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

Members: Chairman Castellano and Legislators Ellner & Gouldman

Monday 6:30pm April 29, 2024

The meeting was called to order at 6:30pm by Chairman Castellano who requested Legislator Ellner lead in the Pledge of Allegiance. Upon roll call Legislators Ellner, Gouldman and Chairman Castellano were present.

Item #3 - Acceptance of Minutes - March 25, 2024

The minutes were accepted as submitted.

Item #4 - 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 #5 - Correspondence/ Commissioner of Finance

- a. Overtime/Temporary Report Duly Noted
- b. Approval/ Budgetary Amendment 23A095/ Finance/ Year End Entry #4

Commissioner Lewis stated that this is the final entry as a result of the audit that took place a few weeks ago.

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

 c. Approval/ Budgetary Amendment 24A026/ Veterans Service Agency/ Peer to Peer Program/ Comply with State Aid (Also reviewed in Rules)

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

d. Approval/ Budgetary Amendment 24A028/ DPW/ Insurance Recoveries from Guardrail Damages (Also reviewed in Physical)

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

e. Approval/ Budgetary Amendment 24A029/DPW/ Three (3) Positions Related to this request: Automotive Division Temp Position, Reclass to Senior Account Clerk and Soil & Water District Manager Salary Increase (Also reviewed in Personnel)

Commissioner of Finance Michael Lewis explained that the increase for the Soil & Water District Manager is coming from the Soil & Water Performance Measure Part C funds with no fiscal impact. He stated that there is a reclassification of a Park Attendant position to Senior Account Clerk position in the Parks Division, using money from the Temporary line. He stated that regarding the Road Machinery, they are taking some vacancy savings not being filled and moving it to a Temporary line.

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

f. Approval/ Budgetary Amendment 24A030/ Bureau of Emergency Services and Sheriff's Department/ Reallocation of NY State Homeland Security Grant (SHSP) Funds to Purchase Equipment for the Sheriff's Department (Also reviewed in Protective)

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

g. Approval/ Budgetary Amendment 24A032/ Department of Social Services/ Child Advocacy Center

Commissioner of Finance Michael Lewis explained that there was a place holder in the 2024 budget of \$134,873 and subsequent to that the department is adjusting the revenues and appropriations accordingly.

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

Item #6 - Approval/ Budgetary Amendment 24T078/ Settlement of Litigation/ Marc Manzoeillo vs. County of Putnam et al. (Also reviewed in Rules)

Chairman Castellano explained that this is covering costs related to a settlement of litigation.

Legislator Ellner clarified that this amount covers the County's deductible.

Chairman Castellano said, "yes." This covers the deductible, and the insurance company would cover the rest of it.

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

Item #7 - Approval/ Budgetary Amendment 24T079/ Department Social Services/ Funding for Administrative and Legal Training for 2024 (Also reviewed in Personnel)

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

Item #8 - Approval/ Fund Transfer 24T089/ Finance/ Tilly's Table Insurance

Chairman Castellano stated that the cost of insurance has gone up again this year. The cost to cover the insurance bill is \$2,932.

Legislator Ellner questioned Commissioner of Finance Michael Lewis if we were paying for the building or is this a contractual obligation for the lessee.

Commissioner of Finance Michael Lewis believed this was on the 10 buildings on the farm.

Chairman Castellano stated that \$2,669 was moving from Golf Contracts to Tilly's Table Insurance and \$263 was moving from Golf Insurance to Tilly's Table Insurance, both to cover the insurance for the structure.

Chairman Castellano made a motion to approve fund transfer 24T089; Seconded by Legislator Gouldman. All in favor.

Item #9 - Approval/ Semi-Annual Mortgage Tax Payments/ October 1, 2023 – March 31, 2024

Chairman Castellano read the amounts that would be distributed to each of the local municipalities for a total of \$1,263,851.93.

Legislator Gouldman stated that on the Distribution Statement "PART II" page, he questioned why the amounts in the "Taxes Collected" and "Taxes Adj.Corr" columns were different from the "Amount Due Tax District".

Commissioner of Finance Michael Lewis said that he would find out and get back to the Legislature.

Legislator Gouldman questioned if the information could be provided before the Full Legislative meeting.

Legislator Montgomery believed it was on page 4.

Legislator Jonke stated that the following page showed the Recording Officer's Expense in Column 3 which is equivalent to the difference.

Chairman Castellano stated that it will be clarified within the next week before the Full Legislative meeting.

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

Item #10 – FYI/ County's Deposit & Investment Policies/ First Quarter Ending - 03/31/2024

Commissioner of Finance Michael Lewis stated that the County took advantage of the current interest rates and long term CDs.

Legislator Ellner questioned what the procedure was if the bank balance exceeds the maximum cap.

Commissioner of Finance Michael Lewis stated that if Legislator Ellner was referencing the overage in NY Municipal Trust, the overage was moved into NYLAF. He explained that the investment consultants have advised the County to update our investment policy so that there would be no cap on some of these banking institutions. He stated that we are losing out on interest because of the cap. He stated that NY Municipal Trust is currently at 5.35%. He stated that the overage in that account was moved to another banking institution that is probably at a lower interest rate. He believed it was advantageous to look at the investment policy.

Legislator Ellner stated that when moving the overage, he questioned if in addition to reduced interest rates, is there a withdrawal fee because Commissioner of Finance Michael Lewis also mentioned CDs.

Commissioner of Finance Michael Lewis stated that NY Municipal Trust, NYLAF and NY Class are all investment pools, money markets which are liquid. He stated that most of our CDs are in TD Bank.

Legislator Ellner questioned if Commissioner of Finance Michael Lewis was suggesting what the cap should be raised to.

Commissioner of Finance Michael Lewis stated that there are counties throughout New York State, which is permissible through General Municipal Law, that do not have caps. He stated that he could present something within the next month or two.

Chairman Castellano stated that it was a great point, but we certainly want to diversify into other accounts which was probably the reason why we had these caps in the first place. He stated that it was certainly something we could look at.

Item #11 - FYI/ 2024 Guardrail & Property Damage Table - Duly Noted

Item #12 - Other Business

Chairman Castellano made a motion to add other business Item #12a pertaining to the approval of the Household Hazardous Waste event taking place this weekend; seconded by Ellner. All in favor.

Item #12a - Approval/ Household Hazardous Waste Grant

Chairman Castellano stated that these events take place annually. It is a great opportunity to get rid of household waste in the home. He stated that an appointment can be set up on the website. He stated that they need this resolution approved to have the event and they were confident that it would not cause an issue for their event taking place this Saturday.

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

Item #13 – Adjournment

There being no further business at 6:53 pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.