

**RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE
Held In Room 318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Members: Chairman Sullivan and Legislators Addonizio & Albano

**Monday September 17, 2018
(Immediately Following Protective Meeting beginning at 6:30pm)**

The meeting was called to order at 8:04pm by Chairman Sullivan who requested that Legislator Addonizio lead in the Pledge of Allegiance. Upon roll call Legislator Addonizio and Chairman Sullivan were present. Legislator Albano was absent.

Item #3 - Approval of Minutes – August 13, 2018

The minutes were approved as submitted.

Item #4 - Approval/ Appointment/ Plumbing & Mechanical Trades Board/ Lyons

Legislator Castellano stated Mr. Lyons lives in his district and he is a great individual and will bring a world of knowledge to the Plumbing Board.

Legislator Addonizio stated Mr. Lyons is a Master HVAC Installer and is well qualified to serve on the Board.

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

**Item #5 - Approval/ Budgetary Amendment 18A071/ Veteran's Service Agency/
Veterans Peer to Peer Program**

Legislator Scuccimarra stated John Bourges does a wonderful job in this program and helps many participants by encouraging them to interact with and support one another. She stated she is very happy to see this funding.

Legislator Addonizio stated one-on-one counseling has proven to be very effective and this funding will greatly help this program.

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

Item #6 - Approval/ Fund Transfer 18T229/ Consumer Affairs/ Fund Compliance Enforcement Officer through Year End

Director of Consumer Affairs Michael Budzinski stated the funding in their Temporary budget line has been depleted. He stated this is primarily due to the tornado that hit our area in May. He stated a tremendous amount of unregistered contractors came into Putnam to do work related to damaged caused by the storm. He stated there has been a 97% increase in the number of violations issued this year to date (152 violations) as compared to this time last year in 2017 (76 violations). He stated there were times throughout this year where the compliance officers would park their car on a road and walk down and issue five (5) or six (6) citations without even moving the car.

Chairman Sullivan questioned what the fines are for the citations.

Director Budzinski stated a majority of the violations were unlicensed home improvement contractors, which carries a \$500 fine. He stated for 2018 \$13,500 was budgeted for fine revenue and to date, \$25,600 has been collected.

Chairman Sullivan stated that increase in fine revenue more than offsets the cost of the overtime.

Legislator Addonizio questioned if the contractors that received a fine eventually got their license.

Director Budzinski stated the contractor has an option to either plead guilty and pay the fine without going to a Board hearing or they can go to a Board hearing and plead their case.

Legislator Addonizio questioned if the individual can be licensed after being issued a fine.

Director Budzinski stated yes, part of the fine can be suspended and the Board will help the contractor obtain their license.

Legislator Addonizio questioned how many contractors who were issued a violation ended up obtaining the proper licensing.

Director Budzinski stated over half of the individuals pursued getting their license. He stated some contractors were not interested in getting their license; they opted to pay the fine. He stated there are also \$25,000 in outstanding fines which have not yet been collected.

Legislator Nacerino questioned if the increase in violations is due to the tornado or if it is due to the increase in enforcement.

Director Budzinski stated the storm was a big factor and having two (2) enforcement officers helped as well.

Legislator Nacerino questioned if there is a sufficient amount budgeted for next year.

Director Budzinski stated this fund transfer will cover the line until the end of this year and more hours have been anticipated and included in the budget for next year.

Chairman Sullivan stated it is important to protect the public from unlicensed contractors. He questioned where the contractors came into Putnam County from.

Director Budzinski stated many of them came from surrounding counties and Connecticut.

Chairman Sullivan questioned if the customers were calling the unlicensed contractors to perform the work.

Legislator Addonizio stated some were knocking on doors after the storm.

Director Budzinski stated the licensed contractors were booked up after the storm and some homeowners had no other option.

Chairman Sullivan questioned if any complaints were filed from the public about the work done.

Director Budzinski stated complaints are filed frequently, but there were not many related to the storm.

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

Item #7 - Discussion/ Designation of Official Newspapers/ RFQ Process

Chairman Sullivan stated last year, the Legislature received requests from newspapers to be designated as official newspapers, however their requests came in too late. He stated to allow time to properly vet each request, an RFQ (Request for Quote) could be sent out for each newspaper in Putnam County to respond to.

Legislative Counsel Robert Firriolo stated requesting the information now will allow time for the newspapers to demonstrate that they qualify as a "newspaper" as defined in County Law. He stated last year an inquiry was submitted from a news outlet who was requesting to be an additional official newspaper; however they did not qualify as a newspaper under that law. He stated he would expect that the RFQ process would require that the applicant demonstrates that they fit within that definition.

