

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

Members: Chairman Castellano, Legislators Gouldman & Sayegh

**Thursday September 24, 2020
(Immediately following Protective Services Mtg. beginning at 6:00pm)**

The meeting was called to order via audio webinar at 6:38pm 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 – August 24, 2020

The minutes were approved as submitted.

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

a. Sales Tax Report

Legislator Gouldman questioned if the sales tax report includes tax collected from online sales.

Commissioner of Finance William Carlin stated yes, the online sales tax is included.

- b. Board In Revenue Report – Duly Noted**
- c. Transfer/Revenue Report – Duly Noted**
- d. 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 20A051/ Highways & Facilities/ Department Reorganization (Also reviewed in Personnel)

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

c. Approval/ Budgetary Amendment 20A052/ Finance/ Fund Estimated Unemployment Costs through December 31, 2020 (Also reviewed in Personnel)

Chairman Castellano questioned how \$170,000 was estimated.

Commissioner Carlin stated the \$170,000 is what has been paid to date, with the fourth quarter being estimated.

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

d. Approval/ Budgetary Amendment 20A053/ Planning Dept./ Adjust Capital Budget Accounts to Most Recent Estimates/ Peekskill Hollow Road, Sodom Road Bridge, & Fair Street Reconstruction (Also reviewed in Physical)

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

e. Approval/ Budgetary Amendment 20A054/ Planning Dept./ Adjust Capital Budget to Include Funding for Peekskill Hollow Road, PIN #8757.48 (Also reviewed in Physical)

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

f. Approval/ Budgetary Amendment 20A055/ Planning Dept./ Soil & Water/ Use Soil & Water Conservation District Trust Funds for Engineering & Design Services of Green Infrastructure in front of Tilly Foster Farm Creamery (Also reviewed in Physical)

Legislator Sayegh stated she is on the Soil & Water Conservation District Board and this is a great project with funding coming from the New York State Soil & Water Conservation Committee. She stated this will enhance green infrastructure and will be beneficial to the environment.

Chairman Castellano made a motion to approve Budgetary Amendment 20A055; Seconded by Legislator Sayegh. All in favor.

g. Approval/ Budgetary Amendment 20A056/ Planning Dept./ Soil & Water/ Use Soil & Water Conservation District Trust Funds to Purchase Several Pieces of Equipment (Also reviewed in Physical)

Legislator Sayegh stated \$80,000 from the State of New York 2019 Performance Measures Fund is being used for these purchases. She stated a slope mower will be purchased, which can get in and out of basins and drainage ditches, and quads will be purchased which will be used on trails and the bike path. She stated this is a great use of Soil & Water funds.

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

Item #6 – Approval/ Fund Transfer 20T153/ Health Dept./ Cover COVID Related Expenses for Cleaning and Preparing Buses (Also reviewed in Health)

Legislator Gouldman stated it is important to keep the transit vehicles clean, especially during the COVID-19 pandemic.

Legislator Sayegh stated part of this is also preparing the 26 Early Intervention buses for use, since they have not been used since March. She stated the new regulations require that the vehicles be cleaned after each run.

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

Item #7 – Approval/ Fund Transfer 20T164/ Sheriff’s Dept./ Cover Increase in Cell Phone Subscriber/ PESH Mitigation/ LMR Equipment for Call Integration/ Radio Interface LMR & Cell Equipment (Also reviewed in Protective)

Legislator Gouldman stated this is a serious issue and will help the deputies.

Legislator Sayegh stated communication is paramount to protect the Sheriff’s deputies and she is glad to see this equipment being utilized.

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

Item #8 – Approval/ Fund Transfer 20T166/ Sheriff’s Dept./ Canine Stipend for Transfer of Sergeant to Community & Youth (Also reviewed in Protective)

Chairman Castellano made a motion to approve Fund Transfer 20T166; Seconded by Legislator Sayegh. All in favor.

Item #9 – Approval/ Fund Transfer 20T175/ Highways & Facilities/ Purchase Office Trailer for Winter Use (Also reviewed in Physical)

Legislator Gouldman stated having a trailer is important to ensure workers are able to be present to clean up after a weather event.

