



- 17. Legislative Representatives - Putnam County Board of Health**
- 18. Appointment - Legislative Representative - Putnam County Agricultural and Farmland Protection Board**
- 19. Appointment - Putnam County Representative - Catskill Regional Off-Track Betting Corporation Board**
- 20. Appointment - Legislative Representative - Fish & Wildlife Management Board**
- 21. Appointment - Law Library Board**
- 22. Appointment - Legislative Liaison - Veterans Affairs**
- 23. Approval – Appointment - Legislative Representative - Putnam County Traffic Safety Board**
- 24. Appointment - Legislative Representative - Putnam County Fire Advisory Board**
- 25. Approval – Appointment - Budget & Finance Committee Representative - Capital Projects Committee**
- 26. Approval - Appointment - Legislative Representative Member of Capital Projects Committee (representing minority political party)**
- 27. Confirmation - Designation of Jail Chief Medical Officer**
- 28. Approval - Department of General Services - Identifying Individuals Responsible for Purchasing**
- 29. Approval – Budgetary Transfer (25T001) – Finance – Putnam County Sheriff’s Employees Association, Inc. (PCSEA) Contract Settlement (approved at December Personnel & Audit Committee Mtgs)**
- 30. Approval – Budgetary Transfer (25T002) – Department of Social Services – Temporary (approved at December Personnel & Audit Committee Mtgs)**
- 31. Approval – Budgetary Transfer (25T003) – IT/GIS – Reclassification – Account Clerk to IT Operations Assistant (approved at December Personnel & Audit Committee Mtgs)**
- 32. Approval – Budgetary Amendment (25A001) – Department of Social Services – Putnam County Suicide Prevention Task Force Funding - Countywide Local Outreach to Suicide Survivors (LOSS) Team (approved at December Audit & Administration Committee Mtg)**
- 33. Approval – Budgetary Transfer (25T004) – Commissioner of Finance – Adjust Personnel lines in the Personnel Department and Sheriff’s Office (approved at December Audit & Administration Committee Mtg)**
- 34. Other Business**
- 35. Recognition of Public on Agenda Items**
- 36. Recognition of Legislators**
- 37. Adjournment**

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

#4

**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, 2025.**

Legislator Addonizio \_\_\_\_\_  
Legislator Birmingham \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Russo \_\_\_\_\_  
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, 2025.**

- Legislator Addonizio \_\_\_\_\_
- Legislator Birmingham \_\_\_\_\_
- Legislator Crowley \_\_\_\_\_
- Legislator Ellner \_\_\_\_\_
- Legislator Gouldman \_\_\_\_\_
- Legislator Jonke \_\_\_\_\_
- Legislator Montgomery \_\_\_\_\_
- Legislator Russo \_\_\_\_\_
- Legislator Sayegh \_\_\_\_\_

#6

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**RE-APPOINTMENT - COUNTY AUDITOR**

**RESOLVED, that Michele Alfano-Sharkey be re-appointed to the position of County Auditor, with all the rights, privileges and duties of the Office as set forth in the Putnam County Charter, as permitted by law for a three-year term period ending December 31, 2027.**

Legislator Addonizio \_\_\_\_\_  
Legislator Birmingham \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Russo \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_

#7

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 2025.**

Legislator Addonizio \_\_\_\_\_  
Legislator Birmingham \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Russo \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_

cc: AH

ORgmy.

**DANIEL G. BIRMINGHAM**

706 Seven Fields Lane  
Brewster, New York 10509  
917-834-1692

December 26, 2024

Paul E. Jonke, Chairman  
Putnam County Legislature  
40 Gleneida Avenue  
Carmel, New York 10512

Dear Paul:

Please find attached a *draft* Legislative Manual for the 2025 County Legislative year. Set forth in the attached are several revisions to the Legislative Manual which I believe are necessary and proper for the order and operation of the County Legislature. Please note that additional provisions are set forth in **blue** and deletions are set forth in **red**.

