

**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

July 29, 2024

The meeting was called to order at 6:32pm by Chairman Castellano who requested Legislator Gouldman lead in the Pledge of Allegiance. Upon roll call Legislator Gouldman and Chairman Castellano were present. Legislator Ellner was absent.

Item #3 – Acceptance of Minutes – May 23, 2024 & June 24, 2024

The minutes were accepted as submitted.

**Item #4 – Correspondence/County Auditor
a. Sales Tax Report**

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

Chairman Castellano stated it looks like the sales tax revenue is on target for what was budgeted this year. He stated Commissioner Lewis will speak about the sales tax break enacted on clothes and footwear purchases under \$110.

Commissioner of Finance Michael Lewis stated the sales tax numbers in this report are lower due to late filings. He stated it may be premature to see a full comparative. He stated he hopes a reconciliation will be done within the next few months once the filings are in. He stated from the period of March 2024-May 2024 there were about \$11 million in gross sales of clothing and footwear under \$110 and a tax break of \$435,073 was given. He stated in looking back a few years at the same time period the sales are closer to \$18 million. He stated he hopes to see the final sales number increase once all the data has been collected.

Chairman Castellano stated this is a great tax break to all who shop in Putnam County. He stated the County is also on track to collect the budgeted amount of sales tax.

Commissioner Lewis stated he anticipates the actual numbers will be higher.

Chairman Castellano stated this is also a slower time of year for shopping, it begins to pick up more before school begins and then once the holidays arrive.

Legislator Nacerino agreed and stated higher priced items are usually purchased later in the year as well.

Legislator Sayegh stated she read in the NYSAC (New York State Association of Counties) sales tax report that across the State annual sales tax seems to be returning to pre-Covid levels with the first half of 2024 coming in much less than the same period in 2023. She stated it is noteworthy that the decrease we may see in Putnam County is happening across the State.

Commissioner Lewis stated he believes online shopping will remain. He stated there are many factors that play into the amount of sales tax revenue.

Chairman Castellano stated customers are shopping differently and the County is now collecting the sales tax from online purchases, which is beneficial.

- 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 24A051/ Dept. of Social Services/ Reclassify Revenue and Expenses Related to Domestic Terrorism Prevention Grant (Also reviewed in Protective)**

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

- c. Approval/ Budgetary Amendment 24A059/ Sheriff’s Dept./ Reallocate ARPA Funds to Boiler Replacement and Life Safety (Also reviewed in Rules)**

Commissioner Lewis stated the ARPA consultant reviewed the reallocation and confirmed the new use of funds is acceptable under the ARPA guidelines.

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

- d. Approval/ Budgetary Amendment 24A060/ Finance/ ARPA Reallocation – Town of Philipstown (Also reviewed in Rules)**

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

- e. Approval/ Budgetary Amendment 24A061/ District Attorney/ Reclassification & Salary Increase for 2 Positions (Also reviewed in Personnel)**

Commissioner Lewis stated the District Attorney had put money aside for an Assistant District Attorney, but would now like to use that money to apply it to these positions.

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

f. Approval/ Budgetary Amendment 24A063/ Dept. of Social Services/ Projected Expenses for 730 Examinations, Court Ordered Guardianships, & Court Ordered Placement in Office of Mental Health & Office of People with Developmental Disabilities (Also reviewed in Health)

Commissioner Lewis stated this is a difficult expense to predict as the Department of Social Services could have one (1) court order or multiple. He stated it is also very costly at about \$1,400 per day.

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

g. Approval/ Budgetary Amendment 24A065/ DPW/ Insurance Recoveries/ Guardrail Damages (Also reviewed in Physical)

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

h. Approval/ Budgetary Amendment 24A066/ Sheriff's Dept./ K-9 Program/ Donation from Green Chimneys Children Services, Inc. (Also reviewed in Protective)

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

i. Approval/ Budgetary Amendment 24A067/ Sheriff's Dept./ Overtime Reimbursement from NYS Stop-DWI Foundation, Inc. (Also reviewed in Protective)

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

j. Approval/ Budgetary Amendment 24A068/ Finance/ Vacancy Control Factor

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

k. Approval/ Budgetary Amendment 24A069/ DPW/ Croton Falls Rd./ Mud Pond Outlet Culvert Rehab Project using NYS DOT/ Bridge NY Funds (Also reviewed in Physical)

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

l. Approval/ Budgetary Amendment 24A070/ DPW/ Adjust Capital Budget/ Fair St. Project (also reviewed in Physical)

Commissioner Lewis stated the total project cost is \$3,707,500 and is shared – 80% federal and 20% local. He stated the 80% federal share is \$2,966,000 and the local 20% share is \$741,000. He stated Deputy Commissioner of DPW Joseph Bellucci mentioned there may be Marchiselli funds available, which would cover up to 15% of the local share, bringing the County's responsibility down to 5%. He stated if and when that 15% is received the general fund will be replenished. He stated on the budgetary amendment there is funding being removed from the Farmers Mills Road Bridge project, which will not be moving forward.

Legislator Addonizio questioned why the Farmers Mills Road Bridge project is not moving forward.

