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

Members: Chairman Castellano, Legislators Albano & Jonke

Monday 6:30pm October 29, 2018

The meeting was called to order at 6:31pm by Chairman Castellano who requested that Legislator Jonke lead in the Pledge of Allegiance. Upon roll call Chairman Castellano and Legislators Albano & Jonke were present.

### Item #3 - Approval of Minutes - September 24, 2018

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. Contingency/Sub-Contingency Report Duly Noted

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

- a. Overtime/Temporary Report Duly Noted
- b. Approval/ Budgetary Amendment 18A075/ Sheriff's Dept./ Accept Donation from Joseph Stilwell for the Purchase of a K9 Electronics Detection Dog

Chairman Castellano stated the Stilwell family has been very generous to Putnam County.

First Sergeant William Meyer stated this donation will be well utilized to purchase an electronic detection dog that will assist the Detective Bureau and those doing the computer forensic work. He stated there are two (2) officers doing a considerable amount of work in this area. He stated there are several investigations going on and in the past Connecticut's and Westchester County's dogs have been used. He stated having this dog will be a huge plus for the Sheriff's Department. He stated they will also be able to share the dog with other agencies.

Sheriff Robert Langley stated there are three (3) electronic detection dogs nationally in the United States, located in Connecticut, Massachusetts, and the Westchester County Department of Public Safety. He stated the dog in Westchester County is assigned to the FBI in New York City. He stated an electronic detection dog is instrumental in locating

electronic devices used to store media. He stated it is not uncommon for those who promote or download child pornography to store content on external media sources to be hidden in a discrete location. He stated on occasion, when the Sheriff's Department has had the ability to take an electronic detection dog with them on a search warrant, the dog always finds hidden media devices not found during a visible search by law enforcement. He stated by implementing an electronic detection dog within the Putnam County Sheriff's Department, our community will be made safer. He stated crimes committed against children electronically often lead to physical encounters, which is unacceptable. He stated having the most up to date methods of taking pedophiles off the street and keeping them off the street is vital. He stated the Department of Probation will benefit from this dog as well because some individuals on probation are forbidden to have any electronic storage devices or computers that are not monitored. He stated the electronic detection dog would also be available to assist any police agency that requests assistance in locating these devices. He stated in jails, cell phones are dangerous contraband and the possession of one is considered a felony. He stated with this dog, it can be ensured that no cell phones are kept within housing units or any area accessible to inmates.

Legislator Albano stated having this type of dog has tremendous potential. He questioned if there is a charge associated with lending the dog out to other agencies.

Sheriff Langley stated there would not normally be a charge associated with lending out the dog because many services are shared between police departments. He stated for instance, when the situation took place at the Household Hazardous Waste Day, the Westchester County Bomb Squad responded without billing Putnam. He stated Putnam County has a great working relationship with Westchester County. He stated when Putnam has the electronic detection dog he would expect that it would be used in Westchester County investigations as well.

Legislator Jonke questioned if the overtime cost for the investigator who handles the dog would fall on Putnam County when the dog is requested to be used by other agencies. He stated because there are only three (3) dogs nationally, there would be a demand for it.

Sheriff Langley stated where the dog goes could be regulated. He stated the main responsibility is to serve Putnam County.

Legislator Jonke questioned what the case would be if perhaps a police agency in Syracuse contacted Putnam County to utilize the dog.

Sheriff Langley stated that is not realistic. He stated hopefully more agencies will get an electronic detection dog.

First Sergeant Meyer stated police agencies cannot take resources from other agencies without having a resource to provide back. He stated for instance, services are regularly shared between Putnam County and Westchester County, therefore there would be no

issue there. He stated if an agency in Syracuse requested to use the dog, there would be a negotiation, which may include reimbursement for travel and hotel.

Legislator Jonke stated that makes sense. He stated he is not against having the dog; he is just trying to get a better understanding.