Legislator Nacerino stated there must be established criteria. She stated she understands that there may be other newspapers interested in being designated as an official newspaper of the County; however she is not in favor of increasing the maximum number of three (3) official newspapers.

Chairman Sullivan stated adding an additional newspaper would not be cost efficient for the County. He stated he would like further explanation of the RFQ process.

Deputy Legislative Clerk Diane Trabulsy stated the Director of Purchasing Alex Mazzotta mentioned that he could send the RFQ directly to each newspaper within Putnam County. She stated each interested newspaper would then send back their information detailing if they meet the criteria. She stated Director Mazzotta is also not in favor of adding an additional newspaper because of the extra costs associated with doing so.

Legislator Addonizio stated there are currently three (3) official newspapers in Putnam County. She stated since another newspaper would not be added, one existing newspaper would not be designated if the County decided to go with another newspaper.

Chairman Sullivan stated an additional official newspaper is not being considered. He stated this process will allow all newspapers to have an opportunity to be an official newspaper of the County.

Legislator Nacerino stated the criteria and selection process must be defined. She stated there must be justification for which newspapers are selected or not selected.

Legislator Addonizio questioned why the RFQ process is necessary if an additional newspaper is not being considered.

Legislator Nacerino stated it is equal opportunity.

Chairman Sullivan stated it is worth looking into all possibilities because there may be newspapers that have higher distributions than others, which would allow County notices to reach more people.

Legislator Gouldman questioned if an online news outlet is considered a newspaper.

Legislative Counsel Firriolo stated no, a paper circulation is required.

Chairman Sullivan stated the criteria must be defined.

Deputy Clerk Trabulsy stated criteria currently exists.

Legislative Counsel Firriolo stated there is a minimum set of criteria that defines what a newspaper is. He stated the Legislature can consider additional things such as

geographic distribution circulation and price. He stated once they are qualified as a newspaper under State law, it is then up to the Legislature to determine which newspapers will get the bid. He stated he believes only two (2) newspapers need to be designated, but currently the County designates three (3). He stated once the responses come in from the RFQ, the criteria can be considered and a decision can be made.

Chairman Sullivan questioned at what point the Legislature should add their criteria to the RFQ.

Legislative Counsel Firriolo stated the criteria, such as page circulation, distribution, or geographic area, should be put right into the RFQ so that when their answers are submitted, all questions are addressed.

Chairman Sullivan stated before the RFQ goes out he would like it to be reviewed by Legislative Counsel.

Legislator Castellano questioned how many weeks the RFQ process needs to be. He suggested having Director of Purchasing Mazzotta attend the Audit Meeting on September 24, 2018 to review this.

Chairman Sullivan agreed.

Legislative Counsel Firriolo stated to the best of his knowledge, the distinction between an RFP (Request for Proposal) and an RFQ is that an RFQ is more flexible and a less formal process.

Deputy Clerk Trabulsy stated the RFQ would also be sent directly to the newspapers, which would not be the case with an RFP.

Legislator Castellano questioned the same three (3) newspapers have been the official newspapers since he has been on the Legislature. He questioned if an RFP could be sent out in this situation. He stated his concern is that newspapers could be missed if they are being sent directly to the newspapers. He stated last year, some newspapers sent their request in too late and could not be considered. He stated if this was discussed again at the Rules Committee Meeting in November, it would be considered by the Full Legislature at their December Meeting.

Chairman Sullivan stated an RFQ was not sent out last year.

Administrative Assistant Beth Green stated Director Mazzotta mentioned that the RFQ would need to be sent out by December 1st.

Legislator Castellano stated he would like Director Mazzotta to attend the Audit Meeting.

Item #8 - Update/ Veteran's Service Medal Advisory Panel

Legislator Castellano stated the Panel is trying to finalize another fundraiser. He stated they recently received a few donations, including a very generous donation from an individual. He stated the first payment has been made to the artist.

Chairman Sullivan questioned what fundraisers have been held or are being planned.

Legislator Castellano stated the pancake breakfast has been the only fundraiser so far. He stated they are looking into fundraising through a mini golf tournament at Red Rooster in Brewster, although weather could be a factor. He stated they have also considered holding a bowling tournament, which would be indoors and weather would not be a concern. He stated they still need to raise some more money, but the people of Putnam County have been very generous to this endeavor. He stated they hope to have the first 400 medals very soon. He stated they are currently going through applications, although they do not yet have 400.

Item #9 - FYI/ Fund Transfer 18T205/ Board of Elections/ Extended Warranty on 10 Voting Machines – Duly Noted

Item #10 - Other Business – None

Item #11 - Adjournment

There being no further business at 8:29pm Chairman Sullivan made a motion to adjourn; Seconded by Legislator Addonizio. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.