

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

Members: Chairman Castellano, Legislators Albano & Nacerino

Tuesday **6:30 PM** **September 24, 2013**

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

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

Legislator LoBue asked if the funds for PARC Preschool had been released yet.

County Attorney Jennifer Bumgarner stated that her department it still negotiating that funding agreement.

Commissioner of Finance Bill Carlin stated that the contract for the \$150,000 is still being negotiated. He stated that there will be three installments and that funds have not yet been released.

Legislator LoBue asked that a draft of said contract be forwarded to her confidentially so that she can review it.

Commissioner Carlin stated that it will be public information and that is no problem.

- Item #4) Correspondence/Commissioner of Finance**
- Item #4a) Overtime/Temporary Report** was duly noted.

- Item #4b) Approval/Budgetary Amendment (13A064)/Social Services/OEOP
Child Fatality Review Team**

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

- Item #4c) Approval/Budgetary Amendment (13A067)/Highway/Purchase Snow
Truck Related Items (Also Reviewed by Physical Services
Committee)**

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

Item #4d) Approval/Budgetary Amendment (13A069)/Sheriff/Cover Reimbursable Expenses

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

Item #4e) Approval/Budgetary Amendment (13A070)/Sheriff/T-Commission Funds to Purchase Motor Vehicle

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

Item #5) Approval/Fund Transfer (13T219)/Social Services/Purchase 3 Vehicles from Personal Svcs Savings for MA Unit

Legislator Nacerino asked how the assessment is made for the inventory control of vehicles.

Commissioner Carlin stated that we have an inventory control form that shows the vehicles and mileage and everything. He stated what is happening in this case is there is a Medicaid Cap where Social Services is reimbursed to a certain point whether you make the expenditure or not. He stated that we are below this cap because of the Personnel Vacancies and if we purchase the cars now we will not lose the capped funding and it is on their dime and not our dime. He stated that traditionally we would put vehicles through the budget process but in this case we are using their money instead of ours.

Legislator Nacerino thanked Commissioner Carlin for that explanation.

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

Item #6) Approval/Fund Transfer (13T223)/County Clerk/Cover Cost of Office Stools

Legislator Oliverio asked how many stools we are buying for this \$2,000.

Legislator LoBue asked if we could get a breakdown of this cost.

Chairman Castellano agreed.

County Auditor Michele Alfano-Sharkey stated that she could provide the breakdown tomorrow.

County Attorney Bumgarner gave an example of costly chair purchases in her department due to the State bid list requirement.

The Committee approved said Fund Transfer pending the breakdown provided by County Auditor Sharkey. (This Fund Transfer was not signed due to the County Clerk's department finding funds within their budget that did not require Legislative approval)

Item #7) Approval/Fund Transfer (13T228)/Emergency Services/Cover NYCOMCO Bills Through Year End

The Committee approved said Fund Transfer.

Item #8) Approval/Fund Transfer (13T232)/OFA/Cover Emergency Situations to Temp Line Due to Various Unforeseen Circumstances

Legislator LoBue asked if any of this was due to the retirement incentive package.

Director of the Office for Aging, Patricia Sheehy, stated no. She further stated that this replenishment request was due to the need to use their Department's Temporary line to cover positions that were vacated throughout the year.

Ms. Janet Canaday, Town of Carmel, asked if any of these vacated positions were union member positions.

Director Sheehy explained in detail which positions were vacated, why they were vacated, why it has affected their Department's Temporary line, and what their plan is for each position moving forward.

Legislator Nacerino asked a question regarding the need for a probationary period for a union employee.

Director Sheehy stated that because it was a tested position and their Department needed to wait for test results. She further stated that the position in question provides a service every day that cannot cease therefore the position must be filled even temporarily.

Chairman Castellano stated that this is good for the County in developing personnel and saving money.

Legislator Othmer asked for clarification that there was a decrease in personnel but no decrease in services.

Director Sheehy stated that is correct.

Ms. Canaday asked if any of these positions were in Putnam Valley.

Director Sheehy stated no.

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

Item #9) Approval/Apply for Grant/IT-GIS Dept/Round 3, Statewide Interoperable Communications Grant (Round 3 SICG) (also Reviewed by Physical Services Committee)

Legislator LoBue asked if this required a County match.

Chairman Castellano stated that as discussed there is no County match required.

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

Item #10) Approval/Grant Application/Emergency Services & Sheriff's Department/2013 State Homeland Security Program – Local Law Enforcement Prevention Program

Legislator LoBue asked if this required a County match.

