for their drug tests at the next Rules committee meeting.

Legislator LoBue stated it was not tabled at the previous meeting, no action was taken.

Deputy County Attorney Fusco stated that currently the County shoulders 100% of the cost of all drug testing. She then stated regardless of the new machine or off-site laboratory testing, charging the probationers would assist in supplementing the cost to the County.

Chairman Castellano stated he has no objection to the fact that it would supplement the cost; however it would be very difficult to collect money without an enforcement policy.

Director Funicelli stated that while the percentage collected would not be great, any percentage collected is greater than what is currently collected.

The Legislature thanked Director Funicelli for his time.

Item #3 - Approval of Minutes – June 23, 2014

The minutes were approved as submitted.

Item #4 - Presentation/ Putnam County Golf Course Report/ General Manager McCall

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

Putnam County Golf Course General Manager Mike McCall stated that the Golf Course is regularly contracted for events or golf outings that are individually priced according to the services needed and competitor's prices. He then began his PowerPoint presentation by describing some statistics nationwide given by PGA. He stated that as of May, 34 states have reported fewer days open compared to 2013 and the first five months have been the coldest since 1996. He stated that overall, despite not having optimal weather for the first half of the year; the number of golf rounds played compared to the weather has been increasing. He stated with much of New York being down 10% in rounds of golf, they are doing very well. He stated that to improve the number of rounds of golf, they have been hosting special golfing events and tournaments as well as several cosmetic improvements on and around the course. He stated that they have been holding many themed events, many of them involving food and attendance is high. One event the golf course held on July 11th hosted over 900 people and he was happy to report there were no incidents. He stated that the financial goal of the golf course was to make \$277,333 for total revenue and so far they are on track with hitting this goal. Total revenues are currently \$2,000 dollars above what is budgeted and although golf is down by 7% compared to the budget, the food and beverage is up by 9%. He stated the only reason budgeted rounds are down is due to the promotions offered and veterans rates, however overall revenue is up. He stated that compared to 2013 total revenue so far is up by 36% resulting in \$110,000 more than the previous year. He then described several new ideas for marketing including television advertisements. He then played a sample of a commercial that could air.

Legislator Oliverio thanked General Manager McCall for all of his hard work and commended him and the caterers for an outstanding job. He encouraged General Manager McCall to continue the good work.

Town of Southeast Resident Ann Fanizzi questioned what other golf courses are creating competition for the Putnam County Golf Course.

General Manager McCall stated that there is not much competition from Mahopac however Centennial Golf Course does offer very good promotions, which creates some competition however he is not interested in discounting any more than they currently are. He stated that they are making renovations like every other golf course in an effort to stay on par with them.

Ms. Fanizzi questioned how many events are scheduled that are not government generated.

General Manager McCall stated that recently due to increased awareness of the Putnam County Golf Club, there has been a large influx of events being scheduled by the public. He gave examples of sweet 16 birthday parties, weddings and school functions. He then stated that advertising has assisted in generating more events however different advertising markets need to be explored.

Ms. Fanizzi stated that there was a wedding proposal with Red Mill's Farm that involved a horse drawn carriage.

General Manager McCall stated that would be something they would be willing to do.

Legislator Tartaro questioned how many weddings had been hosted so far.

General Manage McCall stated only two (2) weddings had been held.

Legislator Nacerino commended the staff and General Manager McCall for all the hard work and great strides made in the past year. She suggested High School Proms as a possible event.

Item #5 - Discussion/ Review of Overtime Costs for Recent Special Events/ Sheriff's Department

Undersheriff Peter Convery stated that he brought with him Captain Thomas Velotti and Ms. Pat Butler from finance.

Chairman Castellano thanked Undersheriff Convery for a job well done during the 4th of July Carnival at Tilly Foster Farm and the fireworks display, without incident.

Undersheriff Convery stated that it was the largest event in Putnam County with attendance of approximately 12,000 people.

Captain Velotti stated that there were approximately 12 to 15 thousand people between the fireworks display and Tilly Foster Farm Carnival on the 4th of July.

