

**AUDIT & ADMINISTRATION COMMITTEE MEETING
HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NY 10512**

Members: Chairwoman Crowley and Legislators Regan & Russo

Thursday 6:00pm May 21, 2026

The Meeting was called to order at 6:00pm by Chairwoman Crowley who requested Legislator Regan lead in the Pledge of Allegiance. Upon roll call Legislators Regan and Russo were present.

Item #3 – Acceptance of Minutes – January 28, 2026

The minutes were accepted as submitted.

Item #4 – Correspondence – County Auditor

a. Sales Tax Report

Chairwoman Crowley read the figures into the record.

Legislator Montgomery stated sales tax is down compared to last year.

County Auditor Michele Alfano-Sharkey stated the true figure is provided at the end of the quarter.

b. Board In Revenue Report – Duly Noted

c. Transfer/Revenue Report – Duly Noted

d. Contingency/Subcontingency Report – Duly Noted

Item #5 – Approval – Amending County Policy on Non-PuMA Management/Confidential Active Employee and Current Retiree Health Insurance Benefits (Addressed in Rules & Personnel)

Chairwoman Crowley made a motion to waive the rules and accept the additional; Seconded by Legislator Regan. All in favor.

Legislator Montgomery stated suggestions were made at the last meeting to include Armed Forces and United States Government employment as well.

Chairwoman Crowley stated she would be recusing herself from this vote and stepped out of the room. She appointed Legislator Russo as Chair of the Committee for this item.

Legislator Montgomery questioned how this would cover an employee who worked for the Federal Government.

Senior Deputy County Attorney Katherine McNeal, who was present in place of Legislative Counsel Heather Abissi, stated she would have to defer that to Legislative Counsel Heather Abissi. She stated she could research this further and provide a response tomorrow.

Legislator Birmingham stated this could be approved as-is and amended on the floor at the Full Legislative Meeting if necessary.

Legislator Russo made a motion to pre-file the necessary resolution; Seconded by Legislator Regan. By poll vote: Two Ayes. One refusal: Chairwoman Crowley. Motion carries.

Item #6 – Approval – Correction of Real Property Taxes – Town of Carmel Tax Map #55.-2-24.6

Director of Real Property Patricia McLoughlin stated an additional charge was inadvertently included on the original bill from the Town of Carmel.

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Regan. All in favor.

Item #7 – Approval – Correction of Real Property Taxes – Town of Putnam Valley Tax Map #999.-99-154.-1

Director McLoughlin stated items #7, #8, and #9 are corrections being made for the same reason. She stated the property owner pays a special franchise fee and they are supposed to get a reduction on their taxes, however the bills did not account for that reduction.

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

Item #8 – Approval – Correction of Real Property Taxes – Town of Putnam Valley Tax Map #999.-99-154.-3

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

Item #9 – Approval – Correction of Real Property Taxes – Town of Putnam Valley Tax Map #999.-99-154.-4

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

**Item #10 – Correspondence – Commissioner of Finance
a. FYI – Overtime/Temporary Report – Duly Noted**

- b. Approval – Budgetary Amendment 26A030 – Sheriff’s Office – Receipt of Grant Funds from Putnam/Northern Westchester Women’s Resource Center (Also reviewed in Protective)**

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

- c. Approval – Budgetary Amendment 26A031 – DPW – Repair Damage from Accident (Also reviewed in Physical)**

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Regan. All in favor.

- d. Approval – Budgetary Amendment 26A032 – Sheriff – Repair 2 Automobiles in Patrol Fleet (Also reviewed in Protective)**

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

- e. Approval – Budgetary Amendment 26A033 – Senior Resources – Repair Automobile Damaged in Accident (Also reviewed in Health)**

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Regan. All in favor.

- f. Approval – Budgetary Amendment 26A035 – Finance – Fund Snow and Ice Deficit (Also reviewed in Physical)**

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

- g. Approval – Budgetary Amendment 26A036 – Sheriff – Record Remaining Expenditure and Revenues Related to Byrne State Crisis Intervention Programming Grant (Also reviewed in Protective)**

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Regan. All in favor.

- h. Approval – Budgetary Amendment 26A037 – Finance – Receipt of SICG (Statewide Interoperable Communications Grant) Formula Grant (Also reviewed in Protective)**

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

- i. Approval – Budgetary Amendment 26A038 – Emergency Services – Fund NYS Emergency Services IP Network Readiness Grant (Also reviewed in Protective)**

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Regan. All in favor.

- j. Approval – Budgetary Amendment 26A039 – DSS – Record 2026-2027 NYS Rental Supplement Program Award (Also reviewed in Health)**

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

- k. Approval – Budgetary Amendment 26A041 – DSS – Adjust Mental Health State Aid Levels (Also reviewed in Health)**

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Regan. All in favor.

- l. Approval – Budgetary Amendment 26A042 – DSS – Adjust Mental Health State Aid Levels (Also reviewed in Health)**

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

- m. Approval – Budgetary Amendment 26A043 – Vacancy Control Factor (Also reviewed in Personnel)**

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Regan. All in favor.

