

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

Members: Chairman Castellano, Legislators Albano & Jonke

**Monday September 24, 2018
(Immediately following Personnel Mtg. beginning at 6:30pm)**

The meeting was called to order at 6:58pm by Chairman Castellano who requested that Legislator Jonke lead in the Pledge of Allegiance. Upon roll call Chairman Castellano and Legislator Jonke were present. Legislator Albano was absent

Item #3 - Approval of Minutes – August 23, 2018

The minutes were approved as submitted.

Item #4 - Discussion/ Designation of Official Newspapers/ RFQ Process (Also reviewed in Rules)

Chairman Castellano stated last year letters were received from newspapers expressing their interest in being designated as an official newspaper. He stated he believed the Legislature was in agreement that three (3) official newspapers should be the maximum. He stated a Request for Quote (RFQ) could be sent out, but he wanted to better understand the process.

Director of Purchasing Alex Mazzotta stated the County currently has three (3) official newspapers. He stated sending out an RFQ now is good timing as it has been at least four (4) or five (5) years since the County last solicited quotes for newspapers. He stated the RFQ will present an opportunity for any newspaper within the County to send an offer in. He stated the RFQ is less formal than a bid or RFP (Request for Proposal) where detailed project specifications are requested. He stated that level of detail is not necessary for this endeavor. He stated it will be an offering to interested business to present why they may benefit the County. He stated the Legislature should also consider if three (3) official newspapers are sufficient or if there should be more or less. He stated other things to consider are the region that the newspaper reaches, how many newspapers they sell, and who is accessing the newspaper. He stated the objective is to have the County information such as bids or public notices reach as many people as possible.

Chairman Castellano questioned if there are currently minimum qualifications.

Director Mazzotta stated he would need to look back.

Legislative Counsel Robert Firriolo stated New York State County Law includes a definition of a newspaper that sets some mandatory minimum criteria that an official designated newspaper has to meet.

Director Mazzotta stated pricing could be requested from each newspaper, however he would suggest keeping the rate the same among all designated newspapers. He stated the offers can be looked at and negotiated as they come in.

Legislator Nacerino questioned if the County will set criteria prior to the RFQ being sent to the newspapers.

Director Mazzotta stated the criteria will be set based upon the County Law and will be made part of the RFQ. He stated what the newspapers present to the County would need to demonstrate that they meet the criteria. He stated if the newspapers would like to offer anything in addition to the requirements that may demonstrate why they would benefit the County it would be taken into consideration.

Legislator Nacerino stated if all newspapers are submitting the same information it would be difficult to choose unless there were compelling aspects. She stated she believes three (3) newspapers should be the maximum as there is an added expense to increase it.

Chairman Castellano questioned how much time is needed for this process.

Director Mazzotta stated he could put out the RFQ in the month of October and request offers back by the end of the month. He stated this would allow the offers to be reviewed in November and December, which is more than enough time.

Legislator Jonke agreed that three (3) newspapers is a sufficient and he would not be in favor of adding any more. He stated going through the RFQ process makes this decision more transparent.

Director Mazzotta stated he will create a draft RFQ and send it to the Legislature for their review.

Chairman Castellano stated due to the 2019 budget process, the only regular committee meeting being held next month will be the Audit & Administration Committee Meeting at the end of the month. He stated the draft RFQ could be reviewed at the October Audit & Administration Committee Meeting and be ready to be sent out in November. He stated this would still allow enough time for responses to come in and be reviewed in December.

Legislator Jonke questioned if the draft RFQ is required to be reviewed in committee.

Chairman Castellano stated it could be approved outside of committee.

Legislative Counsel Firriolo stated he does not believe there is a requirement for it to be approved through committee. He stated it is something the Legislature will ultimately be approving therefore it makes sense for Director Mazzotta to at least work with the Legislative staff.

Legislator Jonke stated rather than waiting for the Audit Committee Meeting at the end of October, the draft could be emailed to the Legislators and feedback can be given if necessary.

Chairman Castellano stated that would be fine.

Director Mazzotta stated he will put together the RFQ and email it to the Legislature. He stated once there is consensus, he will issue it.

Item #5 - Correspondence/County Auditor

- a. **Sales Tax Report** – Duly Noted
- b. **Board In Revenue Report** – Duly Noted
- c. **OTB Report**

Chairman Castellano stated the County has not recently received a payment from OTB (Off-Track Betting). He stated hopefully an answer about OTB's intentions will come shortly.

Legislator Nacerino questioned if Vincent Tamagna, Putnam County Representative for the Catskill Regional OTB Corporation Board has given any input on this matter.