Undersheriff Convery stated that planning for the dual events was a five (5) week process. He went on to explain and thank all the different organizations that make it possible including EMS, Firefighters, MTA, and all the police organizations that assisted.

He stated that in the event of an emergency, all of these groups were working together and would have been able to respond appropriately. He gave an example stating that they were able to clear the parking lot of 12,000 cars in just over an hour.

Legislator Oliverio stated that last year the fireworks display was an event scheduled by the Town of Southeast and this year it seemed to be more of a County event resulting in approximately \$40,000 in overtime cost.

Undersheriff Convery stated that the overtime costs for the Tilly Foster Farm event was \$11,974 over the four (4) day event and the cost of overtime for the fireworks display resulted in \$24,446.

Legislator Oliverio stated that he thinks it was important that the Sheriff's Department was there, however if the Town of Southeast had control over the event, the costs would have been reduced.

Legislator Albano stated that he was able to attend the meetings in planning for the events and was greatly impressed with the effort put forward by the Sheriff's Department. He then stated that after last year this event became a County event due to the need for increased security.

Undersheriff Convery stated that the event was very well planned and no accidents or issues took place. He was happy that they were able to provide a great sense of security.

Legislator Nacerino stated that the topic of health and safety is often brought up and with 12,000 residents in attendance there was a great demand for the extra security and planning.

Legislator Gross stated that on behalf of the people in the Town of Southeast he wanted to thank the Sheriff's Department for a job well done.

Legislator Oliverio stated that he fully understood the need for the added security measures however his argument was with having both events scheduled on the same day created the issue. Hopefully in 2015 there will be no Carnival at Tilly Foster Farm and the fireworks event can revert to the control of the Town of Southeast.

Chairman Castellano stated that in 2013 the businesses paid for most of the event and were thrilled due to the number of people that attended. He then stated that hopefully next year the cost of the event will decrease by not having the fireworks on the 4th of July.

Town of Southeast Councilwoman Lynne Eckhardt stated that next year she anticipates more people in attendance due to this year's poor weather. She stated that if the Legislature would like to call the display a County Event in order to get the support from the Sheriff's Department then that is acceptable. She anticipates it to be larger in the coming years and the added attendance will require the support from the Sheriff's Department.

Legislator Scuccimarra stated that the Tilly Foster Event complimented the fireworks display and thanked all the parties involved with the planning and protection for the events.

Legislator Albano stated that just having all of the agencies working together once a year works great as a training event should any serious event take place in the future. He stated that their ability to direct traffic and prepare for situations working with state and local agencies is very important and appreciated.

Undersheriff Convery stated that the same night there was also an event in the Village of Cold Spring that was assisted by the same task force.

Chairman Castellano restated that there were no issues and no accidents the night of the events.

Legislator LoBue questioned if Putnam County would be reimbursed for security services during Congressman Maloney's wedding.

Undersheriff Convery stated that the Sheriff's Department was contacted by Capital Police to assist in the security of the wedding due to high profile politicians scheduled to attend. He stated that the Sheriff's Department had to have an emergency response team to anticipate any scenario. He then described what New York City does in preparation for high profile events using Hercules Teams. He then stated that Westchester assisted with providing Hercules Teams or Armored Personnel to protect strategic areas.

Chairman Castellano stated that he understands the process was very successful in deterring any incidents. He then questioned how many people attended the 4th of July Event.

Captain Velotti stated that a minimum of 12,000 people attended. He stated that there were several other parking lots of the same or larger size that were completely filled.

Chairman Castellano questioned how many people attended the Tilly Foster Event.

Captain Velotti stated that approximately 3,000 people attended the Fair on the 4th of July.

Legislator Tartaro questioned the total number in attendance for the Fair that weekend.

Captain Velotti stated that approximately 13,000 to 15,000 people attended based of parking estimates.

Chairman Castellano stated that the wedding event truly was a large event and it was a job well done.

