

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

Members: Chairman Gouldman, Legislators Castellano & Sayegh

Monday **6:30pm** **February 25, 2019**

The meeting was called to order at 6:31 p.m. by Chairman Gouldman who led in the Pledge of Allegiance. Upon roll call Legislators Castellano, Sayegh, and Chairman Gouldman were present.

Item #3 - Approval of Minutes – January 24, 2019

The minutes were approved as submitted.

Item #4 - Correspondence/County Auditor

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

Item #5 - Correspondence/Commissioner of Finance

- a. **Overtime/Temporary Report** – Duly Noted

- b. **Approval/ Budgetary Amendment 18A093/ Finance/ Closeout Completed Capital Projects and Adjust for Ongoing Capital Projects to Reflect Actual Costs (Also reviewed in Physical)**

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

- c. **Approval/ Budgetary Amendment 18A094/ Finance/ Year End Entry #2**

Commissioner of Finance William Carlin stated this is to close out the year end books. He stated Putnam County is in very good financial shape and we had a good year.

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

d. Approval/ Budgetary Amendment 19A009/ Sheriff's Dept./ Use T-Commission Reserve Funds to Purchase Black Cat II Recorder with Laptop & Taxpro Software & Black Cat II Radar Recorder Kit with Locks and Chains (Also reviewed in Protective)

Legislator Castellano requested clarification on what is being purchased.

First Sergeant William Meyer stated this equipment will be used to monitor traffic.

Legislator Castellano stated it was his understanding that T-Commission funds could only be used for items within the jail.

First Sergeant Meyer stated T-Commission funds can be used for general purpose. He stated the inmate welfare, which are the funds collected through the commissary, go towards items to benefit the inmates.

Legislator Castellano stated this is a great use of the money. He stated concerns are often raised about vehicles speeding through neighborhoods, and this equipment can be used to monitor the area without having an officer stationed in one spot all day.

Legislator Nacerino stated this equipment can be borrowed by the towns as well and it is a very good device to have.

Legislator Albano stated he does not want to get off track, but wanted to mention how beneficial the use of cameras can be, especially with the increase of people dumping garbage.

Legislator Montgomery stated there is a problem in the Town of Philipstown off of Route 9D where tires are being dumped and they have discussed the possibility of putting cameras there. She stated they believe it is a big company dumping these tires and it is at the expense of the Town's Highway Department to remove them.

Legislator Castellano questioned how many tires were dumped.

Legislator Montgomery stated she believes the last time they dumped there were at least 30 tires.

Chairman Gouldman questioned what action the Town has taken.

Legislator Montgomery stated it is unknown who is dumping the tires, therefore no action has been taken yet. She stated cameras would help to identify who it is.

Chairman Gouldman stated the cameras can also be moved from place to place when issues like this arise.

Chairman Gouldman made a motion to approve Budgetary Amendment 19A009;
Seconded by Legislator Sayegh. All in favor.

**e. Approval/ Budgetary Amendment 19A012/ Sheriff's Dept./ Purchase
33 Televisions and 6 Microwaves for Sheriff's Office and Correctional
Facility (Also reviewed in Protective)**

Legislator Castellano questioned if old televisions are being replaced.

First Sergeant Meyer stated yes, the televisions run constantly and therefore burn out quickly.

Legislator Montgomery questioned how the old televisions are being disposed of.

First Sergeant Meyer stated they work with Kent Recycling to dispose of electronic waste.

Chairman Gouldman made a motion to approve Budgetary Amendment 19A012;
Seconded by Legislator Castellano. All in favor.

**f. Approval/ Budgetary Amendment 19A020/ Sheriff's Dept./ Use T-
Commission Reserve Funds to Purchase Law Enforcement Policy
Manual and Support Package from Lexipol, LLC (Also reviewed in
Protective)**

Chairman Gouldman requested clarification.

First Sergeant Meyer stated this company will help the Sheriff's Department develop policies and procedures, while making things more web-based. He stated this will set the Sheriff's Department up for accreditation and solve a number of issues.

Legislator Sayegh questioned if the Sheriff's Department is looking to get the jail accredited.

First Sergeant Meyer stated they are looking to get the Patrol Division accredited.

Legislator Sayegh questioned if the jail is currently accredited.

First Sergeant Meyer stated the jail is a separate, national accreditation. He stated Sheriff Langley would like to have all divisions accredited, but the focus right now is on law enforcement.

Legislator Castellano stated this should make the Sheriff's Department more efficient.

First Sergeant Meyer stated it absolutely will.

Legislator Nacerino questioned how much money is generated through the Inmate T-Commission fund annually. She stated there are a few things on tonight's agenda being paid for with these funds.

