

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

Members: Chairman Castellano and Legislators Ellner & Gouldman

Thursday **6:30pm** **December 19, 2024**

The meeting was called to order at 6:32pm 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 – Correspondence/County Auditor

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

Item #4 – Correspondence/ Commissioner of Finance

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

- b. **Approval/ Budgetary Amendment 24A121/ Sheriff’s Dept./ Overtime Expenses (Also reviewed in Protective)**

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

- c. **Approval/ Budgetary Amendment 24A122/ DPW/ Insurance Recoveries/ Guardrail Damages on Crane Rd. (Also reviewed in Physical)**

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

- d. **Approval/ Budgetary Amendment 24A123/ Sheriff’s Dept./ Insurance Recoveries/ Vehicle Repairs (Also reviewed in Protective)**

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

- e. **Approval/ Budgetary Amendment 24A124/ Sheriff’s Dept./ Utilize Federal Seized Asset Forfeiture Funds/ Firearm Related Equipment (Also reviewed in Protective)**

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

f. Approval/ Budgetary Amendment 24A125/ Emergency Services/ State Homeland Security Program (SHSP) Grant Award (Also reviewed in Protective)

Commissioner of Finance Michael Lewis stated based on the guidelines, at least 35% has to be allocated to the Sheriff's Department for terrorism prevention.

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

g. Approval /Budgetary Amendment 24A126/ Emergency Services/ E911 Dispatch Center/ Law Enforcement Technology Program Grant Award (Also reviewed in Protective)

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

h. Approval/ Budgetary Amendment 25A001/ Dept. of Social Services/ Funding Received for Putnam County Suicide Prevention Task Force to Develop LOSS (Local Outreach to Suicide Survivors) Team (To be approved at 01/07/25 Organizational Mtg.)

Commissioner Lewis stated this grant money is being utilized to hire a temporary employee.

Chairman Castellano made a motion to pre-file the necessary resolution to be considered at the 2025 Organizational Meeting; Seconded by Legislator Ellner. All in favor.

Item #5 – Approval/ Fund Transfer 24T450/ Sheriff/ Corrections/ Overtime (Also reviewed in Protective)

Chairman Castellano made a motion to approve Fund Transfer 24T450; Seconded by Legislator Gouldman. All in favor.

Item #6 – Approval/ Fund Transfer 24T456/ Dept. of Social Services/ Cover Projected Costs through Year End (Also reviewed in Health)

Commissioner Lewis stated items #6, #7, and #8 are similar and are related to State mandates and increasing costs.

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

Item #7 – Approval/ Fund Transfer 24T457/ Dept. of Social Services/ Cover Projected Costs through Year End (Also reviewed in Health)

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

Item #8 – Approval/ Fund Transfer 24T458/ Dept. of Social Services/ Cover Projected Costs through Year End (Also reviewed in Health)

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

Item #9 – Approval/ Fund Transfer 24T459/ Health Dept./ Coverage for Reception Area (Also reviewed in Health)

Chairman Castellano made a motion to approve Fund Transfer 24T459; Seconded by Legislator Gouldman. All in favor.

Item #10 – Approval/ Fund Transfer 24T466/ Sheriff/ Corrections/ Overtime due to Vacancy (Also reviewed in Personnel)

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

Item #11 – Approval/ Fund Transfer 24T484/ Health Dept./ Preschool Administrative Costs

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

Item #12 – Approval/ Fund Transfer 25T001/ Finance/ Salary & Benefit Costs Pursuant to PCSEA Contract Settlement (Also reviewed in Personnel) (To be approved at 01/07/25 Organizational Mtg.)

Chairman Castellano made a motion to pre-file the necessary resolution to be considered at the 2025 Organizational Meeting; Seconded by Legislator Gouldman. All in favor.

Item #13 – Approval/ Fund Transfer 25T002/ Dept. of Social Services/ Training for Newly Hired Children’s SPOA Coordinator (Also reviewed in Personnel) (To be approved at 01/07/25 Organizational Mtg.)

Chairman Castellano made a motion to pre-file the necessary resolution to be considered at the 2025 Organizational Meeting; Seconded by Legislator Ellner. All in favor.

Item #14 – Approval/ Fund Transfer 25T003/ IT/GIS/ Reclassification – Account Clerk to IT Operations Assistant (Also reviewed in Personnel) (To be approved at 01/07/25 Organizational Mtg.)

Chairman Castellano made a motion to pre-file the necessary resolution to be considered at the 2025 Organizational Meeting; Seconded by Legislator Gouldman. All in favor.

Item #15 – Approval/ Fund Transfer 25T004/ Finance/ Sheriff’s Dept./ Adjust Personnel Budget (To be approved at 01/07/25 Organizational Mtg.)

Chairman Castellano made a motion to pre-file the necessary resolution to be considered at the 2025 Organizational Meeting; Seconded by Legislator Ellner. All in favor.

Item #16 – FYI/ 2024 Guardrail & Property Damage Table – Duly Noted

Item #17 – Other Business

a. Approval/ Budgetary Amendment 24A128/ Finance/ Utilize Sales & Use Tax Monies for Various Dam Projects

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

Commissioner Lewis stated the dam projects were approved through the Capital Projects Committee and it was presented to be funded with WQIP (Water Quality Improvement Project) funds, however it was determined this would not be an appropriate use of these funds therefore this amendment will change the funding source.

Legislator Ellner stated the approved uses of WQIP have changed and what once was an appropriate use is no longer an appropriate use of these funds.

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

b. Approval/ Fund Transfer 24T497/ Emergency Services/ 911 Dispatch Overtime

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 Ellner. All in favor

c. Approval/ Fund Transfer 24T498/ Emergency Services/ Temporary through Year End

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 approve Fund Transfer 24T498; Seconded by Legislator Ellner. All in favor

Item #18 – Adjournment

There being no further business at 6:54pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.