Undersheriff Convery stated that unfortunately due to the congestion of the area extra services were needed by County Police. He then stated that recently there was a similar high profile wedding at West Point Military Academy where Hudson River Patrol Officers were asked to provide assistance as well.

Captain Velotti stated that along with the request for additional security for the wedding, they received a guest list with many high profile attendees. The Capital Police assisted in securing the area as well.

Legislator LoBue requested that the County ask Congressman Maloney for a refund for resources spent for additional security.

Chairman Castellano stated that the Congressman did not request for additional security, it was the Capital Police that made the request.

Item #6 - Correspondence/County Auditor

- a. **Sales Tax Report – Duly Noted**
- b. **Board In Revenue Report – Duly Noted**
- c. **Transfer/Revenue Report – Duly Noted**
- d. **Contingency/Sub-Contingency Report – Duly Noted**
- e. **OTB Report – Duly Noted**

Item #7 - Correspondence/Commissioner of Finance

- a. **Approval/ SEQRA Determination/ Morningthorpe Bridge (Also reviewed by the Physical Services Committee)**

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

- b. **Approval/ Bond Resolution/ Serial Bonds for the Rehabilitation of Morningthorpe Bridge (Also reviewed by the Physical Services Committee)**

Legislator Wright questioned if the bridge was a wash out.

Chairman Castellano stated it was in danger of collapsing.

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

- c. **Approval/ Budgetary Amendment (14A060)/ Morningthorpe Bridge and Walkway Project (Also reviewed by the Physical Services Committee)**

Commissioner Carlin stated the bond is for \$500,000; however it was originally set up as \$100,000.

Chairman Castellano questioned if this is anticipated to be a \$2.5 million project.

Commissioner Carlin stated that is correct.

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

d. Approval/ Bond Resolution/ Serial Bonds for Putnam Bikeway (Also reviewed by the Physical Services Committee)

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

e. Approval/ Budgetary Amendment (14A061)/ Maybrook 2 PIN 8756.84 Bikeway Project (Also reviewed by the Physical Services Committee)

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

f. Approval/ Budgetary Amendment (14A062)/ Highways & Facilities/ Road Machinery (Also reviewed by the Physical Services Committee)

Chairman Castellano made a motion to approve Budgetary Amendment 14A062; Seconded by Legislator Nacerino. All in favor.

g. Approval/ Budgetary Amendment (14A064)/ Sheriff's Department/ Automotive Repairs

Legislator Tartaro questioned what the Inmate T-Commission Fund was.

Chairman Castellano stated this is money collected from the sale of items to inmates.

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

h. Approval/ Budgetary Amendment (14A065)/ Sheriff's Department/ Purchase "CDR Tool Premium"

Legislator Nacerino made a motion to approve Budgetary Amendment 14A065; Seconded by Chairman Castellano. All in favor.

**i. Approval/ Budgetary Amendment (14A066)/ Highways & Facilities/
Snow and Ice Agreement Revenue (Also reviewed by the Physical
Services Committee)**

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

**Item #8 - Approval/ Fund Transfer (14T103)/ Office for Senior Resources/
Temporary (Also reviewed by the Personnel Committee)**

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

**Item #9 - Approval/ Fund Transfer (14T104)/ Office for Senior Resources/
Temporary/ P/T Caseworker (Also reviewed by the Personnel Committee)**

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

**Item #10 - Approval/ Fund Transfer (14T131)/ Planning Department/ Phone Charges
(Also reviewed by the Physical Services Committee)**

Legislator LoBue questioned what this was for.

Chairman Castellano stated it is to separate out the phone charges in the lease transportation line.

Commissioner Carlin stated there is no increase in cost, it just shifts control to the County.

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

**Item #11 - Approval/ Fund Transfer (14T136)/ DSS/ Extend Caseworker Coverage
(Also reviewed by the Health Committee)**

Legislator Nacerino made a motion to approve Fund Transfer 14T136; Seconded by Legislator Tartaro. All in favor.

**Item #12 - Approval/ Fund Transfer (14T139)/ Sheriff's Department/ Purchase
Throwbot (Also reviewed by the Protective Committee)**

Legislator LoBue questioned if the \$23,000 is the County's share of the purchase.

