

**PERSONNEL COMMITTEE MEETING
HELD IN ROOM 318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Members: Chairwoman Nacerino, Legislators Jonke and Sullivan

Thursday

July 19, 2018

The meeting was called to order at 6:00p.m. by Chairwoman Nacerino who requested Legislator Jonke lead in the Pledge of Allegiance. Upon roll call Legislators Jonke, Sullivan and Chairwoman Nacerino were present.

Item #3 - Approval/Personnel Committee Meeting Minutes – June 21, 2018

The minutes were approved as submitted.

Item #4 - Discussion/Regarding Business Development/Plng. Dev. & Public Transportation Commissioner Fusco & Personnel Director Eldridge

Chairwoman Nacerino invited Plng. Dev. & Public Transportation Commissioner Sandra Fusco and Personnel Director Paul Eldridge to address this agenda item.

Personnel Director Eldridge stated his understanding is that in the 2018 budget money was set aside for “business development”. He stated he was kind of peripherally aware that this was the case. He stated subsequent to that he had conversations with Commissioner Fusco and County Executive Odell relative to drafting the concepts behind what the person would be doing as a contractor. He stated the money was put in the contractual budget line of the Planning Department. He stated based on his conversations he drafted a Specification Format, which is a format that he is familiar with. He stated the individual would serve as a liaison and shepherd infrastructure type projects along, preventing them from getting snagged in the process. He stated it would keep a project progressing so it would result in improvements that would allow for business development. He stated for example the sewer projects and other various projects throughout the County that get hung up. He stated that there are corridors in this County that could be helpful for business development. He stated there are items on the table that are not fully where they need to be. He stated the individual would also work with Commissioner Fusco in getting grants and so forth.

Plng. Dev. & Public Transportation Commissioner Sandra Fusco stated her department is responsible for development work in her office and they are in need of help. She stated she seeks funding for just about every infrastructure project on the table. She stated that there are some projects that have been going on for many years; those projects run out of money so effort is put forth to seek other funding opportunities. She stated her understanding is that the person who fills said position will work closely with her department. She stated the person would serve as more of a Community Director. She stated as Personnel Director Eldridge stated there are various corridors that are in need of more liaison type work. She stated that she was just at a Mid-Hudson Regional Economic Development Council meeting. She stated while at those

meetings she sees how the larger municipalities work. She stated they do inter-relate a lot with their Community Director, their Planning and Development Person, and their Business Development Person. She stated that they have separate people doing the various jobs working towards individual goals in certain tasks that must be done in order for it to all work together. She stated working with Director Eldridge was challenging to create the specs for this job because there are so many nuances to what is done in her department. She stated there are many caveats that have to be looked at and understood. She stated that she envisions a person who will assist with community development and business development that is necessary for Putnam County.

Chairwoman Nacerino requested clarification, the person selected to fill the position would not be an employee of the County but rather an independent Contractor or Consultant.

Personnel Director Eldridge stated that is how it has been conceptualized and that is how it was put in the budget.

Legislator Jonke questioned how much was budgeted for the position.

Personnel Director Eldridge stated \$75,000.

Chairwoman Nacerino questioned what vocation is thought that would be compatible for this position. She stated that what has been said thus far seems to be addressing a very broad brush scope.

Plng. Dev. & Public Transportation Commissioner Sandra Fusco stated she believes an individual with strong marketing and sales skills would meet the needs of this position.

Legislator Jonke stated that this sounds very similar to the job that the President of the Economic Development Corporation (EDC) is doing currently.

Personnel Director Eldridge stated that he had the same question when he first heard the concept. He stated it was described to him to be a position that would be a precursor to what the EDC does. He stated that there are projects, a need to apply for grants, and try to build up the infrastructure to enable businesses to come into the County. He stated there would be some spill over and there will be times when the said position would be working with the EDC to bring business in. He stated but there is a need to develop the corridors and the areas with the likes of, for example, the sewer projects and so forth to attract the businesses.

Chairwoman Nacerino stated that she sees that there is a need for a person who has marketing and sales skills but who also is proficient in the areas of construction and sewer in order to bring the projects to fruition.

Plng. Dev. & Public Transportation Commissioner Sandra Fusco stated that she agrees. She stated however she does not see the need for an Engineer or an individual who has worked in the construction business. She stated that she believes if the person has a Business Degree with experience, that would be a suitable candidate.

Legislator Sullivan stated after reviewing the “Typical Work Activities” listed in the backup that was provided, he thinks this is more of a Project Manager Position.

