

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

Members: Chairwoman Conklin, Legislators Birmingham, & LoBue

Thursday **May 24, 2012** **6:30 P.M.**

The meeting was called to order at 6:30 P.M. by Chairwoman Conklin who requested Legislator LoBue lead in the Pledge of Allegiance. Upon roll call, Legislator LoBue and Chairwoman Conklin were present. Legislator Birmingham was absent.

Chairwoman Conklin moved to accept all additional for this meeting, seconded by Legislator LoBue, all in favor.

3) Approval of Minutes – April 23, 2012

Minutes were approved as submitted.

4) Correspondence/County Auditor

- a) **Sales Tax Report** was duly noted.
- b) **Board In Revenue Report** was duly noted.
- c) **Transfer/Revenue Report** was duly noted.
- d) **Contingency/Sub-Contingency Report** was duly noted.
- e) **OTB Report** was duly noted.

5) Correspondence/Commissioner of Finance

a) Overtime/Temporary Report

Legislator LoBue asked Commissioner of Finance Bill Carlin if the overtime in his department was due to the MUNIS/Tyler system.

Commissioner Carlin stated it was mostly due the long-term illness of an employee that will hopefully be returning in June 2012. He also stated some overtime was due to the MUNIS/Tyler system.

**b) Approval/Budgetary Amendment (12A029)/Emergency Services/2011
Homeland Security Grant**

Chairwoman Conklin invited Deputy Commissioner of Emergency Services Adam Stiebeling to discuss this item.

Deputy Commissioner Stiebeling stated that this item is the establishment of the budget lines for the 2011 Homeland Security Grant. This year's project will continue the electrical generation capabilities, visual display boards, electrical lighting towers, etc.

Legislator LoBue made a motion to pre-file the necessary resolution; seconded by Chairwoman Conklin. All in favor.

c) Approval/Budgetary Amendment (12A031)/District Attorney/Asset Forfeiture Program (also reviewed by Protective Services Committee)

Legislator Oliverio stated that these funds are from the proceeds of the Asset Forfeiture Program and this budgetary amendment will allow the District Attorney's office to use these proceeds for the Asset Forfeiture Program with zero fiscal impact.

Motion was made to approve said Budgetary Amendment.

d) Approval/Budgetary Amendment (12A038)/Finance/Boiler Replacement at DSS Campus (also reviewed by Physical Services Committee along with a Bond Resolution)

Legislator LoBue stated she sent a memo to County Executive MaryEllen Odell and Highway & Facilities Commissioner Fred Pena requesting a breakdown of the cost for these bonds including a list of roads. A list of roads was sent to her before the meeting but had changed.

Deputy County Executive Bruce Walker stated he would make sure that information was sent to the Legislature before the June Full Meeting.

Legislator LoBue made a motion to pre-file the necessary resolution; seconded by Chairwoman Conklin. All in favor.

e) Approval/Budgetary Amendment (12A039)/Finance/Underground Storage Tank Replacement (also reviewed by Physical Services Committee along with a Bond Resolution) – REVISED

Chairwoman Conklin stated that this item was revised the previous night at the Physical Services Meeting, adding \$20,000.00, making the final number \$1,020,000.00 for this budgetary amendment.

Legislator LoBue dittoed her comments made on the previous item for this item as well.

Chairwoman Conklin made a motion to pre-file the necessary resolution; seconded by Legislator LoBue. All in favor.

f) Approval/Budgetary Transfer (12T087)/District Attorney/Costs Associated with People v. DiPippo Re-trial (also reviewed by Protective Committee)

Chairwoman Conklin gave kudos to the whole department for a great job on this re-trial.

Legislator LoBue dittoed Chairwoman Conklin's comments, very well done.

Chairwoman Conklin made a motion to pre-file the necessary resolution; seconded by Legislator LoBue. All in favor.

6. Approval/Fund Transfer (12T089)/County Clerk/Records Center Video Surveillance System (also reviewed by Rules Committee)

Legislator LoBue asked if Board of Elections had this type of surveillance system because she believes that this system should be implemented, not a security guard.