Chairman Castellano stated the money is to cover the cost until the grant is received.

Chairman Castellano made a motion to approve Fund Transfer 14T139; Seconded by Legislator Nacerino. All in favor.

Item #13 - Approval/ Fund Transfer (14T146)/ Finance / Tilly Foster Farm/ Purchase of Small Farm Animals, Animal Feed, Veterinarian Services, and Supplies & Materials

Legislator LoBue questioned why funds are being allocated for veterinarian services when the County is having a veterinarian live on the Farm.

Legislator Scuccimarra stated the person who will reside on the Farm is a veterinary technician, not a veterinarian.

Legislator Albano stated the fund transfer was sent to the Legislature this way to spell out what would be purchased. He stated in regard to the veterinarian services line, there may be services needed that the veterinary technician is unable to provide.

Legislator LoBue stated it is outrageous to have a veterinary technician living on the Farm for free as well as a veterinarian services line. She questioned where the chicks are currently.

Legislator Scuccimarra stated the chicks are being cared for at Deputy County Executive Bruce Walker's home until they are big enough to live on the Farm.

Legislator LoBue questioned if the veterinary technician is living on the Farm yet.

Chairman Castellano stated he does not believe she is living on the Farm yet.

Legislator Tartaro stated \$2,000 that has been allocated for veterinary services is vital as a situation may arise that is out of the veterinary technician's capability.

Ms. Fanizzi questioned if it was specified how many and what types of small Farm animals would be purchased. She stated she saw a press release from the County Executive's Office that stated the chicks were being purchased from Iowa. She stated an Eagle Scout built a coop for the chicks. She stated she believed the chicks were already on the Farm. She questioned who is caring for the chicks.

Legislator Scuccimarra stated right now the chicks are being cared for by the Walker family.

Ms. Fanizzi stated the chicks are on the Farm.

Chairman Castellano stated he does not believe the chicks are on the Farm, but he will look into it.

Ms. Fanizzi stated \$6,000 is a large amount of money. She stated she would like an accounting of how many animals and what type. She stated \$4,500 allocated for animal feed is also a high amount. She questioned which vendors of animal feed will be used. She stated Putnam County business should be encouraged.

Chairman Castellano stated the \$4,500 for animal feed is not being spent all at once right now, but it is for use throughout the end of the year.

Ms. Fanizzi stated she would like each category broken down. She questioned what supplies and materials are being purchased. She stated an Eagle Scout made the chicken coup. She stated she would like to know which vendors are being utilized. She also stated she would like to know which animals are being purchased, how many of each, and from where they are being purchased. She stated if an animal is brought across State lines, that animal must be vaccinated and meet certain criteria. She stated Legislator Scuccimarra had mentioned that the chicks are not yet on the Farm.

Legislator Scuccimarra stated the chicks need to grow a little bigger before they can live on the Farm.

Ms. Fanizzi stated according to the press release, the piglets are supposed to be on the Farm in August. She questioned when the veterinary technician will be living on the Farm.

Chairman Castellano stated he would get an answer as to when the veterinary technician will move into the residence on the Farm.

Ms. Fanizzi stated the veterinary technician is presently the Confidential Secretary to Commissioner of Highways & Facilities Fred Pena. She questioned what her hours will be in regards to taking care of the animals. She stated in order to meet the \$6,000 budget, larger animals such as sheep or cows may be purchased. She questioned if the veterinary technician will be keeping her position in the Highways & Facilities Department while working on the Farm.

Chairman Castellano stated the \$6,000 is for the purchase of small animals, therefore a cow would not be purchased with that money. He also stated the \$6,000 will not be spent all at once; this transfer is just securing the money in place for when it is needed. He stated the same goes for the animal feed. He stated the entire amount does not need to be spent, but if it must be spent, it is available. He further stated in the event that a veterinarian is needed, that money is in place as well.

Ms. Fanizzi stated she researched the requirements to be a veterinary technician and it is a position that requires a Bachelor's Degree. She questioned what degree the veterinary technician has.

