

**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** **October 24, 2016**

The meeting was called to order at 6:32 p.m. by Chairman Castellano who requested that Legislator Gouldman lead in the Pledge of Allegiance. Upon roll call, Legislator Gouldman and Chairman Castellano were present. Legislator Albano was absent. Chairman Castellano requested that Legislator Nacerino sit on the Committee in Legislator Albano's absence.

Item #3 - Approval of Minutes - August 29, 2016 & September 26, 2016

The minutes were approved as submitted.

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

Legislator Gouldman stated the sales tax is \$1 million higher than it was in September 2015.

Legislator Gross questioned why the sales tax increased so much in the month of September.

Commissioner of Finance William Carlin stated there is a prior period adjustment.

- b. Board In Revenue Report** – Duly Noted
- c. OTB Report** – Duly Noted
- d. Transfer/Revenue Report** – Duly Noted
- e. Contingency/Sub-Contingency Report** – Duly Noted

Item #5 - Correspondence/Commissioner of Finance

- a. Overtime/Temporary Report** – Duly Noted

- b. Approval/ Budgetary Amendment 16A069/ Mental Health/ Reflect Adjusted State Aid Levels**

Chairman Castellano made a motion to approve Budgetary Amendment 16A069; Seconded by Legislator Gouldman. All in favor.

c. Approval/ Budgetary Amendment 16A070/ Bureau of Emergency Services/ Sheriff's Dept./ 2016 Homeland Security Grant – No Matching Funds

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

d. Approval/ Budgetary Amendment 16A071/ Bureau of Emergency Services/ NYS Division of Homeland Security & Emergency Services FY 2015 Technical Rescue & Urban Search and Rescue (USAR) Grant

Legislator LoBue questioned how the grant money would be used.

Commissioner of Bureau of Emergency Services Anthony Sutton stated it will be used for training and supplies for the Tech Rescue Team. He stated the grant has already been accepted and approved, and this budgetary is to set up the budget line for it. He stated this is a collaborative effort with Westchester County.

Legislator Scuccimarra questioned if the personnel for this team is already on hand.

Commissioner Sutton stated yes. He stated this past weekend a call was placed from Breakneck Mountain from a hiker who had injured their ankle. He stated shortly after that call was received, another call came in from Breakneck Mountain in regards to a hiker who was almost to the summit of the mountain and went into cardiac arrest. He stated the response began at 11:45am and ended at 5:45pm. He stated unfortunately, the man was pronounced dead on the mountain. He stated if a defibrillator is used within 10 minutes, there is a good chance that the person will be alright. He stated in this case, it took over an hour to get this man a defibrillator because once the emergency responders were dispatched, they had to climb the mountain to get to him.

Legislator Scuccimarra questioned if the Cold Spring Fire Department responded.

Commissioner Sutton stated yes, the Cold Spring Fire Department and the North Highlands Fire Department responded. He stated the members of the Fire Department are not necessarily hikers and they are not trained to extricate people from such heights. He stated this situation is an example of what the team would be used for.

Legislator LoBue questioned how many members are on the team.

Commissioner Sutton stated he does not have a definitive number yet.

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

e. Approval/ Budgetary Amendment 16A073/ Sheriff's Dept./ Cover Reimbursable Expenses

Chairman Castellano made a motion to approve Budgetary Amendment 16A073; Seconded by Legislator Gouldman. All in favor.

Item #6 - Approval/ Fund Transfer 16T269/ Bureau of Emergency Services/ Purchase Tablets for Coordinators

Legislator LoBue questioned if this purchase would be made solely in 2016 or if funds were also set aside for the 2017 budget.

Commissioner Sutton stated when the budget lines were set up for the grant, there was not enough money put into the line to cover the tablets. He stated in the 2017 budget are the air cards, which is an ongoing expense. He stated the air cards service the tablets, the HAZMAT truck, the fire transportation team, and the communications team. He stated the air cards cost \$40 per unit per month.

Legislator LoBue questioned how many tablets were being purchased.

Commissioner Sutton stated 10 tablets are being purchased. He stated they are going to try to cover the cost with Indian Point money or within the regular operating budget.

Legislator Nacerino made a motion to approve Fund Transfer 16T269; Seconded by Chairman Castellano. All in favor.

Item #7 - Approval/ Fund Transfer 16T280/ Bureau of Emergency Services/ Purchase New Vehicle for Commissioner

Commissioner Sutton stated the vehicle he was using was given to the second Deputy Commissioner of Emergency Services when he was hired.

Legislator Gross questioned if the vehicle is a 2016 Ford Explorer.

Commissioner Sutton stated yes, that is the vehicle they were able to get a deal on in terms of what they had on the lot. He stated otherwise, they would need to wait a few months.

Legislator Gross clarified that the vehicle costs \$33,000 plus the costs of the additional equipment.

Deputy Commissioner of the Bureau of Emergency Services Robert Lipton stated the \$33,000 was for the Expedition. He stated the Explorer is \$27,899.

