

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

Members: Chairman Castellano and Legislators Ellner & Gouldman

**Monday August 26, 2024
(Immediately following the Rules Mtg. at 6:00pm)**

The meeting was called to order at 7:32pm by Chairman Castellano who requested Legislator Gouldman lead in the Pledge of Allegiance. Upon roll call Legislators Ellner and Gouldman and Chairman Castellano were present.

Item #3 – Acceptance of Minutes – July 29, 2024

The minutes were approved as submitted.

Item #4 – Correspondence/County Auditor

- a. **Sales Tax Report** – Duly Noted
- b. **Board In Revenue Report** – Duly Noted
- c. **OTB Report** – Duly Noted
- d. **Transfer/Revenue Report** – Duly Noted
- e. **2024 Contingency/Sub-Contingency Report** – Duly Noted

Item #5 – Correspondence/ Commissioner of Finance

- a. **Overtime/Temporary Report** – Duly Noted

- b. **Approval/ Budgetary Amendment 24A073/ Sheriff’s Dept./ ARPA Reallocation/ School Safety Fund New Building at 101 Deacon Smith Hill Rd. (Camp Herrlich) (Also reviewed in Rules)**

Legislator Ellner made a motion to table Budgetary Amendment 24A073; Seconded by Chairman Castellano. All in favor.

- c. **Approval/ Budgetary Amendment 24A075/ Dept. of Social Services/ Repurpose Grant Funds Previously Allocated to Forensic Interviewer/Community Outreach Worker Position (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 24A076/ Dept. of Social Services/
Use Opioid Abatement Funds to Purchase Items for Co-Response
Team (Also reviewed in Health)**

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

**e. Approval/ Budgetary Amendment 24A077/ Finance/ APRA Funding/
Mobile DMV Equipment (Also reviewed in Rules)**

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

**Item #6 – Approval/ Fund Transfer 24T206/ DPW/ Increased Price – Jail Cleaning
(Also reviewed in Physical)**

Chairman Castellano made a motion to approve Fund Transfer 24T206; Seconded by
Legislator Ellner. All in favor.

**Item #7 – Approval/ Fund Transfer 24T223/ Emergency Services/ Temporary/
County Fire Instructor Training (Also reviewed in Protective)**

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

**Item #8 – Approval/ Fund Transfer 24T224/ Sheriff's Dept./ Corrections/ Cover
Salary Shortage due to Incorrect Line Placement (Also reviewed in
Personnel)**

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

**Item #9 – Approval/ Fund Transfer 24T245/ Finance/ Additional Services by
Independent Auditors**

Commissioner of Finance Michael Lewis stated the more Federal funding that comes into
the County can necessitate more audits as well.

Chairman Castellano made a motion to approve Fund Transfer 24T245; Seconded by
Legislator Gouldman. All in favor.

**Item #10 – Approval/ Fund Transfer 24T250/ Senior Resources/ Contractor Payment
July-December**

Director of the Office for Senior Resources Michael Cunningham stated with him this
evening is Thomas DiMarchi, the new Fiscal Manager in the Office for Senior

Resources. He stated they are at the end of a three (3) year grant. He stated the Putnam County is lead agency for this grant, which partners with five (5) counties. He stated there was a delay in the beginning because of the COVID pandemic and they were granted a one (1) year extension to achieve the goals and spend down the rest of the money. He stated Putnam County has more than achieved their goals, however some of the other participating counties are struggling to do so. He stated there is a consultant working with those counties to assist them in meeting those goals. He stated this is 100% grant funding, there is no County match.

Fiscal Manager DiMarchi stated there is no fiscal impact to the County.

Legislator Sayegh requested clarification if the County has already received this money.

Director Cunningham stated the money is allocated to us and will reimburse qualified expenses. He stated this specific request is to pay the contractor for services rendered through June.

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

Item #11 – Approval/ Offer County Property for Sale Utilizing at Public Auction Pursuant to Chapter 31 of the Putnam County Code/ 100 Zimmer Road, Town of Southeast (Moved from Physical)

Commissioner Lewis stated if the property goes to auction, there is a 7% fee, but that fee is absorbed by the buyer. He stated if the starting price is \$300,000 and the 7% fee is on top of that, it would be the responsibility of the buyer and the County would collect the full \$300,000. He stated if the property were to be sold through MLS, there is a 5% fee absorbed by the County. He stated in that case, it would be built into the purchase price.

Chairman Castellano questioned which method of sale is better for this property; auction or MLS.

Commissioner Lewis stated he would defer to Commissioner of Planning, Development, & Public Transportation Barbara Barosa and the Administration. He believes the most important thing is to get the property back on the tax rolls. He stated the appraised value is \$290,000.

Chairman Castellano questioned what the assessed value of the property is.

Commissioner Lewis stated he believes the assessed value is \$80,000.

Chairman Castellano stated it is his opinion to sell the property via the auction process.

Commissioner Lewis stated he believed County Executive Byrne was in agreement.

Legislator Nacerino stated either method could be used as long as the County gets the best selling price.

Legislator Jonke stated he believes it should be auctioned.

Chairman Castellano questioned if a date is set for an auction.