Chairman Castellano stated the veterinary technician is not up for discussion on the agenda.

Ms. Fanizzi stated she is integral to the rise of the Farm. She stated it is an Audit issue due to the fact that she is obtaining residence and utilities free of charge.

Chairman Castellano stated \$2,000 for veterinary services is not much considering the amount of animals.

Legislator Albano stated this transfer is just to put the money in the line. He stated it would be best to have all Ms. Fanizzi's questions in writing so they can each be addressed.

Ms. Fanizzi stated the Committee should be aware of the specifics of what is being purchased. She stated in regard to the animal feed, she would like to know what type of feed is being purchased and if it is being purchased at the best price.

Chairman Castellano stated these purchases go through the Purchasing Department and have governmental contracts.

Legislator LoBue stated she would like to see a breakdown of the transfer request. She suggested the funds be moved into contingency until a breakdown is received.

Chairman Castellano stated he does not want to wait on this as they need to purchase feed for the animals.

Legislator LoBue stated wanting to know specifics is not an outrageous request.

Legislator Tartaro stated there is major construction being done on the Farm, which could cause disruption. He suggested approving half of the requested amount, contingent upon a breakdown.

Legislator Nacerino stated what is being considered tonight is an overture for money to be encumbered and not to exceed that amount. She stated she understands Ms. Fanizzi's concerns.

Legislator Oliverio stated Legislator Tartaro's suggestion to cut the amount in half was a good idea.

Legislator LoBue stated all the money should be put into contingency.

Legislator Tartaro stated since the Highway Department has some purchases lined up; they will need some funds to carry out the purchases.

Legislator LoBue stated the Legislature is unaware of the status of the construction or if the animals will be there until the construction is finished. She stated she would assume the veterinary technician would not be on the Farm until construction is finished either as she has young children.

County Auditor Michele Sharkey stated this transfer is a sign and will not need to go to the Full Legislative Meeting for approval.

At this time, Deputy Commissioner of Highways & Facilities John Tully arrived at the meeting.

Legislator Nacerino stated the Legislature is concerned with the totals and the breakdowns of each line. She also stated they would like to know what will be accomplished within this fiscal year.

Deputy Commissioner Tully stated he will provide the Legislature with the breakdown; however he did not have it with him.

Legislator Oliverio questioned if it would be possible to have a record of the vendors being used for the animals and feed.

Ms. Fanizzi questioned why the chicks were purchased in Iowa.

Deputy Commissioner Tully stated the transfer in question is needed to reallocate an appropriation that was already approved by the Legislature. He stated the Highway Department wanted to be open and transparent by disclosing the different categories on the transfer request.

Chairman Castellano questioned if the chicks were included in the \$6,000 that is on the fund transfer request.

Deputy Commissioner Tully stated the chicks are not included in that amount since they were donated.

Ms. Fanizzi questioned what other animals will be purchased.

Chairman Castellano stated that has not yet been decided.

Legislator Nacerino questioned if the plan is to purchase small animals in the spring (2015) using 2014 money. She stated the Farm may not be conducive to most animals between now and December.

Deputy Commissioner Tully stated the plan is to purchase the animals this year.

Legislator Nacerino stated the issue is that the Legislature is unaware of the plan and they are unable to answer questions presented to them.

Deputy Commissioner Tully stated he will get the report to the Legislators.

Chairman Castellano questioned if the \$4,500 allocated for animal feed was going to be spent at once.

Deputy Commissioner Tully stated that amount is for the rest of the year.

Chairman Castellano stated the numbers seem fair in order to have animals at the Farm.

Legislator LoBue questioned if this \$17,000 was from the \$70,000 that was previously approved.

Deputy Commissioner Tully stated that is correct.

Ms. Fanizzi questioned if remodeling was done at the cottage.

Chairman Castellano stated the cottage expenses are not on the agenda for discussion. He requested that Deputy Commissioner Tully provide the Legislature with a copy of the breakdown.