Plng. Dev. & Public Transportation Commissioner Sandra Fusco stated that she thinks it is more of a hybrid. She stated there are existing projects already in the queue, that have started and are moving forward. She stated to the extent of anything new coming to the County it is whatever type of project we would consider and then moving forward with it. She explained the effort to find funding and then everything else that is involved to get a new project off the ground is where there is a void. She stated this proposed position would fill that void. She stated this is new to she and Director Eldridge and they are working together to come up with a position that would be a good fit and meet the needs that exist.

Chairwoman Nacerino questioned if there are neighboring counties that have a similar position.

Personnel Director Eldridge stated there is a mixed bag. He stated there are the EDC type of presence and involvement with the Industrial Development Agency (IDA). He explained that they are trying to nail it down and understand it. He stated that he understands the intent: move projects along, bring stakeholders together, and resolve issues that arise and create an environment where business development can occur.

Chairwoman Nacerino stated that she is trying to understand what type of qualifications and background would answer this posting. She stated that she agrees with Legislator Sullivan that it sounds more like a project manager position than sales and marketing. She stated she does not see that a person with sales experience is a correct fit. She stated the individual would need to be familiar with construction, projects and the plans. She stated she believes the individual would need to have an understanding of the concepts and what they would be dealing with, which can be very complex.

Plng. Dev. & Public Transportation Commissioner Sandra Fusco stated that she looks at herself. She stated she has zero background in construction and she is not an engineer. She stated however she makes herself familiar with a project in terms of the timeline. She stated the details of hiring contractors, designers and the daily duties at the construction project falls in the purview of the County’s Highways and Facilities Department. She stated her involvement is she is concerned with where is the project in the timeline, is there a funding source, is there a need for more funding, and in some cases she needs to investigate what is delaying the progress of a project.

Chairwoman Nacerino stated then she would say, with that example to work from, that the County would be looking for a facilitator.

Personnel Director Eldridge stated that is a term that he used, facilitator / liaison.

Plng. Dev. & Public Transportation Commissioner Sandra Fusco stated that she believes a “liaison” is really the crux of what the County is looking to fulfill. She stated that Putnam County is lacking in that piece. She stated that she sees in neighboring counties that a similar

approach is working for them. She stated the need is here. She stated that sitting through various meetings related to the Consolidated Funding Applications (CFA) she sees there are many opportunities available that could apply to many different projects throughout Putnam County. She stated there are many opportunities under the CFA for the County and the different municipalities.

Legislator Jonke requested a specific example be given as to how the person in this proposed position would help with the Village of Brewster project.

Plng. Dev. & Public Transportation Commissioner Sandra Fusco stated she would like to count on the person to do some of the things she does, in particular be involved with the grant opportunities. She explained there are so many options available that should be explored. She stated she was at a CDBG (Community Development Block Grant) meeting a, which is a particular grant program for certain types of projects. She stated that the County is not permitted to seek the CDBG it must be done by the municipality. She stated that is a scenario that she would contact the liaison and request the person look into this and contact the Town members.

Legislator Jonke stated he sees this proposed position as being a person who would be an assistant to Plng. Dev. & Public Transportation Commissioner Sandra Fusco.

Plng. Dev. & Public Transportation Commissioner Sandra Fusco stated no not an assistant to her. She stated that likes the term "community development". She stated the person would not work with a focus just specific to the County, it would be a position that would interact with the communities.

Chairwoman Nacerino stated then the position would be of one that would raise awareness and bring opportunities to the forefront.

Plng. Dev. & Public Transportation Commissioner Sandra Fusco stated for the most part she believes many people are aware the opportunities are out there, but they do not think they can do it. She continued trying to explain what skills they believe they will be looking for in this position. She stated that she has two (2) phones, one which she has labeled as "Sandra Spare". She stated there is so much out there and things to do, but there are only so many hours in a day. She stated the person in this position would assist the County, not just her. She stated the person would work on the development of a rapport, which is necessary, with the local municipalities.

Chairwoman Nacerino questioned when was the County looking to bring this person on board.

Personnel Director Eldridge stated the purpose of bringing this matter to this committee was to provide an update. He stated that the Administration is not requesting an approval. He stated this is what they are currently looking at and would like to proceed in that direction. He stated the research will continue to get more specific on the qualifications that will work best for the County. He stated this is in the budget and they did not want to just go ahead and do something. He stated they wanted to bring the Legislature up to date in terms of what their thoughts are and how they are looking to approach it.