Legislator Nacerino stated the questions being asked are for the Legislators to understand this process and really vet the responsibilities they have in their role as Legislator. She questioned if the donation from the Stilwell family was specifically for this electronic detection dog or if that choice was made by the Sheriff's Department. She questioned due to the fact that Putnam is a small County with small crime statistics, how the need of this dog was determined when larger municipalities have not done the same.

Sheriff Langley stated the Sheriff's Department works with the United States Department of Homeland Security, however due to the confidentiality of the information he cannot discuss any specifics in an open forum. He stated he can say that the Sheriff's Department is seeing more and more crimes against children through the Internet.

Legislator Nacerino stated she respects the perspective of the Sheriff's Department and the information that has been provided.

Sheriff Langley stated it can be difficult to fully answer questions in an open forum.

First Sergeant Meyer stated the Sheriff's Department is very fortunate to have an investigator that has a degree in computer engineering. He stated this investigator handles all computer investigations and has been called upon by Westchester County to assist in their investigations. He stated the Putnam County Sheriff's Department has used Westchester County's dog on search warrants, which showed them the value of the dog, especially when paired with this computer savvy investigator.

Sheriff Langley stated during the last case the Sheriff's Department went out on, the individual was asked if they had electronic storage devices and it turned out his garage was filled with various devices. He stated searching for these devices by hand would have taken days, whereas the dog took 15 minutes, which saves the hours of time the officers would need to be paid. He stated minimizing the search time is a value in itself.

Legislator Nacerino questioned if the increase in these cases justifies the purchase of this dog and the costs associated with it, such as the vehicle and overtime incurred.

Sheriff Langley stated he firmly believes the purchase is justified. He stated the cases are growing and the ease of Internet access allows these individuals to share the inappropriate files thousands of times.

First Sergeant Meyer stated these cases are looked at regionally because these crimes are taking place via a computer. He stated catching one (1) person stops the sharing of hundreds of files over the Internet. He stated the amount spent on this dog and the

associated costs it will incur is well worth taking these individuals off the street. He stated it also gets the word out that Putnam County is cracking down on these cases, which may deter people from committing these types of crimes in Putnam County.

Sheriff Langley stated the other positive aspect of having this dog is how helpful it will be assisting the Probation Department with home visits. He stated there are people on probation who are not permitted to have electronic devices and these can be located during a home visit with the dog. He stated a micro SD card, which can store a large amount of media, can be hidden anywhere very easily and could be missed by the human eye, however the dog will be able to find it. He stated he cannot put a price on the protection of our children. He stated if one (1) person is sent to jail, the dog has paid for itself. He stated with the amount of crimes being committed against children over the Internet, he firmly believes this dog will pay for itself in a very short period of time.

Legislator Jonke stated to support what has been said by First Sergeant Meyer and Sheriff Langley; he has had conversations with District Attorney Tendy and for reasons of protecting the confidentiality of victims, press releases are not put out when these criminals are prosecuted. He stated although these crimes are not heard about as much, they are happening.

Legislator Sayegh stated as a parent, she is always aware of sex offenders moving into and out of the area. She stated it is comforting to know that this dog is available. She stated if one (1) person is caught it is worth it.

Legislator Albano stated having the dog will be a great thing. He stated his concern was with the demand that may be on the dog and the effect that would have on Putnam taxpayers. He stated he is glad we will be getting this dog and working with our neighboring police agencies saves money.

Legislator Nacerino questioned if our neighboring counties are seeking to purchase an electronic detection dog as well.

First Sergeant Meyer stated he is unaware if other counties are looking into it.

Sheriff Langley stated these types of dogs are relatively new. He stated he anticipates other counties seeking an electronic detection dog.

Legislator Nacerino questioned how many dogs the Sheriff's Department currently has.

Sheriff Langley stated there are currently six (6) dogs; the electronic detection dog would make seven (7).