Commissioner Lewis stated once a resolution is approved, he believes it could go to auction within 30 days.

Legislator Jonke stated it is important to allow enough time for the auction company to get the word out to entice as many potential bidders as possible.

Chairman Castellano stated an amount needs to be decided. He stated \$320,000 was suggested, but that was including the 7% fee that he now understands would not be the County's responsibility. He questioned if the Administration has provided their opinion on a price.

Commissioner Lewis stated the starting price could be set at the appraised value of \$290,000 and hopefully there is competitive bidding.

Chairman Castellano questioned if the auction would be a sealed bid or if there would be a scheduled auction.

Commissioner Lewis stated there would be a scheduled auction.

Legislator Ellner clarified that when a bid is made, it is visible to all other bidders.

Commissioner Lewis stated that is correct.

Chairman Castellano inquired if any Legislators had suggestions on the starting bid price. He questioned Legislative Counsel if the Legislature needs to include the starting price in their approval.

Legislative Counsel Firriolo stated as amended previously, the resolution before the Committee allows the County Executive to set the initial offer based on the appraisal with the comparative market analysis with the advice and approval of the Legislature, which would be a two-step process. He stated if this is passed, the County Executive would presumably come back to the Legislature with a proposed starting price, and the Legislature would then have to pass another resolution to approve the price. He stated if the Legislature wanted to make this a one-step process, an initial offer could be set in the resolved clause.

Legislator Ellner stated he would be interested in making this a one-step process.

Chairman Castellano questioned if the Legislature could ask County Executive Byrne for his suggested starting price prior to the September 3, 2024 Full Legislative Meeting so it can be considered in its complete form. He stated he would like to see this move along.

Legislative Counsel Firriolo stated if the Committee asks the Administration for a recommended starting price, the resolution could be amended at the Full Legislative Meeting to state that the initial offer amount shall be set at X amount of dollars based upon the recommendation of the Administration.

Chairman Castellano stated he would like to move this forward with the final paragraph of the resolution including the County Executive's recommended auction starting price. He stated he will send a memorandum requesting that the County Executive's recommendation be provided before Thursday, August 29th so it can be included on the September 3, 2024 Full Legislative Meeting agenda.

Legislative Counsel Firriolo requested clarification on the amendment.

Chairman Castellano stated the Committee is in agreement to sell the property via auction. He stated the resolution should include the County Executive's recommended starting price; he believes it should be no less than \$290,000. He requested Legislative Counsel Firriolo provide proper wording for these changes.

Legislative Counsel Firriolo stated he believes the following would encompass the Committee's intent: "Resolved, that pursuant to Section 31-4 of the Putnam County Code, the initial offer amount of the property shall be herein after determined by the County Executive in an amount not less than \$290,000 based on the appraisal and comparative market analysis and with the advice and recommendation of the Legislature."

Chairman Castellano made a motion to pre-file the necessary resolution with the wording provided by Legislative Counsel Firriolo; Seconded by Legislator Ellner. All in favor.

Item #12 – Discussion/ Amendments/ Deposit & Investment Policy

Commissioner Lewis stated changes have been made to the County's Deposit & Investment Policy fairly often due to the status of the economy, the sales tax revenue, and advise of 3 plus 1, the County's cash management consultant. He stated when he came on board at the end of 2021 there was about \$75 million in cash and investments. He stated in 2022, that number increased to about \$115 million, the draft report he has for 2023 shows that number at \$149 million and as of July 31, 2024 the investments alone are about \$170 million. He stated updating the policy gives the County more flexibility to invest in other products. He stated for example, there are caps on how much can be invested in a specific place, and by increasing those caps the County can collect more interest. He stated he is presenting these recommendations to increase some of these caps from \$50 million to \$75 million. He stated some counties have no limits on their investment pools, but he believes the limit is beneficial.

Legislator Gouldman stated having the limit protects the County. He provided the recent example of Signature bank crashing. He stated luckily the County did not lose any money, but if there were no limits a similar event could be catastrophic.

Chairman Castellano questioned if this would be resubmitted next month for approval.

Commissioner Lewis stated he would like to make sure the proposed changes are appropriate.

Chairman Castellano clarified to make this change, it would have to go back to Committee next month with a proposed resolution.

Legislator Sayegh questioned if the \$75 million cap is still within the insurance limit.

Commissioner Lewis stated there is collateral.

Item #13 – FYI/ 2024 Guardrail & Property Damage Table – Duly Noted

Item #14 – Other Business

a. Approval/ Budgetary Transfer 24T256/ Sheriff’s Dept./ 2 Part-Time Threat Assessment Analysts through Homeland Security Grant

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

Sheriff Kevin McConville stated he is looking to utilize grant funding under the Threat Assessment Management (TAM) program to fund two (2) part-time TAM Analyst positions. He stated 46 threat assessments were received last school year. He stated some are carried out long term over the course of several months. He stated the use of this funding was approved in the State by the Threat Assessment Fund Manager. He stated the two (2) part time employees will be scheduled opposite one another to get this work done. He stated this will cover these positions through the end of 2025.

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

Item #15 – Adjournment

There being no further business at 8:15pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.