

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 **February 23, 2012** **6:30 P.M.**

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

Item #3 - Approval of Minutes – January 30, 2012

The minutes were approved as submitted.

Item #4 - Correspondence/County Auditor

- a) **Sales Tax Report** was duly noted.
- b) **Board In Revenue Report** was duly noted.
- c) **Vacancy Control Report**

Legislator Birmingham made a motion to waive the rules and accept the additional material for Item #4c; seconded by Legislator LoBue. All in favor.

Commissioner of Finance, William Carlin stated that a Vacancy Control Factor was adopted in the 2012 budget. At the end of each month we take the pro-rated portion of the vacancies and reduce the Vacancy Control Factor accordingly. This month it was reduced approximately \$88,000.

Commissioner Carlin explained the Vacancy Control Factor report. The adjusted balance amount of \$673,390 was the amount we needed to reach by the end of the year.

Legislator Birmingham believed that the lack of control over the Vacancy Control Factor was that it was more of an effervescent hope than a strategic plan.

- d) **Transfer/Revenue Report** was duly noted.
- e) **Contingency/Sub-Contingency Report**

Legislator Birmingham made a motion to waive the rules and accept the additional material for Item #4e; seconded by Legislator LoBue. All in favor.

Item #4e was duly noted.

- f) **OTB Report** was duly noted.

Item #5 - Correspondence/Commissioner of Finance

- a) **Overtime/Temporary Report**

The Committee reviewed a few items on the Overtime/Temporary Report with Commissioner Carlin.

Legislator Birmingham asked if the name of the Department could be included on the report.

b) Approval/Budgetary Amendment (12A006)/EMS/Wireless 911 Program

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

c) Approval/Budgetary Amendment (12A007)/EMS/Wireless 911 Program

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

Item #6 - Approval/Fund Transfer (11T401)/Health/Care at Private Institute Preschool Program

Commissioner Carlin stated that tuition reimbursements by the State Department of Health are often done after the fact. Providers will be owed this money and that is what we are accounting for here.

The Committee further discussed the reimbursement procedure for the Preschool Program.

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

Item #7 - Approval/Fund Transfer (12T023)/Health/Fund Account for Medical Consultant For January – February 2012 (also reviewed by Personnel Committee)

Commissioner Carlin stated that he received a call from the Health Department. They would like to include the month of March so as not to be a month behind. They would like the transfer to be changed to \$18,000.

The Committee further discussed the salaries for the Commissioner of Health and the Acting Director of Health positions. They also addressed the search for qualified individuals to fill the Commissioner position and the monthly expense for the Medical Consultant while the position is vacant.

Legislator Birmingham made a motion to waive the rules and accept the additional material for this item; seconded by Legislator LoBue. All in favor.

Legislator Birmingham made a motion to pre-file the necessary resolution, amending the resolution from \$12,000 to \$18,000; seconded by Legislator LoBue. All in favor.

Item #8 - Approval/Fund Transfer (12T030)/Finance/Overtime/Temporary

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

Item #9 - Approval/Fund Transfer (12T030)/Planning/Provide Funding for Retired Commissioner to Work on a Temporary Basis

Legislator Birmingham questioned the amount of money designated for the temporary person.

Chief of Staff Patricia Simone stated that they received a letter from this employee explaining when he would be done. There are set hours and set days to finish up his time and then he will be retiring. They anticipated that he would be finished by the summer.

County Executive Odell stated that there was a specific task which Commissioner Lynch felt, as he transitioned out, would be in everyone's best interest that he participates.

Legislator Birmingham stated that the reason for his hesitancy was this was part of the proposed consolidation of the Planning & Highway Departments. As a policy, he did not believe the Legislature has come to where we need to be with the proposal and is nervous about implementing part of the consolidation plan incrementally before we receive the whole comprehensive plan. Therefore, he would like to amend and reduce the transfer down to \$10,000. It would give the Legislature the freedom and flexibility to debate and discuss the planned consolidation.