Chairman Castellano stated he said that it will be paid, however OTB has not been doing what it has historically. He stated OTB has been asked to come speak to the Committee. He stated the County made their payment for the PILOT (Payment in Lieu of Taxes), which is why the report shows a negative.

- d. **Transfer/Revenue Report** – Duly Noted
- e. **Contingency/Sub-Contingency Report** – Duly Noted

Item #6 - Correspondence/Commissioner of Finance

- a. **Overtime/Temporary Report** – Duly Noted
- b. **Approval/ Budgetary Amendment 18A064/ Highways & Facilities/ Receipt of Stormwater Retrofit Reimbursement from EOHWC for Tilly Foster Farm Pond**

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

c. Approval/ Budgetary Amendment 18A066/ District Attorney/ Use of Forfeited Asset Reserve Funds to Enter into 3 Partnership Initiatives; Women’s Resource Center, Sheriff’s Dept., & Kent Police Dept. (Also reviewed in Protective)

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

d. Approval/ Budgetary Amendment 18A067/ Dept. of Social Services/ Conform to Six Month Extension to State Approved Multiyear Putnam County Child Advocacy Center Contract/ August 1, 2018 – January 31, 2019

Chairman Castellano made a motion to approve Budgetary Amendment 18A067; Seconded by Legislator Jonke. All in favor.

e. Approval/ Budgetary Amendment 18A069/ Highways & Facilities/ Allocate Severe Winter Index Funds

Chairman Castellano stated there is a large sum being transferred to Capital Funds, \$248,421. He stated he would like to send a letter to the Commissioner of Highways & Facilities requesting an explanation and overview of how this allocation for capital funds will be spent.

Legislator Jonke stated the Budgetary Amendment states that the \$248,421 will be going toward the Carmel Friendship Center.

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

f. Approval/ Budgetary Amendment 18A070/ Sheriff’s Dept./ Awarded 2 SFY 18-19 Legislative Member Items/ Replace Cradle Point Modems in all Marked Patrol Vehicles (Grant awarded through Senator Serino)/ Purchase Materials, Equipment, & General Program Support for Anti-Crime & Anti-Drug Initiatives (Grant awarded through Senator Murphy) (Also reviewed in Protective)

Chairman Castellano stated this Budgetary Amendment represents incoming money from our State Representatives in the Senate in the amount of \$17,500.

Legislator Jonke stated Senator Murphy secured \$7,500 and Senator Serino secured \$10,000. He thanked our State Senators for their support.

Chairman Castellano made a motion to sign Budgetary Amendment 18A070 and pre-file the necessary resolution; Seconded by Legislator Jonke. All in favor.

(Budgetary Amendment 18A070 was both signed by Chairman Castellano and sent to the Full Legislative Meeting for approval as a resolution for tracking purposes.)

g. Approval/ Budgetary Amendment 18A071/ Veterans Service Agency/ Veterans Peer to Peer Program Funding (Also reviewed in Rules)

John Bourges, Peer to Peer Program Coordinator stated the Peer to Peer Program (Program) is moving forward very well. He stated a 24-hour warm line has been established and they have assisted individuals with various needs. He stated the Program has moved into a new location as well.

Chairman Castellano thanked Mr. Bourges for the work done through the Program.

Legislator Nacerino thanked Mr. Bourges as well. She questioned where the new office is located.

Mr. Bourges stated it is located at 2505 Carmel Avenue in Brewster.

Legislator Jonke stated he stopped by the new location, however the door was locked. He stated there was a sign to knock, but he did not want to interrupt.

Mr. Bourges stated everyone is always welcome to visit the office.

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

h. Approval/ Budgetary Amendment 18A072/ Sheriff's Dept./ Cover Reimbursable Expenses

Chairman Castellano made a motion to approve Budgetary Amendment 18A072; Seconded by Legislator Jonke. All in favor.

i. Approval/ Budgetary Amendment 18A074/ Dept. of Social Services/ Supplemental Nutrition Assistance Program (SNAP) Bonus Award

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

j. Approval/ Budgetary Transfer 18T229/ Consumer Affairs/ Fund Compliance Officer though Year End (Also reviewed in Rules & Personnel)

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

k. Approval/ Budgetary Transfer 18T230/ Highways & Facilities/ Fund Diesel Fuel Costs through Year End

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

l. Approval/ Budgetary Transfer 18T237/ Sheriff's Dept./ Reimbursement for Expenses Incurred for Security Provided at Southeast Fireworks Event

Legislator Sullivan questioned if the amount on the Budgetary Transfer, \$9,143, was the total amount for the Town of Southeast Fireworks event.

Chairman Castellano stated yes, this was the cost of the event, saving taxpayers some money this year. He stated it was a great event and there were no issues. He stated the State Police and Sheriff's Deputies both had a presence there. He stated in the past, the funding for this event had been reimbursed to the Patrol budget line and he questioned why this Budgetary Transfer is requesting reimbursement to Communications.

