

THE PUTNAM COUNTY LEGISLATURE

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Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Ginny Nacerino	Dist. 4
Greg Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Erin Crowley	Dist. 9

**AGENDA
ORGANIZATIONAL MEETING
OF THE
PUTNAM COUNTY LEGISLATURE
TO BE HELD IN THE
HISTORIC COURTHOUSE
CARMEL, NEW YORK 10512**

Tuesday January 2, 2024 7:00 P.M.

1. Pledge of Allegiance
2. Legislative Prayer
3. Roll Call
4. Appointment/ Chair/ Putnam County Legislature
5. Appointment/ Deputy Chair/ Putnam County Legislature
6. Adoption of Legislative Manual
7. Adoption of Legislative Calendar
8. Designation of Official Newspaper
9. Permission for Legislature to Attend Conferences, Seminars & Official Business for the County
10. Authorization for County Auditor to Approve Erroneous Assessments Under \$2,500
11. Appointment/ Legislative Representative/ Cooperative Extension Board
12. Appointment/ Legislative Representative/ Jury Board
13. Appointment/ Legislative Representative/ Region 3 Forest Practice Board
14. Appointment/ Legislative Representatives/ Putnam County Soil & Water Conservation District Board
15. Appointment/ Legislative Representative/ Records Management Board

- 16. Legislative Representatives/ Putnam County Board of Health**
- 17. Appointment/ Legislative Representative/ Putnam County Agricultural and Farmland Protection Board**
- 18. Appointment/ Putnam County Representative/ Catskill Regional Off-Track Betting Corporation Board**
- 19. Appointment/ Legislative Representative/ Fish & Wildlife Management Board**
- 20. Appointment/ Law Library Board**
- 21. Appointment/ Legislative Liaison/ Veterans Affairs**
- 22. Approval/ Appointment/ Legislative Representative/ Putnam County Traffic Safety Board**
- 23. Appointment/ Legislative Representatives/ Putnam County Fire Advisory Board**
- 24. Approval/ Appointment/ Budget & Finance Committee Representative / Capital Projects Committee**
- 25. Approval/ Appointment/ Legislative Representative Member of Capital Projects Committee**
- 26. Confirmation/ Designation of Jail Chief Medical Officer**
- 27. Approval/ Purchasing Department/ Identifying Individuals Responsible for Purchasing**
- 28. Approval/ Budgetary Amendment (24A001)/ Health Department/ Public Health Infrastructure, Workforce and Data Systems Grant/ New Position – Quality Improvement/ Program Evaluation Manager (approved at December Personnel Committee Mtg)**
- 29. Approval/ Budgetary Transfer (24T001)/ Social Services/ Reclassification/ Caseworker to Senior Caseworker (approved at December Personnel Committee Mtg)**
- 30. Other Business**
- 31. Recognition of Public on Agenda Items**
- 32. Recognition of Legislators**
- 33. Adjournment**

#2

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPOINTMENT/ CHAIR/ PUTNAM COUNTY LEGISLATURE

RESOLVED, that _____ be appointed to the position of Chair of the Putnam County Legislature, with all the rights, privileges and duties of the office as set forth in the Putnam County Charter as permitted by law for a period ending December 31, 2024.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Jonke _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____

#5

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPOINTMENT/ DEPUTY CHAIR/ PUTNAM COUNTY LEGISLATURE

RESOLVED, that _____ be appointed to the position of Deputy Chair of the Putnam County Legislature, with all the rights privileges and duties of the office as set forth in the Putnam County Charter, as permitted by law for a period ending December 31, 2024.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Jonke _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____

#6

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

ADOPTION OF LEGISLATIVE MANUAL

WHEREAS, Section 2, Sub-division B(1)(f) of the Legislative Manual requires that the Legislature adopt annually its Legislative Manual, including any amendments incorporated therein; now therefore be it

RESOLVED, that the Putnam County Legislature adopts the annexed Legislative Manual for the year 2024.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Jonke _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____

ADOPTION of LEGISLATIVE MANUAL
To be Adopted 1/02/24

I. FUNCTIONS OF THE LEGISLATURE:

As provided by the Putnam County Charter II, Section 2.04, the Putnam County Legislature shall be the legislative, appropriating, and policy-determining body of the County. Except as may be otherwise provided in the Charter, it shall have and exercise all the legislative powers and duties now or hereafter conferred or imposed upon it by the Charter or by State Law, together with all the powers and duties necessarily implied or incidental thereto.

Under the Charter, the County Legislature shall have the following powers and duties, but is not necessarily limited to them:

- A. To adopt by resolution all necessary rules and regulations for its conduct and procedure.
- B. To make appropriations, levy taxes, incur indebtedness, and adopt the County budget.
- C. To exercise all powers of local legislation in relation to enacting, amending or rescinding local laws, Putnam County Charter provisions, legalizing acts or resolutions.
- D. To adopt, amend and repeal by local law, an Administrative Code which shall set forth the details of the administration of County government consistent with the provisions of the Charter.
- E. To confirm, when required, the appointments made by the County Executive according to the procedure cited in Section 2.08 of Article II of the Charter.
- F. To create, alter, combine, or abolish by local law, County administrative units not headed by elected officials or not otherwise provided by law.
- G. To fix by resolution the compensation of all officers and employees paid from County funds, except members of the judiciary; except that the compensation of any elected official paid from County funds shall not be decreased during that official's term.
- H. To fix by resolution the compensation to be paid from County funds for persons who are rendering services to, or in behalf of, the County, but who are not officers or employees of the County.
- I. To make, or cause to be made, such studies, audits and investigations as it deems to be in the interest of the County, and in connection therewith to obtain professional and technical advice, appoint temporary advisory boards of citizens, subpoena witnesses, administer oaths and require the production of books, papers and other evidence deemed necessary.
- J. To fix the amount of bonds of officers and employees paid from County funds.
- K. To designate one or more newspapers published within the County for the publication of all enactments, notices and other matters required by law.
- L. To establish or abolish positions of employment and titles thereof.

- M. To fill vacancies in any elective County offices, except the judiciary, in accordance with the Charter and other applicable law.
- N. To designate one or more depositories for the deposit of all monies received by the Commissioner of Finance.
- O. To fix, during the annual budget process, the salaries of its members for the succeeding year.
- P. To determine and make provision for any matter of County government not otherwise provided for.
- Q. To confirm appointments, except as otherwise provided by the Charter, through the affirmative vote of a majority of the entire Legislature taken at a regular or special meeting. In the event the Legislature has neither confirmed nor rejected an appointment within sixty (60) days after such appointment has been filed with the Clerk of the Legislature, such appointment shall be deemed confirmed.
- R. The Legislature shall provide annually an independent audit of its accounts, transactions of the County and of every County department, office and agency. The audit shall be made by a qualified accountant or accounting firm, so designated by the Legislature, which has no personal interest, directly or indirectly, in the affairs of the County or any of its departments, officers or agencies.
- S. If any section of this Legislative Manual, which is the official guide to the procedures of the legislature, is adjudged by a Court of competent jurisdiction to be in conflict with any Federal or State Statute or with the Putnam County Charter, then said section shall be deemed null and void, "ab initio," but this shall not affect any other section, other than that particular section of this Manual so adjudged to be in conflict as aforescribed.

II. **ORGANIZATION OF THE LEGISLATURE:**

A. Size and Districts:

The Putnam County Legislature shall be organized into nine single-member districts as established and provided for by Local Law #3 of 1977, establishing a County Legislature and approved by the voters of Putnam County in a referendum on November 8, 1977. Each member shall have one vote. Current maps of all County Legislative Districts and election districts shall be on file at all times in the Office of the Clerk of the Legislature for the use of Legislators and other interested persons.

B. Meetings of the Legislature:

1. Organizational Meeting of the Legislature:

The County Legislature shall, on the first Tuesday after the first Monday in January of each year, or as soon thereafter as practicable, meet and organize by election from among its members, a Chair, Deputy Chair and such other legislative officials as it deems appropriate. The Chair shall appoint members of the County Legislature to serve on such legislative committees as are provided by the rules of the County Legislature. The County Clerk shall serve as Chair until such

time as the County Legislature itself elects a chair. The date, time and place of said meeting of the Legislature shall be fixed by Resolution the proceeding December.

a. Notice of the Organizational Meeting:

The notice of the Organization Meeting stating the date, time, and place shall be written and placed in the legislative mailbox of each legislator or mailed to the last known address of each Legislator by the Clerk of the Legislature at least five (5) days prior to the meeting. In the event of incapacity or the failure of The Clerk of the Legislature to act, the notice shall be served by the Putnam County Clerk.

b. Call to Order:

The Putnam County Clerk shall convene the Organizational Meeting and call it to order and shall serve as Chair until such time as the County Legislature elects a Chair.

c. Election of a Chair of the Legislature:

The first order of business shall be the election of a Chair of the Legislature to serve a one-year term expiring on December 31st of the year of that election. The Chair shall be elected by a majority of the entire Legislature. Upon election, the Chair shall assume that office and preside for the balance of the Organizational Meeting and over all other meetings of the Legislature. This procedure is prescribed in Section 2.05, Article II of the Putnam County Charter.

d. Appointment of the Clerk of the Legislature:

Effective January 1, 2002, the County Legislature shall, on the first day of January or as soon thereafter as practicable, and every three years thereafter, appoint a Clerk, who shall serve until his or her successor is appointed. From time to time the Clerk shall appoint such additional personnel as are required for the efficient operation of the office of the Clerk within the appropriations approved therefore. This procedure is set forth in Section 2.06 of Article II of the Putnam County Charter. In the event of a vacancy in the office of Chair of the Legislature, during this Organizational Meeting, the Putnam County Clerk, acting as Chair under the Charter and Rules of the Putnam County Legislature shall appoint a Clerk of the Legislature pro-tem, to serve until such time as the position can be filled according to this paragraph (d).

e. Appointment of the Auditor:

Effective January 1, 2001, the County Legislature shall on the first day of January or as soon thereafter as practicable, and every three years thereafter, appoint an Auditor who shall serve until his or her successor is appointed. This procedure is set for in Section 2.10 of the Putnam County Charter.

f. Adoption of the Legislative Manual:

The next order of business shall be the annual adoption of the Legislative Manual including any amendments incorporated therein. This Manual is the official guide to the rules,

proceedings and practices of the Putnam County Legislature. The rules of the County Legislature for the preceding year shall remain in force and effect at the first meeting of each year until the formal adoption of the rules for the current year.

g. Establishment of the Legislative Calendar:

A Legislative Calendar shall be adopted, setting the dates and times of all Regular Meetings for the Calendar Year, which calendar shall then be published.

