

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

Members: Chairman Castellano, Legislators Albano & Gouldman

**Wednesday May 25, 2016
(Immediately Following Personnel Mtg. beginning at 6:30pm)**

The meeting was called to order at 6:40 p.m. by Chairman Castellano who requested that Legislative Gouldman lead in the Pledge of Allegiance. Upon roll call, Legislators Albano & Gouldman and Chairman Castellano were present.

Item #3 - Approval of Minutes – April 25, 2016

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**

Chairman Castellano stated he went to the OTB in Brewster on the day of the Kentucky Derby and the facility is very nice and very busy.

- 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 16A022/ Social Services/ Conform to Safe Harbor Budget (Also Reviewed in Health)**

Chairman Castellano questioned the amount of \$12,972. He stated the amendment says that the amount is going from \$75,000 to \$90,000, which is a difference of \$15,000.

Commissioner of Finance William Carlin stated the funds are being taken from multiple budgets.

Commissioner of Department of Social Services Michael Piazza stated an employee moved to a position in the Safe Harbor program and was at a higher rate of pay. He stated some of the savings from the salary is going towards the health insurance.

Chairman Castellano made a motion to approve Budgetary Amendment 16A022;
Seconded by Legislator Albano. All in favor.

c. Approval/ Budgetary Amendment 16A026/ Highway/ Sheriff/ Reclassify Grant Funds (Also reviewed in Physical Services)

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

- d. Approval/ Budgetary Transfer 16T102/ Finance/ Increase District Attorney Salary as per NYS Mandate (Also reviewed in Personnel)**
- i. Correspondence/ NYSAC Weekly Wire/ Possible Reimbursement of DA Salary Increase to Counties**
 - ii. Assembly Bill A10152**
 - iii. Senate Bill S07408-A**

Legislator Albano clarified that this mandate does not apply to a part-time district attorney.

Commissioner Carlin stated that is correct. He stated the possibility of a part-time district attorney is based on population. He stated the County must have less than 100,000 residents to have a part-time district attorney.

Legislator Gouldman questioned if Putnam County were to have the district attorney position become part-time, if it had to be done at the beginning of the next district attorney term.

Commissioner Carlin stated he is unaware if the position can be changed mid-term. He stated this increase is mandated by State Law, therefore the County is obligated to pay. He stated in 2018 the salary is set to increase again, which would bring it over \$200,000.

Legislator Nacerino requested clarification on the details surrounding the full-time or part-time district attorney position.

Legislative Counsel Clement Van Ross stated if a change were to be made from full-time to part-time, it would need to be done when a new term begins.

Legislator Albano stated this mandated salary increase should be kept in mind when a new term for district attorney is approaching.

Commissioner Carlin stated in that time frame, the census should be monitored because the population in Putnam County is very close to 100,000 and if it goes over, the district attorney would have to be full-time.

Legislative Counsel Van Ross stated Putnam County has never had a population of 100,000 or more. He stated it came close 20 years ago when the County was growing, however the population is now on a decline.

Chairman Castellano questioned if the salary of the district attorney was equal to the salary of the county judge.

Commissioner Carlin stated that is correct. He stated the salary of the county judge, which is a State position, increased as well.

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

Item #6 - Approval/ Fund Transfer 16T066/ Finance/ Purchase & Install Generator at Veteran's Home (Tabled from 5/3/16 Full Meeting)

Chairman Castellano stated when Departments send fund transfers, the Finance Department looks into the best place to transfer money from.

Commissioner Carlin stated upon receiving this fund transfer request, he believed this was a true contingent item. He stated it was an unexpected purchase, therefore it was not budgeted for. He stated more money has been put into contingency than has been taken out this year, which made the transfer plausible.

Legislator Nacerino stated she would like to emphasize that the committee meetings are the proper place to address questions of this nature.

Legislator Addonizio requested clarification as to why the money was being taken from contingency.

Commissioner Carlin stated the Veteran's home does not have enough money to transfer for this purchase. He stated this was an unplanned expense, and therefore a true contingent item.

Legislator Albano stated the money in contingency is there for unforeseen expenses.