First Sergeant William Meyer stated Communications, also known as Operations, plans and runs the event and Patrol is used as a resource. He stated the money would better be appropriated back into the Communications budget rather than the Patrol budget.

Legislator Jonke questioned if the \$9,143 came out of the Communications budget line at the time of the event.

First Sergeant Meyer stated funds probably came out of both the Communications budget line and the Patrol budget line.

Chairman Castellano questioned why the full amount was being reimbursed to the Communications line.

First Sergeant Meyer stated Communications is Operations and the whole division.

Legislator Jonke stated he is grateful that the cost is much lower than it has been in past years. He questioned what was done differently this year.

First Sergeant Meyer stated after experiencing the event for a few years, the Sheriff's Department was confident that they could handle the event with less people. He stated they had more support from State Police and MTA Police.

Legislator Jonke stated the Sheriff's Department did a great job and worked well with the other agencies. He stated it was a great event and he is grateful that the cost has decreased.

First Sergeant Meyer stated it worked out well. He stated the money in this Budgetary Transfer is most appropriate for the Communications budget rather than putting in Patrol and requesting a transfer in a few months.

Legislator Nacerino commended the Sheriff's Department for saving taxpayer money and for making this event a collaborative effort, which it has not been in years past. She stated for a few years the costs were increasing with each year and it is great to see that the cost has decreased.

First Sergeant Meyer stated this event has always been a collaborative effort between the Sheriff's Department, the State Police, the MTA Police, and Emergency Services.

Legislator Nacerino stated from her perspective, under former leadership it did not appear this responsibility was shared, which would be a driver in cost savings.

Legislator Jonke stated there was also an unwillingness to scale it back. He stated he has attended this event through the years and there is a necessary police presence, but this is a family event with little disturbance.

Legislator Sullivan also commended the Sheriff's Department on decreasing the cost of this event. He stated there could still be some room for further decreases in the future.

Chairman Castellano stated this is a crazy world we live in now and this Fourth of July event takes place next to the Town of Southeast Train Station. He stated he is appreciative of the decreased cost this year. He stated there is a lot of planning that goes in before the day of the event as well. He stated this was a great event this year and the Sheriff's Department did a great job.

First Sergeant Meyer stated in regards to Legislator Sullivan's statement, a schedule of employees and what division they work in was submitted with the Budgetary Transfer. He stated this is a big operation and it is used as a training exercise as well. He stated security is provided for the other agencies as well. He stated everything done this year was necessary.

Legislator Nacerino stated Sheriff Langley has been committed to saving money through reducing overtime and creating efficiencies. She commended the Sheriff's Department for the improvement of this event.

Chairman Castellano also commended Sheriff Langley and the Sheriff's Department. He stated he got a tour of the post and the equipment such as drones. He stated this is a great exercise for the Sheriff's Department as well.

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

**Item #7 - Approval/ Fund Transfer 18T198/ Sheriff's Dept./ Overtime for July 2018
(Also reviewed in Protective & Personnel)**

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

**Item #8 - Approval/ Fund Transfer 18T199/ Sheriff's Dept./ Overtime for August 2018
(Also reviewed in Protective & Personnel)**

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

**Item #9 - Approval/ Fund Transfer 18T205/ Board of Elections/ Extended Warranty
on 10 Voting Machines (Also reviewed in Rules)**

Chairman Castellano made a motion to approve Fund Transfer 18T205; Seconded by Legislator Jonke. All in favor.

**Item #10 - Approval/ Fund Transfer 18T214/ Health Dept./ Reimburse Parents for
Driving Children to Preschool Programs (Also reviewed in Health)**

Legislator Jonke stated it is cheaper for the County to reimburse parents for mileage to drive children to the preschool program rather than purchasing buses or vehicles.

Chairman Castellano made a motion to approve Fund Transfer 18T214; Seconded by Legislator Jonke. All in favor.

**Item #11 - Approval/ Fund Transfer 18T217/ Health Dept./ Cover Transition to Public
Health Sanitarian Effective August 10, 2018 (Also reviewed in Health &
Personnel)**

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

**Item #12 - Approval/ Fund Transfer 18T239/ Dept. of Mental Health/ Social Services/
Local Share of Care, Maintenance, Services, Examination of Patients
Placed in State of New York Office of Mental Health Facilities by Court
Order**

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

Item #13 - Approval/ Lease Agreement/ Veteran's Residence Room #1

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

Item #14 - Other Business – None

Item #15 - Adjournment

There being no further business, at 7:38pm Chairman Castellano made a motion to adjourn; Seconded by Legislator Jonke. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.