

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

Members: Chairman Castellano and Legislators Ellner & Gouldman

Monday

6:30pm

June 26, 2023

The meeting was called to order at 6:30pm by Chairman Castellano who requested Legislator Sayegh lead in the Pledge of Allegiance. Upon roll call Legislator Ellner and Chairman Castellano were present. Legislator Gouldman was absent. Legislator Sayegh sat on the Committee in Legislator Gouldman's absence.

Item #3 – Acceptance of Minutes – April 24, 2023 & May 22, 2023

The minutes were accepted as submitted.

Item #4 – Correspondence/County Auditor

a. Sales Tax Report

Legislator Ellner requested clarification on the projection for the first quarter, which seems to be a decrease as compared to last year.

Interim Commissioner of Finance Michael Lewis stated a payment will be received this week for the reconciliation of the first quarter in 2023.

b. Board In Revenue Report – Duly Noted

c. OTB Report – Duly Noted

d. 2023 Contingency Report – Duly Noted

e. Transfer/Revenue Report – Duly Noted

Item #5 – Correspondence/ Commissioner of Finance

a. Overtime/Temporary Report – Duly Noted

b. Approval/ Budgetary Amendment 23A032/ Finance/ Account for State Aid from NYS Office of Indigent Legal Services (Also reviewed in Protective)

Interim Commissioner Lewis stated this is \$750,000 spread over three (3) years, \$250,000 per year. He stated the \$250,000 for year two (2) will be included in the 2024 County budget.

Legislator Crowley questioned how much of this is used per year in Putnam County.

Interim Commissioner Lewis stated he would send that information to the Legislature. He stated anything not used would be carried over.

Legislator Crowley questioned how many County Attorneys participate and how much money is used in Putnam County.

Interim Commissioner Lewis stated he would provide the requested information.

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

c. Approval/ Budgetary Amendment 23A033/ Planning/ Additional UPWP Funding Awarded to Putnam County under NYMTC (Also reviewed in Physical)

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

d. Approval/ Budgetary Amendment 23A034/ Planning/ Additional UPWP Funding Awarded to Putnam County under NYMTC (Also reviewed in Physical)

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

e. Approval/ Budgetary Amendment 23A037/ Sheriff's Dept./ SAM Grant Award/ Purchase Various Equipment (Also reviewed in Protective)

Legislator Crowley questioned if the Sheriff's Department still has an accident reconstruction unit.

Sheriff McConville stated the Sheriff's Department is awaiting receipt of a \$100,000 grant which will allow them to purchase a program called 3D FARO, which greatly aids in accident reconstruction. He stated once the Department receives that with formal training it will be utilized. He stated there are currently members of an accident reconstruction unit, but they are out of training and therefore have not been used. He stated the State Police are called upon for accident reconstruction when necessary.

Legislator Crowley stated it is her understanding funding was received in the past for equipment and training.

Sheriff McConville stated the Department still has the equipment and training standards and certification letters are being reviewed.

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

f. Approval/ Budgetary Amendment 23A038/ Youth Bureau/ Adjusted State Aid Allocations for Runaway & Homeless Youth Programs

Interim Commissioner Lewis stated this is the final allocation from January to September 2023; this grant follows a Federal fiscal year which runs from October 1st to September 30th. He stated this is a one-time adjustment for this allocation.

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

Item #6 – Approval/ Fund Transfer 23T139/ Office for Senior Resources/ Increase Hours to Close Out Project

Chairman Castellano made a motion to approve Fund Transfer 23T139; Seconded by Legislator Sayegh. All in favor.

Item #7 – Approval/ Fund Transfer 23T146/ Sheriff’s Dept./ Cover Projected Comp Payout Requests (Also reviewed in Protective)

Legislator Crowley questioned if the Sheriff’s Department’s bicycle patrol was seasonal.

Sheriff McConville stated yes, it is.

Legislator Crowley questioned if the allocation for the bicycle patrol is \$15,000.

Sheriff McConville stated that is correct.

Legislator Crowley questioned why funds are being borrowed from this line already if the season just began.

Sheriff McConville stated with the deployment schedule they will be able to have the patrol without expending those funds. He stated there are no restrictions on comp time and they need to be paid out when requested.

Legislator Crowley questioned if an officer was being removed from the road to be put on bicycle patrol.

Sheriff McConville stated no, because of their deployment schedule they have sufficient personnel to cover.

Legislator Sayegh questioned how many employees would be covered by this \$65,000 transfer.

Sheriff McConville stated it is difficult to determine how many employees would be covered because there are varying salary levels.

Interim Commissioner Lewis stated the maximum number of hours that can be accrued in 480. He stated when cashed in, those hours are paid at time and a half at their highest rate of pay.

Legislator Ellner questioned where the funds go if not all utilized.

Interim Commissioner Lewis stated they will go back into the general fund.

Chairman Castellano stated the comp time can be cashed in at any point, making it difficult to predict.

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

Item #8 – Approval/ Fund Transfer 23T155/ Finance/ Reclass Vacancy Control Factor to Correct Line

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

Item #9 – Other Business – None

Item #10 – Adjournment

There being no further business at 6:47pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Ellner. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.