Legislator Oliverio stated that he spoke to Democrat Board of Elections Commissioner Bob Bennett and Republican Board of Elections Commissioner Anthony Scannapieco and their concern is that they leave the office at approximately 4 PM and that a number of women stay until 6 PM – 8 PM and during elections, even later. They would like a presence from 5 PM to 9 PM, God forbid someone came in.

Legislator LoBue asked if there was a security guard at the Department of Motor Vehicles.

Commissioner Carlin stated that there is.

Legislator LoBue stated she worries that this will turn from four hours into a full time position.

Legislative Counsel Clement Van Ross stated that when Board of Elections was over at the Kern Building, the same security guard patrolled back and forth from Motor Vehicle.

Legislator LoBue made a motion to pre-file the necessary resolution; seconded by Chairwoman Conklin. All in favor.

7. Approval/Fund Transfer (12T092)/Board of Elections/Security Personnel at Board of Elections (also reviewed by Rules Committee)

Chairwoman Conklin asked if this was for the rest of 2012.

Commissioner Carlin stated that it was.

Legislator LoBue raised some concerns.

Commissioner Carlin stated that this item can be re-visited in the budget process for 2013.

Chairwoman Conklin made a motion to pre-file the necessary resolution; seconded by Legislator LoBue. All in favor.

8. Approval/Fund Transfer (12T093)/Health/Portable Message Boards

Chairwoman Conklin stated this item has zero fiscal impact.

Motion was made to approve said Fund Transfer.

9. Approval/Fund Transfer (12T097)/Emergency Services/Uniforms

Chairwoman Conklin stated concern over the backup for this item. She asked Deputy Commissioner Stiebeling to come forward to discuss this item.

Deputy Commissioner Stiebeling stated he provided Commissioner Carlin a letter with further explanation for this transfer. He stated he is requesting to fund a previously unfunded line out of one of their training supply lines to a uniform line. Traditionally, the Bureau of Emergency Services staff and the County Executive and their staff have received identification jackets for operations on scenes. Previous County Executives Bondi and Eldridge had them. These jackets are for accountability and identification purposes when said individuals come out and work with BES on scenes. It is a NIMS, National Incident Management System, requirement.

Commissioner Carlin stated that the eight jackets requested are not all for the County Executive's office.

Chairwoman Conklin stated that the item says for County Executive's office.

Deputy Commissioner Stiebeling stated that four will be for the County Executive's office and the remainder for the Bureau of Emergency Services to replace Director Cuomo's, Director Lannon's, and two extra to be available in case someone's is damaged or destroyed. That is the standard, keeping one or two extra available also because when we go out to bid it is more cost effective to order in bulk numbers.

Legislator Oliverio stated that he understood that the County Executive and the Deputy County Executive are each getting one but asked who the other two were in the office.

Deputy County Executive Walker stated that the Director of Constituent Services, Nick DePerno and Chief of Staff, Patricia Simone, would be getting the other two for their office.

Legislators Oliverio and LoBue both asked why the Director of Constituent Services and Chief of Staff needed these jackets.

Deputy County Executive Walker stated that himself and the County Executive work twelve-hour incident shifts, the backups being the Director of Constituent Services and Chief of Staff if for some reason himself or the County Executive could not remain/arrive on scene.

Commissioner Carlin stated he has an orange jacket as Acting County Executive that he keeps in his car.

Legislator LoBue asked why it cost so much money.

Deputy Commissioner Stiebeling stated that the jackets are three-season and they are \$65 jackets with \$20 for embroidery.

Chairwoman Conklin stated that she was concerned as to why the money was coming out of Training.

Deputy Commissioner Stiebeling stated that he did not foresee them using this amount in 2012.

The Committee and attendees further discussed this item.

Motion was made to approve said Fund Transfer.

10. Approval/Fund Transfer (12T101)/Health/Homeland Security Grant/Purchase of Generator

Deputy Commissioner Stiebeling stated that during the second half of 2011 with Hurricane Irene and the October snowstorm, they saw the need for generators for shelters.

Legislator LoBue asked how many generators the County has.

Deputy Commissioner Stiebeling stated they started on the eastern side of the County in 2004 energizing large buildings such as senior centers and they just finished the Town of Southeast and bus locations, etc. The County has seven portable generators.

