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 March 25, 2024

The meeting was called to order at 6:32pm by Chairman Castellano who requested Legislator Gouldman lead in the Pledge of Allegiance. Upon roll call Legislator Gouldman and Chairman Castellano were present. Legislator Ellner was absent.

Item #3 - Acceptance of Minutes - February 22, 2024

The minutes were accepted as submitted.

Item #4 - Correspondence/County Auditor

a. Sales Tax Report

Legislator Gouldman stated the report shows an increase in sales tax revenue over the same time period in 2023.

Legislator Sayegh questioned if next month's report would reflect the sales tax exemption for clothing and footwear items that went into effect on March 1st.

Commissioner of Finance Michael Lewis stated he can run a comparison report to show the impact.

- **b. Board In Revenue Report** Duly Noted
- c. Transfer/Revenue Report Duly Noted
- d. 2024 Contingency/Sub-Contingency Report Duly Noted

Item #5 - Correspondence/ Commissioner of Finance

- a. Overtime/Temporary Report Duly Noted
- Approval/ Budgetary Amendment 24A013/ Health Dept./ Grant Award MRC STTRONG (Medical Reserve Corp – State, Territory, & Tribal Nations, Representative Organizations for Next Generation) (Also reviewed in Health)

Commissioner Lewis stated this grant runs from July 1, 2023 through May 31, 2025.

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

 c. Approval/ Budgetary Amendment 24A017/ Health Dept./ Grant Award – Enhanced Laboratory Capacity (ELC) Covid 19 (Also reviewed in Health)

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

d. Approval/ Budgetary Amendment 24A019/ Dept. of Social Services/ Align Mental Health Budget with NYS OMH (Office of Mental Health) 2024 State Aid Authorization (Also reviewed in Health)

Chairman Castellano questioned if the County is receiving two (2) equal payments of State aid.

Commissioner Lewis stated no, the amounts on the budgetary amendment represent the appropriate program budget being aligned with the amount being received from the State.

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

e. Approval/ Budgetary Amendment 24A020/ Dept. of Social Services/ Utilize Opioid Abatement Funds to Purchase Laptop for Dual Recovery Coordinator (Also reviewed in Health)

Commissioner Lewis stated \$1,000 was allocated in the Department of Social Services 2024 budget, however the price of the laptop has increased.

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

f. Approval/ Budgetary Amendment 24A022/ Emergency Services/ 2022 & 2023 Grant Award – SICG (Statewide Interoperable Communications Grant) (Also reviewed in Protective)

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

g. Approval/ Budgetary Amendment 24A023/ Planning Dept./ Utilize Part of NY & CT CRRSA Distribution Funds to Cover Excess Cost of 4 Transit Vans & Bus (Also reviewed in Physical)

Chairman Castellano requested clarification on the vehicles being purchased.

Commissioner Lewis stated four (4) transit vans and one (1) bus are being purchased.

Chairman Castellano stated having a better fleet will allow the County to provide better transportation for residents.

Commissioner Lewis stated this budgetary amendment is covering the excess cost of \$47,000 over the original proposal.

Legislative Counsel Robert Firriolo clarified that the resolution for this item will clearly state the number of vehicles being purchased.

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

h. Approval/ Budgetary Amendment 24A024/ Dept. of Social Services/ Reclassification/ Deputy Commissioner/ Salaries of Director of Mental Health and Child Protective Services (Also reviewed in Personnel)

Commissioner Lewis stated Commissioner of the Department of Social Services Sara Servadio and Fiscal Manager Kristen Wunner spoke at length about this request. He stated they had a great candidate with the proper certifications, however based on CSEA (Civil Service Employment Association) contract, if the new employee were to be hired at a higher grade the employees at step 1 would automatically need to be bumped up. He stated after doing some number crunching, it was determined that it would be advantageous to shift the money by providing the other three (3) caseworkers an increase now rather than in January 2025. He stated vacancy savings will be used for the increases and there will still be overall savings. He stated they also proposed a \$5,500 decrease in the salary for the Deputy Commissioner of the Department of Social Services and the Youth Bureau to be applied toward the salary for the Director of Mental Health with the intention of attracting a qualified candidate.

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

 Approval/ Budgetary Amendment 24A025/ Senior Resources/ Utilize Jane Lobdell Bequeathment Funds to Purchase Handicap Van for Medical Transportation (Also reviewed in Health)

Chairman Castellano stated the Lobdell family has been very generous to the County and he is grateful for these donations.

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

j. Approval/ Budgetary Amendment 24A027/ Probation/ Funding Received from NYS Governor's Traffic Committee's 2023-24 Aid to Localities Stop DWI Program (Also reviewed in Protective) Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

Item #6 – Approval/ Fund Transfer 24T030/ Dept. of Social Services/ Cover 2022 2nd – 4th Quarter Division of Juvenile Justice & Opportunities for Youth Facility Chargebacks (Also reviewed in Health)

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

Item #7 – Approval/ Fund Transfer 24T032/ DPW/ Prorated Cost of Project between Putnam County and Terravest International Property/ 332 Clock Tower Commons/ Pump & Installation Fees (Also reviewed in Physical)

Chairman Castellano stated the address of 332 Clocktower Commons is for the corporation. He stated the project is located on Zimmer Road by Ace Endico in Southeast.

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

Item #8 – Approval/ Fund Transfer 24T040/ Law Dept./ TD Auto Finance Settlement (Also reviewed in Rules)

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

Item #9 – Approval/ Budgetary Transfer 24T053/ Probation/ NYS Division of Criminal Justice Services Funding for Pretrial Services (Also reviewed in Protective)

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

Item #10 – Approval/ Fund Transfer 24T056/ Sheriff/ Corrections/ Cover Projected Overtime (Also reviewed in Personnel)

Chairman Castellano stated vacancy savings are being utilized to cover overtime costs in the Corrections Facility. He stated this same reasoning applies to agenda items #10, #11, and #12.

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

Item #11 – Approval/ Fund Transfer 24T057/ Sheriff/ Corrections/ Cover Projected Overtime (Also reviewed in Personnel)

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

Item #12 – Approval/ Fund Transfer 24T058/ Sheriff/ Corrections/ Cover Projected Overtime (Also reviewed in Personnel)

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

Item #13 – Approval/ Budgetary Transfer 24A069/ DPW/ Amend 20CP01/ Access Control/ Board of Elections/ Prior to June Primary Election

Chairman Castellano made a motion to revise the agenda to address item #13 after item #15a; Seconded by Legislator Gouldman. All in favor.

Item #14 - FYI/ 2024 Guardrail & Property Damage Table - Duly Noted

Item #15 – Other Business

a. Approval/ DPW/ Use of Capital Facility Reserve/ Amend 20CP01/ Access Control

Chairman Castellano made a motion to waive the rules and accept the other business; Seconded by Legislator Gouldman. All in favor.

Commissioner Lewis stated this project is to install security access control at various facilities including the Board of Elections prior to the June primary election.

Legislator Addonizio questioned what the other facilities are.

Commissioner Lewis stated he does not have that information.

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

Item #13 – Approval/ Budgetary Transfer 24A069/ DPW/ Amend 20CP01/ Access Control/ Board of Elections/ Prior to June Primary Election

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

Item #15 – Other Business

b. Approval/ Budgetary Transfer 23T524/ Additional Funding for Remainder of 2023

Chairman Castellano made a motion to waive the rules and accept the other business; Seconded by Legislator Gouldman. All in favor.

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

Item #16 - Adjournment

There being no further business at 6:57pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.