

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

Members: Chairman Castellano and Legislators Albano & Gouldman

Thursday

6:30PM

May 26, 2022

The meeting was called to order at 6:30pm by Chairman Castellano who requested Legislator Albano lead in the Pledge of Allegiance. Upon roll call Legislator Albano and Chairman Castellano were present. Legislator Gouldman arrived at 6:35pm.

Item #3 - Approval of Minutes – April 25, 2022

The minutes were approved as submitted.

Item #4 - Update/ Purchasing Vehicles – Bid Process/ Director, Purchasing Alex Mazzotta

Chairman Castellano stated that Director of Purchasing Alex Mazzotta was absent but had sent a memo regarding the bidding process. He stated that all purchased vehicles are chosen from a list with the cheapest option that best meets the necessary criteria in mind. He stated that sometimes the vehicles must be purchased outside of the state, like New Jersey in this case.

**Item #5 - Discussion/ Update/ OTB/ Putnam County Rep. Catskill Regional OTB Board
Vincent Tamagna**

Chairman Castellano stated that Vincent Tamagna was absent but would be able to make the June meeting.

Chairman Castellano made a motion to table agenda item #5 to the June Audit Meeting;
Seconded by Legislator Albano. All in favor.

Item #6 - Correspondence/County Auditor

a. Sales Tax Report

Chairman Castellano stated that it was a strong month for sales tax revenue in Putnam County.

b. Board In Revenue Report

Chairman Castellano stated that fluctuations are expected but that Putnam County is on target for the year.

c. OTB Report

Chairman Castellano stated that the OTB representative would be present during next month's meeting during which more questions can be asked. He stated that Putnam County received \$497 from OTB in April.

d. Transfer/Revenue Report – Duly Noted

- e. **2022 Contingency/Sub-Contingency Report – Duly Noted**

Item #7 - Correspondence/ Commissioner of Finance

- a. **Overtime/Temporary Report – Duly Noted**
- b. **Approval/ Budgetary Amendment 22A028/ Sheriff's Dept./ Supplemental Reimbursement Received from Insurance/ Cost of Repairing Sheriff's Vehicle Involved in Accident (Also reviewed in Protective)**

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

- c. **Approval/ Budgetary Amendment 22A030/ Bureau of Emerg. Svcs./ 2021 State Homeland Security Program (SHSP) Grant Funding (Also reviewed in Protective)**

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

- d. **Approval/ Budgetary Amendment 22A031/ Sheriff's Dept./ Grant Funding Awarded-State and Municipal Facilities Program (SAM)/ License Plate Reader (LPR) Equipment (Also reviewed in Protective)**

Chairman Castellano stated the LPR Equipment is a great tool for the Sheriff's department.

Legislator Albano agreed with Chairman Castellano.

Sheriff McConville stated that the LPR Equipment is helpful to the department in investigations, including missing persons cases. He stated the department was seeking approval from the Legislature.

Commissioner Carlin stated that while the LPR Equipment is a great tool, it can become a problem if not handled correctly. He stated that the Sheriff's department has worked on the policy regarding LPRs.

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

- e. **Approval/ Budgetary Amendment 22A035/ Health Dept./ Purchase Additional Compost Bins for Sale to the Public as part of the Recycling Program (Also reviewed in Health)**

Chairman Castellano stated that \$1,400 would be put towards purchasing bins, which are \$70 each. He stated the County would be reimbursed upon their sale. He stated the ones that have been purchased have already been sold.

Commissioner Carlin stated composting is great for the environment.

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

f. Approval/ Budgetary Amendment 22A036/ Planning Dept./ Route 6 – Farrington Road Project (Also reviewed in Physical)

Commissioner Carlin stated that the project, being road improvements, was necessary as Restaurant Depot opened on Route 6. He stated that the project was funded by a SAM grant and contributions by Restaurant Depot. He stated there will be no cost to Putnam County.

Legislator Albano questioned whether the County would be reimbursed.

Commissioner Carlin answered yes. He stated that the money that comes in will go to the contractors.

Legislator Albano stated this is a great project.

Chairman Castellano agreed with Legislator Albano. He wished success to Restaurant Depot.