Legislator LoBue stated that there should be a law to require senior housing facilities to have backup generators.

Chairwoman Conklin asked how many generators would be purchased.

Deputy Commissioner Stiebeling stated this money will be used initially in support of BES projects for a bid that is going out.

Chairwoman Conklin made a motion to pre-file the necessary resolution; seconded by Legislator LoBue. All in favor.

11. Approval/Semi-Annual Mortgage Tax Report/October 1, 2011 Through March 31, 2012

Legislator LoBue made a motion to pre-file the necessary resolution; seconded by Chairwoman Conklin. All in favor.

12. County's Deposit & Investment Policies /Quarter Ending March 31, 2012/FYI was duly noted.

13. Schedule of Revenues/Fines Levied by Boards/FYI was duly noted.

14. Other Business

a) Discussion/Hotel and Motel Occupancy Tax

Chairwoman Conklin read the proposed resolution:

“Whereas, with anticipated growth of travel related facilities in Putnam County placing an economic burden on the existing infrastructure of our County, and
Whereas, a new source of revenue is required to meet these new financial burdens, and
Whereas, it is fair and equitable that these travel related facilities participate in the funding of the needed improvements to the County's infrastructure, now therefore be it Resolved, that Putnam County hereby requests the New York State Legislature to authorize Putnam County to impose a 4% hotel and motel occupancy tax under Section 1202 et al of the NYS Tax Law.”

Chairwoman Conklin stated that she is bringing this forward because some place down the line we are going to get some hotels here, much needed, and to her this is a source of income that everyone is already used to paying when staying in a hotel or motel. Visitors would pay it. There is a time constraint on this because it needs to go to the State.

Legislative Counsel Van Ross stated that it has to be passed at the June Full Meeting at the latest.

Legislator LoBue stated she believes it is a great idea. It offsets the cost of advertising for tourism, which is a large expense. Also, it will give the County a chance to track the tourism dollars.

Chairwoman Conklin stated that she would like to add language to see the County collect the tax but share that money with the host municipality, as encouragement to host and to compensate hosting hotels and motels.

Legislator LoBue stated she would like to see this used to offset the sales tax. She believes the sales tax is a hindrance to small business. There should be a plan to wean ourselves off of the high sales tax rate.

Legislative Counsel Van Ross stated that the occupancy tax rate would be set at 4% and will remain so indefinitely, there is no requirement to re-submit at certain intervals like the sales tax rate.

Chairwoman Conklin believes adding the sales tax language would complicate the entire process of implementing the occupancy tax.

Deputy County Executive Walker stated we will need to create a balance as to not deter or discourage hotel and/or motel development. He believes it is a good idea to share the monies from the tax with the host municipality.

Legislator LoBue stated her concerns with sharing with the host municipality, stating she worries that it might turn into the same issue the municipalities have with wanting to share the sales tax but not participate in implementing or collecting.

Commissioner Carlin mentioned the two-house bill regarding sales tax that would take the 4% out of the State's hands and leave it at a local level. He suggests that a memorialization be passed in support of said bill.

Legislative Counsel Van Ross stated that any memorialization be passed tonight in-concept in order to get it to the June Full Meeting in time to get it to the State before they recess.

Chairwoman Conklin made a motion to pass a memorialization in-concept for the Galef-Marcellino Legislation; seconded by Legislator LoBue. All in favor.

Chairwoman Conklin stated that item #14a needs to stand alone.

Legislative Counsel Van Ross stated the wording can be worked out for the June Full Meeting.

Legislator Roger Gross stated he is in support of this item.

Chairwoman Conklin made a motion to pass the necessary resolution; seconded by Legislator LoBue. All in favor.

b) Memorialization In-Concept/Galef-Marcellino Legislation

Chairwoman Conklin made a motion to pass a memorialization in-concept for the Galef-Marcellino Legislation; seconded by Legislator LoBue. All in favor.

There being no further business, at 7:10 P.M., Legislator LoBue made a motion to adjourn; seconded by Chairwoman Conklin. All in favor.

Respectfully submitted by Krista M. Butler, Administrative Assistant.