Plng. Dev. & Public Transportation Commissioner Sandra Fusco stated she just finished with the final submission of the CFA. She explained during the process and witnessing the other local municipalities and their energy in selling their projects, that is one facet that she would want this person to bring that is where sales component that she sees is key.

Chairwoman Nacerino stated perhaps we need tighten this up a bit and make it more concise so the County knows exactly what direction we are seeking. She stated if the County is looking to fill this position by years' end, there are many steps to be followed: fine tune it, post it, interview and time goes by quickly.

Legislator Sullivan stated that he believes it would be helpful to try to find a similar scenario and practice in another County or even Town. He requested confirmation that this is in the 2018 budget.

Personnel Director Eldridge clarified that yes it is in the Planning Department Budget for 2018 in "Contractual Services". He stated it may be put out through the County's Purchasing Department via a Request For Proposal (RFP). He stated so they are working on it and they wanted to let the Legislature know that this is something they are looking at.

Lynne Eckardt, Resident of Southeast/ Town of Southeast Councilwoman stated that she does not support spending \$75,000 on this proposed position. She stated that she does not believe it is a needed position. She stated that she believes you are treating the Towns like children. She stated that she would like to hear an example of what has been snagged in terms of development in the Town of Southeast. She questioned if the County is looking to hire a person who will be lobbying the Town Boards.

Personnel Director Eldridge stated this position is not a lobbyist.

Lynne Eckardt, Resident of Southeast/ Town of Southeast Councilwoman stated these are business people. She stated it is not community development it is economic development. She stated her interpretation based on the information shared regarding the position is this person would be an expediter. She stated that the Town of Southeast is currently working on one of the largest projects in Putnam County. She stated there is no snag and will probably be approved this December or in January of 2019. She requested that some examples be provided.

Plng. Dev. & Public Transportation Commissioner Sandra Fusco stated it is not a lobbyist position it is a position that would be of assistance to the local municipalities. She stated that there are some municipalities who have requested the assistance.

Lynne Eckardt, Resident of Southeast/ Town of Southeast Councilwoman stated as Legislator Jonke mentioned and she also believes this position sounds like the job of the Economic Development Corporations President. She stated that she does not support asking the tax payers to pay for this \$75,000 position. She stated that some of the reasons businesses do not come into Putnam County are because of the high taxes and small markets. She stated the best

expediter/lobbyist, whatever you want to call the position is not going to change the facts in terms of business. She stated in her opinion this would be a real waste of money.

Plng. Dev. & Public Transportation Commissioner Sandra Fusco stated that she has made her comments already. She repeated that in her opinion she sees there is a lack/void for Putnam County and believes the void should be filled.

Lynne Eckardt, Resident of Southeast/ Town of Southeast Councilwoman requested an example.

Plng. Dev. & Public Transportation Commissioner Sandra Fusco stated that she has provided her rationale behind this proposal. She stated the purpose of bringing this forward tonight was to introduce the concept and idea. She stated that Ms. Eckardt stated in her opinion she does not believe that the Town of Southeast needs any assistance. She stated that there are municipalities that have voiced that they are lacking resources in this area. She stated that Putnam County does all that it can to help assist the Towns and Villages. She explained however there are actions and work that is required to be done by the municipality. She stated the County is always willing to assist but there are circumstances in which the County is precluded from the process. She stated that she knows that there are many different opportunities available that could benefit the different municipalities.

Lynne Eckardt, Resident of Southeast/ Town of Southeast Councilwoman, stated the Town of Southeast has staff meetings where applicants can come and pay \$150 for 15 - 30 minutes of the Boards time. She stated that they are happy to help these people out. She stated if a person brings a project forward to the Board that is just not going to work then they are informed of that, because the Board agrees that they do not want people to waste their time and money. She stated if the Board agrees a project will work or it can be approved then the Board relays that to the person(s) as well. She stated the point is the applicants pay for the time of the Town of Southeast Board Members. She questioned why wouldn't the applicants pay for this proposed service. She stated that she does not understand the need and proposal for this position.

Plng. Dev. & Public Transportation Commissioner Sandra Fusco stated the scenario that Councilwoman Eckardt just spoke to does not apply to this matter. She stated the Town of Southeast is charging applicants, the County cannot charge the municipalities. She stated that this is a position that would assist the municipalities within Putnam County. She explained that the term "community director" stuck with her. She stated when it was explained at the meeting she was at, the position sounded as though it would be very helpful in Putnam County. She stated Putnam County is unique in that it is small and lacking in certain things, yet vibrant in others.

Lynne Eckardt, Resident of Southeast/ Town of Southeast Councilwoman questioned if what Legislator Sullivan was reading from earlier, was not in the backup for this agenda item, there was no backup provided for this agenda item on-line.