Deputy Commissioner Tully stated he will provide it to the Legislature by tomorrow.

Chairman Castellano stated he believes \$6,000 is a fair number to start at if animals are going to be brought to the Farm.

Item #15 - Approval/ Fund Transfer (14T148)/ District Attorney/ Special Services/ Supplies

Legislator Nacerino made a motion to approve Fund Transfer 14T148; Seconded by Chairman Castellano. All in favor.

Item #16 - Approval/ Fund Transfer (14T149)/ District Attorney/ Special Services/ Printing & Forms

Chairman Castellano made a motion to approve Fund Transfer 14T149; Seconded by Legislator Tartaro. All in favor.

Item #17 - Discussion/ Finance/ Putnam County Bonding Inquiries

Commissioner of Finance William Carlin stated in 2010 the total outstanding debt of the County was \$60 million. He stated currently in 2014, the total outstanding debt is \$64.2 million. He stated that is a 7% increase over a five (5) year period. He stated the borrowing has been kept in check.

Legislator Oliverio stated in the past three (3) years, the County has borrowed close to \$15 million.

Commissioner Carlin stated the total outstanding debt has not risen too much because money is borrowed while other debts are being paid off. He stated the projects that are bonded for are leveraged with other sources.

Legislator Oliverio questioned if the County has cash, why a bond would be necessary.

Commissioner Carlin stated he understands Legislator Oliverio's concerns with bonding. He stated the Moody's Report and the State Comptroller's Fiscal Stress Analysis have both showed that Putnam County is in good financial standing. He stated the County has a pension amortization, which is a current liability that is paid off for a longer period of time. He stated available cash is put away for debt such as pension amortization. He stated it makes more sense to borrow for projects such as the Bike Path, which is enjoyed by the public. He stated the pension amortization bill is \$8.6 million and will rise to \$11 million. He stated when the County has the available cash, it is better to spend it on the pension amortization.

Legislator Oliverio stated the County currently has about \$65 million in debt and it would be better if it could be lowered. He stated bonding is like paying with a credit card in that you do not feel the pain right away.

Commissioner Carlin stated while the County is borrowing, they are also paying off debt. He stated the \$64 million in outstanding debt is mainly because of things that cannot be controlled. He stated the debt really began in 1992 when the jail had to be redone. He stated in 2006, the County had to borrow a large amount for the Court House.

Legislator Oliverio stated Commissioner Carlin did an excellent job with the memorandum he sent to the Legislature.

Commissioner Carlin stated to stop the Bikeway bond now would cost more.

Legislator LoBue questioned what the County is doing with the properties.

Commissioner Carlin stated the County is holding the properties that are not out with the brokers.

Legislator LoBue questioned why those properties have not gone to auction.

Commissioner Carlin stated there has not been an auctioneer who has wanted to do it.

Legislator LoBue questioned how much the budget was underrun in 2013.

Commissioner Carlin stated the budget was underrun by \$6 million to \$8 million.

Legislator LoBue questioned how the County is year to date.

Commissioner Carlin stated he is not aware of any issues. He stated he is looking at the cash flow.

Legislator LoBue stated the County has record sales tax and she is concerned with what will happen in the future if the County is having trouble now with that record sales tax.

Commissioner Carlin stated every budget is difficult and costs are always rising.

Legislator LoBue questioned what line was being used to pay the \$500,000 debt service at the Golf Course.

Commissioner Carlin stated it depends on which issue.

Legislator LoBue questioned if it is being held against any lines.

Commissioner Carlin stated it is in the debt service line. He stated there is a revenue, where the County is trying to save the \$248,000 and get profit from the Course.

Legislator LoBue questioned if the County is absorbing that amount.

Commissioner Carlin stated that is correct.

Legislator Wright questioned if the majority of any projects that the County bonds on their capital projects radar.

Commissioner Carlin stated that is correct. He stated the capital project list is a blueprint, as things change and new things come in. He stated there is always a six (6) year blueprint.

Ms. Fanizzi questioned what the assignment rating on Moody's means.