2. Regular Meetings of the Legislature:

Regular meetings of the Putnam County Legislature shall be held monthly at 7:00 PM on the first Tuesday, except when a holiday falls on the regularly scheduled date, the meeting shall be held on the next business day, unless the Legislature decides otherwise. The Clerk of the Putnam County Legislature shall place in the legislative mailbox of each legislator or mail to each member of the Legislature, a written notice stating the date, time and place of each meeting at least five (5) days prior to the date of the meeting. Said agenda shall state the subject matter of all resolutions and local laws to be voted on at such meeting. (Article IV, Rules 26).

3. Special Meetings of the Legislature:

The Special Meetings shall be held at the call of the Clerk of the Legislature upon direction of the Chair and four other Legislators or upon written request signed by a majority of the entire Legislature. Notice in writing stating date, time, place and purpose of the Special Meeting, shall be placed in the legislative mailbox of each legislator. Supplemental notification shall be by U.S. Mail, e-mail, facsimile or other reasonable means of communication or as requested by any Legislator in writing to the Clerk of the Legislature to each member of the Legislature by the Clerk of the Legislature. (Section IV, Rule 27)

4. Recessed and Adjourned Meetings of the Legislature:

Except while a vote is being taken, any meeting of the Legislature or of its committees or commissions, may be recessed or adjourned at any time upon approval of a majority of those present. Such motion shall be decided without debate. Additionally, if any meeting extends beyond 11:00 PM, it shall be terminated under these Rules unless a majority of the members present vote to continue. Any meeting, which is recessed, shall be re-convened at a future date and time approved by a majority of those present at the meeting being recessed. A recessed meeting shall be considered a continuing meeting and only matters on the agenda of the recessed meeting shall be discussed when it is re-convened. This re-convened meeting shall be noticed by the Clerk in accord with procedures outlined in, (Section IV, Rule 28) (“Special Meetings”). Any meeting which is adjourned shall be considered a terminated

meeting and any unresolved items at the adjournment shall be considered unfinished business. Those unresolved items shall be made part of the next regularly scheduled meeting of the Legislature or of its Committees and shall be listed under Unfinished Business according to the procedures under Article IV, Rule 5 (a) (6).

C. *Powers and Duties of the Chair of the Legislature:*

The Chair of the Putnam County Legislature shall have all the powers and shall perform all the duties conferred on that office by the Charter, Administrative Code, Legislative Manual, as well as applicable County and Municipal Law. Among the powers and duties of the Chair, but not by the way of limitation, shall be the following:

1. To preside at meetings of the Legislature:

The Chair shall preside at all regular and special meetings of the Legislature; shall preserve order and decorum; and shall decide all questions of order subject to appeal by a majority of the members present. The Chair shall be guided by the Rules of Order and Procedure of the Legislature, as adopted as part of the Legislative Manual.

2. To Appoint Standing Committees:

The Chair shall, within thirty (30) days of his or her selection as Chair, appoint from among the membership of the Legislature the members and Chairs of the following Standing Committees of the Legislature:

Audit and Administration
Budget and Finance
Economic Development and Energy
Health, Social and Educational Services/Environmental
Personnel
Physical Services
Protective Services
Rules, Enactments and Intergovernmental Relations

The Chair may be self-appointed to membership with full voting rights to One (1) Standing Committee and may serve as Chair of that Standing Committee in addition to Budget and Finance. All appointments made hereunder pursuant to this paragraph shall not require consent of the legislature. Notwithstanding the foregoing, the Chair may be self-appointed to one or more additional Standing Committees, with full voting rights, only upon the approval of a majority of the entire Legislature. In addition, the Chair shall serve as an ex-officio, non-voting member of the remaining Standing Committees.

3. To appoint Special Committees and Legislative Officers:

Upon authorization by a majority of the entire Legislature in each instance, the Chair may appoint such special committees, sub-committees, commissions and Legislative Officers as, in the opinion of the Legislature, is necessary to facilitate the conduct of its business. The Chair shall be ex-officio member of each special committee.

4. To serve as a member of the Capital Projects Committee as defined In Article VII, Section 7.05, number 3 of the Putnam County Charter.
5. To Perform Administrative Duties:
The Chair shall serve as the Administrative Head of the Legislature and shall be responsible for the conduct of its business and shall exercise administrative supervision over the office of the Clerk of the Legislature and of the Auditor, acting as liaison between these two offices and the Legislature.
6. To designate an Acting County Executive:
If no Acting County Executive has been so designated by the County Executive, or if the person designated by the County Executive is unable to serve during the absence or disability of the County Executive, the Chair of the County Legislature shall designate the head of one of the County Administrative units to perform such duties. This is provided for in Article III, Section 3.05 of the Putnam County Charter.
7. To Have the Power to Vote:
The Chair shall, in all cases, have the right to vote, except on appeals to the Legislature from decisions of the Chair. On all other questions, when the vote, including the vote of the Chair, is equally divided, the question shall be defeated.
8. Legislature Control:
In all cases, unless otherwise stated by State Statute, local ordinance, Legislative Manual, or by the Putnam County Charter herein, all appointments by the Chair shall be subject to a majority vote of the entire Legislature.

D. Temporary Chair:

In the case of the absence of the Chair, the Deputy Chair shall preside as described under Article IV, Rule 6.

E. Vacancy in the Chair:

If the Chair of the Legislature resigns, dies, is declared incompetent by a Court of competent jurisdiction, is removed or is removed from the Chair by censure, the Legislature shall meet within seven (7) days, at a special or regular meeting and vote among their members to elect a Chair to fill the existing vacancy. Such Chair shall serve until the next Organizational Meeting.

F. Censure of the Chair:

Any Legislator may introduce a motion censuring and/or requesting a “vote of no confidence,” specifically citing the action of the Chair for which vote is requested. A 2/3 vote of the entire Legislature is required for this action. If said motion passes, a 2/3 vote by the Legislature shall then be taken to sanction or remove the Chair.

G. *Censure of a Legislator:*

Any Legislator may introduce a motion censuring another Legislator, specifically citing the action of the Legislator for which the vote is requested. A 2/3 vote of the entire Legislature is required for this action. If said motion passes, the Chair shall be responsible for instituting an appropriate sanction designated by a 2/3 vote of the Legislature.

H. *Powers and Duties of the Clerk of the Legislature:*

The Clerk of the Legislature shall have all the powers and duties now or hereafter conferred or imposed by the Putnam County Charter and the Administrative Code or approved by the Legislature. In addition, as Chief of Staff to the Legislature, the Clerk shall furnish, research and investigate and give clerical support to the Legislature and its constituent parts. The Clerk, at the direction of the Chair of the Legislature, shall also prepare and transmit to the State Legislature, the County Legislature's official views regarding any proposals and bills before it which are of interest to the County, as reflected by the resolution of the County Legislature.

1. The statutory duties of the Clerk include, but are not limited to, the following:

- a. To appoint such personnel as are required and authorized by the Legislature within the appropriations therefor.
- b. To Prepare and circulate an agenda for all Regular, Special and Committee Meetings of the Legislature, as follows:
 1. A list of all unfinished business and special orders.
 2. A list stating the subject matter of all resolutions, ordinances and local laws to be voted on at such meeting.
 3. Copies of all text of all local laws and resolutions to be introduced or to be voted on at each meeting.

All of the above shall be placed in each legislator's legislative mailbox or mailed to each Legislator at least five (5) days before each meeting. In order to accomplish this, the text of each resolution, ordinance, or local law to appear on the agenda, shall be received by the Clerk at least seven (7) days before the meeting. Local laws shall be received by the Clerk at least ten (10) days before the meeting and copies forwarded to each legislator in compliance with Section 20 (4) of the Municipal Home Rule Law.

- c. To attend or to designate an authorized person to attend all meetings of the Legislature and its Committees and to make a record of the official proceedings. Minutes of all Legislature and Committee meetings, or of any other meeting or hearing called or otherwise authorized by the Legislature or by any of its duly authorized Committees or Commissions, and if the

Legislature creates such a body it is responsible for the minutes which shall consist of a recordation of:

1. The meeting being called to order
2. Attendance taken
3. Votes taken or decisions rendered with a summary of the discussion. Verbatim minutes of any segment are not to be taken unless specifically requested by a member of the Legislature or the Chair of the Legislature. Audio tapes will be made of every authorized meeting and shall be retained for at least a period of one year. Audio tapes primarily serve as a work product for the preparation of the actual minutes and as such, shall not be copied or given out without the express authorization of the Chair of the Legislature, who may invoke Freedom of Information procedures. It being expressly understood, however, that in any discussion, challenge, or other dispute over the accuracy of the minutes, or of the substance of any meeting or hearing or Legislative action, the audio tapes shall constitute the basic record. The priority for the preparation of minutes shall be: Regular meetings, Special meetings, Committee meetings, other hearings and correspondence.
4. Copies of the minutes in "draft" form with each page being identified as "draft copy" shall be posted on the Putnam County web-site once prepared and reviewed by the Clerk. Thereafter copies of the minutes shall be posted officially on the Putnam County website as follows:
 - a. Legislative meetings after approval of the minutes by the Putnam County Legislature.
 - b. Committee meetings after approval by the respective Legislative Committee.
 - c. Local laws after approval by the Putnam County Legislature and before County Executive's public hearing.
 - d. To maintain official files and records of the Legislature, its proceedings, appointments, and confirmation of appointments to County office, boards, commissions and other bodies; official communications to and from the Legislature; public record copies of the Executive Budget and the Adopted Budget and such other actions and papers as the Legislature, its Chair, Committees, or applicable law shall require. The Clerk shall condense and summarize all communications from government officials, departments and agencies for inclusion in the Agenda, pursuant to Article IV, Rule 5.
 - e. To publish annually, the proceedings of the Legislature.
 - f. To prepare and publish annually, no later than February 15th, a Legislative Calendar incorporating the dates, times and places of all regular meetings of the Legislature and such else as is deemed appropriate.

- g. For compliance with this manual, placing on the desk of a legislator is accomplished by placing in the Legislator's mailbox located in the Legislative Office.