Legislator Jonke stated the backup provided to this agenda item was marked confidential, that is why there was no backup provided on-line.

Lynne Eckardt, Resident of Southeast/ Town of Southeast Councilwoman stated again she does not support this proposal and hopes that it will be reconsidered.

Bill Nulk, Industrial Development Agency (IDA) Member stated on behalf of the IDA board, they are in support of this proposal. He stated when Bruce Walker served as the Putnam County Deputy County Executive there was discussion regarding melding the different agencies: EDC, Tourism, the Planning Department and IDA Board into one team. He stated the thought was to have the EDC handle the marketing, to bring projects in with the help of Tourism, the Planning Department to help get the background and assist in putting things together and the IDA Board would be the tool box that would offer incentives and such. He stated in order for the tool box to work there is a lot of work that needs to be done. He stated a lot more work than a non-paid part-time member of the IDA board should be expected to do. He stated for clarification, he is not asking for a job. He stated that the IDA Board sees the need for a person to shepherd a lot of the applications that the IDA Board receives through the many intricacies of the very archaic laws that govern what an IDA can do. He stated at some point a project is turned over to attorneys, but prior to that the IDA has a need for someone to assist with the process leading up to that. He stated that the IDA does garner some revenue from their transactions. He stated the Putnam County IDA Board would be willing to reimburse the County for the time and effort said person spends with them. He stated that he anticipates that the IDA Board would like 20 hours a month, if even. He stated currently there are four (4) projects that the IDA Board is working on.

Legislator Jonke stated that he needs a clearer picture of what is being presented here. He stated it does sound to him, as presented to tonight, that there would be an overlap. He stated that he needs to have a better understanding of where the void is. He stated he is happy to support development in the County. He stated that this proposal comes with a heavy price tag.

Chairwoman Nacerino stated that she would like everyone to reserve judgement until we receive more information. She stated it is very broad based, but tonight's intent was just to bring forth the concept. She stated that she believes there is a lot of work ahead to tighten this up and to see what the focus is. She stated once more specifics are received then the Legislature will be in the position to make an informed decision. She stated that she is receptive to the concept, as there are many moving parts and if this will lead to improved effectiveness and efficiency she is in support of that.

Plng. Dev. & Public Transportation Commissioner Sandra Fusco stated she is happy to meet with any of the Legislators if they would like to discuss this further.

Chairwoman Nacerino stated again if an example of such a position in another County could be brought forward which displays the benefits to the particular County; that would be very helpful in the consideration of this matter.

Item #5 - Approval/Fund Transfer (18T150)/ To Move Vacant Position from County Clerk to DMV as of July 1, 2018/ County Clerk Bartolotti

County Clerk Bartolotti stated that the numbers have been trending up in terms of the customers at the Putnam County Department of Motor Vehicle (DMV). He explained one reason for that

fact is the “Real I.D.”. He stated it is Federal Law that has trickled down to the States. He stated in order for an applicant to get a Real I.D. they must apply in person and the process from start to finish is time consuming because of the Federal Regulations that are in place with being approved for a Real I.D. He stated if you have visited the Putnam County DMV lately you will have seen the lines are longer than in the past. He stated the DMV Employees are working very hard from the start of the day to the end of the day. He stated that another position, Motor Vehicle Cashier Examiner would help process the customers. He stated in the County Clerk’s Office an employee retired resulting a vacant position. He stated he and Deputy County Clerk James McConnell agree that said vacancy is no longer needed in the Clerk’s Office, as a result of improved technology and efficiencies. He stated where the position is needed is the DMV, he stated this request is a zero fiscal impact to the County. He stated with both the Real I.D. and the Enhanced Drivers Licensed applications must be done in person. He explained the number of people is not the problem. He explained the snafu is depending on the customers scenarios. He stated proof of each name a person has must be provided and then checked by the DMV employee, verified, and scanned to the State DMV. He stated the State DMV machine is monopolized, halting other transactions. He stated with the increased traffic of customers and the time consuming complexity of transactions of the Real I.D. and Enhanced Driver’s License applicants an additional Motor Vehicle Cashier Examiner is needed.

Chairwoman Nacerino requested that County Clerk Bartolotti please give a brief description of the Real I.D. and the Enhanced Driver’s License.

