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

Members: Chairman Castellano, Legislators Albano & Gouldman

Monday 6:30pm November 29, 2021

The meeting was called to order at 6:31pm by Legislator Albano who requested Legislator Gouldman lead in the Pledge of Allegiance. Upon roll call Legislators Albano and Gouldman were present. Chairman Castellano was absent. Legislator Albano stated Legislator Jonke would sit in on the Committee in Chairman Castellano's absence.

#### Item #3 - Approval of Minutes - October 25, 2021 Meeting

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. 2021 Contingency/Sub-Contingency Report Duly Noted

#### Item #5 – Correspondence/Commissioner of Finance

- a. Overtime/Temporary Report Duly Noted
- b. Approval/ Budgetary Amendment 21A091/ Finance/ Adjust Federal Transit Project Costs to Funding Sources Allocated to Putnam County (Also reviewed in Physical)

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by Legislator Jonke. All in favor.

 Approval/ Budgetary Amendment 21A092/ Probation/ Grant Funds for DWI Crackdown Enforcement and DRE Callouts (Also reviewed in Protective)

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

 d. Approval/ Budgetary Amendment 21A093/ Central Services/ Sheriff's Dept./ Gasoline Chargeback (See Fund Transfer 21T284) (Also reviewed in Protective)

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by Legislator Jonke. All in favor.

e. Approval/ Budgetary Amendment 21A095/ Finance/ Contracts/ Increased Activity at Golf Course

Commissioner of Finance William Carlin stated the Putnam County Golf Course has had a very good year, both in rounds of golf and events. He stated the General Manager will be at the next Audit Meeting to give a presentation.

Legislator Albano stated he is glad to have this facility that is contributing to the County's overall health during this time.

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

f. Approval/ Budgetary Amendment 21A096/ Emergency Services/ Insurance Funds to Replace Damaged Message Board (Also reviewed in Protective)

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by Legislator Jonke. All in favor.

g. Approval/ Budgetary Amendment 21A097/ Sheriff's Dept./ Amend Overtime Budget to Include Anticipated Revenue due for Services at School Districts (Also reviewed in Protective)

Commissioner Carlin stated the Sheriff's Department provides services at events such as football games, which is reimbursed by the school districts.

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by Legislator Jonke. All in favor.

h. Approval/ Budgetary Amendment 21A098/ Health Dept./ Account for Correct Cost Allocation of COVID-19 Expenses (Also reviewed in Health)

Commissioner Carlin stated this is a different grant than what was originally anticipated so the lines are being adjusted accordingly.

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

#### i. Approval/ Budgetary Amendment 21A099/ Health Dept./ Preschool Transportation (Also reviewed in Health)

Commissioner Carlin stated this is a mandated cost of a certain amount per student. He stated the amount is then adjusted to reflect how many students actually received services. He stated it is based on the needs program.

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by Legislator Jonke. All in favor

j. Approval/ Budgetary Amendment 21A100/ Health Dept./ Account for Additional Public Health Emergency Preparedness COVID-19 Grant Funding Awarded (Also reviewed in Health)

Legislator Gouldman questioned if the computer is being purchased through the IT/GIS Department.

Commissioner Carlin stated yes; he believes tablets are used at the vaccinations PODs which are hooked up to the State system.

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

#### k. Approval/ Budgetary Amendment 21A102/ Finance/ Tilly Foster Farm/ Cover Various Utility Costs with Surplus Revenues

Commissioner Carlin stated the cost of energy has increased across the board. He stated if it continues this way adjustments will have to be made next year as well.

Legislator Gouldman questioned what the timeline is for this increase.

Commissioner Carlin stated this budgetary amendment should cover the cost through the end of the year. He stated the cost really began rising in the last quarter.

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by Legislator Jonke. All in favor

### Item #6 – Approval/ Fund Transfer 21T264/ Sheriff's Dept./ BCI/ Overtime (Also reviewed in Personnel & Protective)

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by Legislator Jonke. All in favor

#### Item #7 – Approval/ Fund Transfer 21T265/ Sheriff's Dept./ Community & Youth/ Projected Overtime (Also reviewed in Personnel & Protective)

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

#### Item #8 – Approval/ Fund Transfer 21T266/ Sheriff's Dept./ Narcotics/ Cover Projected Overtime Costs (Also reviewed in Personnel & Protective)

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

#### Item #9 – Approval/ Fund Transfer 21T267/ Sheriff's Dept./ Communications/ Overtime (Also reviewed in Personnel & Protective)

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by Legislator Jonke. All in favor

#### Item #10 – Approval/ Fund Transfer 21T268/ Sheriff's Dept./ Road Patrol/ Overtime (Also reviewed in Personnel & Protective)

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

### Item #11 – Approval/ Fund Transfer 21T276/ Finance/ Cover Utilities in Correctional Facility through December (Also reviewed in Protective)

Legislator Albano made a motion to approve Fund Transfer 21T276; Seconded by Legislator Jonke. All in favor

# Item #12 – Approval/ Fund Transfer 21T284/ Sheriff's Dept./ Central Services/ Gasoline Chargeback (See Budgetary Amendment 21A093) (Also reviewed in Protective)

Commissioner Carlin stated this was taken care of in the 2022 budget.

