

**AUDIT & ADMINISTRATION COMMITTEE MEETING
HELD IN ROOM #102
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Members: Chairman Castellano and Legislators Albano & Gouldman

Tuesday November 22, 2022

(Immediately following Physical Mtg. beginning at 6:30pm)

The meeting was called to order at 6:57pm by Chairman Castellano who requested Legislator Albano lead in the Pledge of Allegiance. Upon roll call Legislators Albano and Chairman Castellano were present. Legislator Gouldman was absent.

Item #3 – Approval of Minutes – October 11, 2022 (Budget Mtg.) & October 24, 2022

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** – Duly Noted
- d. **Transfer/Revenue Report** – Duly Noted
- e. **2022 Contingency/Sub-Contingency Report** – Duly Noted

Item #5 – Correspondence/ Commissioner of Finance

- a. **Overtime/Temporary Report** – Duly Noted
- b. **Approval/ Budgetary Amendment 22A066/ Dept. of Social Services/ Reclassify Position/ Account Clerk to Account Clerk II (Also reviewed in Personnel)**

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

- c. **Approval/ Budgetary Amendment 22A073/ Sheriff/ Anticipated Revenue for Services Rendered & Invoiced to County School Districts and Board of Elections (Also reviewed in Protective)**

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

d. Approval/ Budgetary Amendment 22A074/ Finance/ 2022 Vacancy Control Factor

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

e. Approval/ Budgetary Amendment 22A075/ County Clerk/ Local Government Records Management Improvement Fund Grant Receipt (to go to 11/22/2022 Special Full Mtg.)

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

f. Approval/ Budgetary Amendment 22A076/ Sheriff/ NY Governor's Traffic Safety Committee Grant Award (Also reviewed in Protective)

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

g. Approval/ Budgetary Amendment 22A077/ Soil & Water Board/ Cornell Cooperative Extension Pollinator Garden at Desmond Fish Library (Also reviewed in Physical)

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

h. Approval/ Budgetary Amendment 22A078/ Health Department/ Award from National Association of City & County Health Officials/ Investment in Medical Reserve Corps (Also reviewed in Health)

Chief Deputy Commissioner of Finance Michael Lewis stated this funding is from COVID-19 response efforts.

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

i. Approval/ Budgetary Amendment 22A079/ Dept. of Social Services/ State Rental Supplement Program Funding (Also reviewed in Health)

Legislator Montgomery stated this funding is helpful for individuals facing homelessness, but Putnam County is lacking in available housing.

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

j. Approval/ Budgetary Amendment 22A081/ Veterans Service Agency/ Peer to Peer Program Funding from NYS Office of Mental Health (Also reviewed in Rules)

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

k. Approval/ Budgetary Amendment 22A082/ Putnam County Golf Course/ Operational Funding through Year End due to Increased Activity (Also reviewed in Physical)

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

l. Approval/ Budgetary Amendment 22A083/ Sheriff/ Utilize T-Commission Funds to Purchase Server for Jail Management System (Also reviewed in Protective)

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

Item #6 – Approval/ Fund Transfer 22T224/ County Executive/ Stipend for Employee Assuming Additional Administration Responsibilities since April 2022 (Also reviewed in Personnel)

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

Item #7 – Approval/ Fund Transfer 22T247/ Coroners/ Fund One Half of Morgue Improvements (Also reviewed in Protective)

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

Item #8 – Approval/ Fund Transfer 22T268/ Emergency Services/ Equipment for Tech Rescue (Also reviewed in Protective)

Legislator Montgomery stated there are many different teams and she questioned which team this equipment is for. She stated she would inquire with the Bureau of Emergency Services.

Chairman Castellano made a motion to approve Fund Transfer 22T268; Seconded by Legislator Albano. All in favor.

