

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

Members: Chairman Castellano and Legislators Albano & Gouldman

**Monday October 24, 2022
(Immediately following Special Physical Mtg. beginning at 6:15pm)**

The meeting was called to order at 6:30pm by Chairman Castellano who requested Legislator Albano lead in the Pledge of Allegiance. Upon roll call Legislators Albano and Chairman Castellano were present. Legislator Gouldman arrived at 6:38pm.

Item #3 – Approval of Minutes – September 26, 2022

The minutes were approved as submitted.

Item #4 – Correspondence/County Auditor

- a. **Sales Tax Report** – Duly Noted
- b. **OTB Report** – Duly Noted
- c. **Transfer/Revenue Report** – Duly Noted
- d. **2022 Contingency/Sub-Contingency Report** – Duly Noted

Item #5 – Correspondence/ Commissioner of Finance

- a. **Overtime/Temporary Report** – Duly Noted
- b. **Approval/ Budgetary Amendment 22A068/ Parks & Recreation/ Tilly Foster Farm/ Repaid Fence**

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

- c. **Approval/ Budgetary Amendment 22A069/ Youth Bureau/ Office of Children & Family Services Final Funding Allocations**

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

- d. **Approval/ Budgetary Amendment 22A071/ Law Department/ Insurance Reimbursement**

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

e. Approval/ Budgetary Amendment 22A072/ Probation Dept./ Funding from NY Division of Criminal Justice/ Offset Pretrial Services Costs

Commissioner of Finance William Carlin stated this is State funding provided to the Probation Department that will go directly to contingency to offset the costs for pretrial services. He stated $\frac{3}{4}$ of the funding will be available this year and $\frac{1}{4}$ will be available next year because it goes by the State fiscal year.

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

Item #6 – Approval/ Fund Transfer 22T259/ Finance/ Utility Increase for Remainder of 2022

Chairman Castellano stated this is due to the increasing energy costs.

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

Item #7 – Approval/ Budgetary Transfer 22T260/ Law Department/ Cover Excess Liability Coverage Invoices for November & December

Commissioner Carlin stated this is due to the rising costs of insurance. He stated the insurance year goes from August to July so this Budgetary Transfer corrects the amount for the 2022 fiscal year and next year's portion is included in the budget.

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

Item #8 – Other Business

a. FYI – Memorandum of Agreements with Various Collective Bargaining Units (to be considered at the 10/28/2022 Adopt the Budget Meeting)

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

Commissioner Carlin stated this is to be considered at the October 28, 2022 Adopt the Budget Meeting. He stated there are a series of Memorandum of Agreements (MOA) that will be coming to the Legislature. He stated one is a CSEA (Civil Service Employees Association) MOA and it is a one (1) year roll-over that will be beneficial for the incoming administration so they do not have to negotiate the biggest union contract in their first year. He stated the one (1) year roll-over is a 3.5% COLA (cost of living adjustment) increase for 2023. He stated the resolution being considered will allow him to adjust the 2023 adopted budget to correct the personnel lines effected by the adoption of the MOAs.

Chairman Castellano clarified that this will be voted on at the Adopt the Budget Meeting on October 28, 2022.

Commissioner Carlin stated that is correct.

Legislator Jonke questioned how many contracts are due to expire on December 31, 2022.

Commissioner Carlin stated this year the CSEA contract and the Sheriff's Department contract are set to expire.

Item #9 – Adjournment

There being no further business, at 6:41pm Chairman Castellano made a motion to adjourn; Seconded by Legislator Albano. All in favor.

Respectfully submitted by Administrative Assistant, Beth Robinson.