2. Additional duties of the Clerk of the Legislature, as Chief of Staff of the Legislature and its constituent bodies, shall include the following:

- a. To maintain service files and records for the various arms of the Legislature and such clerical and service support as is needed by them, within available means.
- b. To communicate and follow up on Legislator requests for information and service from the office of the County Executive.
- c. To relay regular and special reports, recommendations, proposals and other sources as may be directed by the Chair of the Legislature or requested by the Chair of a standing committee.
- d. To cooperate in any studies or investigations authorized by the Legislature to be conducted by professional or technical organizations or individuals under contract.
- e. To give such other staff as may be required or requested by the Legislature or any of its constituent groups as authorized by the chair and within available means.

III. COMMITTEES OF THE LEGISLATURE:

The right of the Legislature to organize itself is stipulated in the Putnam County Charter. This section of the Legislative Manual sets forth the principal provisions of the committee's structure, notably the eight standing committees. The Legislature may also appoint Special Committees, Boards and Commissions to assist in the efficient conduct of its business.

A. *Appointment of Committee Members:*

It shall be the duty and responsibility of the Chair of the Legislature to appoint and remove members of the Legislative standing committees. The Chair shall appoint committees within thirty (30) days from the date of the Organizational Meeting, showing the names of the committees and the members thereof and filing with the Clerk of the Legislature. The Clerk, upon receipt of such list, shall place a copy in the legislative mailbox of each legislator or mail a copy to each member of the Legislature.

B. *Meetings of the Committees:*

- 1. Regular meetings of each Standing Committee shall be held at the call of the Committee Chair. No meeting of any Standing Committee shall be held during the seven- (7) day period prior to a regularly scheduled meeting of the Legislature.

2.

- a) The Chair of each Committee, upon appointment and after consultation with his or her fellow Committee members, shall provide the Clerk of the Legislature with the day of each month on which that Committee shall meet. To the greatest extent possible, the Chair of each Committee shall schedule a Committee meeting in such a manner as to provide that said meetings take place on the same day of each month (i.e.: the second Tuesday of each month, the last Monday of each month, etc...). The Clerk of the Legislature shall then prepare and circulate to all members of the Legislature, the schedule of that year's regularly scheduled Committee meetings. In the event the regularly scheduled meeting of a Committee falls on a holiday, the Chairman of such Committee shall schedule an alternate day for that month's meeting.
 - b) After the calendar has been prepared and circulated, the date of the meeting may be canceled upon the written request by the Committee Chair to the Legislative Chair and subsequent approval by the Legislative Chair. Such request must state the specific justification for the cancellation. Such meeting may not be rescheduled unless each member of such cancelled meeting agrees to such rescheduling. In the event a meeting is cancelled due to inclement weather, the Chair of such cancelled meeting shall have sole discretion as to the rescheduling of such monthly meeting.
 - c) The Chairs of each Committee shall schedule their respective Committee meetings in such a manner that no two Committee meetings shall conflict with each other on any day. In the event that a conflict cannot be resolved by the Chairs of Committees which propose to hold more than two meetings on any one day of the month, the Chair of the Legislature shall choose the time of each conflicting meeting.
 - d) Nothing herein shall prohibit a Chair of a Committee from scheduling any other Committee meetings during any month, provided that 2/3rds of the membership of such committee shall concur in the scheduling of such other Committee meeting;
3. In the event a scheduled Committee meeting lacks a quorum, the Chairman of said Committee, may temporarily replace any member of that Committee who is not present with another member of the Legislature. This replacement shall be for that specific meeting only and only while the absent member of the Committee is not present, to enable said Committee to conduct its business. Once a meeting has started with a replacement, if at any time during a meeting an absent member of the Committee arrives, the replacement shall step down and all votes taken with the replacement shall be binding.
 4. Meetings of the Legislature, its standing committees or other Committees or commissions of the Legislature, which have been adjourned due to a lack of a quorum, or recessed meetings of these committees, may be re-scheduled at the discretion of the Chair of each, or on the request of a majority of the committee membership. Members shall be notified of the meetings so adjourned or

recessed in the same Manner provided for notifying members, as outlined in Article II (B) (3) and Article II (B) (4).

5. Special Committees constituted for a particular and generally temporary purpose, shall be organized and meet as specified in the resolution authorizing formation of said committees
6. No committee meetings shall be closed to the public, except by majority vote of its membership and only for the reasons specified in applicable law.

C. *Standing Committees and their Functions:*

1. Standing Committee Systems

The Putnam County Legislature shall operate on the committee system and the manifold operations of the County shall fall within the jurisdiction of the eight standing committees listed in Article II (C) (2) of this Legislative Manual.

2. Functions

- a. The functions of each Standing Committee shall be essentially the same: to expedite the business of the Legislature by considering policy initiatives for and directives from, the Legislature or operations within its jurisdiction; to review operations for compliance with legislative intent and to make recommendations to the Legislature on its own initiative, or at the request of the Legislature. In addition, any individual Legislator may request committee consideration of any matter by filing a request in writing with the Chair of the Legislature who shall forward that request to the appropriate committee Chair. A committee as a group and its individual members, shall be expected to conduct a comprehensive initial review and subsequently periodic reviews, of ongoing and future activities of those governmental units within that committee's jurisdiction. Committee members may be designated to attend meetings of departmental boards and commissions in the capacity of observers.
- b. Matters referred to committees by the Legislature or by individual members through the Chair of the Legislature shall be promptly considered by the committee, unless otherwise provided, a determination shall be made within sixty (60) days of the receipt thereof. If no determination has been made, the committee shall inform the Chair of the Legislature, who shall recommend to the Legislature an extension period that shall not to exceed sixty (60) days.
- c. Once a Standing Committee accepts the assignment of any issue properly before it, the issue shall remain the responsibility solely of that Standing Committee, unless the Chair of the Legislature has given prior approval of and assignment to multi-committee consideration, or unless the Standing Committee, in its deliberations requires the input from another Standing Committee in order to complete its deliberations.
- d. When it has become necessary under multi-committee consideration for both committees to act by resolution and there is no conflict between resolutions, the resolutions shall be presented as

a combined resolution presented jointly. In the event a conflict develops between the committees which then produce conflicting resolutions, both such resolutions shall be presented to the Full Legislature simultaneously for discussion and debate before a deciding vote is taken.

- e. All substantive and formal actions shall be decided by a majority vote of committee members and the Chair of the committee shall faithfully report such actions even though having voted with the minority on a particular matter.
- f. The Standing and Special Committees shall keep minutes of all meetings including dates and times of the meetings, committee members present and matters discussed as required under Article II (H) (“Powers and Duties of the Clerk of the Legislature”).
- g. The original of such report and tape recordings of the meeting shall be filed with the Clerk of the Legislature as soon as possible after each committee meeting.
- h. All resolutions, local laws, or other reports or recommendations submitted to the Legislature for committee consideration and approval by the Full Legislature shall be preceded by a short summary of the intent and effect of the proposal along with the potential fiscal impact for the current year as well as for future years. Any budgetary amendments or budgetary transfers that do not identify the current fiscal impact or future fiscal impacts will be returned to the Finance Department and not reviewed or approved by the Legislature until such information is supplied. The summary shall be read into the record at the time of presentation. Committees may hold public hearings on issues pending before them.

3. Individual Standing Committees

a. Rules, Enactments and Intergovernmental Relations:

The functions of the Standing Committee on Rules, Enactments and Intergovernmental Relations shall include, but not be limited to, the following:

- (1) To recommend the conduct of the legislature through rules, regulations and procedures.
- (2) To review the Legislative Manual annually and recommend its adoption, with any amendments and to render opinions on any matters included in the Legislative Manual, upon request of the Chairman of the Legislature or any members of the Legislature.
- (3) To recommend to the Legislature and its committees, the form, content and frequency of all formal reports prepared for the Legislature by any officer, department head, agency head or County employee or for work performed for, or by the County, through service contracts agreements.
- (4) To designate representatives to sit as observers on any Executive Department Labor Relations Committee that may be created and report thereon to the Rules, Enactments and Intergovernmental Relations Committee, and to the Legislature.
- (5) To review any proceedings or negotiations concerning joint undertakings with other municipal entities including cities, counties, towns, villages or regional government

associations, upon the request of the Chairman of the Legislature and within the guidelines established by the Legislature.

- (6) To review and make recommendations to the Legislature concerning any legislation on matters of interest to the County for introduction to, or pending before, the State and Federal Legislatures.
- (7) To review and advise the Legislature concerning any suits against the County as well as any litigation of County interest and non-payment of taxes.
- (8) To review activities of and performance for compliance with legislative intent of the Department of Law, the Board of Elections, the County Clerk and all other agencies of County government not specifically assigned to a particular standing committee.
- (9) To recommend to the Legislature, a Code of Ethics for County Legislators, officers, employees and all persons having or conducting affairs with the County government.

b. Budget and Finance:

The Budget and Finance Committee shall be a standing committee, composed of the entire Legislature. The functions of said committee shall be, but not limited to:

- (1) To review with the Commissioner of Finance each budget item and budget estimates submitted by unit heads and the Tentative Budget as approved by the County Executive.
- (2) To make recommendations to the Legislature on each budget line item based on the review described in paragraph (a) above.
- (3) To review and recommend to the Legislature, necessary action on tax levy matters.
- (4) To exercise sole oversight of the Empire Zone and to forward any legislation with respect to the Empire Zone to the Full Legislature.

c. Audit and Administration:

The functions of the Audit and Administration Committee shall be, but not limited to:

- (1) Exercise legislative oversight of the Department of Finance and of all financial activities and functions as related to program content and performance for compliance with legislative intent, as incorporated in the Budget. This applies especially to funds appropriated in the Budget for specified program purpose and the extent to which the purpose was accomplished within initial and supplemental Budget requests as compared with initially anticipated performance and established standards.
- (2) To review and recommend to the Legislature necessary actions following annual or periodic audits conducted as part of the Legislature's auditing function or following each New York State Department of Audit and Control Report on County Finances and financial procedures and to monitor compliance with recommendations approved by the Legislature.