Commissioner Carlin stated he did not want to take the money out of a Highway Department repair line because they are already low.

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

Item #7 - Approval/ Fund Transfer 16T072/ Sheriff's Dept./ Payouts for Retiree (Also reviewed in Personnel)

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

Item #8 - Approval/ Fund Transfer 16T083/ Social Services/ Use Savings to Cover Health Insurance (Also reviewed in Health & Personnel)

Legislator Gouldman questioned how long this amount will cover the health insurance for.

Commissioner Carlin stated it will be covered through the end of the year.

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

Item #9 - Approval/ Fund Transfer 16T090/ Board of Elections/ Purchase Election Day Supplies

Chairman Castellano made a motion to approve Fund Transfer 16T090; Seconded by Legislator Albano. All in favor.

Item #10 - Approval/ Fund Transfer 16T093/ Sheriff's Dept./ Corrections/ Temporary (Also reviewed in Personnel)

Legislator Nacerino stated fund transfers such as this one are sent to the Legislature month after month with the same explanation. She stated she recognizes the comprehensive hiring process and questioned if the Correction Officer or Cook position would soon be filled.

Commissioner Carlin stated the Correction Officer position is close to being filled.

Chairman Castellano stated these positions are difficult to fill as there are many requirements.

Legislator Nacerino questioned if the hiring process for the Cook position is as comprehensive as others within the Sheriff's Department.

Commissioner Carlin stated he is not sure if the process is as comprehensive. He stated the background check is the same.

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

Item #11 - Approval/ Fund Transfer 16T094/ Sheriff's Dept./ Corrections/ Overtime due to Open Personnel Line (Also reviewed in Personnel)

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

Item #12 - Approval/ Semi-Annual Mortgage Tax Payments – 10/01/2015 to 03/31/2016

Legislator Gouldman questioned if every county in the State processes these payments every six (6) months.

Commissioner Carlin stated yes, it is required by law.

Legislator Gouldman questioned when the tax is paid.

Commissioner Carlin stated it is paid at the closing and is held by the County Clerk. He stated it is then sent to the State and the County distributes the money.

Legislator Gouldman questioned where the interest goes.

Commissioner Carlin stated it stays in the County.

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

Item #13 - Approval/ Amendment to Legislative Calendar

Chairman Castellano stated this amendment will move the July Full Legislative Meeting from Tuesday, July 5, 2016 to Wednesday, July 6, 2016 due to the July 4th holiday.

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

Item #14 - Approval/ Home Rule Request/ Assembly Bill A7205A/ Senate Bill S4809A – 2016 – Exemption of County Sales Tax on Certain Clothing & Footwear during the Week of August 15-24, 2016

Legislator Gouldman questioned why this did not go through last year.

Chairman Castellano stated the State did not pass it.

Legislative Counsel Van Ross stated one (1) house passed the bill and the other put it to committee and it stayed there, therefore it died in committee.

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

Item #15 - FYI/ New York State Comptroller/ Consumer Affairs Report

Commissioner Carlin stated recommendations for the Corrective Action Plan (CAP) will be supplied for approval at the June Audit Meeting. He stated mainly, the

recommendation will be to no longer accept cash as a type of payment. He stated the Consumer Affairs Department has already implemented this procedure.

Chairman Castellano questioned if there has been any complaints or pushback in regards to cash not being accepted.

Commissioner Carlin stated there have not been complaints.

Legislator Albano stated businesses are better able to document their expenditures if using a business check or credit card.

Item #16 - FYI/ Correspondence/ Consumer Affairs/ Payment Processes – Duly Noted

Item #17 - FYI/ County's Deposit and Investment Policies for the Quarter Ended 03/31/2016 – Duly Noted

Item #18 - Other Business

a. Approval/ Budgetary Amendment 16A027/ Finance/ Account for Resolution #98/ Tilly Foster Farm Renovations

Chairman Castellano made a motion to waive the rules and accept the other business; Seconded by Legislator Albano. All in favor.

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

Item #19 – Adjournment

There being no further business, at 7:11 p.m., Chairman Castellano made a motion to adjourn; Seconded by Legislator Albano. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.