

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

**Members: Chairman Castellano, Legislators Albano & Gouldman**

**Monday January 25, 2016  
(Immediately Following Protective Services beginning at 6:30pm)**

The meeting was called to order at 7:06 P.M. by Chairman Castellano who requested Legislator Gouldman lead in the Pledge of Allegiance. Upon roll call, Legislators Albano and Gouldman, and Chairman Castellano were present.

**Item #3 - Approval of Minutes – December 21, 2015**

The minutes there approved as submitted.

**Item #4 - Correspondence/County Auditor**

**a. Sales Tax Report**

Chairman Castellano questioned how much gasoline affects the sales tax.

Commissioner of Finance William Carlin stated the sale of gasoline contributes about 12%-14% of the sales tax. He stated the February NYSAC Conference will hold a meeting regarding the drop in sales tax revenue and if it is the “new normal.” He stated less was budgeted in 2015 than was received in 2014.

**b. Board In Revenue Report – Duly Noted**

**c. OTB Report – Duly Noted**

**d. Transfer/Revenue Report – Duly Noted**

**e. Contingency/Sub-Contingency Report**

**1. 2015 Report – Duly Noted**

**2. 2016 Report – Duly Noted**

**Item #5 - Correspondence/Commissioner of Finance**

**a. Approval/ Budgetary Amendment 15A098/ Finance/ Year End Journal Entry #2**

Legislator LoBue questioned how much insurance would cost if an employee works 30 hours per week.

Commissioner Carlin stated the cost is 9.5% of the employee’s annual salary. He stated the open enrollment for insurance is after the budget adoption in October, therefore

changes in any employee's healthcare are taken into consideration once the budget is already adopted.

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

**b. Approval/ Budgetary Amendment 16A002/ Emergency Services/ PSAP Grant 2015-16 Award (Also Reviewed in Protective)**

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

**c. Approval/ Budgetary Amendment 16A004/ Sheriff's Dept./ Reduction of 2015-16 Police Traffic Services Grant (Also Reviewed in Protective)**

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

**d. Approval/ Budgetary Amendment 16A005/ Health Dept./ Youth Bureau/ Grant Award/ Purchase 2 Prescription Drop Boxes**

Legislator LoBue questioned if these drop boxes were mobile.

Legislator Scuccimarra stated when installed, the drop boxes are bolted down.

Legislator LoBue questioned where the drop boxes would be placed.

Deputy Commissioner of the Department of Social Services Joseph DeMarzo stated they are in preliminary discussions with the Town of Putnam Valley about placing a drop box there. He stated one (1) is being installed in Philipstown. He stated drop boxes are already in place in Kent, Carmel, and at the Sheriff's Office.

Legislator LoBue questioned where the drop box would be in Putnam Valley.

Deputy Commissioner DeMarzo stated he will be meeting with Town of Putnam Valley Supervisor Sam Oliverio this week and will hopefully be able to install the drop box in Town Hall.

Undersheriff Peter Convery stated he has spoken to Philipstown Councilwoman Nancy Montgomery regarding the drop box in Philipstown Town Hall. He stated the Sheriff's Department will secure the key to the box and it will be checked on a regular basis.

Legislator Gouldman questioned if each box is in a safe location.

Deputy Commissioner DeMarzo stated the boxes are all in safe locations. He stated they are in the lobby of the Sheriff's Office, Carmel Police Department, and Kent Police Department. He stated they are all locked and secured with 24/7 surveillance.

Legislator Scuccimarra stated the drop boxes that are not located in Police Stations have surveillance cameras on them 24/7.

Legislator Gouldman questioned if the drop box in the Town of Putnam Valley would have a surveillance camera if it was placed in Town Hall.

Deputy Commissioner DeMarzo stated that will be part of the discussion he has with Supervisor Oliverio.

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

**e. Approval/ Budgetary Amendment 16A007/ Sheriff's Dept./ 2015 Homeland Security Grant Award (Also Reviewed in Protective)**

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

**f. Approval/ Budgetary Amendment 16A008/ District Attorney/ Establish 2016 Asset Forfeiture Program (Also Reviewed in Protective)**

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

**g. Approval/ Budgetary Amendment 16A009/ Health Dept./ Feral Cat Task Force Grant Award/ Trap, Neuter, Return**

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

**Item #6 - Approval/ Fund Transfer 15T352/ Law Dept./ Purchase Safety Equipment Items**

Legislator Albano made a motion to approve Fund Transfer 15T352; Seconded by Chairman Castellano. All in favor.

**Item #7 - Approval/ Fund Transfer 15T372/ IT/GIS/ Telephone Overage to Process December Invoices**

Legislator Gouldman questioned if the telephones referenced in the fund transfer were cellular or land lines.

County Auditor Michele Alfano-Sharkey stated the phones are all land lines.

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

**Item #8 - Approval/ Fund Transfer 16T003/ District Attorney/ Staff Reorganization (Also Reviewed in Personnel)**

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

**Item #9 - Approval/ Fund Transfer 16T005/ Sheriff's Dept./ Transfer of Personnel/ New Hire (Also Reviewed in Personnel)**

Legislator Nacerino stated the line has been reduced because the new hire is beginning at a lesser salary.

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

Undersheriff Convery thanked Chairman Castellano. He stated a part-time corrections officer was also hired, which will help the Sheriff's Department a great deal in regards to reducing overtime. He stated this part-time position is salary only and will not receive benefits.

**Item #10 - Approval/ Local Law to Amend Chapter 41, Section 41-5 of the Code of Putnam County Entitled "Deposit & Investment Policy"**

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

Legislator Gouldman questioned why the various banks have different maximum amounts.

Commissioner Carlin stated the maximum amount depends on the size of the bank's asset basis. He stated the larger banks have better collateralized and have more funds, making them able to handle more of the County's funds.

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

**Item #11 - Consumer Affairs/ Fines & Revenue Report/ FYI – Duly Noted**

**Item #12 - Other Business**

- a. Approval/ Fund Transfer 15T377/ Health Dept./ Fund Leased Transportation thru 12/31/2015**

Chairman Castellano stated this money is needed to pay 2015 bills.

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

**Item #13 - Adjournment**

There being no further business, at 7:24 P.M., Chairman Castellano made a motion to adjourn; Seconded by Legislator Albano. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.