Chairwoman Conklin made a motion to pre-file the necessary resolution and amending it to read \$10,000; seconded by Legislator LoBue. All in favor.

Item #10 - Approval/Budgetary Amendment (12A011)/Finance/Vacancy Control Factor

Legislator Birmingham made a motion to waive the rules and accept the additional material submitted to the meeting; seconded by Legislator LoBue. All in favor.

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

Item #11 - Approval/Budgetary Amendment (12A010)/Finance/Minor Renovations/WIC Renovation at Health Department

Legislator LoBue made a motion to waive the rules and accept the additional material submitted to the meeting; seconded by Legislator Birmingham. All in favor.

County Executive Odell stated that WIC has two locations. One on 121 Main Street in Brewster and the other located in the Kern Campus, both of which are performing the same function. CAP needs to consolidate their services and is relocating into a portion of the existing WIC space at 121 Main Street. This will free up the downstairs area of the building which would allow the County Clerk to expand the Records Center. We are

also renovating the Kern Building to allow for a bathroom so that the WIC clients do not have to share a bathroom with our County employees at that location.

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

Item #12 - Approval/Budgetary Amendment (12A012)/Finance/Minor Renovations/ Replace Central Garage Lift

Commissioner of Highways & Facilities, Fred Pena, stated that the hydraulic car lift that is used for the mechanical services of our vehicles is no longer holding up evenly which is a serious safety concern. We would like to replace it as quickly as possible. They are currently using supports when lifting up the vehicles. There is a hydraulic tank which needs to be removed which is also included in this budgetary amendment. The replacement of the lift is approximately \$18 to \$20 thousand dollars and another \$5 to \$7 thousand for the hydraulic tank removal.

The Committee had further discussions on whether or not the money should come from contingency or could be borrowed. There was also discussion on the tank removal.

Legislator Birmingham made a motion to waive the rules and accept the additional material submitted to the meeting; seconded by Legislator LoBue. All in favor.

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

Item #13 - Approval/Budgetary Amendment (11A102)/Finance/Year End Entry

Legislator Birmingham made a motion to waive the rules and accept the additional material submitted to the meeting; seconded by Legislator LoBue. All in favor.

The Committee discussed the time frame in which the books needed to be closed out by and how it affects the unaudited financial report. It was also discussed how if the budgetary amendment was not approved, the annual reporting would show more variances.

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

By Roll Call Vote: Two Ayes. One Nay, Legislator Birmingham.

Item #14 - Parking Structure at County Office Building

- a) Approval/Bond Resolution/Rehabilitation of Parking Structure
- b) Approval/Budgetary Amendment (12A008)/Parking Structure at County Office Building

Legislator LoBue made a motion to waive the rules and accept the additional material submitted to the meeting; seconded by Legislator Birmingham. All in favor.

Commissioner Pena explained that an inspection of the parking deck was done in 2008. Significant deterioration of the surface of the deck was identified at that time, although they felt the structural steel was in fairly good condition. At that time the estimate for a complete replacement was \$1.164 million dollars which included the parapet walls. Some patchwork repair was done in 2010. Upon a recent inspection of the deck, there has been significant further deterioration and the repair work is not holding. We asked how the cost could be reduced. He explained that since the parapets were in good condition the engineer designed a replacement of one foot in from the parapet walls for a complete removal and replacement of the concrete deck including the electrical conduits that run inside the deck itself. That estimate was \$642 thousand dollars. He stated that he wanted to sit down with the designer and contractor to go over the details so the project would flow smoothly. Some of the issues that were not covered in the contract were the relocation of the parking and the maintenance of traffic flow.

The Committee addressed some issues with respect to parking, flow of traffic and whether or not a total replacement of the deck should be done.

Commissioner Pena stated that by replacing one foot in from the parapet, there is a risk that when we chip away the concrete, if we identify deteriorating concrete, we will have to chase that underneath the parapet. Therefore a contingency fund is included in the request to chase any deterioration that is found under the parapet. There is a savings of \$500 thousand dollars by preserving the parapets.

