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

Members: Chairman Castellano, Legislators Albano & Gouldman

Monday	6:30pm	August 30, 2021
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The meeting was called to order at 6:33pm by Chairman Castellano who requested Legislator Albano lead in the Pledge of Allegiance. Upon roll call Legislators Albano and Gouldman and Chairman Castellano were present.

Item #3 – Approval of Minutes – June 28, 2021 & July 22, 2021

The minutes were approved as submitted.

Item #4 – Correspondence/County Auditor a. Sales Tax Report

Chairman Castellano stated this was a solid month and he hopes that trend continues.

Commissioner of Finance William Carlin stated sales tax dove at the beginning of 2020 so the year-to-year comparisons seem larger.

Chairman Castellano questioned if the County will have to send money back through the distressed hospital fund.

Commissioner Carlin stated money is being taken out for the distressed hospital fund.

Legislator Montgomery requested clarification on the decline in the beginning of 2020; she questioned if Commissioner Carlin was referring to April 2020.

Commissioner Carlin stated yes, beginning in April the numbers went down through the summer and began to pick back up through the fall. He stated overall, the County ended up being flat compared to the previous year, which is better than many other municipalities.

- b. Board In Revenue Report Duly Noted
- c. Transfer/Revenue Report Duly Noted
- d. 2021 Contingency/Sub-Contingency Report Duly Noted

Item #5 – Correspondence/Commissioner of Finance

a. Overtime/Temporary Report – Duly Noted

b. Approval/ Budgetary Amendment 21A071/ Central Services/ Gasoline Chargeback to Sheriff's Dept. (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 21A072/ Youth Bureau/ Include 9/11 Flag of Honor Across America Memorial and Day of Service Grant (Also reviewed in Health)

Commissioner Carlin thanked Youth Bureau Executive Director Janeen Cunningham, who was present at the meeting.

Legislator Sayegh thanked the Youth Bureau for all they do. She stated this initiative is a special one as it honors the anniversary of September 11, 2001 with a ceremony and involves the children of our community. She stated in 2001 she had a one (1) year old and a two (2) year old. She stated children who were very young when this tragedy happened are now at the age where they can understand the impact and to have them participate in ceremonies such as this is vital to keeping the memory of that day alive.

Chairman Castellano stated his children were also just under the age of two (2) on September 11, 2001. He stated there are many ceremonies scheduled for September 11th and he encouraged everyone to take the opportunity to attend one.

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

Item #6 – Approval/ Fund Transfer 21T137/ Sheriff's Dept./ Gasoline Chargeback (Also reviewed in Protective)

Legislator Nacerino questioned if these requests are going to continue through the end of the year.

Commissioner Carlin stated yes. He stated this expense will be budgeted for next year.

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

Item #7 – Approval/ Fund Transfer 21T143/ Highway Dept./ Temporary Employee Expenses (Also Reviewed in Personnel)

Commissioner Carlin stated this temporary employee is in the building maintenance department. He stated this funding allows a retiree to come back to do some work.

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

Item #8 – Approval/ Fund Transfer 21T147/ Sheriff's Dept./ Move Funds Budgeted for Commercial Vehicle Enforcement and Placed in Sub-Contingency to Overtime Line (Also reviewed in Personnel and Protective)

Legislator Nacerino stated this funding was included in the 2021 budget and placed in Sub-Contingency.

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

Item #9 – Approval/ Fund Transfer 21T150/ Health Dept./ Medical Supplies in Anticipation of Future Outbreaks & PODs (Also reviewed in Health)

Legislator Sayegh questioned if this is from the \$418,000 Federal Grant that was received.

Commissioner Carlin stated yes, that is correct. He stated this funding will be used for needed supplies.

Chairman Castellano made a motion to approve Fund Transfer 21T150; Seconded by Legislator Gouldman. All in favor.

Item #10 – Approval/ Fund Transfer 21T157/ County Attorney/ New Computers for Law Department (Also reviewed in Rules)

Chairman Castellano made a motion to approve Fund Transfer 21T157; Seconded by Legislator Albano. All in favor.