**Item #9 – Approval/ Fund Transfer 22T271/ Dept. of Social Services/ Cover
Reclassification with Savings from Vacant Position (Also reviewed in
Personnel)**

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

**Item #10 – Approval/ Fund Transfer 22T282/ County Attorney/ Litigation Settlement/
Cameron Bridge Works vs. County of Putnam, et al. (Also reviewed in
Rules – to go to 11/22/2022 Special Full Mtg.)**

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

**Item #11 – Approval/ Fund Transfer 22T293/ Highway Dept./ Unanticipated Repairs
through Year End (Also reviewed in Physical)**

Chairman Castellano made a motion to approve Fund Transfer 22T293; Seconded by
Legislator Albano. All in favor.

**Item #12 – Approval/ Fund Transfer 22T298/ District Attorney/ Furniture for 3
Offices (Also reviewed in Protective)**

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

**Item #13 – Approval/ Fund Transfer 22T302/ Emergency Services/ AEDs for County
Buildings (also reviewed in Protective)**

Chairman Castellano made a motion to approve Fund Transfer 22T302; Seconded by
Legislator Albano. All in favor.

**Item #14 – Approval/ Fund Transfer 22T305/ Sheriff/ Corrections/ Cover Projected
Overtime (Also reviewed in Personnel)**

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

**Item #15 – Approval/ Fund Transfer 22T306/ Sheriff/ Corrections/ Cover Projected
Overtime (Also reviewed in Personnel)**

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

Item #16 – Approval/ Fund Transfer 22T307/ Sheriff/ Corrections/ Cover Overtime Costs (Also reviewed in Personnel)

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

Item #17 – Approval/ Fund Transfer 22T313/ Personnel/ Medical Exams

Chairman Castellano made a motion to approve Fund Transfer 22T313; Seconded by Legislator Albano. All in favor.

Item #18 – Approval/ Fund Transfer 22T315/ Health Dept./ Increases in Preschool and Early Intervention (Also reviewed in Health)

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

Item #19 – Approval/ Budgetary Transfer 22T322/ County Attorney/ Legal Services Invoices through year End (Also reviewed in Rules)

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

Item #20 – Approval/ Fund Transfer 22T325/ Sheriff/ Corrections/ Increase Price of Food (Also reviewed in Protective)

Chairman Castellano made a motion to approve Fund Transfer 22T325; Seconded by Legislator Albano. All in favor.

Item #21 – Approval/ Fund Transfer 22T329/ Highway Dept./ In-House Repair Invoices and Unanticipated Costs through Year End (Also reviewed in Physical)

Chairman Castellano made a motion to approve Fund Transfer 22T329; Seconded by Legislator Albano. All in favor.

Item #22 – Approval/ Semi-Annual Mortgage Tax Payments/ April 1, 2022 – September 30, 2022

Chairman Castellano stated these are the mortgage tax payments going back to the local municipalities and read the amount going to each town and village. He stated there is a substantial drop from the previous reporting period six (6) months ago.

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

Item #23 – Approval/ Payment in Lieu of Taxes for the Town of Southeast Solar Project (Also reviewed in Rules)

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

Item #24 – FYI/ County’s Deposit & Investment Policies for the 3rd Quarter Ending 09/30/2022

Chief Deputy Commissioner Lewis stated this will be included in the 4th quarter update, but a CD (Certificate of Deposit) matured today, and the County received \$77,000. He stated that will roll forward into a CD with an interest rate of 4.75% which will yield the County another \$500,000. He stated this is the amount budgeted for 2023, which will be reached by November 2023.

Chairman Castellano stated that is a positive of the interest rates increasing.

Item #26 – Other Business – None

Item #27 – Adjournment

Chairman Castellano stated the Special Full Legislative Meeting scheduled to immediately follow the Audit & Administration Committee Meeting will be cancelled as both the Chair of the Legislature and Deputy Chair are unable to attend.

There being no further business, at 7:25pm Chairman Castellano made a motion to adjourn; Seconded by Legislator Albano. All in favor.

Respectfully submitted by Administrative Assistant, Beth Robinson.