

**AUDIT & ADMINISTRATION COMMITTEE MEETING**  
**Held via Audio Webinar Pursuant to Temporary Emergency Orders**

**Members: Chairman Castellano, Legislators Gouldman & Sayegh**

**Thursday November 19, 2020**  
**(Immediately following the Rules Committee Mtg. beginning at 6:00pm)**

The meeting was called to order via audio webinar at 7:24pm by Chairman Castellano who lead in the Pledge of Allegiance. Upon roll call Committee Members Gouldman, Sayegh & Chairman Castellano were present.

**Item #3 – Approval of Minutes – October 15, 2020 and October 22, 2020**

The minutes were approved as submitted.

**Item #4 – Correspondence/County Auditor (Attached for Information Only)**

**a. Sales Tax Report**

Legislator Gouldman questioned if internet sales tax was included in this report.

Legislator Albano stated yes, it is.

**b. Transfer/Revenue Report – Duly Noted**

**c. 2020 Contingency/Sub-Contingency Report – Duly Noted**

**Item #5 – Correspondence/Commissioner of Finance**

**a. Overtime/Temporary Report (Attached for Information Only) – Duly Noted**

**b. Approval /Budgetary Amendment 20A068/ Bureau of Emergency Services & Sheriff's Dept./ Grant Award through FY2020 State Homeland Security Program (Also reviewed in Protective)**

Legislator Sayegh stated there is no County match required for this grant.

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

**Item #6 – Approval/ Fund Transfer 20T216/ Sheriff's Dept./ Overtime Expenses from July (Tabled from 10/22/2020 Audit Mtg. to 11/10/2020 Protective Mtg. where it was Moved Forward)**

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

**Item #7 – Approval/ Fund Transfer 20T218/ Sheriff’s Dept./ Overtime Expenses from August (Tabled from 10/22/2020 Audit Mtg. to 11/10/2020 Protective Mtg. where it was Moved Forward)**

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

**Item #8 – Approval/ Fund Transfer 20T221/ Sheriff’s Dept./ Overtime Expenses from September (Tabled from 10/22/2020 Audit Mtg. to 11/10/2020 Protective Mtg. where it was Moved Forward)**

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

**Item #9 – Approval/ Fund Transfer 20T229/ Highway Dept./ Permit Fee for Transport of Office Trailer (Also reviewed in Physical)**

Chairman Castellano made a motion to approve Fund Transfer 20T229; Seconded by Legislator Sayegh. All in favor.

**Item #10 – Approval/ Fund Transfer 20T243/ Finance/ Consulting Services for Administrative Review of the Sheriff’s Dept./ Bonadio & Co., LLP. (Also reviewed in Protective)**

Chairman Castellano stated he is in favor of this review and the Sheriff has spoken out in favor of it as well.

Legislator Albano stated it is a good idea to conduct this review and he is glad the Sheriff is on board.

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

**Item #11 – Approval/ Fund Transfer 20T244/ Bureau of Emergency Services/ Overtime due to Vacancy in Dispatch (Also reviewed in Protective)**

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

**Item #12 – Approval/ Fund Transfer 20T249/ Highway Dept./ Purchase Used Office Trailer (Also reviewed in Physical)**

Chairman Castellano made a motion to approve Fund Transfer 20T249; Seconded by Legislator Gouldman. All in favor.

**Item #13 – Approval/ Semi-Annual Mortgage Tax Payments/ April 1, 2020 – September 30, 2020**

Legislator Albano questioned if this is the total tax received or if it all goes to the towns.

Commissioner Carlin stated it goes entirely to the towns; the County does not have a mortgage tax of its own.

Chairman Castellano stated the total amount has increased by \$200,000 over the past six (6) months, which shows that properties are being sold in Putnam County. He stated looking back a full year, it has increased over \$400,000.

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

**Item #14 – FYI/ County’s Deposit & Investment Policies (Attached for Information Only) – Duly Noted**

**Item #15 – Other Business**

**a. Approval/ Fund Transfer 20T271/ Health Dept./ Overtime due to Increase in COVID-19 Cases**

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

Legislator Sayegh thanked the Health Department for their hard work throughout the COVID-19 pandemic.

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

**b. Approval/ Fund Transfer 20T269/ District Attorney/ Laptops for SAM Grant**

Chairman Castellano made a motion to waive the rules and accept the Other Business; Seconded by Legislator Sayegh. All in favor.

Chairman Castellano made a motion to approve Fund Transfer 20T269; Seconded by Legislator Gouldman. All in favor.

**Item #16 – Adjournment**

There being no further business at 7:41pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Sayegh. All in favor.

Respectfully submitted by Administrative Assistant, Beth Robinson.