- (3) To receive and review for completeness and accuracy the Annual report and periodic reports of the Commissioner of Finance.
- (4) To review and make recommendations to the Legislature about the County Executive's actions on appropriation transfers, deficiency appropriations and supplemental appropriations.
- (5) To review and recommend to the Legislature the Legislature's policy on assets, types of investment and terms of investment, use of surplus or general funds and authorization and issuance of County debt obligations.
- (6) To review for adequacy the County Executive's recommended insurance coverage and policies
- (7) To review and recommend to the Legislature necessary action on assessment, equalization and taxation.
- (8) To review and recommend to the Legislature necessary action on purchasing procedures, bids, bonds and capital project financing.
- (9) To exercise legislative oversight for compliance with legislative intent of all County government departments, agencies and units as well as citizen advisory boards and commissions that utilize information technology in the transactions carrying out their charge and purpose, for the benefit, well-being and convenience of the people of Putnam County.

d. Health, Social and Educational Services/Environmental:

The functions of the Committee on Health, Social and Educational Services/Environmental, shall include but not be limited to the following:

- (1) To exercise legislative oversight for compliance with legislative intent of all County government departments, agencies and units, as well as of advisory citizen boards providing health, social or educational services to the County or its residents. Included in these categories shall be the Department of Health, the Board of Health, the Department of Mental Health, the Mental Health Board, the Department of Social Services, the Office of the Aging, the County Historian, the Veterans Service Agency, the County Cooperative Extension Service, the Community Services Board and the Coordinating Council for People with Disabilities.
- (2) To initiate and recommend legislative policy and upon Legislative request or its own initiative and present its recommendations for Legislative action on the following:
 1. All public welfare programs including those of semi-independent agencies and special services contributing to the public welfare.
 2. All programs of the Office for the Aging.
 3. All public and environmental health facilities and programs

4. All mental health programs and services that may be undertaken by the County government or fall within its jurisdiction.
- (3) To exercise legislative oversight over all executed contracts between the departments, agencies, etc., listed in sub-clause (a) above and any other person, institution or unit of government.
- (4) To recommend policy toward and maintain contact with voluntary or civic associations providing health or welfare services to residents of the County.

e. Physical Services:

The functions of the Committee of Physical Services shall include but not be limited to the following:

- (1) To exercise legislative oversight for compliance with legislative intent of all County government departments, agencies and units as well as citizen advisory boards and commissions that render physical services for the well-being and convenience of the County of its residents. Included in these categories shall be the Department of Highways and Facilities, the Division of Planning and Development, the Planning Board and the Recreation Commission, the Lake Management Advisory Committee and the Soil & Water Conservation District, as well as physical work performed for or by the County government in association with other local jurisdictions and contractors paid from County funds.
- (2) To represent the Legislature in all matters of concern to the above County governmental units and make reports with recommendations to the Legislature thereon.
- (3) To recommend to the Legislature any legislative action involving the above mentioned departments and agencies.

f. Protective Services:

The functions of the Committee on Protective Services shall include but not be limited to the following:

- (1) To exercise legislative oversight to assure compliance with legislative intent of all County government departments, agencies and units, as well as citizen advisory boards and commissions, that render protective services for the well-being of County residents. Included in these categories shall be the Office of the District Attorney, the Office of Probation, the Sheriff's Department, the Putnam County Jail, the Coroners, the Putnam County Legal Aid Society, the Bureau of Emergency Service and the Traffic Safety Board.
- (2) To exercise legislative oversight over all executed contracts between the above units, boards and commissions and any person, institution or unit of government.
- (3) To initiate and recommend legislative policy for all protective and custodial services performed by the County government.

- (4) To give advice and initiate the action required of the Legislature concerning the relationship of the County government to agencies that administer criminal justice.

g. Personnel

The functions of the Committee on Personnel shall include but not be limited to the following:

- (1) To exercise legislative oversight for compliance with legislative intent on all matters involving personnel throughout the County government.
- (2) To make recommendations to the Legislature on personnel matters when deemed necessary.

h. Economic Development and Energy

The functions of the Committee of Economic Development and Energy shall include but not be limited to the following:

- (1) To recommend to the Legislature ways to promote economic development and increase opportunities for business retention and expansion in Putnam County.
- (2) To review activities and assist in the efforts of the Putnam County Visitors Bureau, established to promote travel and tourism in Putnam County.
- (3) To review agreements between Putnam County and independent Bureaus, agencies and companies providing services to increase opportunities for economic development recommending to the Full Legislature appropriate agreements between such entities.
- (4) To represent the Legislature, on its request, in all regional and local programs for planning and economic development.
- (5) To provide oversight of green energy initiatives in its mission to bring more green energy infrastructure to Putnam County.

D. Committee Vacancies:

In the event of a vacancy on any Legislative Committee, the Chair of the Legislature shall fill the vacancy by appointment in the same manner that the original member was appointed.

E. Services Provided to the Legislative Committees:

In order to guide the work of each committee efficiently and effectively, each committee chair may seek the assistance of the Clerk of the Legislature. This service shall include secretarial and recording facilities, the taking of minutes of meetings, including actions voted on, correspondence, reports and research assistance.

Requests from any committee Chair to the Executive Branch shall be routed through the Clerk, who shall prepare a written request and monitor compliance with the requests. This procedure shall also be

followed by committee seeking the counsel of or testimony from any official, department head or employee of the Executive Branch, or any special services, reports or data from any department or unit of the Executive Branch.

Assistance from or counsel of elected officials such as the County Clerk, or the District Attorney, or Sheriff shall be relayed directly to the individual official by the Clerk.

Counsel to the Legislature may be contacted directly by the Clerk to arrange for such legal and other appropriate services as may be required by any committee. This includes drafting of resolutions to be presented to the Legislature. Any special services from consultants, technicians or other specialists not in the regular employ of the County that require the expenditure of County funds must be authorized in advance by the Legislature. See Article V.

F. *Special Committees, Citizen Advisory Committees, Commissions Or Boards and their functions:*

1. **Special Committees of the Legislature** may be created by the Legislature to help it transact its business. Each Special Committee shall be concerned with only one specific and definite purpose and shall be established for a limited duration, either to serve until a specific date or to serve until it completes its specific assignment. Special Committees shall be limited solely to members of the Legislature. The Chair of the Legislature shall appoint members of such Special Committees, subject to the approval of the Legislature. Special Committees shall establish their own regular meeting dates, and shall be governed by the Rules of Order and Procedure as outlined in Article IV.

2. **Citizens' Advisory Committees, Commissions**

The Legislature may appoint Citizens' Advisory Committees and Commissions. At the time of the appointment of each of these bodies, the Legislature may appoint a member as liaison or ex-officio. These bodies may be created by the Chair of the Legislature with the approval of the Legislature, or upon its own initiative by a majority of the entire Legislature, The Committees and Commissions shall serve the Legislature.

The Citizens' advisory body shall be composed of residents of Putnam County and where possible, shall contain a representative from each Town in the County. The appointment of the Chair and officers and the numerical and geographic make-up of the body shall be approved by the Legislature. Members may set their own meeting agenda.

A Citizens' Advisory body shall be established for a limited time until it has completed its task or until abolished by the Legislature.

IV. RULES OF ORDER AND PROCEDURE:

Roberts' Rules of Order, Newly Revised, shall be the specific rules of order and procedure for the conduct of the meetings of the Putnam County Legislature and of its committees, citizen advisory committees or commissions, insofar as they are applicable and not inconsistent with the Rules of Proceedings contained in this manual.

The Standing Committee on Rules and Enactments shall be responsible for the correct procedure within the rules. A question on the proper application of any rule, or if no rule can be found to clearly apply in a given instance shall be referred to the Rules Committee for interpretation or remedy.

Each and every meeting of the Putnam County Legislature and its committees, boards and commissions shall be open to all members of the public, unless otherwise specified by law.

Rule 1- Roll Call:

Each and every meeting shall be called to order at the time appointed by the Chair and the Clerk shall call the roll and enter the names of those committee members present or absent in the minutes. If a quorum is not present for a Committee meeting, the Chairman of said Committee may temporarily replace any member of that Committee who is not present with another member of the Legislature (See Section III (B) (3).) If a quorum is not present for a Full or Special Meeting the member(s) attending must call for an Adjourned Meeting, requesting the Clerk to issue an appropriate notice, setting time and date for a new meeting.

Names of any members of a Committee of the Legislature arriving late or departing early for a committee meeting shall be inserted in the minutes of the meeting by the Clerk, noting the time of arrival or departure. Also the names of any members of the Legislature arriving late or departing early for a meeting of the Legislature shall be inserted in the minutes of the meeting by the Clerk, noting the time of arrival or departure.

Rule 2 - Quorum:

A majority of the entire Legislature or of any Standing or Special Committee or Advisory Commission shall constitute a quorum for the transaction of its business except that a lesser number may be present to vote to adjourn a meeting.

Rule 3 - Manner of Accepting Minutes:

The minutes of the preceding meeting or any portion thereof, of the Legislature shall be read at the request of any Legislator who wishes to enter objections, alterations or additions. Otherwise, the minutes of the preceding meeting shall be automatically approved without formal actions.

Rule 4 - Exercise of Power of the Legislature:

A Power of the Legislature, except as otherwise provided, shall be exercised through a Local Law Act, Ordinance or Resolution duly adopted by the Legislature. In each calendar year, each Local Law, Ordinance or Resolution shall be numbered consecutively and dated and be given a title concisely stating the subject matter thereof.

Rule 5 (A) - Order of Business:

The Order of Business at each meeting of the Legislature shall be as follows:

1. Pledge of Allegiance
2. Legislative Prayer
3. Roll Call of the Legislators
4. Acceptance of the Minutes
5. A statement that communications from government officials, Departments and agencies has been summarized and attached to the Agenda. The subject text is available in the Office of the Clerk of the Legislature. There shall be no public discussion of the aforementioned unless brought up under new business.
6. Consideration of reports of Citizens' Advisory Committees or Commissions and ~~Boards and~~ Petitions from members of the public:
There shall be no public discussion of the aforementioned unless brought up by new business.
7. Unfinished Business:
8. Reports of the Standing and Special Committee will be delivered with the presentation of pre-filed Resolutions and Local Laws, etc., for discussion and vote.
9. Presentation of a pre-filed request from a Legislator shall be referred by the Chair to the appropriate committee, unless a majority of the Legislators present and voting, authorize same to be discussed and voted upon.
10. Presentation of new business: any item that was not on the agenda by any Legislator for discussion is subject to a unanimous vote of the members present and voting to suspend the rules pursuant to Rule 24
11. Recognition of Public on agenda items.
12. Recognition of Legislators.
13. Adjournment of Meeting:

Rule 5 (B) - Remove from Agenda:

Any item may be removed from the agenda by a majority vote of the members present and voting without debate on the issue.

Rule 6 - Chair to Preside:

The Chair of the Legislature shall preside at all regular and special meetings of the Legislature. The Chair shall preserve order and decorum, confine discussion to the matter at issue and decide questions of order, subject to appeal by the Legislature. The Deputy Chair shall preside in the event of the Chair's absence for not more than one consecutively held meeting. In the event the Chair shall miss a second consecutive meeting, the Legislature shall appoint a temporary chair for that meeting.

