

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

Members: Chairman Castellano and Legislators Ellner & Gouldman

Tuesday **6:30pm** **December 19, 2023**

The meeting was called to order at 6:31pm 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 – October 26, 2023 & November 27, 2023

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. **OTB Report** – Duly Noted
- d. **2023 Contingency Report** – Duly Noted
- e. **Transfer/Revenue Report** – Duly Noted

Item #5 – Correspondence/ Commissioner of Finance

- a. **Overtime/Temporary Report**

Chairman Castellano requested clarification on the last column on the report as it is different than previous reports.

First Deputy Commissioner of Finance Sheila Barrett stated the Munis system presents the numbers in a percentage, but the percentage can be misleading if there is a negative balance. She stated she believed it was important to show the negatives, therefore the last column was added.

- b. **Approval/ Budgetary Amendment 23A072/ Planning/ USDOT & FTA Approval to Repurpose Remaining Section 5339 Funds to Supplement Access to the Empire State Trail (Also reviewed in Physical)**

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

c. Approval/ Budgetary Amendment 23A074/ DPW/ Recognize Insurance Reimbursement (Also reviewed in Physical)

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

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

d. Approval/ Budgetary Amendment 23A075/ Planning/ Distribution of NYMTC (New York Metropolitan Transportation Council) Monies for Federal Fiscal Year 2023 (Also reviewed in Physical)

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

e. Approval/ Budgetary Amendment 23A079/ Sheriff/ Recognize Vehicle Accident Claim Reimbursement (Also reviewed in Protective)

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

f. Approval/ Budgetary Amendment 23A084/ Health Dept./ Rabies Grant Reimbursed Feral Cat Trap Neuter Spay Expenses

Director of Environmental Health Shawn Rogan stated this is money that was left in the current grant and the New York State Department of Health approved rolling the money over and earmarking it for the Feral Cat Task Force. He stated this program reimburses the volunteers in Putnam County who capture feral cats in the community, get them spayed or neutered, and vaccinated for rabies. He stated the ears of the cats are clipped so they can be identified as being vaccinated in the future. He stated the cats are then returned to the wild where they were captured, or they are adopted out if they are determined to be adoptable. He stated this additional funding will increase the numbers of cats the Task Force is able to help.

Chairman Castellano questioned how many feral cats are in Putnam County.

Director Rogan stated he does not know, but this program helps. He stated most importantly this program helps the concern for rabies exposure. He stated if a resident has contact with a feral cat, they can avoid unnecessary rabies treatment if they see the clipped ear of the cat. He stated comparatively, rabies treatment is a much larger expense than this proactive program.

Chairman Castellano questioned what the ear of the cat would look like.

Director Rogan stated they make a notch in the ear.

Legislator Addonizio stated this is a wonderful program. She shared that she recently helped a constituent connect with the Feral Cat Task Force and was surprised to hear the constituent was unaware it was in place.

Director Rogan stated they are certainly a very busy group. He stated Putnam County contributes to this program as well as some towns including Kent, Patterson, and Putnam Valley.

Legislator Montgomery stated she is aware of some individuals who do similar work in their neighborhoods at their own expense.

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

g. Approval/ Budgetary Amendment 23A085/ DPW/ Additional Funds for Sprout Brook Road Bridge Replacement (Also reviewed in Physical)

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

h. Approval/ Budgetary Amendment 23A086/ Planning/ Utilizing CRRSA & ARPA Funds to Support Transit Operations & Maintenance at Aging Transit Facility (Also reviewed in Physical)

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

i. Approval/ Budgetary Amendment 23A087/ Health Dept./ Account for Costs Pursuant to Local Health Performance Incentive Initiative

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

j. Approval/ Budgetary Amendment 23A088/ Purchasing/ Distribution of CMAQ (Congestion Mitigation & Air Quality) Funds for Peekskill Hollow Road Project (Also reviewed in Physical)

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

k. Approval/ Budgetary Amendment 24A001/ Health Dept./ Recognize NYS DOH Public Health Infrastructure, Workforce, & Data Systems Grant Award (Also reviewed in Personnel) (To be approved at the 2024 Organizational Meeting)

Chairman Castellano stated this budgetary amendment will be moved forward to the 2024 Organizational Meeting.