- n. Approval – Budgetary Amendment 26A044 – Emergency Services – Account for Insurance Proceeds – Maintenance Facility at Golf Course (Also reviewed in Physical)**

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

- o. Approval – Budgetary Amendment 26A045 – DPW – Fund Jail HVAC Improvements (Also reviewed in Physical)**

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Regan. All in favor.

Item #11 – Approval – Fund Transfer 26T110 – Emergency Services – Development of Continuity of Operations Plan (COOP) (Also reviewed in Protective)

Legislator Montgomery questioned if this went out to bid or if it is required to.

Legislator Regan stated he asked the same questions to Commissioner of the Department of General Services John Tully and was told that it did go to bid.

Legislator Montgomery questioned whose initiative it was to seek out this service for the COOP, or did the contractor approach the County.

Chairwoman Crowley stated the COOP was discussed at length at previous Committee Meetings this year and last year. She stated this contractor has assisted the County after substantial storm damage.

Legislator Birmingham stated he has never seen the service be procured prior to the line being funded. He stated he would like to draw attention to Chapter 22 of the Putnam County Code Entitled “Continuity of Government”. He stated this section of the Code may not be as comprehensive as this proposed COOP would be, but it is important to acknowledge that this has been on the books since 1962. He stated if this is approved, he hopes Chapter 22 will be given some recognition.

Chairwoman Crowley stated this company assisted the County greatly after the July 9, 2023 storm, specifically on the western side of the County which was hit the hardest. She stated they help with obtaining FEMA funding for repairs and restoration efforts.

Legislator Birmingham stated his comments were not to cast dispersion on the professionalism of this organization. He stated the storm response was an emergency need while this is a situation where the vendor is before us before the funding has been appropriated.

Chairwoman Crowley stated the previous Commissioner of Emergency Services brought this forward last year to develop a COOP. She stated many surrounding counties have utilized this company as well to develop their COOP. She stated she understands the concern about the vendor being selected before appropriating the funding and she deferred that question to Legislative Counsel.

Senior Deputy County Attorney McNeal stated she would have to defer that question to Legislative Counsel Heather Abissi.

Chairwoman Crowley stated this can be moved forward tonight and these questions can be answered by Legislative Counsel Abissi prior to the Full Legislative Meeting.

Legislator Regan stated he too had questions when this came before the Legislature and based on the discussion at the Protective Services Committee with the representative

from the company, he is comfortable with the service being provided at the cost requested.

Chairwoman Crowley stated she contacted Dutchess County to inquire about their COOP plan, which was developed by the same company and she learned that they have a plan for each department and it continues to be a vital tool for them to save money. She encouraged her colleagues to do the same research. She stated this plan would be beneficial for Putnam County, and it is a reasonable cost.

Legislator Montgomery stated she was put off at the Protective Services Committee Meeting and felt ambushed by the representative from the company being present without prior notification to the Legislature. She stated she means no disrespect to the vendor; she is uncomfortable with how this is being done.

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Regan. All in favor.

Item #12 – Approval – Fund Transfer 26T124 – DPW – Fund Amendments to 22CP01 & 23CP17 (Capital Projects reviewed in Physical)

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

Item #13 – Approval – Proposed Resolution from Commissioner of Finance Carlin – Fixed Asset Financial Statement Reporting and Tracking

County Auditor Michele Alfano-Sharkey stated this amendment is increasing the fixed asset figures from \$1,000 to \$5,000.

Legislator Birmingham stated the threshold of \$1,000 was set a long time ago. He stated this tracks with the budget process as well as many equipment lines appear twice, one for expenditures under \$5,000 and one for over \$5,000. He stated the fixed asset thresholds are set to comply with GASB (Government Accounting Standards Board) requirements.

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Regan. All in favor.

Item #14 – Approval – Rescind Resolution #84 of 2026 – Motor Fuel Sales Tax Adjustment

Chairwoman Crowley stated this resolution is being rescinded because there was an irregularity in the mailing procedure that prevented it from becoming effective on June 1, 2026, the date originally approved.

Legislator Birmingham stated the law requires that the State be notified 90 days prior to the start date. He stated the next agenda item will approve the motor fuel sales tax adjustment to begin on September 1, 2026.

Chairwoman Crowley stated it is unfortunate, but she is happy this is moving forward.

Legislator Regan questioned if this delay has been communicated publicly.

Chairwoman Crowley suggested posting it on the website to make residents aware.

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

Item #15 – Approval – Motor Fuel Sales Tax Adjustment

Chairwoman Crowley stated if passed at the June Full Legislative Meeting this will go into effect on September 1, 2026.

Legislator Birmingham requested that the sunset date be extended by three (3) months so the time this is active remains the same.

Chairwoman Crowley stated new Legislators come in each year and they will have the ability to make any changes they see fit. She stated she would like everyone to provide their opinion.

Chairwoman Crowley made a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

Item #16 – FYI – Guardrail and Property Damage Report – Duly Noted

Item #17 – Other Business – None

Item #18 – Adjournment

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

Respectfully Submitted by Deputy Clerk Beth Robinson.