Legislator Sullivan stated he believes having the dog is a great idea, especially with the increased reliance on technology in today's environment. He thanked the Stilwell family for their generous donation. He stated he is interested in the relationship between the

Sheriff's Department and the United States Department of Homeland Security and perhaps this could be addressed at a future meeting.

Sheriff Langley stated such a discussion would need to take place in executive session.

Chairman Castellano suggested having that discussion at a Protective Services Committee Meeting.

Legislator Albano stated he is familiar with someone who works for the United States Department of Homeland Security and has learned that many crimes are being committed in our area without public knowledge.

Sheriff Langley stated "Big Brother" is certainly watching.

Chairman Castellano stated he appreciates that the Sheriff's Department is on the cutting edge of this. He thanked the Stilwell Family for their donation.

Legislator Nacerino expressed her gratitude to the Stilwell family as well.

Legislator Jonke questioned what breed the dog is.

Sheriff Langley stated it is a Lab.

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

## c. Approval/ Budgetary Amendment 18A076/ Planning Dept./ Accept Funding from NYMTC to Perform Feasibility Study

Commissioner Carlin stated NYMTC (New York Metropolitan Transportation Council) is funding feasibility studies of 11 prospective locations in Putnam County to put in a roundabout. He stated roundabouts have been found to be safer, therefore locations are being sought within Putnam County. He stated two (2) prospective locations are in Mahopac at Crane Road and Route 6 and Hill Street and Route 6N. He stated a traffic light cannot be placed, therefore a roundabout may be a better fit.

Chairman Castellano stated the State seems to be putting in more and more roundabouts.

Legislator Jonke stated roundabouts have been working well in Dutchess County.

Legislator Albano stated roundabouts keep the traffic moving.

Commissioner Carlin stated when he was visiting his daughter at school in Albany, there was a roundabout he used multiple times between the school and hotel and it worked out perfectly.

Chairman Castellano stated one of the benefits is that in an event of a blackout, traffic would keep moving with a roundabout.

Legislator Sullivan questioned if this is a matter that came from the Traffic Safety Board.

Commissioner Carlin stated no, the Planning Department was at a meeting with NYMTC where they learned there was funding available for roundabout studies.

Legislator Sullivan questioned where the other locations are in the County.

Commissioner Carlin stated he will send that information.

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

 d. Approval/ Budgetary Amendment 18A077/ Sheriff's Dept./ Provide Security Services for Avangrid, Inc. May 17<sup>th</sup> – May 24<sup>th</sup> as a Result of May Tornado

Chairman Castellano made a motion to approve Budgetary Amendment 18A077; Seconded by Legislator Jonke. All in favor.

e. Approval/ Budgetary Amendment 18A078/ Sheriff's Dept./ Accept Donation from the Friends of Senior Citizens of Putnam County, Inc. to Purchase Electronic Tracking Bracelets and Replacement Parts for "Project Life Saver" Program

Chairman Castellano stated these bracelets help senior citizens within our community who are suffering with diseases such as Alzheimer's.

Legislator Jonke stated although this donation may be solely for senior citizens, these bracelets are also used for children with special needs. He stated Deputy Pierson worked with his daughter when she got her bracelet. He stated the bracelets are valuable and give family members peace of mind.

Legislator Nacerino stated this is a valuable tool. She stated a few years ago her friend's mother, who had Alzheimer's, walked out of her home at night and the family was unable to locate her. Unfortunately she was found deceased several weeks later. She stated these bracelets are important as they protect our vulnerable community members.

Chairman Castellano stated these bracelets are an incredible use of technology.

Legislator Addonizio questioned how much the bracelets cost.

Sheriff Langley stated they are about \$300 each.

Legislator Addonizio stated the backup material states that the bracelets to be purchased with this donation are for low income seniors. She questioned if there is criteria that must be met to determine eligibility.

Sheriff Langley stated there is a form that must be submitted that is reviewed by Deputy Pierson.