Chairman Castellano made a motion to approve Fund Transfer 20T175; Seconded by Legislator Gouldman. All in favor.

Item #10 – Approval/ Budgetary Transfer 20T181/ Highways & Facilities/ Overtime due to Cleanup of Summer Storms (Also reviewed in Physical)

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

Item #11 – Approval/ Fund Transfer 20T182/ Board of Elections/ Poll Worker Protective Shields

Legislator Sayegh questioned if the cost of this will be covered by grant funding.

Commissioner Carlin stated he is unsure if FEMA (Federal Emergency Management Agency) will cover this, but the County will request that they do. He stated FEMA put out new guidelines as of September 15, 2020. He stated these purchases are still being tracked so the argument can be made about how much the COVID-19 pandemic has cost the County.

Legislator Sayegh questioned if it is known how much the County will be spending on COVID-19 related expenses.

Commissioner Carlin stated all expenditures are being put together so the report can be run and the total cost will be known.

Chairman Castellano made a motion to approve Fund Transfer 20T182; Seconded by Legislator Sayegh. All in favor.

Item #12 – Approval/ Fund Transfer 20T190/ Finance/ Fund Contract Line for 2020 Financing Costs

Commissioner Carlin stated the County took advantage of record low interest rates, which were around 1%. He stated the County borrowed more than we have in previous years. He stated the County saved more than the financing cost will be.

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

Item #13 – Approval/ Fund Transfer 20T192/ Finance/ Youth Bureau/ Cover Temporary for Remainder of 2020 (Also reviewed in Personnel)

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

Item #14 – Approval/ Fund Transfer 20T193/ Personnel/ Department Reorganization (Also reviewed in Personnel)

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

Item #15 – Approval/ Local Law to Amend Chapter 41, Section 41-5 of the Code of Putnam County Entitled “Deposit & Investment Policy”

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

Item #16 – Outside Auditor/ RFP

Chairman Castellano made motion to move agenda item #16 to the end of the agenda; Seconded by Legislator Sayegh. All in favor.

Item #17 – Other Business

a. Approval/ Fund Transfer 20T195/ Bureau of Emergency Services/ Purchase AED Machines for County Buildings/ Equipment for Dive Team

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 pre-file the necessary resolution; Seconded by Legislator Sayegh. All in favor.

b. Approval/ Fund Transfer 20T200/ Board of Elections/ Absentee Ballot Printing, Collection Bags, & Postage

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

Legislator Gouldman questioned if the number is based on current absentee requests, or if it is an estimate of the total amount.

Chairman Castellano stated this is an estimated cost. He stated a letter of necessity was sent from the Board of Elections speaking to the time sensitive nature of this request due to the upcoming election. He stated he believes absentee ballots can be requested through the end of October.

Legislator Sayegh questioned if this is considered a COVID-19 related cost.

Commissioner Carlin stated yes, it is.

Legislator Sayegh stated early voting begins on October 24, 2020 and runs through October 31, 2020 and absentee ballot requests are due October 27, 2020.

Commissioner Carlin stated this is the first year that anyone is eligible for an absentee ballot if they are uncomfortable physically going to a polling place.

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

Item #16 – Outside Auditor/ RFP

At 7:07pm Chairman Castellano made motion to go into executive session; Seconded by Legislator Gouldman. All in favor.

At 7:26pm Chairman Castellano made a motion to come out of executive session; Seconded by Legislator Gouldman. All in favor.

No action was taken.

Chairman Castellano stated the recommendation of the Outside Auditor RFP Committee is to name PKF O'Connor Davies as the outside auditor for Putnam County.

Legislator Gouldman stated this is a good decision, PKF O'Connor Davies has been working with the County for seven (7) years and he is confident in the decision to continue using their services.

Legislator Sayegh stated PKF O'Connor Davies is well qualified, they are one of the top firms in the Hudson Valley region. She stated they know Putnam County quite well and they bring a wealth of information.

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

Item #18 – Adjournment

There being no further business at 7:28pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Sayegh. All in favor.

Respectfully submitted by Administrative Assistant, Beth Green.