First Sergeant Meyer stated the Inmate T-Commission fund is revenue from telephone use in the jail. He stated this generates a decent amount of money. He stated the account is never completely exhausted, therefore he is unaware how much specifically is generated per year. He stated it generates a significant amount of money and it is used to offset the budget.

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

Item #6 - Approval/ Fund Transfer 18T439/ Dept. of Social Services/ Reallocate Funds to Cover Projected Costs through 12/31/2018 (Also reviewed in Health)

Chairman Gouldman made a motion to approve Fund Transfer 18T439; Seconded by Legislator Castellano. All in favor.

Item #7 - Approval/ Fund Transfer 19T018/ Sheriff's Dept./ Purchase 2019 Annual Pro-rated Law Enforcement Software for Lexipol, LLC (Also reviewed in Protective)

Chairman Gouldman made a motion to approve Fund Transfer 19T018; Seconded by Legislator Sayegh. All in favor.

Item #8 - Approval/ Fund Transfer 19T020/ Youth Bureau/ Cover Salary for Temporary Staff Filling Maternity Leave (Also reviewed in Personnel & Health)

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

Item #9 - Approval/ Fund Transfer 19T022/ Office for Senior Resources/ Combine 2 Part-time CDL Driver Positions into 1 Full-time CDL Driver Position/ Cover Medical Leave (Also reviewed in Personnel & Health)

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

Item #10 - Approval/ Fund Transfer 19T023/ Dept. of Social Services/ Cover Overtime Probation Officers through 9/30/2019 to Conduct Curfew Checks to Eligible Clients (Also reviewed in Health)

Legislator Castellano questioned if this is a result of the new laws.

Commissioner Carlin stated yes, this is a mandate.

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

Item #11 - Approval/ Fund Transfer 19T026/ Highways & Facilities/ Upgrade 3 Highways & Facilities Positions (Also reviewed in Personnel)

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

Item #12 - FYI/ County's Deposit and Investment Policies/ 4th Quarter Ending 12/31/2018

Commissioner Carlin stated this is the first time in about nine (9) years that the County is earning interest again. He stated he will soon be coming to the Legislature to add a second liquid asset fund, which would help maximize interest rates and clean up banks that have merged.

Legislator Castellano questioned how the interest rate varies among the different banks.

Commissioner Carlin stated the banks are about the same rate; the liquid asset funds are higher. He stated they try to keep the money in local banks.

Item #13 - Other Business

Chairman Gouldman made a motion to waive the rules and accept the Other Business; Seconded by Legislator Sayegh. All in favor.

a. Approval/ Budgetary Amendment 19A001/ Sheriff's Dept./ Establish Carmel SPO/ Amendment of Resolution #29 of 2019

Legislator Jonke stated the Town of Carmel approached the Sheriff's Department requesting a Special Patrol Officer (SPO) to man the front desk in Carmel Town Hall. He stated the Legislature was in favor and moved forward. He stated a request was sent to the State Civil Service Commission for an opinion because no other County had provided an SPO to a town. He stated Resolution #29 of 2019 was passed at the Organizational Meeting, which moved this forward subject to the opinion of the State Civil Service Commission. He stated he spoke with Legislative Counsel Firriolo and County Attorney Bumgarner regarding this new resolution, which would allow the process to move forward until the opinion comes through. He stated it is important to keep in mind that an opinion from the State Civil Service Commission is not as binding as an opinion from the State Comptroller or Attorney General, for example. He stated the opinion received may be adverse to what is being done, but it may not be strong enough to dissuade the County from moving forward. He stated in the meantime, a

request from the Town of Putnam Valley has come in for the same thing. He stated for the safety of the residents that go into the Town Hall, this security is necessary. He stated having an SPO in this position is more affordable than having a fulltime Officer on duty in Town Hall.

Legislator Albano agreed.

Legislator Nacerino agreed as well and stated that County Attorney Bumgarner sanctioned this and found no loop holes in their research that would prohibit this. She stated the opinion that comes from the State Civil Service Commission is just that; not a mandate. She stated the County may not even have to act if there is an adverse opinion.

Legislator Jonke stated that is correct; there is an opinion letter from both Legislative Counsel and the County Attorney's Office supporting this.

Legislator Castellano stated the Town of Carmel demonstrated the need for this security. He stated having an SPO will keep the Carmel Police Officers on the roads as opposed to inside Town Hall, which is a benefit to the whole community.

Legislator Jonke stated although the SPO is being facilitated through the Sheriff's Office, the Town is responsible for all associated costs.