Legislator LoBue questioned why the Fund Transfer is for \$40,000.

Commissioner Sutton stated the extra money is for the vehicle to come complete with the lights and siren package. He stated radios also need to be purchased for it.

Legislator LoBue clarified that the total cost for the outfitted truck would be \$40,000.

Commissioner Sutton stated that is the maximum amount they will spend, however they are hoping to spend less.

Legislator LoBue stated she cannot support this purchase and believes a vehicle should be shared. She stated in the history of Emergency Services, there have never been two (2) deputies.

Chairman Castellano stated there is currently a need for the additional vehicle.

Commissioner Sutton stated Emergency Services is a 24 hour-per-day business. He stated the reason they purchase all terrain vehicles is because they are frequently operating in environments that require such a vehicle. He stated there are currently three (3) take home vehicles in the department; this new purchase would be the fourth. He stated the EMS Coordinator and each of the Deputies have a vehicle.

Chairman Castellano stated selecting the Explorer as opposed to the Expedition is a cost savings.

Legislator Gross questioned why four (4) vehicles are needed.

Deputy Commissioner Lipton stated they could be responding at different times.

Commissioner Sutton stated each person could be responding to different locations as well. He stated one (1) person might go to the scene, while another may go to the responding fire department. He also stated in the case that someone is out of town at a conference, it is necessary for each person to have their own vehicle.

Legislator LoBue questioned why the County vehicle would be used to go to a conference out of town.

Commissioner Sutton stated in the case of an emergency, the person at the conference would need to return, and would therefore need the vehicle to respond.

Chairman Castellano agreed that the vehicle would be driven out of town in the case of an emergency.

Legislator LoBue stated previously, there was only one (1) deputy. She stated having a second deputy is creating more government and along with this addition, a new vehicle is now required.

Chairman Castellano stated surplus money is being used to purchase this vehicle.

Legislator Nacerino questioned if there is accountability, such as a log, for use of the vehicles when they are taken home.

Commissioner Sutton stated yes, the use of the vehicle is noted in dispatch logs.

Legislator Nacerino questioned if calls come in frequently to use the vehicles at night and on weekends. She questioned the accountability of the use of the vehicles.

Commissioner Sutton stated yes. He stated the vehicles are not to be used for personal errands. He stated they are sensitive to the fact that the vehicles are clearly marked.

Legislator LoBue stated the data of when emergency calls come in should be retrievable.

Legislator Nacerino stated many things are approved without the need really being demonstrated. She questioned if the need is overwhelmingly enough that four (4) people all need to have a vehicle 24/7. She questioned if two (2) individuals could be on call at a time. She clarified that all four (4) employees are on call all the time.

Commissioner Sutton stated yes, if the EOC (Emergency Operations Center) needs to be opened in the middle of the night for an emergency, it is the four (4) of them taking care of that.

Legislator Scuccimarra stated safety comes first. She stated emergencies can happen at any location at any time, and it is important to be covered. She stated it is worthwhile to have four (4) vehicles if it is going to mean life or death to someone.

Legislator Gouldman stated he is supportive of the purchase of this vehicle.

Legislator Gross stated he agreed with Legislator Nacerino's suggestion to have two (2) people on call at a time rather than all four (4). He stated his respect for the work done by the Bureau of Emergency Services.

Commissioner Sutton stated all of the vehicles have been purchased with Homeland Security funds. He stated he is proposing to purchase this vehicle with Indian Point funds. He requested that in regards to vehicles, the same scrutiny be attached to each Department. He stated an emergency cannot be predicted, and the Bureau of Emergency Services is expected to respond in a timely fashion.

Chairman Castellano provided an example of the big snowstorm right before Halloween, where the Bureau of Emergency Services was needed around the clock. He stated there is a definite need for this vehicle, and selecting the smaller SUV will save some money.

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

Item #8 - Approval/ Fund Transfer 16T287/ Highways & Facilities/ Funding for Stone and Other Purchases for Oscawana Lake Road

Legislator Nacerino made a motion to approve Fund Transfer 16T287; Seconded by Legislator Gouldman. All in favor.

Item #9 - Approval/ Fund Transfer 16T290/ Social Services/ Overtime for Probation Officers from 10/1/16 – 12/31/16 to Conduct Curfew Checks to STSJP Eligible PINS/JD Youth in Accordance with Putnam’s State Approved STSJP FY16/17 Plan

Legislator Nacerino made a motion to approve Fund Transfer 16T290; Seconded by Chairman Castellano. All in favor.

Item #10 - Approval/ Fund Transfer 16T291/ District Attorney/ Transcription Fees for DiPippo Trial

Legislator Gross stated although it is necessary, it is unfortunate how much money is being spent for this case.

Legislator Nacerino stated this Fund Transfer is within the District Attorney’s budget.

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

Item #11 - Other Business – None

Item #12 - 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 Green.