

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

Members: Chairwoman Conklin, Legislators Birmingham & LoBue

Monday **January 30, 2012**
(Immediately following Special Personnel Mtg. starting @ 6:30 P.M.)

The meeting was called to order at 7:20 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 – December 27, 2011

The minutes were approved as submitted.

Item #4 - Correspondence/County Auditor

a) Sales Tax Report

Legislator Birmingham stated that we received \$2.1 million dollars over the 2011 budgeted amount.

b) Board In Revenue Report

Chairwoman Conklin stated that the Board In Revenue was \$400,340 below the 2011 budgeted amount.

c) Vacancy Control Report

Legislator Birmingham stated that the \$535,008 came from a decrease in the amount of health insurance premiums. He stated that this continues the pattern of overestimating certain benefits in the 8000 lines. He wanted everyone to keep the history of this in mind as we go into the 2013 budget process.

Commissioner of Finance Carlin stated that if we wanted more accurate insurance figures, we would need to adopt the budget later in the year.

d) Contingency/Sub-Contingency Report was duly noted.

e) OTB Report was duly noted.

Item #5 - Correspondence/Commissioner of Finance

**a) Approval/Budgetary Amendment (11A099)/Coroner/Reflects
Anticipated Revenue/Post Mortem Examination Performed for
Greenhaven Correctional Facility**

Legislator Birmingham made a motion to approve; seconded by Legislator LoBue. All in favor.

b) Approval/Budgetary Amendment (11A101)/District Attorney/Byrne Justice Assistance Grant

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

c) Approval/Budgetary Amendment (12A001)/Finance/Account for Decrease in Health Insurance Rates from Original Estimated 2012 Budget Rates to Actual 2012 Rates

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

d) Approval/Budgetary Amendment (12A002)/Sheriff/SCAAP Funds

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

Item #6 - Approval/Fund Transfer (11T372)/County Executive/Video Arraignment Equipment

Legislator Birmingham made a motion to approve.

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

Item #7 - Approval/Fund Transfer (11T382)/Finance/2010 Cost Allocation Plan

Legislator Birmingham made a motion to approve; seconded by Legislator LoBue. All in favor.

Commissioner Carlin stated that the work was performed, however, we were not billed in a timely fashion. The year lapsed and the money went into surplus when it shouldn't have. We failed to encumber the funds.

Item #8 - Approval/Fund Transfer (11T385)/Sheriff/November & December Prisoner Board Out Bills

Legislator Birmingham questioned if we have started to Board-Out more prisoners to other Counties.

Undersheriff Convery said, "yes". It is due to the increase in female inmates. Putnam County only has the ability to house 14 females.

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

Item #9 - Approval/Fund Transfer (11T387)/Sheriff/Overtime/Temporary Through 12/31/11

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

Item #10 - Approval/Fund Transfer (11T388)/Sheriff's Corrections Dept./ Overtime/Temporary/ Through 12/31/11

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

Item #11 - Approval/Fund Transfer (12T002)/Finance/Central Switchboard/Temporary

Commissioner Carlin stated that we are looking for two part time individuals, possibly retirees knowledgeable in County government, to work the switchboard. It is important that they know the services we provide in order to direct the individual calling to the right department.

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

Item #12 - Approval/Fund Transfer (12T006)/Sheriff/Re-Assignment of Deputy Sheriff Salaries (also reviewed by Personnel Committee)

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

Item #13 - Approval/Fund Transfer (12T011)/Consumer Affairs/Acting Director & Temporary Lines (also reviewed by Personnel Committee)

Commissioner Carlin stated that this was discussed in the Personnel Meeting. He would find out whether or not the salary rate has gone up. He would provide that information prior to the Full Meeting.

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

Item #14 - Approval/Bond Resolution/Intent to Borrow/Reconstruction & Improvement of County Facilities

Commissioner Carlin stated that the bottom three figures are specific projects that are in the 2012 budget. In 2011 we adopted a minor renovation capital project line of \$200,000. The plan was to borrow the funds. The other items were adopted in the 2012 capital plan. Even though the intent to borrow is here now, the money can't be spent on all those projects until resolutions are passed for the fund transfers.

Legislator LoBue was not in favor of bonding.

The Committee discussed the renovations being done in the County Office Building on the second and third floors and the \$200,000 funding for it.

Legislator Birmingham stated that since \$50,000 has already been approved by Resolution #415 of 2011, he suggested removing the balance of \$150,000 from the Intent to Borrow request. He wanted any requests to use the \$150,000 to go through the Committee process. This is the reason why we decentralized the minor renovations line, so that as a Legislature, we would have an idea of what is going on.

Legislator Birmingham made a motion to pre-file the necessary Bond Resolution and reducing the amount of the request by \$150,000; seconded by Chairwoman Conklin.

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

Item #15 - Approval/Finance/Year End Entry Transfers #1

Commissioner Carlin stated that he would have the Year End Entry next month.

Item #16 - Approval/Settlement of Litigation/Heady v. County of Putnam & Sheriff's Office

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 #17 - Summary of Refunding Results/FYI

Commissioner Carlin stated that back in August the Legislature approved a Refunding Resolution, where you have to save 2% in bond payments to refund. We refunded our 2003 bonds and the County will save \$473,000 over the next ten years. He stated that this is good news for all the County taxpayers and it is a tribute to our bond rating and fiscal strength of Putnam County.

Item #18 - Other Business

Legislator Birmingham made a motion to waive the rules and accept the additional material for Item #18a; seconded by Legislator LoBue. All in favor.

a) Approval/Fund Transfer (11T389)/Finance/Fund 18B & Post Mortem Exams

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

b) Approval/Budgetary Amendment (12A004)/County Executive/Re-organization of Planning & Highway Depts. (also reviewed by Personnel Committee)

This item did not move out of the Personnel Committee.

There being no further business; at 7:55 P.M., Legislator LoBue made a motion to adjourn; seconded by Legislator Birmingham. All in favor.

Respectfully submitted by Diane Schonfeld, Deputy Clerk.