County Clerk Bartolotti stated that the Real I.D. falls under the Federal Real I.D. Act, which was post 9/11 legislation. He stated that it will be active in 2020. He stated to get a Real I.D. the applicant must prove lawful presence, proof of a Social Security Number and proof of their residence address. He explained it allows a person to fly domestically, enter into Federal Buildings, Military Bases and Nuclear Power Plants. He stated that there is no additional cost to obtaining a Real I.D. He explained an applicant pursuing an Enhanced Driver’s License, must pay a required \$30 fee be paid and every eight (8) years to keep it valid. He stated that it gives you the same clearance as a Real I.D. and additionally it allows you to travel to Canada, Mexico and the Western Caribbean via land or sea. He stated the only difference in proofs is you must be a U.S. citizen to get an Enhanced Driver’s License.

Legislator Jonke stated that he did go to the DMV a couple of Fridays ago and he will attest that it was jammed at 2:30p.m. in the afternoon.

Legislator Sullivan questioned what is the salary of said position.

Deputy County Clerk McConnell stated \$41,000 is the annual starting salary for the proposed position.

Legislator Sullivan stated that this is a zero fiscal impact for a position that supports bringing revenue into the County. He stated the financials that have been provided by County Clerk Bartolotti illustrate that the DMV is over their projected revenue budget for 2018 by \$50,000.

County Clerk Bartolotti stated he reviewed the financials in preparation for this meeting. He stated the updated revenue for 2018 shows to date they are ahead by over \$75,000 through May.

Legislator Sullivan stated that he supports this request. He stated any business person who has a volume of business coming in will hire the needed employees to keep up with the demand. He stated he has discussed with County Clerk Bartolotti the possibility of extending the hours of the DMV.

Legislator Castellano questioned if the changed law requirement that requires a person must go to the DMV to enter a default judgement against another person to obtain an abstract is having an impact on the number of customers.

County Clerk Bartolotti stated that there is some volume increase as a result of that recent change. He stated the difference is that the processing of that type of scenario can all be done behind the scene. He stated having the drove of customers at the counters all day long is what is generating this need for an extra set of hands.

Chairwoman Nacerino made a motion to approve and move to the Audit and Administration Meeting Fund Transfer (18T150)/ To Move Vacant Position from County Clerk to DMV - MV Cashier Examiner as of July 1, 2018; Seconded by Legislator Jonke.

Legislator Sullivan stated he would like to thank County Clerk Bartolotti for being fiscally responsible. He stated he brought this matter forward with a recommendation to eliminate a position in one of his departments to serve the need in his other department.

Item #6 - Approval/ Fund Transfer (18T148)/ Cover Overtime Costs – Two (2) Officers on 207C One (1) Officer on Leave/ Sheriff’s Department (Also addressed at 7/19/18 Protective Services Mtg)

Chairwoman Nacerino stated this needs to be done for the reasons stated.

Chairwoman Nacerino made a motion to approve and move to Audit and Administration Meeting Fund Transfer (18T148)/ Cover Overtime Costs – Two (2) Officers on 207C One (1) Officer on Leave/ Sheriff’s Department; Seconded by Legislator Sullivan. All in favor.

Item #7 – Other Business

- a. Approval/ Reclassification Senior Environmental Health Engineering Aide to Assistant Public Health Engineer

Chairwoman Nacerino made a motion to waive the rules and accept the Other Business; Seconded by Legislator Sullivan. All in favor.

Personnel Director Eldridge stated that there was backup provided in the memo from Interim Commissioner of Health Dr. Nesheiwat. He stated that said memo spoke to the many personnel changes in the last year in the County’s Health Department. He explained there was a retirement of a high ranking employee in the engineering division. He stated that there is another employee

who has been with the County for 35 plus years and there was a change in position with a person in the department that moved to the environmental health unit. He stated that in anticipation of different changes they are requesting this reclassification. He stated that they are running shy on the Engineering Staff and are very concerned about the future. He stated they are working to develop staffing so there is an effective succession plan for the department. He stated the request before the committee tonight is for an Assistant Public Health Engineer. He stated a person working towards their Engineer License would be a qualified candidate. He explained that the County Executive and Commissioner Carlin are all in support of this request.

Chairwoman Nacerino stated she is in support of the foresight and the reevaluation or the needs of the department. She stated this is a viable request.

Chairwoman Nacerino made a motion to Approve the Reclassification of Senior Environmental Health Engineering Aide to Assistant Public Health Engineer; Seconded by Legislator Jonke. All in favor.

Item #8 - Adjournment

There being no further business, at 6:55P.M., Chairwoman Nacerino made a motion to adjourn; seconded by Legislator Sullivan. All in favor.

Respectfully submitted by Diane Trabulsy, Deputy Clerk.