I would kindly ask that you include the attached for consideration at the January 7, 2025 Organizational Meeting of the County Legislature in time to meet the required submission deadline. As we discussed, since my tenure as County Legislator will not begin until January 1, 2025, I am currently unable to submit the attached for consideration at such Organizational Meeting.

Please do not hesitate to contact me if you have any questions or concerns.

With all best wishes, I am

Sincerely,



Daniel G. Birmingham  
County Legislator-Elect, District #7

- cc: Diane Schonfeld, Clerk to the Legislature
- Legislator Nancy Montgomery
- Legislator William J. Gouldman
- Legislator Toni E. Addonizio
- Legislator Ginnia Nacerino
- Legislator Greg E. Ellner
- Legislator Joseph F. Castellano
- Legislator Amy Sayegh
- Legislator Erin L. Crowley
- Legislator-Elect Laura Russo

2024 DEC 27 AM 10:28  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

## ADOPTION of LEGISLATIVE MANUAL

Adopted ~~1/02/24~~ January 7, 2025

### **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 aforesaid.

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 31<sup>st</sup> 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).

5. Location of Meetings of the County Legislature and the Budget and Finance Committee: Seating.

(a) The Organizational Meeting of the Legislature, all Regular Meetings of the County Legislature, the regular or special meeting of County Legislature held for the purpose receiving the State of the County Address, the meeting of the Budget and Finance Committee held pursuant to Charter Section 7.04(B)(2) (Tentative Budget presentation) and the regular or special meeting of the County Legislature held pursuant to Charter Section 7.04(B)(5) (adoption of annual budget) shall be held in the courtroom of the Historic Courthouse.

(b) The seating of the members of the County Legislature at the legislative dais during any of the meetings set forth in paragraph (a) above shall be in the following order: The chair shall occupy the center seat of the legislative dais. The remaining members of the Legislature shall be seated at the legislative dais from left to right (when viewing the legislative dais from the west) in such an order so that the County Legislator from District #1 is seated at the left-most seat and the remaining Legislators (with the exception of the Legislator serving as Chair) shall be seated in clockwise direction thereafter in ascending numeric order. It shall be within the discretion of the Chair of the Legislature to seat any legislative staff at the legislative dais. Except as noted in paragraph (c) below, no other person may be seated at the legislative dais.

(c) At any regular or special meeting of County Legislature held for the purpose receiving the State of the County Address and the meeting of the Budget and Finance Committee held pursuant to Section 7.04(B)(2) of the County Charter (Tentative Budget presentation), the County Executive shall be seated at the legislative dais at the right-hand side of the Chair. The County Executive shall deliver the State of the County Address or Tentative Budget presentation from such seated position.

*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~~ 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.~~ 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 15<sup>th</sup>, 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 at either the David D. Bruen County Office Building or the Historic Courthouse. 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~~ The Chair, ~~who~~ shall ~~not be~~ permitted to 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.

**Rule 31 – Oath or Affirmation**

The Chair of the County Legislature and the chair of a Standing Committee, shall each have the power to request anyone speaking in front of the County Legislature or a Standing Committee take an oath affirming the truthfulness of the information being presented on the floor. This applies to any situation where the County Legislature or a Standing Committee will be using the facts presented in making a decision. The discretion to use this power is within the control of the Chair of the County Legislature or Standing Committee, depending on the body being presented with the information.

The Chair in charge of the meeting will ask the speaker, "Do you swear that what you are about to present is, to the best of your knowledge, both true and correct?"

The speaker must answer in the affirmative or leave the floor until such a time as they are able to make the oath in the affirmative. If the speaker is unable to answer in the affirmative, the Chair may request that a vote of the majority of the County Legislature or the Standing Committee be taken as to whether to allow the Speaker access to the floor.