Commissioner of the Bureau of Emergency Services Adam Stiebeling stated that there are no matching funds required. He further stated that this is the grant we apply for every year.

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

Item #11) Update/Putnam Golf Course/Mr. Michael McCall

Mr. Michael McCall, Putnam County Golf Course, gave a PowerPoint Presentation on the 2013 Update for the Golf Course. This presentation highlighted various aspects of the Golf Course such as but not limited to rebranding, marketing/advertising, capital improvements, future capital improvements, improvement plans, and maintenance direction.(A copy of which is on file at the Putnam County Legislative Office)

Item #12) Discussion/Reduction in Staffing at Putnam Valley Senior Center

Legislator Oliverio stated that he had no idea any changes were taking place at the Putnam Valley Senior Center, PVSC, until he had numerous voice messages at his home regarding this topic. He stated the messages said that the PVSC Cook was being moved to the Mahopac Senior Center and the Cook position at PVSC was not being filled. He wanted to know why this occurred without any notice to the District Legislator or even without the knowledge of the Legislature as a whole. He stated that he believed that this is not asking much. He stated that he is not micro-managing either. He stated he called Director Sheehy to discuss this issue. He further stated he has a massive

problem with not being kept in the loop with something as important in his district as the PVSC.

Chairman Castellano made a motion to accept the additional information for the meeting, seconded by Legislator Nacerino. All in favor.

Legislator Othmer stated that he learned at a NYSAC Conference that senior centers across the country are unsustainable and failing. He stated the trend was to build community centers. He stated that we are not obligated to cook hot meals to begin with but he is glad we do. He stated that he spoke to Director Sheehy recently regarding this because a senior from the Town of Kent, which is his district, stated that the seniors from Putnam Valley are receiving their meals cold from Mahopac. He stated that not one meal for PVSC has come from Mahopac. He stated that was a rumor. He stated that they want to consolidate the kitchens. He further stated that the PVSC kitchen will not be closed. He stated it will be open for salads, pasta, etc. He stated that when roast beef is cooked that will be cooked at the Mahopac Center and sent to PVSC. He stated that he believed County Executive Odell and Director Sheehy did not hurt anyone because this was done through attrition.

Legislator Oliverio stated that the plan is not the issue. He stated that the issue is that nobody knew about it other than the Office for Aging and the County Executive and the seniors were upset.

Director Sheehy stated that the meal was prepared there today.

County Executive MaryEllen Odell asked that Director Sheehy factually track the timeline of what took place in parallel to the budget process and retirement incentive program she believes then it will be clear why the Director made the decision she did make. She stated that what they are trying to do at the end of the day is achieve a sustainable budget and workforce. She stated that what the Director of the Office for Aging did was make sure that in light of this retirement, which came on fast and sudden because of the retirement incentive, the Director wanted to maintain a seamless transition for the delivery of the services in spite of all of the rumors and panic.

Director Sheehy stated that in August when her cook made it clear that she was going to retire and was hoping to get the incentive, Director Sheehy began to talk about how her Department was going to maintain the operations and balance the current kitchen, etc. She stated that she laid out some ideas with her Nutritional Supervisor and her staff was not happy with what she was doing at that point in time, which was moving the cook from PVSC to Mahopac. She stated that in truth she thought about it on vacation and came back and stated that she had several proposals before the County Executive for next year and one was to move the cook from PVSC to Mahopac because there are efficiencies to be had with that proposal.

Legislator Oliverio stated that he received all of the messages on Tuesday evening and called Director Sheehy on Wednesday. He asked how the seniors found this out on Tuesday.

Director Sheehy stated probably because she called PVSC and said she needed to speak with the staff the following morning. She stated they probably knew what was coming because she had put forward three different scenarios for the change. She stated that after she came back from that PVSC staff meeting she met with the County Executive and informed her that there was trouble in paradise. She stated that when she left her PVSC staff meeting she asked her staff to not get the seniors upset. She stated that she asked her staff to put together a plan that delineated how the day would be managed with the staff that would be remaining. She stated when she met with County Executive Odell after that PVSC staff meeting she voiced that she would like to give Legislator Oliverio a heads up and County Executive Odell agreed. She stated that she then left a message with the Legislative Office requesting Legislator Oliverio call her.

Legislator Oliverio stated that was Wednesday.

Director Sheehy stated that is correct. She stated that she received a call from Legislator Oliverio on Thursday morning and she called him right back.

Legislator Oliverio stated that is correct. He stated that from the voicemails and persons he could get a hold of he stated that the seniors said things would be different as of Wednesday.

Director Sheehy stated that is not true and she was not sure where those individuals heard that from. She knows the seniors were upset and it bothers her that anyone was upset.

