

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

Members: Chairman Gouldman, Legislators Castellano & Sayegh

**Tuesday September 24, 2019
(Immediately following the Personnel Mtg. at 6:00pm)**

The meeting was called to order at 6:59 p.m. by Chairman Gouldman who led in the Pledge of Allegiance. Upon roll call Legislator Castellano, Legislator Sayegh, and Chairman Gouldman were present.

Item #3 - Approval of Minutes – August 26, 2019

The minutes were approved as submitted.

**Item #4 - Correspondence/County Auditor
a. Sales Tax Report**

Legislator Sayegh questioned when the County will see the Internet sales tax.

Commissioner of Finance William Carlin stated this was discussed at the NYSAC (New York State Association of Counties) Fall Seminar and they reported that it is too early and the numbers are not yet in. He stated he believes at the end of the year NYSAC will do a study. He stated there are sales tax confidentiality laws that do not allow specific data to be released and even the information he can obtain he cannot share. He stated it is a tough process to get information and it has to be in general terms.

Legislator Castellano stated the County brought in more sales tax in May through August 2019 than in the same time period in 2018. He questioned if there is anything other than the economy that this increase can be attributed to.

Commissioner Carlin stated he believes it is mostly due to the economy because sales tax seems to be strong across all lines.

Legislator Albano requested clarification on the Internet sales tax.

Commissioner Carlin stated since it just started, it will take time for the numbers to work their way through the system. He stated it is reported to the State either quarterly or monthly and then it works its way down to the County. He stated the State then cumulates the data and reports it out. He stated NYSAC is going to do a study on this once the data is received.

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

Chairman Goldman questioned the Sheriff's Department Road Patrol overtime, which is \$120,000 over the budgeted amount for this year. He questioned if an adjustment would be made.

Commissioner Carlin stated he is unaware if the Sheriff will make an adjustment at the end of the year or as he goes along. He stated if it is an issue, the Legislature will decide when and how to fund it.

Legislator Sullivan clarified that to date, the overtime for the Sheriff's Road Patrol is already over \$120,000 for the year.

Commissioner Carlin stated that is correct.

Legislator Sullivan stated with three (3) more months in the year that line will be significantly over budget.

Commissioner Carlin stated there was a budgetary amendment decreasing the overtime when dispatchers were hired, but he is not sure how long it will take to realize the savings.

b. Approval/ Budgetary Amendment 19A060/ Sheriff's Dept./ Utilize Donated Funds from Joseph Stilwell for Laptop and Laser Measuring Devices for Accident Reconstruction (Also reviewed in Protective)

Chairman Goldman made a motion to approve Budgetary Amendment 19A060; Seconded by Legislator Castellano. All in favor.

c. Approval/ Bond Resolution/ Authorizing Construction of Improvements to County Office Building/ \$800,000 (Also reviewed in Physical)

Legislator Sullivan clarified that this bond would be used to repair the brick façade of the County Office Building.

Legislator Nacerino stated these repairs are desperately needed.

Commissioner Carlin stated this repair has been reviewed by the Capital Projects Committee, which Legislator Albano serves on and has been involved with each step of the way.

Legislator Albano stated there are many projects to be done, some of which will increase energy efficiency.

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

d. Approval/ Bond Resolution/ Authorizing Demolition and Replacement of Sodom Road Bridge over the East Branch of the Croton River in the Town of Southeast/ \$580,000 (Also reviewed in Physical)

Legislator Castellano stated he is happy to see this project moving forward. He stated he believes this is the worst bridge in Putnam that the County is responsible for.

Legislator Albano stated this is a \$3 million project and this bond is for the County's match. He stated we are getting a lot of bang for our buck.

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

e. Approval/ Budgetary Amendment 19A061/ Highways & Facilities/ Budget for Sodom Road Bridge Improvement Project per Master Federal Aid Local Project Agreements (Also reviewed in Physical)

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

f. Approval/ Budgetary Transfer 19T253/ Historian/ Fund Temporary Worker/ Graduate Archival Student

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

Item #6 - Approval/ Fund Transfer 19T221/ Finance/ Dept. of Tourism/ Clerical Assistance, Cellphone, & Laptop (Also reviewed in Economic Development & Personnel)

Legislator Castellano stated this is a much needed addition to Putnam County and the Department of Tourism has hit the ground running. He stated this transfer is a zero fiscal impact.

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

Item #7 - Approval/ Fund Transfer 19T222/ Emergency Services/ Fund Balloon Payment for E911 Equipment (Also reviewed in Protective)

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

Item #8 - Approval/ Fund Transfer 19T223/ County Attorney/ Fund Settlement Payment (Also reviewed in Rules)

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

Item #9 - Approval/ Fund Transfer 19T239/ Transportation/ Purchase 3 School Vans to Transport Single Ride Children to Southern Westchester

Legislator Castellano made a motion to waive the rules and accept the additional; Seconded by Chairman Gouldman. All in favor.