Legislator Jonke stated he would like to pass along his gratitude to Deputy Pierson in being proactive in this program. He stated it is meaningful and provides a lot of peace of mind.

Sheriff Langley stated there is actually a drone that can go along with the bracelet program that they are looking into. He stated if someone is missing, a number can be punched into the drone and the drone will go right to the bracelet.

Legislator Jonke made a motion to approve Budgetary Amendment 18A078; Seconded by Legislator Albano. All in favor.

f. Approval/ Budgetary Amendment 18A080/ Finance/ Legal Aid Society/ Account for NYS Indigent Legal Services Distribution #8

Commissioner Carlin stated Putnam County serves as a conduit for this money and it goes right to Legal Aid. He stated this was addressed in the 2019 budget for next year and this budgetary amendment addresses 2018.

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

g. Approval/ Budgetary Amendment 18A081/ Sheriff's Dept./
Reimbursement for Contract with Brennan Construction/ Traffic
Control and Security Provided during Road Work in Southeast

Legislator Jonke questioned what project this budgetary amendment is in relation to.

First Sergeant Meyer stated drainage was put in on Route 6 across from the reservoir.

Chairman Castellano made a motion to approve Budgetary Amendment 18A081; Seconded by Legislator Jonke. All in favor.

h. Approval/ Budgetary Amendment 18A083/ Sheriff's Dept./ Emergency Response Team (ERT) Training Overtime

Chairman Castellano requested clarification on what the training is for.

First Sergeant Meyer stated this is the regular monthly training of the Emergency Response Team.

Legislator Sullivan questioned why overtime was incurred for the training.

First Sergeant Meyer stated revenue from the Homeland Security Grant go towards this training at a rate of \$250 per day per man. He stated some are training during their regularly scheduled work day and some are training on overtime.

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

## Item #6 - Approval/ Fund Transfer 18T269/ Sheriff's Dept./ Maintenance & Repair of Facility Equipment

Chairman Castellano questioned what is being repaired with the \$25,000 coming from prisoner board out money.

First Sergeant Meyer stated he believes this block of money will go toward flooring and other maintenance issues in the jail. He stated it will cover several different projects.

Legislator Jonke stated the backup material states that the money is being requested for any unknown repairs that may arise.

First Sergeant Meyer stated flooring is being replaced in the main lobby and hallway. He stated they are also looking into rubber flooring in the housing unit.

Sheriff Langley stated no-slip flooring is also being looked into for the kitchen.

Chairman Castellano stated this is a substantial amount of money and the backup material is vague.

Sheriff Langley stated because this funding is coming from prisoner board out it is a \$0 fiscal impact.

Legislator Albano stated it would be helpful to see a list of projects and their costs to go along with the fund transfer.

First Sergeant Meyer stated the replacement for the hallway flooring is about \$9,000.

Chairman Castellano requested a breakdown of how the funds will be spent.

Legislator Nacerino stated the backup material states that there are no quotes and the money is being requested for any unknown repairs that may arise. She stated the Legislature does not traditionally approve a blanket amount of money without anything to

substantiate the request. She stated she would like to see a breakdown demonstrating the need for this money.

Legislator Albano stated when he walked through the building he saw that the need of repairs and maintenance is evident. He stated it is helpful to have a specific list.

Chairman Castellano requested that the information be sent to the Legislature prior to the Wednesday, November 7, 2018 Full Legislative Meeting.

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

## Item #7 - Approval/ Fund Transfer 18T272/ Sheriff's Dept./ Corrections/ Cover Overtime Expenses for September

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

## Item #8 - Approval/ Fund Transfer 18T285/ Finance/ Pay Balance owed to Laberge Group Shared Services Plan

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

## Item #9 - Approval/ Fund Transfer 18T298/ Health Dept./ Household Hazardous Waste/ Account for Unforeseen Circumstances/ Hold Makeup Date at Fahnestock State Park

Shawn Rogan, Public Health Sanitarian stated this fund transfer is necessary to hold an additional Household Hazardous Waste Day. He stated an unforeseen situation arose at the last Household Hazardous Waste Day and about 170 pre-registered residents had to be turned away. He stated the next one will be held at Fahnestock Park on December 1, 2018 from 9:00am-12:00pm to accommodate those who were turned away as well as other residents.