Rule 7 - Appeal of a Decision of the Chair:

On any duly seconded motion appealing a decision of the Chair on a matter of order, the Chair may first state the reason for its decision, after which any Legislator may speak on the subject and will not be recognized again until all Legislators have had the opportunity to speak on that subject before the Chair puts the question: "Shall the Chair's ruling be sustained?" The question shall then be decided without debate by roll call vote of a majority of the Legislators present, excluding the Chair, who shall not vote on such an appeal.

Rule 8 - When the Chair May Speak:

The Chair of the Legislature may speak on any matter pending before the Legislature in his capacity as a Legislator and may do so without designating another Legislator to serve as temporary Presiding Chair, unless he so desires.

Rule 9 - When the Chair May Vote:

The Chair of the Legislature shall be entitled to one vote, equal and similar to all other Legislators on all matters except the aforementioned appeal proceeding. (See Rule 7).

Rule 10 - Majority Vote Necessary:

A majority of the entire Legislature shall be required to carry any question, proposition, resolution, local law or motion, except when otherwise provided in these rules or by statute or the Putnam County Charter calling for a two-thirds majority or some other vote. A tie vote on any matter before the Legislature shall be deemed a defeat and the question shall be lost.

Rule 11. Addressing the Chair

Every member wishing to speak to a question or make a motion shall gain attention by raising his hand and the Chair shall recognize the member entitled to the floor by stating his/her name. Members so recognized for the purpose of addressing the Legislature shall address the Chair and confine their comments to the question under consideration.

Rule 12 - Debate Limitation:

No member shall be allowed to speak more than once on any subject until every other Member choosing to be heard on the subject, shall have spoken. Debate may be limited or extended by a two-thirds vote of the

Members present and on a motion to limit or extend a debate; an immediate vote shall be taken without further discussion.

Rule 13 - Recognition of Persons Not Members of the Legislature:

Persons who are not members of the Legislature may by consent, be permitted to speak during debate. Such consent shall be given by the Chair, subject to a two-thirds override by members of the Legislature who are present.

Rule 14 - Referrals to Committees:

- A. All petitions, reports, motions, resolutions and communications requiring legislative committee review shall be referred by the Legislative Chair, without motion, to the Legislative Committee having charge of the subject at hand. This does not preclude any committee chairperson from placing items on a committee agenda without the approval of the Legislative Chair.
- B. Once a resolution or local law has been placed on a legislative committee agenda for consideration, said resolution or local law cannot be forwarded to the Full Legislature unless the legislative committee has forwarded the recommendation to the Legislature by resolution or local law. Once 60 days have passed from the date the resolution or local law was first placed on a legislative committee agenda for review and after any additional extension period has expired, an individual legislator may bring the resolution or local law to the Full Legislature, providing the resolution or local law has been reviewed as to form by the County Attorney or Legislative Counsel. The resolution or local law must also be submitted five days prior to the meeting date and the resolution or local law is listed as an agenda item for that meeting.
- C. Ordinarily the Legislature shall consider only those matters that have been studied previously by the appropriate Standing Committee. However, the Legislature may consider any matter without Committee study, and approval, with a majority vote of the Legislature, providing the issue comes to the Full Legislature in resolution form.

Rule 15 - Enactment of Legislation:

- A. (1) Introduction of a question: All petitions, reports, motions and resolutions shall be introduced by a standing committee, except those made from the floor pursuant to the procedure of the Legislature. Requests or proposals from the Executive branch which might result in a resolution shall be made through the Chair of the Legislature.

(2) In order to be placed on the Agenda of the next scheduled meeting, all such petitions, reports, motions, proclamations, resolutions and any other requests, except local laws, shall be filed with the Clerk of Legislature at least seven (7) days before the meeting date.

(3) Local laws shall be filed with the Clerk of the Legislature to enable compliance with Municipal Home Rule Section 20 (4) for service upon Legislators.

(4) All motions, except those reported from a standing committee, whether pre-filed or made from the floor shall require a second before debate and vote or a second before vote, on matters that are debatable. The subject matter of a Committee resolution shall be limited to matters within the assigned province of the Committee. If the matter under question or some aspect of it falls within the province of more than one committee, any of these committees may offer the resolution. All Resolutions or Local Laws submitted to the Legislature shall have a statement to indicate what the fiscal impact will be for the current fiscal year and the ensuing year.

- B. When Debate is in Order: After a motion has been made and seconded, where needed, if requested by any legislator, it shall be restated by the Chair or read by the Clerk before being put before the Legislature for debate.
- C. Moving the Question: The Legislature can order the closing of a debate on a motion stating: "I call the question on (specify the motion)." An immediate vote shall be taken without debate or amendment, with a two-thirds majority required to close debate in this manner, providing any member who has not exhausted his/her right to debate desires the floor.
- D. Voting Procedure: At the close of debate, the motion shall, if requested by any legislator, be restated by the Chair, or read by the Clerk, before it is voted upon. Votes of the Legislature may be made by a voice vote or show of hands. On the request of any member or the Chair, there shall be a roll call vote. The Clerk of the Legislature shall call the roll in alphabetical order except for the Chairman who shall vote last and record in the minutes how each legislator voted. Every Legislator present when the question is stated from the Chair, shall vote on the questions, unless he abstains from voting and states his reason for abstaining. A Legislator's vote will be recorded in the affirmative unless he expresses his view in the negative or abstains as aforesaid. A member shall have the right to change his vote in accordance with Rule 20.

Rule 16 - Effective Date of Resolutions:

All resolutions shall become effective upon their adoption except when otherwise expressly provided by law or in such resolution.

Rule 17 - When Motions are Receivable:

When a question is under debate, no motion shall be entertained unless it provides for any of the following:

- a. to adjourn
- b. to lay on the table
- c. to call the previous question/moving the question
- d. to refer to committee
- e. to amend
- f. to extend or limit debate

Any of these motions shall have preference in the order in which they are here stated. The first three motions (a., b., and c.) are neither amendable nor debatable.

Rule 18 - Motion to Divide the Question:

If any question contains more than one distinct proposition, it shall be divided by the Chair at the request of any one member.

Rule 19 - Motion to Lay on the Table:

A motion to Lay/Defer on the Table is acceptable after debate has begun and at any time during debate before the vote on said motion has begun. A motion to Lay/Defer on the Table shall preclude amendments and debate on the main question, only if all Legislators had the opportunity to speak once on the main question. There shall be no debate on such a motion and the matter shall be put to an immediate vote. A majority vote of those present shall be necessary to Lay/Defer on the Table. A motion to Lay/Defer on the Table may be for an indefinite period or a specified period of time. In addition, at the discretion of the Chair a motion to Lay/Defer on the Table may be referred to the appropriate Committee subject to an override by the majority of the Legislature.

Rule 20 - Motion to Reconsider:

A motion to reconsider any resolution or motion shall be entertained by the Chair when it has been moved by a Legislator and when such motion to reconsider is to be voted upon at the same meeting, wherein said motion was passed, or at the continuation of a recessed meeting, where said motion was passed. Such a motion to reconsider shall require the affirmative vote of a majority of the Legislature.

Rule 21 - Motion to Take from the Table:

All reports, resolutions and other matters laid on the table may be called therefrom under "Unfinished Business" in the regular order of business. However, no report, resolution or other matter laid indefinitely on the table shall be called from the table except by consent of a majority of those present.

Rule 22 - Withdrawal of a Motion:

After a motion is stated by the Chair, it shall be in possession of the legislature, but it may be withdrawn by the introducer, with the consent of any seconder, at any time before a decision or amendment is made, providing there is no objection. Withdrawal shall then be achieved by a consenting vote of a majority of the Legislators present.

Rule 23 - Amendment of the Rules:

The Legislature may amend its rules by a majority vote of all of its members at any time after giving members five (5) days' notice, accompanied by a written copy of the proposed amendment unless otherwise provided by law.

Rule 24 - Change of the Rules:

- A. The Board may, by unanimous vote of those present and voting, waive or suspend any rule of the Board, so long as it does not conflict with any Charter provisions. A motion to take a matter out of order and advance it or delay it on the Agenda shall need only a majority vote.
- B. The rules of the Legislature for the preceding year shall remain in effect at the first meeting of each year and until the formal adoption of the rules for the current year.

Rule 25 - Communications From County Executive:

Any communication, recommendation or other matter received from the County Executive with a message requesting immediate (emergency) consideration must be filed with the Clerk of the Legislature.

Rule 26 - Regular Meetings of the Legislature:

Regular Meetings of the Putnam County Legislature shall be held monthly at 7:00 PM, on the first Tuesday, except when a holiday falls on the regularly specified date, the meeting shall be held the next business day unless the Legislature decides otherwise. The Clerk of the Putnam County Legislature shall place in each Legislator's Legislative mailbox a written notice stating the date, time and place of each meeting at least five (5) days prior to the date of the meeting, or if requested by an individual Legislator, said written notice shall be mailed, faxed or e-mailed to said Legislator. Said notice shall state the subject matter of all resolutions, ordinances and local laws to be voted on at such meeting. A member may waive the service of notice in a signed statement. NOTE: Local laws also need to comply with Section 20(4) of the Municipal Home Rule Law.

Rule 27 - Special Meetings and Service of Notice:

The Special Meetings shall be held at the call of the Clerk of the Legislature upon direction of the Chair and four other Legislators, or upon written request signed by a majority of the entire Legislature. Notice

in writing stating date, time, place and purpose of the Special Meeting, shall be placed in the legislative mailbox of each legislator. Supplemental notification shall be by U.S. Mail, e-mail, facsimile or other reasonable means of communication or as requested by any Legislator in writing to the Clerk of the Legislature to each member of the Legislature by the Clerk of the Legislature. Additionally a notice of Special Meeting may be served upon a member of the Legislature pursuant to Article 3 of the CPLR. Such personal notice shall be made at least forty-eight (48) hours in advance. Only business specified in the notice thereof may be transacted at a special meeting. A member may waive the service of notice in a signed statement.

Rule 28 –_Additional Materials: (formerly Rule 29)

- a) No additional materials or items to be added to an agenda shall be accepted at any Legislative Committee Meeting or a Meeting of the Full Legislature without a letter of necessity from the sponsoring Putnam County Elected Official with full explanation as to the nature of the urgency and the potential impact on failure to act immediately.
- b) The acceptance of such additional materials or agenda items shall be subject to a two-thirds super majority vote of the members present at either a Legislative Committee Meeting or a Meeting of the Legislature.