Commissioner Carlin stated based on the size of Putnam County, the rating we received could possibly be the highest. He stated Putnam is not going to get AAA, which is the highest due to the fact that it guarantees tax collections. He stated the next rating, AA1 relies on the County being exceptionally strong in the terms of business. He stated Putnam was the only County not to be downgraded in the past year or two (2).

Item #18 - Discussion/ Tilly Foster Farm Country Fair/ Breakdown of Costs

Legislator Oliverio questioned what the overtime for both the Highways & Facilities Department and the Parks & Recreation Department was.

Commissioner Carlin stated the overtime combined was \$19,200. He stated Parks & Recreation and Highways & Facilities overtime added up to \$7,230.74 and the Sheriff's Department overtime added up to \$11,970.16.

Legislator Oliverio questioned if this included the fireworks show in the Town of Southeast.

Commissioner Carlin stated the fireworks show was separate. He stated it is difficult to delineate the fair on the 4th of July from the fireworks show. He stated he agrees with Legislator LoBue in that the County should be reimbursed by the Federal Government for the overtime cost used at Congressman Maloney's wedding. He stated out of the three (3) recent events that used overtime, he has heard most complaints about the wedding.

Legislator LoBue questioned if there is a material breakdown from the Fair.

Legislator Oliverio stated he would like the full cost of the preparation for the Fair.

Deputy Commissioner Tully stated he could get that information to the Legislature.

Ms. Fanizzi stated she would also like to see the post carnival costs from each department that was involved. She stated this includes Highways & Facilities and Parks & Recreation.

Deputy Commissioner Tully stated he would look at the costs.

Item #19 - Discussion/ E-mail Correspondence/ Cornell Cooperative Extension

Legislator Tartaro stated he spoke with Executive Director of Cornell Cooperative Extension of Putnam County, Marjorie Keith regarding this correspondence. He stated Joe DeJong, who sent the email was associated with the Orange County Cornell Cooperative Extension. He stated he began making accusations in 2011. He stated Executive Director Keith was unable to make it to the meeting tonight however she has no qualms with coming to discuss this matter. He stated back in 1996 the funding formula from the State was changed and Putnam lost \$50,000 of its \$102,000 allotment. He stated to receive the \$102,000 the County would have to give Cornell Cooperative Extension \$800,000 per year. He stated the County is in good shape in this regard.

Chairman Castellano suggested holding this matter off until next month when Executive Director Keith can attend the meeting.

Legislator Oliverio stated there is not much to do.

Legislator Tartaro stated it is a dead issue and more of an FYI.

Item #20 - Other Business

a. Approval/ Fund Transfer (14070)/ FEMA Grant/ Maybrook Fence

Commissioner Carlin stated FEMA will cover 90% of this project, which is damage that occurred during Hurricane Sandy.

Chairman Castellano questioned where the fence is located.

Legislator Oliverio stated it is on the Bikeway.

Deputy Commissioner Tully stated the fence needs to be fixed in various locations along the Bikeway.

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

b. Discussion/ Lack of Information with Fund Transfers and Budgetary Amendments

Legislator Wright stated fund transfers should be submitted to the Legislature with the proper amount of information. He stated too much time is spent wondering what funds will be used for. He stated if a fund transfer comes into the office lacking information, the request should be bounced back to the department until adequate information is provided.

Legislator Nacerino stated this information is required. She stated most of the time transfers come in with enough information. She stated she agrees with Legislator Wright.

Legislator Wright stated the request should be given back to the department.

Legislator Nacerino stated the item can be tabled and they will have to wait until the next month.

c. Discussion/ Tilly Foster Farm 2012 Financials

Legislator LoBue stated she would like to obtain the 2012 financials (990s) from Tilly Foster Farm. She stated Meredith Whipple sent a letter specifying there is information online on GuideStar. She stated she has checked GuideStar however the financials were not there.

Item #21 - Adjournment

There being no further business, at 8:48 P.M., Chairman Castellano made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by PILOT Intern, Alix Reed and Administrative Assistant Beth Green