Legislator Sullivan inquired about the unforeseen incident.

Mr. Rogan stated the last Household Hazardous Waste Day was held at the Donald B. Smith Campus and someone came with products that could not be accepted by the contractor. He stated many agencies such as the Sheriff's Department, HAZMAT, and Westchester County Bomb Squad among others were at the scene. He stated the substance was a crystallized picric acid, which can be highly explosive in its crystallized state. He stated this highlights the importance of the Household Hazardous Waste Day as it gives residents a way to safely remove these dangerous substances. He stated these events have been held twice a year for over 30 years and the volume and diversity of products never ceases to amaze the Health Department.

Legislator Sullivan questioned if the resident knew how dangerous the substance was.

Mr. Rogan stated he believes that this person knew the danger of the substance. He stated the person was a chemist and dealt with these products daily, therefore may have become desensitized to how dangerous they truly are.

Sheriff Langley stated after this event he did some research and found that the recommended storage of this acid is to be submerged in water to prevent crystallization.

Mr. Rogan stated a similar situation happened a few years ago when a pharmacist brought products that had been stored in their basement for 30 years. The materials were properly dealt with at that time as well. He stated he believes Fahnestock Park proves to be a safer location to hold this event because it is a larger area. He stated these situations are opportunities to learn and continue to make this event safe for residents. He stated this is a great event for the community.

Legislator Jonke questioned if the \$25,000 on the fund transfer is the cost charged by the vendor to take these materials.

Mr. Rogan stated that is correct. He stated it can be hard to predict how much product will actually be collected. He stated for this reason, they ask people to pre-register. He stated the Health Department is working with the Law Department to step up the legal identification of these products, which will help in the situation that more products come than expected. He stated two (2) events in 30 years is not too bad.

Chairman Castellano thanked the Health Department and the Sheriff's Department for handling the last event safely.

Mr. Rogan stated the Bureau of Emergency Services also responded.

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

## Item #10 - Approval/ Grant Application/ Planning Dept./ 2018 Federal Transit Administration Funding for Access and Mobility Partnership Projects through the Human Services Coordination Research Program

Commissioner Carlin stated this is funding received from the Federal Transit Administration (FTA). He stated there is funding in the amount of \$240,000 and \$30,000 and there is a County match of \$60,000 and \$30,000, respectively. He stated the County matches are located within the Planning Department budget.

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

### Item #11 - Approval/ Appointment/ One Army in the War on Addiction Task Force/ Wilkens

Legislator Jonke stated he worked with Mr. Wilkens on the Alternative to Incarceration Board and he works with MADD (Mothers Against Drunk Driving).

Legislator Nacerino questioned how many sitting members there currently are.

Legislator Jonke stated there are 12 members.

Legislative Clerk Diane Schonfeld stated the last "Whereas" will need to be changed from the "Health, Social, Educational, & Environmental Committee" to "Audit & Administration Committee."

Chairman Castellano made a motion to amend the resolution; Seconded by Legislator Jonke. All in favor.

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

### Item #12 - Approval/ Semi-Annual Mortgage Tax Payments - 4/1/2018 to 9/30/2018

Legislator Sullivan questioned what was budgeted for this.

Commissioner Carlin stated these payments do not stay within the County; it goes to the Towns. He stated the County had attempted to keep some of the money in the past. He stated it was adopted locally one year, however it did not pass in the State. He stated the only money kept is administrative costs for the County Clerk's Office. He stated this is a major source of revenue for the Towns in relation to their budgets.