Rule 29 - Adjournment: (formerly Rule 28)

A motion to adjourn a meeting shall always be in order, except while a vote is being taken and such motion shall be decided without debate. At the hour of Eleven PM, all discussion will be ceased and if possible, a vote will be taken on the question at hand. If the matter discussed demands further consideration, unless the meeting is extended under Rule 24, it shall be automatically tabled and be considered at the next regular meeting under “Unfinished Business,” Rule 5 (a) (6), on the Agenda.

Rule 30 – Protection of Confidential Material

No member of the Legislature shall disclose Confidential Material except as provided for in Chapter 55 (Ethics, Code of, and Financial Disclosure) of the Putnam County Code. The term “Confidential Material” as used in this Rule shall have the same meaning as in Chapter 55, but shall also include any information obtained or discussed in any executive session meeting of the Legislature or of any of its Committees, but shall not include information required to be made public pursuant to New York State Public Officers Law Article 7 (Open Meetings Law). Violation of this Rule shall be grounds for Censure of a Legislator pursuant to Section II. G. of this Legislative Manual.

V. **RELATIONSHIP BETWEEN THE LEGISLATURE AND EXECUTIVE BRANCH:**

The Legislature and Executive Branches of the Putnam County Government shall be separate and coequal, as established by the Putnam County Charter. The Legislature shall be responsible for determining policy through the enactment of legislation and for appropriating funds and levying taxes. The Executive Branch shall be responsible for the efficient administration of the County's government. A smooth process of communication between the Legislature and the Executive Branch shall be essential to the efficient conduct of County business and government. A process for communication is outlined in the following paragraphs:

- A. Requests by any Legislator on behalf of the Legislature for any type of information or cooperation from the Executive Branch, shall be made through the Clerk of the Legislature to the County Executive, who in turn shall channel each request to the appropriate unit under his jurisdiction or deal with it himself. Nothing shall prevent any individual Legislator in the performance of his/her duties from contacting or receiving any information from any unit of County government.
- B. Requests for information from elected County officials shall be made through the Clerk of the Legislature's Office, to the official concerned (District Attorney, County Clerk, Sheriff, Coroners), with an informational copy being sent to the County Executive.
- C. Any matters concerning legislation of interest to members of the Executive Branch shall be channeled through the County Executive's office to the Clerk of the Legislature and the Chair of the appropriate Legislative Committee. After communications have passed through the appropriate channels, direct meetings between the members of the Executive Branch and the Committees of the Legislature shall be in order.
- D. Any request by the Executive Branch for a resolution or local law shall be presented to the Legislature in a proposed final form approved by the Department of Law. This process is designed to facilitate normal processes of communication and cooperation between the Legislature and the Executive Branch of the Putnam County Government. In emergencies, more direct communication may be considered necessary.

VI. ANNUAL SWEARING-IN CEREMONY

- A. The Putnam County annual Swearing-In Ceremony shall be held on the County's last calendar day of the year at 5:00 P.M. in the Historic Courthouse;
- B. The Swearing-In Ceremony shall be limited to the swearing in of elected County, State and Federal officials only;
- C. Guests to be introduced at the ceremony shall be limited to elected County, State and Federal officials who are not participating in the ceremony and any special guest deemed appropriate by the Clerk of the Legislature;

- D. Those participating in the ceremony shall remember that the event is to acknowledge and honor those officials who have been elected or re-elected in the past November general election and shall channel their remarks to accomplish this goal.

#7

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

ADOPTION OF LEGISLATIVE CALENDAR

WHEREAS, the Legislative Manual for the Legislature of the County of Putnam provides that annually the Legislative Calendar shall be adopted and promulgated by the Clerk of the Legislature, that the Legislature meets on the first Tuesday of each and every month thereof, except where noted; now therefore be it

RESOLVED, that the following schedule be adopted as to Regular Meeting dates of the Putnam County Legislature for the year 2024:

Tuesday	January 2, 2024
Tuesday	February 6, 2024
Tuesday	March 5, 2024
Tuesday	April 2, 2024
Tuesday	May 7, 2024
Tuesday	June 4, 2024
Tuesday	July 2, 2024
Tuesday	August 6, 2024
Tuesday	September 3, 2024
Tuesday	October 1, 2024
Wednesday	November 6, 2024
Tuesday	December 3, 2024

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Jonke _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____

8

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

DESIGNATION OF OFFICIAL NEWSPAPER

RESOLVED, that pursuant to Section 2.04 (k) of the Putnam County Charter, the following newspaper, to wit:

Putnam County Press

is hereby designated as an official newspaper of the County of Putnam for the publication of all concurrent resolutions, election notices, official canvasses, enactments and other matters required by law to be published for the year 2024.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Jonke _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____

cc: all
Org mtg.

Putnam County Press
P.O. Box 608
Mahopac, N.Y. 10541
845-628-8400

Nov. 10, 2023

Putnam County Legislature
40 Gleneida Avenue
Carmel, N.Y. 10512

Dear Board Members:

This letter comes to you as a request to redesignate the Putnam County Press as the official newspaper for the County of Putnam.

The Putnam County Press has been continually published for more than 155 years. It is published in Mahopac and is entered as a second-class matter at the Mahopac Post Office.

The Press is the legal newspaper for the towns of Carmel, Kent, Patterson and Southeast, as well as the Village of Brewster and the County of Putnam. All public notices published in the Press are also published in the Putnam County Times, which combined have the largest circulation in the county for a free weekly newspaper.

The Putnam County Press charges the lowest rate for official notices allowed by state law, which is 38 cents per printed line. We do not charge to provide affidavits.

Thank you for your consideration.

Very truly yours,

Holly Crocco
Editor
Putnam County Press/Times

2023 NOV 13 AM 10:31
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

#9

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

PERMISSION FOR LEGISLATURE AND STAFF TO ATTEND CONFERENCES, SEMINARS & OFFICIAL BUSINESS OF THE COUNTY

RESOLVED, that Legislators and Legislative Staff be reimbursed for reasonable expenses incurred while attending conferences, seminars and official business of the County for the year 2024 for any such event costing under \$200.00. Any such event costing over \$200.00 will require the affirmative vote of a majority of the Legislature.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Jonke _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____

#10

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

AUTHORIZATION FOR COUNTY AUDITOR TO APPROVE ERRONEOUS ASSESSMENTS UNDER \$2,500

WHEREAS, Real Property Law Section 556 Sub (8)(a) authorizes a tax levying body, by resolution, to delegate to an official who is empowered to authorize the payment of bills without prior audit by such board, the authority to perform the duties of the tax levying body as specified in Section 556(8) of the Real Property Tax Law; now therefore be it

RESOLVED, that the County Legislature hereby delegates to the County Auditor the authority to review and approve applications for refunds of taxes due to erroneous assessments, whether by clerical error or unlawful entry, and where the recommended refund is \$2,500 or less; and be it further

RESOLVED, that pursuant to statute, this authority shall expire on December 31, 2024.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Jonke _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____

11

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPOINTMENT/ LEGISLATIVE REPRESENTATIVE/ COOPERATIVE EXTENSION BOARD

RESOLVED, that _____ be appointed as the Legislative Representative to the Cooperative Extension Board for a period of one (1) year, said term to expire on December 31, 2024.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Jonke _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____

#12

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPOINTMENT/ LEGISLATIVE REPRESENTATIVE/ JURY BOARD

RESOLVED, that _____ be appointed Legislative Representative to the Putnam County Jury Board for a period of one (1) year, said term to expire on December 31, 2024.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Jonke _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____

#13

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPOINTMENT/ LEGISLATIVE REPRESENTATIVE/ REGION 3 FOREST PRACTICE BOARD

RESOLVED, that _____ be appointed Legislative Representative to the Region 3 Forest Practice Board for a period of one (1) year, said term to expire on December 31, 2024.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Jonke _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____

14

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPOINTMENT/ LEGISLATIVE REPRESENTATIVES/ PUTNAM COUNTY SOIL & WATER CONSERVATION DISTRICT BOARD

RESOLVED, that _____ and _____ be appointed Legislative Representatives to the Putnam County Soil & Water Conservation District Board for a one-year term, said term to expire December 31, 2024.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Jonke _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____

15

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPOINTMENT/ LEGISLATIVE REPRESENTATIVE/ RECORDS MANAGEMENT BOARD

RESOLVED, that _____ be appointed Legislative Representative to the Records Management Board for a period of one year, said term to expire December 31, 2024.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Jonke _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____

16

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

LEGISLATIVE REPRESENTATIVE/ PUTNAM COUNTY BOARD OF HEALTH

RESOLVED, that Amy Sayegh shall continue to serve as Legislative Representative to the Putnam County Board of Health for the remainder of her six (6) year term; said term to expire December 31, 2027.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Jonke _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____

#17

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPOINTMENT/ LEGISLATIVE REPRESENTATIVE/ PUTNAM COUNTY AGRICULTURAL AND FARMLAND PROTECTION BOARD

RESOLVED, that Erin Crowley shall continue to serve as Legislative Representative to the Agricultural and Farmland Protection Board for the remainder of her Legislative year term, said term to expire on December 31, 2025.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Jonke _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____

18

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPOINTMENT/ PUTNAM COUNTY REPRESENTATIVE/ CATSKILL REGIONAL OFF-TRACK BETTING CORPORATION BOARD

RESOLVED, that _____ be appointed as the Putnam County representative to the Catskill Regional Off-Track Betting Corporation Board, for a one-year term, said term to expire on December 31, 2024; and be it further

RESOLVED, that this appointment comply with any requirements to file an Oath of Office pursuant to the New York State Public Officers Law.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Jonke _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____

19

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPOINTMENT/ LEGISLATIVE REPRESENTATIVE/ FISH & WILDLIFE MANAGEMENT BOARD

RESOLVED, that _____ be appointed as Legislative Representative on the Fish and Wildlife Management Board, for a one (1) year term to expire on December 31, 2024.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Jonke _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____

20

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPOINTMENT/ LAW LIBRARY BOARD

RESOLVED, that _____ be appointed to the Law Library Board for a one (1) year term, said term to expire December 31, 2024; and be it further

RESOLVED, that _____ shall serve as an Alternate to the Law Library Board for a one (1) year term, said term to expire December 31, 2024.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Jonke _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____

#21

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPOINTMENT/ LEGISLATIVE LIAISON/ VETERANS AFFAIRS

RESOLVED, that _____ be appointed Legislative Liaison for Veterans Affairs for a period of one (1) year, said term to expire December 31, 2024; and be it further

RESOLVED, that _____ shall serve as an Alternate as Legislative Liaison for Veterans Affairs for a period of one (1) year, said term to expire December 31, 2024.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Jonke _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____