Chairman Gouldman questioned if the request from the Town of Putnam Valley will be on the March Protective Services Committee Agenda.

Legislator Jonke stated yes.

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

b. Approval/ 19CP02/ Sheriff's Dept./ Jail Lighting/ Not to Exceed \$25,000

First Sergeant Meyer stated an issue with the lighting in the jail was recently identified where the lights in two (2) housing units are out. He stated they originally thought the lights had burned out, however upon looking into it they found that there is a short that is preventing the lights to operate properly. He stated this is not a critical emergency that has to be done tomorrow, but the longer we go without it, the greater the liability to Putnam County. He stated the lights that are out are the primary lights connected to the generator, therefore if the electricity goes out, there will be no lights at all except for some emergency lights. He stated the Captain of the jail brought this to his attention right away and said this is a critical issue. He stated they spoke with the company Ameresco to ask if they could fix the lights, but because they only have a contract to evaluate they are unable to fix it. He stated addressing these lights now will not have a

significant impact on the project being worked on by Ameresco. He stated the County Electrician looked at it and found that there is a dead short.

Legislator Jonke questioned how long the lights have been out.

First Sergeant Meyer stated to his knowledge, the lights have been out for two (2) months.

Legislator Albano stated two (2) or three (3) years ago it was realized that there was a real issues with the lighting at the jail, at which time they got a proposal for LED lighting. He states some of the lights at the jail are high voltage and not standard fluorescent lights, which makes it more difficult to even change the bulb. He stated this needs to get done, however he wishes there was more of a package deal. He stated the proposal was for about \$30,000 two (2) or three (3) years ago. He stated if it was done then, the savings in electricity probably would have already paid for the necessary work. He stated he would have liked to seen more estimates, he believes this is a lot of money for what needs to be done.

First Sergeant Meyer stated the banks of lights are about 25 feet high and the short is between these banks of lights and the breakers. He stated this is not a fixture issue; it is a wiring issue.

Legislator Albano questioned if the lights are being replaced when the wiring issue is fixed.

First Sergeant Meyer stated that is correct; the system will be updated to LED.

Legislator Albano stated the lighting issue seemed urgent a few years ago when it was first discussed.

First Sergeant Meyer stated the issue a few years ago was that the lights were burning out one at a time. He stated now, there are two (2) banks that are completely out and they are the primary lighting source in each housing unit.

Legislator Jonke questioned if bids will be requested if this is approved.

First Sergeant Meyer stated the Highway Department will take care of the bids. He stated he had a meeting today with Highways & Facilities Commissioner Fred Pena, Deputy Commissioner John Tully, and the Highway Department's electrician about how to move forward.

Legislator Nacerino clarified that the \$25,000 is an estimate and a "not to exceed" amount just to begin this update. She questioned why this project is now urgent when this has been an issue for two (2) months.

First Sergeant Meyer stated at first, they were not aware that the issue was actually a short in the system. He stated he believed the lights had burned out and the fixtures needed to be replaced. He stated the bulbs in the current fixtures are old lights, they are not fluorescent and they burn so hot that there are burn marks above the light. He stated their original remedy to this issue was to retrofit the fixtures with LED lights, which would not have been that expensive. He stated when the issue was looked into, the short was discovered.

Legislator Castellano questioned if Ameresco was made aware of this upgrade since they have a plan for the jail.

Legislator Albano stated Ameresco's plan is to replace the lighting in the jail with LED lighting. He stated this requires a couple steps because the lights that are currently in the jail are high voltage. He stated this project should not affect Ameresco's overall plan.

First Sergeant Meyer stated by changing over the lights on the two (2) banks that are out will complete a small piece of Ameresco's project.

Legislator Albano stated there many lights and fixtures in the jail that will be replaced.

First Sergeant Meyer stated a cost savings will be realized with the changeover to LED lights.

Legislator Nacerino requested that an update be provided on the scope of this job once a company is selected through the bid process. She stated as of right now, \$25,000 is being allocated for this project, but she would like to see the financial estimates once the scope of the project is more clear.

First Sergeant Meyer stated that can be done.

Commissioner Carlin stated if the cost of more than \$25,000 the agreement cannot be executed.

First Sergeant Meyer stated the newer part of the building is 25 years old and the old part was built in 1982. He stated the jail is running 24/7, 365 days per year. He stated the amount of wear is significant.

Legislator Albano stated this project is labor intensive due to the high voltage of the current fixtures and their height. He stated the savings in electricity will be realized, but there will also be a savings in manpower.

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

Item #14 - Adjournment

There being no further business, at 7:08 p.m. Chairman Gouldman made a motion to adjourn; Seconded by Legislator Castellano. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.