Commissioner Lewis stated per the attached memorandum from DPW, the New York State Department of Transportation has not flagged the Farmers Mills Road Bridge as in need of immediate or short-term repair.

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

m. Approval/ Budgetary Amendment 24A071/ Sheriff's Dept./ Grant Award/ NYS Division of Criminal Justice Services/ Support Technology Purchases (Also reviewed in Protective)

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

n. Approval/ Budgetary Amendment 24A072/ DPW/ Peekskill Hollow Road/ Peekskill Hollow Creek Culvert Rehab Project using NYS DOT/ Bridge NY Funds (Also reviewed in Physical)

Legislator Montgomery stated projects resulting in changes in traffic patterns cause public concern. She requested that DPW keep the appropriate Legislator informed when a project is taking place in their district. She stated although information is available online, it would be great if the Legislators could be apprised of the details so they can communicate with the public.

Legislator Nacerino agreed with Legislator Montgomery's request. She stated there is currently a project on Route 311 that is blocking the entrance to I-84 in both directions.

She stated her constituents and town representatives were upset to hear about this at the last minute.

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

o. Approval/ Budgetary Amendment 24A074/ Planning/ Maybrook Bikeway II Phase A Project/ Cover Bids Exceeding Anticipated Cost (Also reviewed in Physical)

Chairman Castellano stated this is a vital project and will be a great benefit to both the Village of Brewster and Putnam County as a whole.

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

Item #6 – Approval/ Fund Transfer 24T177/ Health Dept./ Purchase Rabies Medical Supplies (Also reviewed in Personnel)

Legislator Addonizio questioned if the vaccines are covered under an individual's health insurance.

Commissioner Lewis stated he can find out.

Legislator Addonizio stated she is interested to see the number of people being treated for rabies in Putnam County, specifically the number of people the County is paying for.

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

Item #7 – Approval/ Fund Transfer 24T178/ Health Dept./ Tuberculosis Lab Analysis Line (Also reviewed in Personnel)

Legislator Nacerino stated the presence of tuberculosis is frightening. She questioned if the Health Department identified a reason for the increase in cases. She stated it is important to know because this is a highly contagious illness.

Legislator Sayegh stated the Board of Health discussed a case last year of an individual who did not have a permanent address and went to the clinic and was diagnosed with tuberculosis. She stated this person did not want to be treated and without a permanent address or a way to contact them, the Health Department was unable to follow up on their status. She stated people being diagnosed and not reported is concerning.

Chairman Castellano stated fortunately there is a vaccine for tuberculosis.

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

Item #8 – Approval/ Fund Transfer 24T179/ Health Dept./ Cover 2 Part-Time Temporary Positions (Also reviewed in Personnel)

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

Item #9 – Approval/ Fund Transfer 24T180/ Health Dept./ Cover Nursing Overtime (Also reviewed in Personnel)

Legislator Montgomery stated the County is down three (3) nurses and the consequences of this shortage are evident in the increased workload. She stated her concern for the Health Department right now. She stated upper management is being hired but “boots on the ground” workers are needed. She stated she hopes this can be addressed in this year’s budget process by offering better salaries.

Legislator Sayegh stated she spoke with Interim Health Commissioner Dr. Nesheiwat about this and he mentioned that the shortage of nurses is a national problem. She stated public health nurses are even more difficult to hire.

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

Item #10 – Approval/ Fund Transfer 24T181/ Sheriff’s Dept./ Cover Full-Time Correction Cooks Overtime (Also reviewed in Personnel)

Legislator Gouldman questioned who is cooking in the correctional facility.

Putnam County Sheriff Kevin McConville stated there are two full-time cooks, one is out on long term illness. He stated part-time cooks from the Office for Senior Resources have assisted during this time.

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

Item #11 – Approval/ Fund Transfer 24T182/ Sheriff’s Dept./ Cover Part-Time Correction Cooks Overtime (Also reviewed in Personnel)

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

Item #12 – Approval/ Fund Transfer 24T183/ Dept. of Social Services/ Upgrade to Principal Office Assistant (Also reviewed in Personnel)

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

Item #13 – Approval/ Fund Transfer 24T207/ District Attorney/ CLE Training Opportunities for ADAs

Chairman Castellano made a motion to approve Fund Transfer 24T207; Seconded by Legislator Gouldman. All in favor.

Item #14 – FYI/ 2024 Guardrail & Property Damage Table – Duly Noted

Item #15 – FYI/ Hudson Valley Regional Council Dues (Also reviewed in Economic Development)

Chairman Castellano stated the last time the County paid these dues was in 2010.

Commissioner Lewis stated a budgetary amendment was not necessary for this payment because there is money in the operating budget.

Chairman Castellano questioned why the dues have not been paid since 2010.

Legislator Montgomery stated she brought this forward in 2019. She stated the Hudson Valley Regional Council is a great resource and provides a substantial amount of grant money. She stated she would like to see a specific line item created in the budget.

Commissioner Lewis stated that would be done during the budget process.

Item #16 – Other Business – None

Item #17 – Adjournment

There being no further business at 7:09pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.