

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

Members: Chairman Castellano and Legislators Ellner & Gouldman

**Thursday February 22, 2024
(Immediately following Personnel & Health Mtgs. beginning at 6:30pm)**

The meeting was called to order at 6:53pm 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 – January 29, 2024

The minutes were accepted as submitted.

Item #4 – Correspondence/County Auditor

a. Sales Tax Report

Legislator Gouldman stated it is great to begin the year with an increase in sales tax over the same time period last year.

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

b. Approval/ Budgetary Amendment 23A093/ Finance/ Year End Entry #3

Commissioner of Finance Michael Lewis stated this is to close out the books for 2023. He explained that surplus funds were used to correct the accounts for last year. He stated there may be one (1) or two (2) more Year End Entries being submitted.

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

c. Approval/ Budgetary Amendment 24A010/ Sheriff & Dept. of Social Services/ NYS Dept. of Homeland Security & Emergency Services Domestic Terrorism Prevention Grant Award (Also reviewed in Protective)

Commissioner Lewis stated this is officially accepting the grant award and appropriating the funding into the appropriate accounts broken down between the Department of Social Services (DSS), the Bureau of Emergency Services, and the Sheriff's Department.

Legislator Montgomery stated at the Protective Services Committee Meeting this month she inquired about the insurance for the TAM (Threat Assessment Management) Team and how it varies from the ERT (Emergency Response Team). She stated she is hopeful an answer will be provided.

Legislator Crowley questioned when the County will receive word if this grant can be extended.

Commissioner Lewis stated he would defer to DSS Commissioner Sara Servadio, but he believes it is possible to be extended. He stated if the funds are not able to be spent, he suggested contacting the program manager to ask if they can be repurposed.

Legislator Nacerino stated the ERT was never sanctioned by the Legislature. She stated the TAM team is mandated by the State and is not required to have County approval.

Legislative Counsel Firriolo stated after reviewing the IMA (Inter-Municipal Agreement) that was approved by the Town of Carmel to form the ERT, he found it explicitly required the approval of all municipalities joining the Team. He stated the County never ratified the IMA and it was therefore never valid.

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

d. Approval/ Budgetary Amendment 24A016/ Finance/ Change in Funding Source for 4 Rooftop HVAC Units at Putnam County Courthouse (Also reviewed in Physical)

Commissioner Lewis stated part of the capital plan was to try and obtain this funding through State aid, however the State classified this work as a "major" repair and therefore it was not eligible. He stated fortunately, the County has capital reserve funds for projects such as this one.

Legislator Crowley questioned if HVAC is considered a luxury and would therefore be considered a minor repair. She stated air conditioning is not necessary, only heat is. She spoke to the age of the building.

Chairman Castellano clarified these HVAC units are for the new Putnam County Courthouse. He questioned if there is a timeframe when this work needs to be done.

Commissioner Lewis stated he believes the Department of Public Works would like to begin soon to avoid prices increasing and to get the work done before the summer.

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

Item #6 – Approval/ Fund Transfer 24T024/ Senior Resources/ Increase Base Salary for Nutrition Services Manager Position (Also reviewed in Personnel)

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

Item #7 – Approval/ Fund Transfer 24T025/ DPW/ Increased Bid Price for Jail Cleaning (Also reviewed in Protective)

Legislator Gouldman questioned if the company is changing.

Commissioner Lewis stated the bid results are in the backup material.

Chairman Castellano made a motion to approve Fund Transfer 24T025; Seconded by Legislator Gouldman. All in favor.

Item #8 – FYI/ 2024 Guardrail & Property Damage Table – Duly Noted

Item #9 – Other Business

a. Approval/ Budgetary Amendment 24A018/ Emergency Services/ Director of Emergency Medical Services

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.

b. Approval/ Budgetary Amendment 23A094/ Planning Dept./ Transit Buses

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

Commissioner Lewis stated he worked with Commissioner of Planning, Development, & Public Transportation Department Barbara Barosa today and it has been confirmed the County will be receiving the funding.

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

Item #10 – Adjournment

There being no further business at 7:10pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.