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

Item #8 - Approval/ Fund Transfer 22T029/ Sheriff's Dept./ Funds to Purchase AXON Tasers and Body- Worn Cameras plus Necessary Hardware and Accessories (Also reviewed in Protective)

Chairman Castellano stated that \$131,000 will be used for five (5) years.

Commissioner Carlin confirmed this. He stated that while this is expensive, it is necessary. He stated it will assist in public safety. He stated it was one of the chief recommendations of the police panel.

Legislator Albano stated that it is necessary to have video evidence.

Sheriff McConville concurred with Commissioner Carlin. He stated it will benefit the county as a whole. He stated that it will assist the deputies and investigators in their job performance. He stated video evidence can be used to resolve issues and provide extra evidence in criminal matters.

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

Item #9 - Approval/ Fund Transfer 22T066/ Probation Dept./ Probation Department Reorganization (Also reviewed in Personnel)

Chairman Castellano stated that the County would receive a savings of \$5,425 this year and \$5,835 next year. He stated this is beneficial to the taxpayers of Putnam County.

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

Item #10 - Approval/ Fund Transfer 22T077/ Sheriff's Dept./ Civil Division/ Utilize Funds from Vacancies for Part-Time Civil Clerk for Remainder of the Year (Also reviewed in Personnel)

Chairman Castellano stated there would be no fiscal impact.

Sheriff McConville requested approval from the Legislature. He stated that in 2022, there has been an increase in civil matters. He stated this position would greatly help the department manage this increase.

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

Item #11 - Approval/ Fund Transfer 22T082/ Health Dept./ Health Department Reorganization (Also reviewed in Personnel)

Chairman Castellano stated that the County would receive a savings of \$19,381 this year and \$32,397 next year. He stated that with this reorganization, taxpayers will save money.

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

Item #12 - Approval/ Fund Transfer 22T087/ Highways & Facilities Dept./ Reclassification from Construction Project Assistant to Project Manager (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/ Fund Transfer 22T090/ Highways & Facilities Dept./ Dept. of Health Required Water Supply Testing at Various County Facilities (Also reviewed in Physical)

Commissioner Carlin stated that public water supplies must be tested by law.

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

Item #14 - Approval/ Semi-Annual Mortgage Tax Payments/ October 1, 2021-March 31, 2022

Chairman Castellano stated that it has been a very productive six (6) months. He stated that \$3,794,722.45 would be returned to the six (6) towns and three (3) villages in Putnam County.

Legislator Addonizio referenced the change in numbers from 2019 to 2022.

Eric Gross questioned the increase in Southeast and whether Restaurant Depot played a factor in this increase.

Commissioner Carlin answered that it is possible some businesses influenced the increase. He stated more people have moved from the city since the start of the COVID-19 pandemic, which could be another factor.

Legislator Albano stated that the numbers reflect the activity in Putnam County.

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

Item #15 - Approval/ Finance Dept.- Real Property/ Write Off of Delinquent Real Property Taxes-Carmel Tax Map Parcel 64.7-1-31

Commissioner Carlin stated that this is a property that cannot be taken in foreclosure. He stated the property is a vital part of the Town of Carmel stormwater management system.

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

Item #16 - Approval/ Sheriff's Dept./ Grant Application/ State and Municipal (SAM) Facilities Grant Program (NYS Senator James Skoufis) (Also reviewed in Protective)

Chairman Castellano stated there are no matching funds necessary.

Sheriff McConville stated that this application is through Senator Skoufis' office. He stated that the grant would be used for equipment for the Philipstown substation.

Legislative Counsel Firriolo stated that DASNY, the grantor, requires a demonstration of support from the County. He stated it made sense for the Legislature to adopt the resolution as a sign of support.

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

Item #17- FYI/ County's Deposit & Investment Policies for First Quarter Ending March 31, 2022

Commissioner Carlin stated that the County's financial position is strong.

Item #18 - Other Business - None

Item #19 - Adjournment

There being no further business, at 6:59p.m. Chairman Castellano made a motion to adjourn; Seconded by Legislator Albano. All in favor.

Respectfully submitted by Legislative Intern, Tanya Ramirez.