Chairman Castellano asked Director Sheehy to explain what is happening currently.

Director Sheehy stated that the Putnam Valley Cook is moving to Mahopac. She stated that the Putnam Valley Cook was on vacation Thursday, Friday, and Saturday and one of the two cooks from Mahopac cooked at Putnam Valley on those days. She stated that the Putnam Valley Cook is scheduled to be cooking in Putnam Valley through Friday. She stated he would move to Mahopac come Monday.

Legislator Oliverio asked for confirmation that food has not come from Mahopac yet.

Director Sheehy stated that is correct.

Legislator Oliverio stated that he had numerous seniors state that food had been served that was not cooked in the Putnam Valley kitchen and asked where those seniors were getting that misinformation.

Director Sheehy stated that she does not know. She stated that the seniors voiced to her concerns that in the future they were fearful that the food might not arrive on time, it might not arrive hot, they might not get any hot food anymore and it might all be cold, etc.

Legislator Oliverio stated he now understands how this could have been blown out of proportion, fears becoming reality in the minds of some individuals. He stated that what he is upset about is the lack of letting him know it was on the horizon because it would have stopped the panic.

Chairman Castellano stated that at this moment we have not had any changes. He asked what day would begin the food transport from Mahopac to Putnam Valley.

Director Sheehy stated Monday will be the first day that the food will come from Mahopac to Putnam Valley. She stated that we may have additional savings to what she has reported.

Legislator Oliverio asked that with the improvements made in the Putnam Valley kitchen, why isn't the food prepared in the Putnam Valley kitchen and transported to the Mahopac Center.

Director Sheehy stated that the Mahopac Center's kitchen was designed as a centralized kitchen to begin with. She stated she believes it is twice the size of the Putnam Valley kitchen. She stated that the Putnam Valley kitchen will continue to operate but we will not be preparing the roast beef there. She stated that there might be a few trial-and-error days and that she has informed the seniors of that. She stated that her staff is trained in appropriately transporting food. She stated she has been working with her site supervisors on areas of inefficiencies throughout the year.

Legislator Oliverio asked that with the budget season upon us, could this movement not have waited until the budget discussion stage.

Director Sheehy stated she hears what he is saying and there will be things to be vetted in the budget process. She stated that one of those was whether or not to replace the retiring cook and then she decided she wanted to apply for the retirement incentive. She stated that is when she, Director Sheehy, decided just to rip the band aid off.

County Executive Odell stated that communication is a responsibility we all have. She stated that she places many phone calls to Legislator Oliverio and that he does not return them.

Legislator Oliverio stated that is not correct.

Legislator Othmer stated that when you sit down and explain the finances of these decisions to the seniors, they are reasonable. He stated the seniors have lived through the Great Depression and numerous wars in their lifetimes and they understand the value of a dollar.

Legislator LoBue asked if we have started taking reservations for meals yet.

Director Sheehy stated that we have started to do that in Putnam Valley for transport purposes.

Legislator LoBue stated that she would like to see preliminary numbers on the renovations for the Mahopac Center's kitchen.

Director Sheehy stated there are no numbers yet. She stated that the site is terribly outdated and she met with the Planning Department to talk about preliminary ideas to go to Capital Improvements and things of that sort. She believes that is down the road, she does not have numbers for the Legislature yet.

Legislator LoBue stated that there is movement taking place without the Legislature knowing it and she wants to know what the costs are. She asked if the cost savings from not hiring another cook is going directly to a renovation.

Director Sheehy stated that the renovation would be a Capital Improvement Project and she would not have the numbers until plans were drawn up.

Legislator LoBue asked if anything was happening this year.

Director Sheehy stated if we can get the plans drawn up and then apply for grants and talk to our State Representatives.

Legislator LoBue stated we should put it on the Physical Services Committee Agenda in November.

Chairman Castellano stated he believes Director Sheehy does not have plans to put on an agenda yet. He stated he believes it is very preliminary.

Director Sheehy agreed with Chairman Castellano.

Legislator LoBue stated that Director Sheehy said they would apply for grants.

Director Sheehy stated that when something is put in front of them she will apply for grants. She stated that last year State Senator Ball asked for some information and her Department put together a narrative.

Legislator Othmer asked if the Putnam Valley Center was on sewer and water.

Legislator Oliverio stated that they are not, that they are on septic.

Legislator Othmer stated that the Mahopac Center is on sewer and water.

Legislator Albano stated that he believes Director Sheehy is doing a great job. He believes we are trying to do more with less and consolidating which is a good thing. He stated that when constituents call in a panic he tells them to relax, be patient, and tells them that he will find out what is happening and call them back.