Item #11 – Approval/ Fund Transfer 21T159/ Board of Elections/ 5 Additional Electronic Poll Books (Also reviewed in Rules)

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

Item #12 – Approval/ Fund Transfer 21T163/ Dept. of Social Services/ Position Reclassification from Computer Operations Specialist to Senior Computer Operations Specialist (Also reviewed in Personnel)

Legislator Nacerino stated this reclassification along with other recent changes will result in a \$40,000 annual savings.

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

Item #13 – Approval/ Fund Transfer 21T168/ Highway Dept./ Cover Energy Costs through Year End (Also reviewed in Physical)

Chairman Castellano questioned if the electricity costs have increased.

Commissioner Carlin stated the cost has increased and the Article 9 is not done yet; it must be completed before the County will see the full extent of the savings. He stated it should be finished by the end of this year.

Legislator Albano questioned if less money was budgeted anticipating that the Article 9 would be done.

Commissioner Carlin stated yes, more in savings was budgeted, but it was not done as fast as expected. He stated the price of the commodities have gone up as well.

Legislator Sayegh questioned if a savings will be seen in 2022.

Commissioner Carlin stated it is based on usage. He stated the savings in terms of dollars will be less because the commodity costs more.

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

Item #14 – Approval/ Fund Transfer 21T173/ Office for Senior Resources/ Supplies for Nutrition Site Kitchen (Also reviewed in Health)

Legislator Montgomery stated she would like to advocate for dishwashers in the senior centers. She stated the funds being spent on plasticware could be put toward the purchase of a dishwasher. She stated spending money on disposable utensils would not be necessary if the senior centers had a dishwasher. She stated using plastic utensils is not the healthiest option, and eliminating the use of these items would help the County earn more points toward the Climate Smart certification.

Legislator Nacerino stated the use of dishwashers is a good concept, however there is more that goes into it than just purchasing the appliances. She stated it would require more staff for longer amounts of time.

Legislator Albano agreed with Legislator Montgomery. He stated he understands it might be an expensive undertaking and suggested looking into this at one of the smaller senior centers to see how feasible it would be to implement using a dishwasher. He stated when considering how much waste is created, he would be in favor of purchasing dishwashers even if the cost was a bit higher. He stated perhaps a cost analysis could be done.

Chairman Castellano agreed with looking at the feasibility of getting dishwashers.

Commissioner Carlin stated the plasticware is also used for the "grab and go" meals, which have become more popular because of COVID.

Legislator Jonke stated for the time being with the ongoing concern of COVID, using disposable plastic utensils might be the best option, especially because the senior centers serve our most vulnerable population.

Legislator Montgomery questioned how much money has been spent on disposable supplies so far this year. She stated she would be interested to see the cost compared to the price of a dishwasher.

Commissioner Carlin stated he does not have that in front of him.

Chairman Castellano made a motion to approve Fund Transfer 21T173; Seconded by Legislator Gouldman. All in favor.

Item #15 – Approval/ Fund Transfer 21T180/ Health Dept./ COVID Tests for Schools (Also reviewed in Health)

Legislator Sayegh stated this is funding that came in from the Federal government to go to schools for COVID testing. She stated Putnam County is the pass-through for this funding.

Legislator Nacerino stated testing is not mandated and Putnam County is not dictating what schools should do; testing is up to each school district.

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

Item #16 – FYI/ 2020 PFK O'Connor Davies, LLP/ Audit Responses

Commissioner Carlin stated the County has a series of trust accounts where funds are deposited or moved from, but there are sometimes years where there is no action in these accounts. He stated the recommendation of PFK O'Connor Davies, LLP was for the County to document that all the trust accounts have been reviewed and to include the reason why there may have not been activity. He stated that way when the auditors come in they know why there was no activity without having to specifically inquire.

Item #17 - Other Business - None

Item #18 – Adjournment

There being no further business, at 7:00pm Chairman Castellano made a motion to adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by Administrative Assistant, Beth Robinson.