#22

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL/ APPOINTMENT/ LEGISLATIVE REPRESENTATIVES/ PUTNAM COUNTY
TRAFFIC SAFETY BOARD**

**RESOLVED, that _____ and _____ be appointed as the Legislative
Representatives to the Putnam County Traffic Safety Board for a period of one (1) year,
said term to expire on December 31, 2024.**

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Jonke _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____

#23

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPOINTMENT/ LEGISLATIVE REPRESENTATIVES/ PUTNAM COUNTY FIRE ADVISORY BOARD

RESOLVED, that _____ be appointed as Legislative Representative to the Putnam County Fire Advisory Board, for a one (1) year term to expire on December 31, 2024; and be it further

RESOLVED, that _____ will serve as an Alternate to the Putnam County Fire Advisory Board, for a one (1) year term to expire on December 31, 2024.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Jonke _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____

#24

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPOINTMENT/ BUDGET & FINANCE COMMITTEE REPRESENTATIVE/ CAPITAL PROJECTS COMMITTEE

WHEREAS, County Charter § 7.05 (B)(3) provides that there shall be a Capital Projects Committee consisting of various members including a designee of the Budget and Finance Committee; now therefore be it

RESOLVED, that _____ be appointed as Budget & Finance Committee Representative to the County's Capital Projects Committee for a period of one (1) year, said term to expire on December 31, 2024.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Jonke _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____

#25

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPOINTMENT/ LEGISLATIVE REPRESENTATIVE MEMBER OF CAPITAL PROJECTS COMMITTEE

WHEREAS, County Charter § 7.05 (B)(3) provides for the appointment to the County’s Capital Projects Committee a member of the County Legislature representing the minority political party, if another party is represented, or a member elected without party endorsement; and

WHEREAS, Legislator Nancy Montgomery is the sole member of the County Legislature representing the minority political party; now therefore be it

RESOLVED that pursuant to County Charter § 7.05 (B)(3), the County Legislature designates Nancy Montgomery as the additional member of the County’s Capital Projects Committee for a period of one (1) year, said term to expire on December 31, 2024.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Jonke _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____

#26

Committee Mtg _____	Resolution # _____
Introduced By _____	Regular Mtg _____
Seconded By _____	Special Mtg _____

DESIGNATION OF JAIL CHIEF MEDICAL OFFICER

WHEREAS, due to a change in the Corrections Law, Section 501 in July of 2017, a physician from the medical services provider to the Putnam County Jail shall be designated by the Putnam County Legislature to act as the Chief Medical Officer of the Jail; and

WHEREAS, PrimeCare was awarded the RFP to provide medical services for the Putnam County Corrections Facility initially through December 31, 2021; and

WHEREAS, as stated in Resolution #48 of 2023, Putnam County exercised the contractual option to extend Prime Care’s contract under the terms of the RFP response through December 31, 2023; and

WHEREAS, Putnam County has exercised the contractual option to extend Prime Care’s contract under the terms of the RFP response through December 31, 2024; and

WHEREAS, PrimeCare has proposed _____ to act as the Chief Medical Officer for the Jail; now therefore be it

RESOLVED, that the Putnam County Legislature hereby designates _____ to act as the Chief Medical Officer for the Putnam County Corrections Facility, for a period of one (1) year, said term to expire December 31, 2024.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Jonke _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____

#27

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ PURCHASING DEPARTMENT/ IDENTIFYING INDIVIDUALS RESPONSIBLE FOR PURCHASING

WHEREAS, Section 140-1.5 of the Putnam County Code (Procurement Policy) requires the Legislature to annually identify the individuals responsible for purchasing and their respective titles; now therefore be it

RESOLVED, that the Putnam County Legislature re-affirms the County's Procurement Policy as contained in Chapter 140 of the Putnam County Code and identifies the following individuals and their respective titles as the individuals responsible for purchasing:

- a. John Tully, Director of Purchasing**
- b. Alexis Hawley, Assistant Supervisor of Planning and Design**
- c. Michele Pinto, Account Clerk**

Legislator Addonizio _____
 Legislator Castellano _____
 Legislator Crowley _____
 Legislator Ellner _____
 Legislator Gouldman _____
 Legislator Jonke _____
 Legislator Montgomery _____
 Legislator Nacerino _____
 Legislator Sayegh _____

JOHN TULLY
Director



*cc: all
Org mtg.*

KEVIN M. BYRNE
County Executive

PURCHASING

MEMORANDUM

Date: December 18, 2023

To: Diane Schonfeld
Clerk, County Legislature

From: John Tully
Director of Purchasing

Re: Purchasing Department Designees

Pursuant to the County Procurement Policy, below are the Purchasing Department designees and their titles for fiscal year 2024.

John Tully – Director of Purchasing
Alexis Hawley – Assistant Supervisor of Planning and Design
Michele Pinto – Senior Account Clerk

Thank You

Cc: Kevin Byrne, County Executive

2023 DEC 19 PM 10: 54
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

#28

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ BUDGETARY AMENDMENT (24A001)/ HEALTH DEPARTMENT/ PUBLIC HEALTH INFRASTRUCTURE, WORKFORCE AND DATA SYSTEMS GRANT/ NEW POSITION – QUALITY IMPROVEMENT/ PROGRAM EVALUATION MANAGER

WHEREAS, by Resolution #156 of 2023, the Putnam County Legislature approved the Health Department’s request to budget for a full-time Public Health Data and Informatics Specialist position at \$79,031 with a 2% COLA raise per year, and a part-time Quality Improvement/ Performance Management (QIPM) Coordinator position at 21 hours per week, at an hourly rate of \$43.42; and

WHEREAS, due to recruitment difficulties, the Health Department is currently requesting that the part-time position be funded full-time beginning on January 1, 2024; and

WHEREAS, the job specification and title for this position were reviewed and updated, and the job was retitled to Quality Improvement/ Program Evaluation Manager; and

WHEREAS, the salary is indicated as a Grade 21 and is not allocating the title to CSEA, rather, it is being used as a salary indicator for recruitment purposes; and

WHEREAS, the new position created is contingent upon renewal of the grant beyond 11/30/27; and

WHEREAS, the Interim Commissioner of Health has requested a budgetary amendment (24A001) to create this new position; and

WHEREAS, the Personnel Committee and the Audit & Administration Committee has reviewed and approved said budgetary amendment; now therefore be it

RESOLVED, that the following budgetary amendment be made:

Increase Estimated Appropriations:

26401001 51000 10205 (66109)	Personnel Services	
	Quality Improvement/ Program	
	Evaluation Manager	79,031
26401001 58001 10205	Retirement	6,542
26401001 58002 10205	FICA	6,046
26401001 58004 10205	Workers Comp	1,005
26401001 58006 10205	Dental	2,004
26401001 58011 10205	Health Insurance	28,284
26401001 58012 10205	Vision	<u>242</u>
		123,154

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Jonke _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**Increase Estimated Revenues:
26401001 444892 10205**

**Public Health Infrastructure
Grant**

123,154

**2024 Fiscal Impact – 0 –
2025 Fiscal Impact – 0 –**

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Jonke _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____

MICHAEL J. LEWIS
Interim Commissioner Of Finance



SHEILA M. BARRETT
Deputy Commissioner Of Finance

cc: all
Pers
ATA

DEPARTMENT OF FINANCE

MEMORANDUM

Title corrected

To: Diane Schonfeld, Legislative Clerk
From: Sheila M. Barrett, Deputy Commissioner of Finance *SNB*
Re: Budgetary Amendment - 24A001
Date: December 1, 2023

At the request of the Commissioner of Health, the following budgetary amendment is required. (effective January 1, 2024)

Increase estimated appropriations:

26401001.51000.10205 (66109)	Personnel Services	79,031
	Quality Improvement/Program Management Coordinator	
26401001.58001.10205	Retirement	6,542
26401001.58002.10205	FICA	6,046
26401001.58004.10205	Workers Comp	1,005
26401001.58006.10205	Dental	2,004
26401001.58011.10205	Health Insurance	28,284
26401001.58012.10205	Vision	242

Increase estimated revenues:

26401001.444892.10205	Public Health Infrastructure Grant	123,154
	Fiscal Impact - 2024 - 0	
	Fiscal Impact - 2025 - 0	

This Resolution is necessary to recognize the NYS Department of Health Public Health Infrastructure, Workforce and Data Systems Grant. The grant was awarded at \$692,296 for the period 12/1/2022 through 11/30/2027. The new position created is contingent upon renewal of the grant beyond 11/30/2027.

Approved:

Kevin M. Byrne
County Executive

Please forward to the appropriate committee.

Approved:

2023 DEC 12 PM 3:02
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

MICHAEL J. LEWIS
Interim Commissioner Of Finance



SHEILA M. BARRETT
Deputy Commissioner Of Finance

Reso
Rees.
A+A

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: Sheila M. Barrett, Deputy Commissioner of Finance *SYB*
Re: Budgetary Amendment - **24A001**
Date: December 1, 2023

2023 DEC -4 PM 3:06
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Commissioner of Health, the following budgetary amendment is required. (effective January 1, 2024)

Increase estimated appropriations:

26401001.51000.10205 (66109)	Personnel Services	79,031
	Public Health Data and Informatics Specialist	
26401001.58001.10205	Retirement	6,542
26401001.58002.10205	FICA	6,046
26401001.58004.10205	Workers Comp	1,005
26401001.58006.10205	Dental	2,004
26401001.58011.10205	Health Insurance	28,284
26401001.58012.10205	Vision	242

Increase estimated revenues:

26401001.444892.10205	Public Health Infrastructure Grant	123,154
	Fiscal Impact - 2024 - 0	
	Fiscal Impact - 2025 - 0	

This Resolution is necessary to recognize the NYS Department of Health Public Health Infrastructure, Workforce and Data Systems Grant. The grant was awarded at \$692,296 for the period 12/1/2022 through 11/30/2027. The new position created is contingent upon renewal of the grant beyond 11/30/2027.

Approved:

Kevin M. Byrne
County Executive

Please forward to the appropriate committee.