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

## Item #13 - Approval/ Denial of Application/ Refund of Taxes/ Town of Carmel/ Tax Map #76.5-1-49

Legislator Jonke stated the Town of Carmel acquired a piece of property after taxable status date, which is March 1<sup>st</sup>. He stated the Town is entitled to be exempt by virtue of their ownership, however because the Town acquired the property after the taxable status date, it is required to pay the taxes. He stated the Town applied for a refund of taxes, but they are not entitled to it because of when the property was acquired.

Chairman Castellano stated this property will be off the tax rolls next year.

Legislator Jonke stated that is correct.

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

#### Item #14 - Other Business

## a. Approval/ Fund Transfer 18T310/ Sheriff's Dept./ State Legislative Grant/ Complete Build-Out of 2013 Ford E450 Van

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

First Sergeant Meyer stated the vehicle is the jail bus, which turned out to be too large to fit into certain areas, making it unusable. He stated they took a \$15,000 grant from the State which will allow the Sheriff's Department to turn that bus into a mobile command post for BCI (Bureau of Criminal Investigation). He stated this transfer will supplement what the grant could not cover.

Legislator Sullivan requested clarification on what the vehicle would be used for.

Sheriff Langley stated this van will be used to go to a situation and the negotiators will be in the van. He stated in a regular command post, there are people in and out and it can be very distracting for the negotiator. He stated in the van, there would not be any interruptions and the officer can concentrate on the negotiations.

Legislator Jonke questioned if an additional vehicle will be needed to replace this bus that was too big for jail transport.

First Sergeant Meyer stated an additional vehicle will not be needed; vans and suburbans are being used instead.

Legislator Jonke requested clarification on how the bus was originally purchased.

First Sergeant Meyer stated he believes it was purchased with inmate welfare funds in 2013. He stated they tried to use it and there were a few incidents relating to its size. He stated they asked other departments if they could use the bus, but no one could use it.

Chairman Castellano questioned how big the bus is.

First Sergeant Meyer stated it is a Ford E450 vehicle and weighs 1 ton.

Legislator Addonizio requested clarification on what the vehicle will be used for now.

First Sergeant Meyer stated it will be a mobile command post for the detective bureau for negotiators to use and to process crime scenes.

Legislator Addonizio questioned if it will stay in one spot.

First Sergeant Meyer stated the vehicle will be driven to the scene.

Legislator Sullivan requested clarification on the \$3,297.26 on this fund transfer.

First Sergeant Meyer stated it will be used toward the build out of the bus. He stated the cage and seats will be removed. He stated it will be set up with a Smart Board, phone system, and other materials to turn it into the mobile command center.

Legislator Sayegh questioned what the lifespan of the bus is because it is already five (5) years old.

First Sergeant Meyer stated the vehicle has about 3,000 miles on it. He stated the lifespan should be at least 10 years from now.

Sheriff Langley stated the vehicle will be stored indoors so it is not subjected to the weather.

Legislator Sayegh questioned how often the vehicle would be used.

Sheriff Langley stated it is hard to determine. He stated it would be brought to a fatal accident scene or other emergency situation. He stated it will be easier to take the bus to a scene as a command post rather than the 26 foot trailer.

Legislator Jonke questioned what the trailer will be used for.

First Sergeant Meyer stated the trailer is a command post, which is different than this vehicle. He stated that is used for ERT to communicate with the bosses. He stated a good example of how the bus will benefit the Sheriff's Department is recently, there was a situation where the negotiator was communicating with the subject and their family members were upset and yelling at the officers trying to talk to their family member. He stated this is very distracting to the negotiator and he will be better able to do his job without interference from inside the mobile command station.

Chairman Castellano made a motion to approve Fund Transfer 18T310; Seconded by Legislator Jonke. All in favor.

#### Item #15 - Adjournment

There being no further business, at 7:33pm Chairman Castellano made a motion to adjourn; Seconded by Legislator Jonke. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.