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

### Item #13 – Approval/ Fund Transfer 21T287/ Finance/ Mandated Community College Tuition Costs (Also reviewed in Health)

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by Legislator Jonke. All in favor

### Item #14 - Approval/ Fund Transfer 21T290/ Sheriff's Dept./ Corrections/ Overtime - October (Also reviewed in Personnel & Protective)

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

#### Item #15 – Approval/ Fund Transfer 21T293/ Sheriff's Dept./ Corrections/ Overtime (Also reviewed in Personnel & Protective)

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by Legislator Jonke. All in favor

### Item #16 – Approval/ Fund Transfer 21T295/ Office for Senior Resources/ Nutrition Site Kitchen Utensils (Also reviewed in Health)

Legislator Albano made a motion to approve Fund Transfer 21T295; Seconded by Legislator Jonke. All in favor

#### Item #17 – Approval/ Budgetary Transfer 21T296/ Office for Senior Resources/ Transfer Funds between Two Personnel Lines (Also reviewed in Personnel)

Commissioner Carlin stated this was approved in the 2022 budget process; this budgetary transfer puts it in place as of November.

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by Legislator Jonke. All in favor

### Item #18 – Approval/ Fund Transfer 21T297/ Sheriff's Dept./ Corrections/ Overtime (Also reviewed in Protective)

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

### Item #19 – Approval/ Fund Transfer 21T299/ Sheriff's Dept./ Corrections/ Increased Cost of Food (Also reviewed in Protective)

Legislator Albano made a motion to waive the rules and accept the additional; Seconded by Legislator Jonke. All in favor.

Captain James Greenough stated originally, the food budget was \$50,000 higher than what it currently is. He stated in 2020 when the County requested "give backs" due to COVID, the Sheriff's Department gave \$50,000 and they did not put it back in the 2021 budget because the numbers in the jail were lower. He stated the jail now has about 17 more inmates than it did when that funding was given back. He stated even with this

fund transfer, the budget will still be \$30,000 below what it originally was. He stated the increase was not immediate, but rather throughout the year.

Commissioner Carlin stated the increase in the price of food also effects this.

Legislator Albano made a motion to approve Fund Transfer 21T199; Seconded by Legislator Jonke. All in favor

#### Item #20 – Approval/ Fund Transfer 21T300/ Sheriff's Dept./ Corrections/ Purchase Two Cameras (Also reviewed in Protective)

Legislator Gouldman questioned if these are new cameras or if they are replacing existing cameras.

Captain Greenough stated these will be new cameras that will cover some blind spots that will be protected better with the use of the cameras.

Legislator Albano made a motion to approve Fund Transfer 21T300; Seconded by Legislator Jonke. All in favor.

### Item #21 – Approval/ Revised Fund Transfer 21T305/ Emergency Services/ Overtime due to Changes in Dispatch Center (Also reviewed in Protective)

Commissioner Carlin stated this overtime is due to vacancies, however this should be alleviated soon as one (1) employee is out of training and another should be out soon. He stated the consolidation should also be completed next year.

Legislator Gouldman questioned when the vacancies will be filled.

Deputy Commissioner of Bureau of Emergency Services Robert Lipton stated the second person should be finished with training by the end of the year. He stated there is a third vacancy, but another test needs to be given to fill that spot. He stated the test is scheduled for January and a new list should be available by March. He stated from there, a new hire would be in training for six (6) months. He stated all vacancies could be filled by September 2022.

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

### Item #22 – Approval/ Fund Transfer 21T306/ County Attorney/ Fund Year End Invoices (Also reviewed in Rules)

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by Legislator Jonke. All in favor

#### Item #23 - Approval/ Fund Transfer 21T317/ Highway Dept./ Gasoline

Legislator Albano made a motion to approve Fund Transfer 21T317; Seconded by Legislator Gouldman. All in favor

#### Item #24 – Approval/ Fund Transfer 21T319/ Finance/ Contracts

Commissioner Carlin stated a savings will be shown on the year end entry. He stated this covers some of the cost for the bond refunding.

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by Legislator Jonke. All in favor

## Item #25 – Approval/ Grant Application/ Emergency Services/ 2021 Building Resilient Infrastructure & Communities Grant (Forwarded from Protective)

Legislator Albano stated this grant has a 25% County match.

Deputy Commissioner Lipton stated this is a hazardous mitigation grant that became available to the County since the hazardous mitigation plan was updated and is now in effect. He stated this grant is 100% competitive, meaning the County is up against larger municipalities such as New York City and Long Island. He stated the grant is for large projects, so Highways & Facilities is assisting the Bureau of Emergency Services write two (2) large projects. He stated the projects are infrastructure based.

Legislator Albano questioned how much the grant is for.

Deputy Commissioner Lipton stated the grant is from a large bucket of money, but he is unaware what the specific grant amount will be. He stated because they are looking for large projects, the grant award will be large. He stated the Highways & Facilities Department has two large projects involving roadwork and bridge building that may qualify for this funding. He stated the County has never applied for this grant before. He stated the application does not cost anything, so it is worth a shot.

Legislator Nacerino thanked Deputy Commissioner Lipton for coming to tonight's meeting to clarify this application.

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by Legislator Jonke. All in favor

#### Item #26 – FYI/ County's Deposit & Investment Policies/ 3<sup>rd</sup> Quarter Ended September 30, 2021 – Duly Noted

Item #27 - Other Business - None

#### Item #28 – Adjournment

There being no further business, at 7:00pm Legislator Albano made a motion to adjourn; Seconded by Legislator Jonke. All in favor.

Respectfully submitted by Administrative Assistant, Beth Robinson.