

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

Members: Chairman Castellano and Legislators Ellner & Gouldman

**Monday January 30, 2023
(Immediately following Personnel Mtg. beginning at 6:30pm)**

The meeting was called to order at 7:27pm by Chairman Castellano who led in the Pledge of Allegiance. Upon roll call Legislators Ellner and Gouldman were absent. Chairman Castellano was present. Chairman Castellano stated Legislators Crowley and Sayegh would sit on the Committee in the absence of Legislators Ellner and Gouldman.

Item #3 – 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. **2022 Contingency/Sub-Contingency Report** – Duly Noted
- f. **2023 Contingency/Sub-Contingency Report** – Duly Noted

Item #4 – Correspondence/ Commissioner of Finance

- a. **Approval/ Budgetary Amendment 22A086/ Finance/ Year End Journal Entry #1**

Commissioner of Finance William Carlin stated year end entries are done each year to make adjustments so the books can be closed for the year. He noted the outside auditors will be here the first week in April.

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

- b. **Approval/ Budgetary Amendment 22A087/ Sheriff/ Include Anticipated Revenue for Services Rendered to School Districts**

Legislator Sayegh stated the backup material has some dates listed as 2023 and she questioned if this was a typo.

Commissioner Carlin stated yes, this is a 2022 transfer and those dates should be 2022.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Sayegh. By roll call vote: Two Ayes – Legislator Castellano and Sayegh. One Abstention - Legislator Crowley. Motion carries.

c. Approval/ Budgetary Amendment 22A088/ Finance/ Adjust Capital Budget to Include Reimbursement for Storm Cleanup Costs

Commissioner Carlin stated in 2021 a Capital Project was approved for tree cleanup and removal as a result of Tropical Storm Isaias. He stated the County requested a refund from FEMA, unaware if it would be granted, and it was. He stated these funds will go back into the reserve.

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

d. Approval/ Budgetary Amendment 23A001/ Dept. of Social Services/ Include Safe Harbor Allocation

Department of Social Services Commissioner Michael Piazza stated this is State funding coming into the County for the Safe Harbor program which helps exploited youth and youth victims of sexual assault. He stated the County has the contract with Green Chimneys.

Legislator Addonizio stated these funds have not always been provided to the County. She stated this funding is vital; issues such as human trafficking are happening in Putnam County, which many people may not realize.

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

Item #5 – Approval/ Fund Transfer 22T387/ Highway Dept./ Purchase of Salt Stockpile (Also reviewed in Personnel)

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

Item #6 – Approval/ Fund Transfer 22T391/ Dept. of Social Services/ Cover 2 State Mandated COLAs (Cost of Living Adjustment) Issued in 2022

Commissioner Carlin stated these adjustments, once approved by the State, are mandated and the employees are retroactively reimbursed.

Chairman Castellano made a motion to approve Fund Transfer 22T391; Seconded by Legislator Sayegh. All in favor.

Item #7 – Approval/ Fund Transfer 22T392/ Dept. of Social Services/ Reclassify, Transfer Expenses to Correct Account

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

Item #8 – Approval/ Fund Transfer 23T002/ County Executive/ Staff Reorganization (Also reviewed in Personnel)

County Executive Kevin Byrne stated he wanted to make a point that was mentioned in the memorandum he submitted, but not in the discussion during the Personnel Committee Meeting. He stated one of the increases in expenditures is \$40,000 in an IT line for potential CRM (Constituent Relations Management) software. He stated this could be supportive to both the County Executive's Office and the Legislative Office. He stated a demo was done with staff from both offices. He stated this software could professionalize the office by enhancing communication and engagement with constituents while tracking that communication as well.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Crowley. By Roll Call Vote: Two Ayes – Legislator Castellano and Legislator Crowley. One Nay – Legislator Sayegh. Motion carries.

Item #9 – Approval/ Fund Transfer 23T011/ Dept. of Social Services/ Rehire Retiree Part Time/ Senior Public Health Nurse (Also reviewed in Personnel)

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

Item #10 – Approval/ Putnam County's Request to Extend the 1% Increased County Sales Tax for an Additional Three Years

Chairman Castellano stated this request is made every three (3) years and is a big part of the County's budget.

Commissioner Carlin stated this is the most important piece of legislation for the fiscal health of the County. He stated the 1% in question represents about \$20 million. He stated to put that in prospective, the entire property tax levy is about \$46 million. He stated the County could not come back from a \$20 million loss. He stated the budget could not be rectified by "cutting out the fluff" to make up for that much. He stated the Legislature has always made it a priority to limit the property tax and put emphasis on the sales tax. He stated he is attending a meeting with NYSAC to be briefed on the State budget. He stated he has heard that the State financial plan is not in great shape, therefore he would not expect help for counties to come from the State. He stated the County really needs to rely on these funds to maintain our great bond rating.

Chairman Castellano stated relying on the sales tax is a fair way to collect revenue.

Commissioner Carlin stated this is not a new tax, the County is requesting to keep the sales tax rate where it is now.

Legislator Sayegh stated collecting the revenue through sales tax is more fair than putting the burden on the backs of the property owners in Putnam.

Legislator Jonke stated it is not possible to cut \$20 million from the budget, so the only other way to gain that \$20 million back would be through increasing property tax. He stated it is important that this request goes through.

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

Item #11 – Approval/ Authorization for Legislators to Attend February NYSAC Conference

Chairman Castellano stated six (6) Legislators and Legislative Counsel have requested permission to attend the conference.

Legislator Sayegh stated she is unable to attend this time but it is a great opportunity to take advantage of.

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

Item #12 – Other Business – None

Item #13 – Adjournment

There being no further business at 7:47pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Sayegh. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.