Approved:

INTEROFFICE MEMORANDUM

TO: MICHAEL LEWIS, COMMISSIONER OF FINANCE

FROM: PATRICIA RAU, SENIOR PERSONNEL SPECIALIST *PR*

SUBJECT: QIPM TITLE

DATE: DECEMBER 1, 2023

CC: WILLIAM ORR, SENIOR FISCAL MANAGER
NANCY COLLIER, FISCAL TECHNICIAN

As a result of grant funding, the Health Department requested the creation of a new position earlier this year. The position was titled Quality Improvement/Performance Management Coordinator and was funded on a part-time basis earlier this year. Due to recruitment difficulties, The Health Department is currently requesting that this position be funded full time beginning on January 1, 2024. Additionally, the job specification and title were reviewed and updated, and the job was re-titled to Quality Improvement/Program Evaluation Manager. Please refer to this position with its updated title moving forward.

Furthermore, the salary is indicated as a Grade 21. Please note that this is not allocating the title to CSEA, rather, it is being used as a salary indicator for recruitment purposes.

July
In June 2023, Putnam County Department of Health presented to the personnel committee, a proposed budget related to an award from NYSDOH for the purpose of strengthening the workforce and foundational capabilities of the county public health department. The current grant period for this funding (\$692,296) is 12/1/2022-11/30/2027. NYSDOH has notified all local health departments to budget the entire allocated award, despite the 12/1/2022 start date.

Previously, PCDOH had budgeted for a full-time Public Health Data and Informatics Specialist and a part-time Quality Improvement/Performance Management (QIPM) Coordinator. PCDOH is requesting a modification to support expanding the QIPM position from part-time to full-time. If the two grant-funded positions are filled in early January, PCDOH has established a budget to support both positions as full-time through 8/31/2026. The PCDOH interview team has re-evaluated the needs and determined that despite the impact on the length of time the funding will last, it is most important at this time to be able to recruit skilled **full-time** staff.

The work of a QIPM Coordinator intersects with every aspect of the ten essential public health services-- from community and program assessment to policy review and development and everything in between. Additionally, as applicants have begun to reply to the job postings it has become clear that qualified applicants with experience in quality improvement and program evaluation have passed on the opportunity to apply for the part-time position, instead applying for the full-time Data and Informatics role.

WAO: mb/ss
Attachment

#29

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL/ BUDGETARY TRANSFER (24T001)/ SOCIAL SERVICES/
RECLASSIFICATION/ CASEWORKER TO SENIOR CASEWORKER**

WHEREAS, the Commissioner of Social Services Sara Servadio requested a budgetary transfer (24T001) seeking approval to upgrade an existing vacant Caseworker position (CSEA) Grade 15 Step 1 (#601002112) to a Senior Caseworker position (CSEA) Grade 17 Step 3 (#601002137) in the Adult Protective Unit of DSS; and

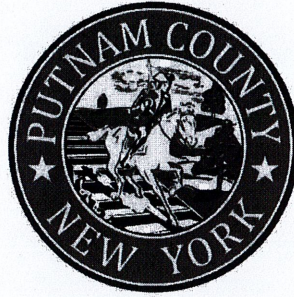
WHEREAS, the Personnel Committee and the Audit & Administration Committee have reviewed and approved said budgetary transfer; now therefore be it RESOLVED, that the following budgetary transfer be made:

Decrease:		
10199000 54980	General Contingencies	18,055
Increase:		
10102000 51000 (2137)	Personnel Services	
	DSS – Senior Caseworker	
	Grade 17 Step 3	16,771
10102000 58002	FICA	<u>1,284</u>
		18,055

2024 Fiscal Impact - \$18,055
2025 Fiscal Impact – 0 –

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Jonke _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____

MICHAEL J. LEWIS
Commissioner Of Finance



SHEILA BARRETT
Deputy Commissioner Of Finance

cc: all
Pers
A+A

Reso

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: Budgetary Transfer – 24T001
DATE: December 7, 2023

2023 DEC - 7 AM 11:44
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Commissioner of the Department of Mental Health & Social Services the following budgetary transfer is necessary.

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT
10199000 54980 General Contingencies	10102000 51000 (2137) Personnel Services	\$ 16,771.00
	Social Services - Services Senior Caseworker Grade 17 Step 3	
10199000 54980 General Contingencies	10102000 51000 (2137) 58002 FICA ✓	\$ 1,284.00
	2024 FISCAL IMPACT	\$ 18,055.00 ✓
	2025 FISCAL IMPACT	TBD

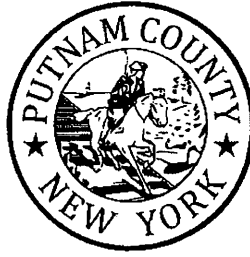
This transfer would be effective January 1, 2024. The Department is seeking approval from the Personnel Committee to upgrade an existing vacant Caseworker position (CSEA) Grade 15 Step 1 (#601002112) to a Senior Caseworker (CSEA) Grade 17 Step 3 (#601002137) in the Adult Protective Unit of DSS. As stated in the attached, Personnel most recently conducted a review of the new duties and considered this position to be appropriately reclassified to Senior Caseworker.

Please forward it to the appropriate committee.

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner
Sara.Servadio@dfa.state.NY.US

GRACE M. BALCER
Fiscal Manager
37A279@dfa.state.NY.US



ELIZABETH BARCAVAGE
Director of Eligibility
Elizabeth.Barcavage@dfa.state.NY.US

FRANK MAROCCO, ESQ.
*Director of Children and
Family Services*
Frank.Marocco@dfa.state.NY.US

FAYE THORPE, ESQ.
Counsel for DSS
Faye.Thorpe@dfa.state.NY.US

**DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU**

MEMORANDUM

December 6, 2023

TO: Diane Schonfeld, Putnam County Legislative Clerk

FROM: Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: Reclassification Upgrade

The Department of Social Services & Mental Health is seeking approval for an upgrade to an existing Caseworker position in the Adult Protective Unit to Senior Caseworker. This request will mirror the structure to that of other units under The Department of Social Services and provide assistance and supervision to caseworkers within the unit.

The Personnel Department recently conducted a review of the completed New Position Duties Statement for this Caseworker position. After review and all information considered, the Personnel Department reclassified this position as Senior Caseworker. A budgetary transfer will be provided by the Finance Department under separate cover.

Please refer this request to the Personnel Committee for their review.

Thank you for your time and consideration of this request. I will be in attendance at the December Personnel Committee meeting to answer any questions.

Respectfully submitted,


Sara Servadio

Attachments:

Senior Caseworker Job Specification
Personnel Department Classification / Reclassification Notice

cc: Kevin Byrne, County Executive
James Burpoe, Deputy County Executive

SENIOR CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: The senior caseworker provides professional casework and social work services, involving investigation and resolution of difficult problem cases as well as determination and recommendation of needs for services. The senior caseworker is also responsible for the development and implementation of plans to resolve problems and/or meet the individual needs of assigned cases. Additionally, the senior caseworker may be assigned to provide supervision of one or more programs in the Department of Social Services. Work is performed under general supervision, and direct supervision is provided over the activities of caseworkers and clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Interviews applicants and persons referring cases of children needing care, supervision, or services; recommends services necessary to carry out plans to meet the needs of individuals or families;
- Makes visits to applicants to ascertain the need for services;
- Develops involved or complex social histories and a plan of treatment which, with supervisory approval, is the basis for delivery of the services;
- Aids individual caseworkers in formulating service and work organization plans;
- In each case, in cooperation with the individual or family plans the use to be made of available resources;
- Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts and other agencies;
- Makes necessary collateral contacts with employees, relatives, friends, physicians, hospitals, and other agencies;
- When foster care is necessary, determines whether the child's needs can best be met in an institution or foster family home;
- Finds family homes interested in caring for children;
- Studies and evaluates family homes desiring to care for children at board, at wages, or on a free or adoptive basis and recommends boarding homes for certification;
- Arranges for medical care of children in foster homes, takes children to doctors, dentists, and clinics if foster parents are unable to do so;
- Plans with parents and relatives for the care of children and re-establishment of the home;
- Makes referrals to other agencies when indicated;
- Writes letters and reports as required;
- Periodically reviews cases to determine changes in client situation affecting the need for service;
- Assists the case supervisor in administering the work of the unit;
- Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of principles and practices of social casework and social group work; good knowledge of Federal, State, and local public welfare laws and programs; knowledge of the techniques of preparing social research studies; extensive familiarity with services provided by the agency and community resources; ability to effectively formulate and conduct interviews and investigations; ability to direct the work of others; ability to communicate effectively both orally and in writing to groups and individuals; ability to use computers and computer software for word processing and data management; ability to establish and maintain effective working relationships; ability to deal effectively and objectively with clients of diverse socio-economic backgrounds and cultures; good listening skills, social perceptiveness; tact; confidentiality; good judgment.

MINIMUM REQUIREMENTS: Either

- a. Bachelor's degree and two (2) years full time paid experience in social work with a public or private social services agency adhering to acceptable standards; or
- b. Two (2) full time paid experience as a caseworker in a public or private social services agency adhering to acceptable standards; or
- c. An equivalent combination of training and experience as indicated in A) and B) above.

PLEASE NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

Possession of a valid unrestricted appropriate level driver's license and acceptable driving record is required at time of appointment and must be maintained throughout employment.

3/83; 3/85; 9/97; 8/06; 4/09; 8/18; 4/19; 4/23

Competitive Class

PAUL ELDRIDGE
Personnel Officer



ADRIENE IASONI
*Deputy Personnel
Officer*

December 6, 2023

Classification/Reclassification Notice

Sara Servadio
Commissioner of Mental Health, Social Services & Youth Bureau

Dear Commissioner Servadio,

Our office has completed a review of the completed New Position Duties Statement (Form 222) submitted on December 6, 2023. Pursuant to Civil Service Law, Section 22, we have classified this position as Senior Caseworker in the Competitive jurisdictional classification.

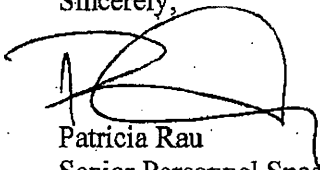
Competitive Jurisdictional Classification requires permanent appointment from an appropriate eligible list, now or subsequent to, an approved provisional appointment, should this position be adopted as a position in your department.

Please be advised that classification of a position is not intended to imply or to address funding of or approval to fund any position. Classification recommendations, instructions about how to appoint, availability of eligible lists, and all other aspects of the classification process are completely separate from fiscal, budgetary and/or funding concerns.

If you have any questions or comments regarding this notice, please contact me at 845-808-1650 EXT 46127. or patricia.rau@putnamcountry.ny.gov

If you have any questions regarding this notice, please contact our office.

Sincerely,


Patricia Rau
Senior Personnel Specialist

CC Frank Marocco, Director of Children and Family Services
Kristen Wunner, Fiscal Manager Department of Social Services & Mental Health