Transportation Manager Vincent Tamagna stated the vehicles they are looking to purchase for the Pre-Kindergarten (Pre-K)/ Early Intervention (EI) program are vans rather than buses. He stated there are about 80 children that are transported through the program to over a dozen locations, some being in Orange County, therefore the increased mileage was taken into consideration. He stated when researching vehicles for this program, they spoke with the Carmel Central School District who connected them with Sourcewell, a company that works with cooperative purchasing for municipalities. He stated Sourcewell is on the State bid list and he was able to move forward with the vehicles they had to offer. He stated the total cost of the three (3) vehicles will be \$116,820. He stated he did a calculation of the miles driven in the month of April and compared the cost of the buses to the cost of the vans. He stated in the contract, the County pays \$2.57 per mile for the school bus and the van will cost \$2.06 per mile, resulting in a monthly savings of \$8,729.67 on the miles. He stated in terms of fuel, the buses get 8 miles per gallon while the vans get 16 miles per gallon, which will result in a savings of about \$2,460.44 per month. He stated the total cost savings will be about \$11,000 per month and within the first year, the use of the vans will result in a cost savings of about \$130,000; which is more than the cost of purchasing the vans. He stated he is making this request now because there is a 16 or 18 week lead time on the vehicles, therefore they would not be able to be used until Spring or Summer next year. He stated purchasing these vehicles is important because if any of the current buses are pulled, the program is left with nothing and he would need to rent a bus for about \$100 per day. He stated this purchase will right-size the fleet and cost less, while getting the children where they need to be.

Legislator Albano stated his support of this purchase. He stated it is important to right-size the fleet.

Legislator Sayegh questioned if the vans being purchased are replacing vehicles.

Transportation Manager Tamagna stated they will be additional vehicles. He stated the last time vehicles were purchased was 2008. He stated some of the buses currently have about 200,000 miles on them. He stated this purchase adds smaller vehicles to the fleet to take advantage of the cost savings.

Legislator Sayegh stated the Pre-K/EI program is a State mandated program.

Transportation Manager Tamagna stated that is correct, it is a very successful program. He stated it costs taxpayers about \$2.5 million per year for the 80 children in the program.

Legislator Castellano questioned what the life expectancy of the vans is.

Transportation Manager Tamagna stated it is about five (5) years. He stated these vehicles are maintained more stringently than a personal car and he would expect that they would go to about 200,000 miles.

Legislator Castellano stated the savings of \$130,000 per year over the next five (5) years makes this a better deal for Putnam, its taxpayers, and the environment. He stated he is in favor of this.

Transportation Manager Tamagna stated in terms of the environment, there is one (1) diesel bus left in the fleet and it remains because it has wheelchair accessibility.

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

Item #10 - Approval/ Fund Transfer 19T242/ Sheriff's Dept./ Corrections/ Overtime due to 2 Vacancies and 3 on 207C

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

Item #11 - Approval/ Fund Transfer 19T244/ Sheriff's Dept./ Reflect Salary Changes due to Personnel Department Change

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

Item #12 - Approval/ Fund Transfer 19T245/ Sheriff's Dept./ Overtime due to Constant Watch

Legislator Sayegh stated this fund transfer is for \$53,825 and questioned what the time frame is for this amount.

Commissioner Carlin stated he is unsure exactly what the time frame is. He stated he believes constant watch is throughout the year. He stated it is part of the overtime as whole, therefore constant watches can cause a backflow of the overtime.

Legislator Jonke stated if constant watches are not done properly the County can face serious liability.

Chairman Gouldman stated it is also a difficult line to budget because it is unpredictable how many inmates will require a constant watch throughout the year.

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

Item #13 - Approval/ Fund Transfer 19T247/ Emergency Services/ Purchase Consoles for 911 Center

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

Item #14 - Approval/ Fund Transfer 19T252/ Health Dept./ Household Hazardous Waste Day/ October 5, 2019

Legislator Sayegh stated the Household Hazardous Waste Day is a great program held by the Health Department. She encouraged residents to check their homes for hazardous materials and take advantage of the opportunity to properly dispose them.

Legislator Castellano agreed with Legislator Sayegh. He stated it is a great opportunity to dispose of these items.

Chairman Gouldman stated by properly disposing of these materials, it keeps our environment cleaner and our residents safer.

Chairman Gouldman made a motion to approve Fund Transfer 19T252; Seconded by Legislator Castellano. All in favor.

Item #15 - Approval/ Fund Transfer 19T258/ Highways & Facilities/ Overtime for Parks

Chairman Gouldman made a motion to approve Fund Transfer 19T258; Seconded by Legislator Sayegh. All in favor.

Item #16 - Other Business – None

Item #17 - Adjournment

There being no further business, at 7:28 p.m. Legislator Sayegh made a motion to adjourn; Seconded by Legislator Castellano. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.