

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

Members: Chairman Castellano, Legislators Gross & Nacerino

**Monday November 23, 2015
(Immediately Following Economic Development Meeting beginning at 6:30pm)**

The meeting was called to order at 8:13p.m. by Chairman Castellano who requested Legislator Nacerino lead in the Pledge of Allegiance. Upon roll call Legislator Nacerino and Chairman Castellano were present. Legislator Gross was absent.

**Item #3 - Approval of Minutes – October 14, 2015
October 22, 2015**

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. **Contingency/Sub-Contingency Report** – Duly Noted

Item #5 - Correspondence/ Commissioner of Finance

- a. **Overtime/Temporary Report** – Duly Noted
- b. **Approval/ Budgetary Amendment 15A077/ DSS/ Adjust for Grant Funds (Also Reviewed in Health)**

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

- c. **Approval/ Budgetary Amendment 15A078/ Finance/ Account for Grant Procured Pursuant to Resolution #304 of 2014 (Also Reviewed in Physical)**

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

Legislative Counsel Clem Van Ross stated in 2014 when the resolution was passed, the grant money was to be used for stage material and an outdoor PA system at Veteran's Memorial Park. He stated this cost about \$15,000, therefore it was decided to build a

pavilion to use the remainder of the grant money. He stated this is County property, therefore the grant was given to the County rather than the Emerald Society.

Chairman Castellano then read an email correspondence from the Putnam County Parks and Recreation Department clarifying what the leftover money will be used for.

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

d. Approval/ Budgetary Amendment 15A079/ Highway/ Purchase Road Salt (Also Reviewed in Physical)

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

e. Approval/ Budgetary Amendment 15A080/ Finance/ Update Capital Project Revised FTA Grants (Also Reviewed in Physical)

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

f. Approval/ Budgetary Amendment 15A081/ Health Dept./ Account for Purchases Pursuant to the Performance Incentive Initiative (Also Reviewed in Health)

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

g. Approval/ Budgetary Amendment 15A083/ Probation/ Offset Lab Analysis Fees

Legislator Nacerino made a motion to approve Budgetary Amendment 15A083; Seconded by Chairman Castellano. All in favor.

h. Approval/ Budgetary Amendment 15A084/ Office for Senior Resources/ Purchase Bus Utilizing CCAP Grant (Also Reviewed in Health)

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

Item #6 - Approval/ Fund Transfer 15T237/ Youth Bureau/ Correct Incorrect Paycheck (Also Reviewed in Personnel)

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

Item #7 - Approval/ Fund Transfer 15T247/ Sheriff's Dept./ Cover Internet Through Year End (Also Reviewed in Protective)

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

Item #8 - Approval/ Fund Transfer 15T249/ Sheriff's Dept./ Cover Overtime Through Year End (Also Reviewed in Protective)

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

Item #9 - Approval/ Fund Transfer 15T259/ Sheriff's Dept./ Purchase Replacement Vehicle (Also Reviewed in Protective)

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

Item #10 - Approval/ Fund Transfer 15T260/ Sheriff's Dept./ Replace Vehicle No Longer Serviceable – Removed from 2016 Budget (Also Reviewed in Protective)

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

Item #11 - Approval/ Fund Transfer 15T261/ Sheriff's Dept./ Cover Overtime Costs due to Open Personnel Line/ July (Also Reviewed in Protective & Personnel)

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

Item #12 - Approval/ Fund Transfer 15T262/ Sheriff's Dept./ Cover Overtime Costs due to Open Personnel Line/ August (Also Reviewed in Protective and Personnel)

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

Item #13 - Approval/ Fund Transfer 15T266/ Highway/ Electricity Needs through Year End (Also Reviewed on Physical)

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

Item #14 - Approval/ Fund Transfer 15T267/ Highway/ Electricity Needs through Year End (Also Reviewed on Physical)

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

Item #15 - Approval/ Fund Transfer 15T269/ Emergency Services/ Fire Investigation Gear/ Purchase Trailers for Indian Point Reception Center Supplies

Chairman Castellano requested clarification of the trailers for Indian Point reception center supplies.

Commissioner of the Bureau of Emergency Services Anthony Sutton stated currently, the Indian Point reception center supplies are being stored in closets at George Fischer Middle School and Brewster High School. He stated the trailers being purchased would be utilized to store these supplies, which would give the Bureau of Emergency Services the ability to update the equipment and refresh the inventory on their schedule. He stated the Schools have been very accommodating; however these supplies would be more accessible in trailers. He stated over the summer, a routine check was being conducted on the supplies at Brewster High School and it was discovered that the school would have about 40 tractor trailers in the parking lot that week because they were doing roof and asbestos abatement. He stated this made the supplies unavailable during this time. He stated Indian Point funds will be used to purchase the two (2) trailers for the supplies so they can be used at the designated sights as well as in other locations.

Legislator Nacerino stated the Schools have been generous in offering space for this reason; however they are not always accessible. She stated she is supportive of this purchase.

Chairman Castellano stated having materials in trailers will also make them mobile.

Legislator Nacerino made a motion to approve Fund Transfer 15T269; Seconded by Chairman Castellano. All in favor.

Item #16 - Approval/ Fund Transfer 15T273/ Highway/ Cover Projected Spending for Road Machinery Parts due to Extreme Weather Earlier this Year (Also Reviewed in Physical & Personnel)

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

Item #17 - Approval/ Fund Transfer 15T276/ Sheriff's Dept./Corrections/ Temporary to Cover Cook Vacancy (Also Reviewed in Personnel)

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

Item #18 - Approval/ Fund Transfer 15T283/ Highway/ Use Temporary Funds to Cover Overtime (Also Reviewed in Physical)

Legislator Nacerino made a motion to approve Fund Transfer 15T283; Seconded by Chairman Castellano. All in favor.

Item #19 - Approval/ Semi-Annual Mortgage Tax Report

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

Item #20 - Consumer Affairs/ Fines & Revenue Report/ FYI - Duly Noted

Item #21 - Other Business - None

Item #22 – Adjournment

There being no further business, at 8:33 P.M., Chairman Castellano made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.