

**MINUTES**  
**East Greenbush Citizens Fiscal Advisory Committee (CFAC) Meeting**  
**February 11, 2013**  
**East Greenbush Town Hall**

**Present:** Pete Stenson, Jim Devine, Rich Hendrick

**Absent:** Maura Ryan and Jim Breig (Town Comptroller)

**Guests:** Board Member Sue Mangold (Town Board Committee Liaison), EG Police Chief Lavin

**Members of Public:** Two

**Meeting called to order:** 7:00 pm

**EGPD Chief Lavin – Asset Inventory – Vehicles**

Following introductions, Chief Lavin discussed the Police Department's vehicles:

- 20 vehicles: 8 Patrol, 2 Reserve, 5 Support and 5 Special Purpose
- EGPD's goal is to replace two Patrol Cars per year (at 150,000 miles)
- Patrol Cars removed from service are evaluated for reassignment as Support or Special Purpose
- Vehicles are maintained by DPW mechanics following manufacturers' maintenance and changing oil every 3,000 miles
- 2012 statistics:
  - Maintenance Expense: \$23,000
  - Gas Expense: \$50,000
  - Miles driven: 250,000
  - Acquisitions:
    - one Patrol Car @ \$30,000
    - two support (leased)
- Police Department and Department of Public Works share in some equipment cost for the DPW garage. Chief Lavin praised the DPW mechanics (Nestler and Corellis) for their work in maintaining the vehicles.

Chief Lavin also discussed the importance of the Police Department's computer center and operations.

- Record keeping (what, when, where something happened, thefts, vehicle tickets, etc.)
- Communications with other jurisdictions including New York State and the City of Albany.
- Livescans for fingerprinting.
- DataMaster for breathalyzer transmissions.
- Backups and redundancies (protection of data) exist and are operational.

**Approval of Minutes**

No action – Minutes were not available.

**W.F. Bruen Rescue Squad – Financial Reports**

No discussion – reports were not available.

**Proposed Town of East Greenbush Online Banking Procedure**

Not discussed in depth as Comptroller Breig was absent, although a member of the public commented that it would be helpful if all Town Procedures followed a specific consistent format and were contained in a central document and available on-line.

**Financial Reports:**

2012 Year-End and 2013 YTD January Financials – Not discussed in depth as Comptroller Breig was absent. A question arose as to the timing of tax payments (General Fund YTD Actual is below Adopted Budget).

**Status Reports / Updates:**

- OSC Audit Corrective Action Plan – Not discussed as Comptroller Breig was absent.
- 2010 and 2011 Audited Financial Statements – Not discussed as Comptroller Breig was absent.

**Adjournment:** Pete Stenson made a motion to adjourn. Rich Hendrick seconded the motion. The motion was unanimously approved. Meeting adjourned at 8:45 p.m.