Legislator Oliverio stated that the problem is when there is no information given to pass along.

Director Sheehy stated that she gave her cell phone number to Legislator Oliverio in the message she left. She stated that in fairness, he could have called her that night that he received all of those voicemails from Putnam Valley seniors who were upset.

Legislator Oliverio stated he did not arrive home from a school event until close to 8:30 that night.

Legislator Albano reiterated his process when constituents call in a panic or call and are upset about something.

Chairman Castellano stated that in government we tend to do a lot of the same things, no one likes change. He believes that Director Sheehy has a great plan in action here and there is a serious cost savings projected here. He stated that he is confident that Director Sheehy will be providing the same services that she has been providing to this point. He stated that in government we do need to make a change every once in a while. He is confident that this will work.

Legislator Nacerino stated that she believes Director Sheehy is doing a great job and this is the direction we want to move in. She stated that in Patterson it was almost a very traumatic thing when the seniors were informed they were being moved from the library to the recreation center. She stated that they do have reservations as well and it makes everything more effective and efficient.

Legislator Oliverio stated that the problem has never been the plan. He stated that the problem is the lack of knowledge and lack of informing the Legislature of these changes before they take place.

Chairman Castellano thanked Director Sheehy for discussing this issue.

Item #13) Tilly Foster Farm

Item #13a) Lease Violations Report

Item #13b) Accounting of Monies Spent on Tilly Foster Farm

Chairman Castellano stated that this is a work in progress and he hopes to invite the Law and Finance Departments back to the October Audit Committee Meeting to give their reports.

Legislator Albano stated that the hot dog man moved to the farm and Legislator Albano asked this gentleman his opinion of the farm. The gentleman stated that it is a beautiful and nice place. Legislator Albano stated that we do need all the information but it was nice to hear such a positive review of the farm.

Ms. Ann Fanizzi, Town of Carmel, stated that it would be nice to see such an informative and professional presentation like Mr. Mike McCall just gave about the Golf Course for Tilly Foster Farm. She reminded everyone that Tilly Foster Farm is a professional business.

Legislator Othmer stated that he received a call from a senior in Kent that he was told that the County is subdividing the parcels of property on the east side of the Farm and selling them. Legislator Othmer stated that the County Executive stated that is not true.

Legislator Oliverio asked where this constituent heard this information because the Deputy County Executive made comments to that effect at the last meeting.

Legislator Othmer stated that he is asking for clarification in the minutes. He stated that this was a misinterpretation of the reading of the minutes.

Ms. Fanizzi stated that she read those minutes and that is what it says. She stated it was not a misinterpretation, maybe it was a misspeaking but not a misinterpretation.

Chairman Castellano stated that he looks forward to next month's meeting where we will hopefully have some more information regarding these two memorandums.

Item #14) Schedule of Revenues/Fines Levied by Boards/FYI was duly noted.

Item #15) Other Business

Item #15a) Approval/Renewal of Victim Assistance Program Grant/Child Advocacy Center

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

Item #15b) Approval/Appointments/Transportation Advisory Council

Legislator LoBue stated that she has an issue with one of the appointees. She stated that this individual misrepresented themselves during the BikePath Signage debates. She stated she does not believe that someone who misrepresented themselves should be on this board.

Legislator Scuccimarra asked if that was Legislator LoBue's personal interpretation.

Legislator LoBue stated no that it is a Chamber of Commerce's interpretation in a letter and stated she would forward this letter to the members of the Legislature.

Chairman Castellano asked for clarification on the issue.

Legislator LoBue stated that during the BikePath contract issue that we had; we have a letter from the Chamber of Mahopac and they told Legislator LoBue that this person had no right to endorse the contract and was not speaking for the Chamber.

Legislator Othmer asked who told her that.

Legislator LoBue stated the Chamber of Mahopac. She stated that she will make sure everyone gets a copy of the letter.

President of the Putnam County Chambers of Commerce, Bill Nulk, stated that Jennifer Maher is the Chairwoman of the Putnam County Chambers of Commerce and our mission and goal is to represent the interests of all the Chambers. He stated that their Board of Directors includes members of each of the Chambers. He stated the decision of the Putnam County Chambers' Board was to endorse the BikePath.

Legislator Albano stated he has no problem with this person.

Chairman Castellano stated that Legislator LoBue can forward the information to us.

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

There being no further business, at 8:12 P.M., Chairman Castellano made a motion to adjourn, seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Krista M. Butler, Administrative Assistant.