Legislator Othmer suggested replacing the parapets with some type of railing.

Commissioner Pena stated that the base contract is \$551 thousand dollars. There is an 8% contingency factor to take care of any contract change orders that may occur. There were design consultant costs of \$48,200 that was not included in the \$373 thousand. All of the bidders recommended a sealer for the concrete which was estimated at \$90 thousand. The total amount of the bond is \$773,520 which includes the 8% contingency.

Legislator Birmingham stated that the deck is twenty-four years old. He questioned the typical life expectancy.

Commissioner Pena stated that we need to look at the corrosive material we use to de-ice the deck. There is a high chloride content in the deck from the salt which has deteriorated the concrete and rebar.

Legislator Othmer stated that steel and concrete destroy each other. The concrete causes the steel to rust and the oxidation of the steel causes the concrete to pit. However, there have been so many advances over the years. They now coat the steel with Teflon to prevent this from happening.

Commissioner Pena went over the breakdown again of what was included in the total amount of \$773,520. It also allowed for replacement of the lighting. He explained that

he and Mr. Tully looked at possibly replacing the existing lighting with more energy efficient LED lights. The consultant gave a free estimate of \$18,900 for all of the below deck lighting or \$25,400 which would include the lighting on the three poles on top of the deck. He stated that our plan allowed \$30,000 for the conduit replacement and \$10,000 for lighting. We are a little short if we go with the LED lighting. However, he believed that it could be covered with the 8% contingency allowance.

Commissioner Pena further explained the different light options, amounts, and energy savings with the LED lights and when they anticipated the start and completion date of the project.

Legislator Birmingham made a motion to pre-file the necessary resolution for Items #14a & #14b; seconded by Chairwoman Conklin.

By Roll Call Vote: Two Ayes. One Nay, Legislator LoBue.

Item #15 - Approval/Identifying Individuals Responsible for Purchasing

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

Item #16 - Approval/Refund Real Property Taxes/Nathan

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

Item #17 - Correspondence/O'Connor Davies Munns & Dobbins/Two Percent Tax Cap/FYI was duly noted.

Item #18 - Other Business

a) Approval/Authorization For Legislator to Attend the NACo Conference

Legislator Birmingham stated that he had some reservations about this. Many of our Legislators have attended our NYSAC conferences, however, he did not believe there was much precedence with NACO. He stated that it is a good organization, however, he did not believe we were members. He did not want to set a precedent of having to pay for these types of trips to Washington.

Chief of Staff, Patricia Simone, stated that regardless of whether or not the County is a member, we still receive benefits from the organization. You do not need to be a member to attend their conferences.

There was no motion by the Committee to approve.

b) Correspondence/From Legislator Tamagna/Regarding Encumbering Expenses

Chairwoman Conklin made a motion to waive the rules and accept the additional material submitted to the meeting; seconded by Legislator Birmingham. All in favor.

Legislator Birmingham stated that there was \$5500 spent with respect to some sort of historic preservation review of the Hill Agor Farm that was taken out of the County's contribution. He stated that encumbering money is only supposed to be done for activities that have been performed in that fiscal year. He stated that Legislator Tamagna raises a good point as to when the services were performed.

Commissioner Carlin stated that the issue is not about encumbrance. In his opinion the issue is about County Policy and what we want the Putnam County Historic Preservation Advisory Commission to do, what role we want them to play and what authority we want to give them with respect to spending money. They are part of the County Code. Their budget submission is one line item. He stated that the Administration is currently working on this contract. He stated that the County's encumbrance system works fine.

The Committee further discussed the County's encumbrance system, how money is spent by other outside agencies and some dialogue on the Historic Preservation Commission and the Hill Agor architect.

There being no further discussion, at 8:12 P.M., Legislator Birmingham made a motion to adjourn; seconded by Legislator LoBue. All in favor.

Respectfully submitted by Diane Schonfeld, Deputy Clerk.