Legislator Jonke stated this was reviewed in the Personnel Committee. He stated the Health Department originally planned to have four (4) part time positions but have changed their plans and will now have two (2) full time positions.

Chairman Castellano made a motion to prefile the necessary resolution to be approved at the 2024 Organizational Meeting; Seconded by Legislator Ellner. All in favor.

Item #6 – Approval/ Fund Transfer 23T394/ Dept. of Social Services/ Cover State Chargebacks

Chairman Castellano made a motion to approve Fund Transfer 23T394; Seconded by Legislator Gouldman. All in favor.

Item #7 – Approval/ Fund Transfer 23T396/ DPW/ Overtime through Year End (Also reviewed in Personnel)

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

Item # 8 – Approval/ Fund Transfer 23T425/ Dept. of Social Services/ Cover Expenses through Year End

Chairman Castellano made a motion to approve Fund Transfer 23T425; Seconded by Legislator Gouldman. All in favor.

Item #9 – Approval/ Fund Transfer 23T454/ Real Property/ Reclassification of Two Positions/ Assessment Clerk to Senior Office Assistant (Also reviewed in Personnel)

Chairman Castellano made a motion to approve Fund Transfer 23T394; Seconded by Legislator Gouldman. All in favor.

Item #10 – Approval/ Fund Transfer 23T459/ Emergency Services/ Cover Overtime due to Vacancies (Also reviewed in Personnel)

Chairman Castellano stated a plan is in place to fill the vacancies, which will alleviate the need for overtime.

Legislator Montgomery stated it is important to note that this is not the first request for overtime from Emergency Services for their dispatch center. She stated her concern for the mental health of the employees working extra hours.

Chairman Castellano stated he believes two (2) exams were held this year to try to fill vacancies. He stated a change has also been made which may make the process of filling a vacancy faster.

Legislator Montgomery stated yes, the State has offered a program that removes the long waiting period.

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

Item #11 – Approval/ Fund Transfer 23T460/ Finance/ Outside Auditors/ Additional Costs Associated with Year End Audit 2022

First Deputy Commissioner Barrett stated they have called upon the auditors a few times this year. She stated there has been a substantial amount of work outside of their regular audit, therefore the County was billed.

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

Item #12 – Approval/ Fund Transfer 23T474/ Emergency Services/ Computers & Monitors for 911 Dispatch Center (Also reviewed in Protective)

Chairman Castellano made a motion to approve Fund Transfer 23T474; Seconded by Legislator Ellner. All in favor.

Item #13 – Approval/ Fund Transfer 23T480/ Emergency Services/ Funds for FEMA Consultants

Chairman Castellano made a motion to approve Fund Transfer 23T480; Seconded by Legislator Ellner. All in favor.

Item #14 – Approval/ Fund Transfer 24T001/ Dept. of Social Services/ Upgrade Caseworker Position from Grade 15 Step 1 to Senior Caseworker Grade 17 Step 3 (Also reviewed in Personnel) (To be approved at the 2024 Organizational Meeting)

Chairman Castellano stated this budgetary amendment will be moved forward to the 2024 Organizational Meeting.

Chairman Castellano made a motion to prefile the necessary resolution to be approved at the 2024 Organizational Meeting; Seconded by Legislator Ellner. All in favor.

Item #15 – FYI/ Guardrail & Property Damage Table – Duly Noted

Item #16 – Other Business

- a. Approval/ Budgetary Amendment 23A089/ District Attorney/ Utilize Asset Forfeiture Reserve Funds to Purchase Furniture (Also reviewed in Protective)**

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

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

- b. Approval/ Budgetary Amendment 23A090/ Finance/ Year End Journal Entry #1**

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

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

Item #17 – Adjournment

There being no further business at 6:58pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.