The provisions of this Rule shall not be applicable to any member of the public speaking during the "Recognition of the Public on Any Agenda Items" portion of any regular or special meeting of the County Legislature.

**Rule 32. – Legislative Subpoenas**

Pursuant to the powers granted to the Legislature by Section 2.04(i) of the County Charter, the County Legislature may, by the adoption of a resolution by a majority vote of its full membership, issue subpoenas for witnesses and compel them to appear and testify before the full County Legislature and/or the appropriate Standing or Special Committee, and *subpoenas duces tecum* for the production of books, papers and other evidence deemed necessary or material to an inquiry made in fulfillment of the County Legislature's responsibilities and duties by resolution of the County Legislature. Such subpoena shall be signed by the Clerk to the County Legislature. Any such resolution is hereby determined to be a matter relating to the rules and regulations of the County Legislature and pertaining solely to the conduct of its own procedures.

**Rule 33. – Confirmation of Appointments of the County Executive**

Upon the filing by the County Executive with the Clerk of the County Legislature of a written appointment of the head of a County department or administrative unit pursuant to Charter Section 3.03, and in order for the County Legislature to perform its confirmation responsibilities pursuant to Charter Section 2.08, the Chair of the Legislature shall refer such appointment to one of the Standing Committees of the County Legislature to review said appointment and to conduct a Committee meeting in connection with such appointment.

- a) Following such referral, and prior to the date of said Standing Committee meeting, the appointee shall provide the following to such Standing Committee in connection with such Committee review:
  - a written professional resume;
  - three (3) written references from persons engaged in the professional area of expertise to which the appointee is being considered;
  - a completed, signed and dated "Annual Statement of Financial Disclosure for the County of Putnam - Level P"; such Disclosure Form may leave the categories of "Financial Interests" blank; and
  - a written disclosure of any campaign contributions made (within the last five (5) years of such appointment) by such appointee or appointee's spouse to any authorized candidate committee of the appointing County Executive or to any political action committee founded by or controlled by the appointing County Executive (e.g.: The Taxpayer Action Network)
- b) Prior to the date of said Standing Committee meeting, a criminal background check of said appointee shall be requested by said Standing Committee Chair of an appropriate law enforcement agency.
- c) Prior to the date of said Standing Committee meeting, a Certificate of Search for judgments/liens of said appointee shall be requested by the Standing Committee Chair from the County Clerks of Putnam, Dutchess, Orange, Rockland, Ulster and Westchester Counties.
- d) The Standing Committee to which such appointment has been referred shall conduct a committee meeting to interview said appointee. Such appointee shall take an oath affirming the truthfulness of the information to be presented at such Standing Committee meeting pursuant to the provisions of Rule 31.
- e) At the conclusion of said Standing Committee meeting, said Standing Committee shall adopt a resolution to be filed with the County Legislature stating one of the following three (3) results: 1- approve appointment, 2- disapprove appointment or 3- no recommendation.

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.

**ADOPTION of LEGISLATIVE MANUAL  
Current Manual 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 31<sup>st</sup> 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 15<sup>th</sup>, 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 or concern to the above County governmental units and make reports with recommendations to the Legislation 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.

# 8

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 2025:**

<b>Tuesday</b>	<b>January 7, 2025</b>
<b>Tuesday</b>	<b>February 4, 2025</b>
<b>Tuesday</b>	<b>March 4, 2025</b>
<b>Tuesday</b>	<b>April 1, 2025</b>
<b>Tuesday</b>	<b>May 6, 2025</b>
<b>Tuesday</b>	<b>June 3, 2025</b>
<b>Tuesday</b>	<b>July 1, 2025</b>
<b>Tuesday</b>	<b>August 5, 2025</b>
<b>Tuesday</b>	<b>September 2, 2025</b>
<b>Tuesday</b>	<b>October 7, 2025</b>
<b>Wednesday</b>	<b>November 5, 2025</b>
<b>Tuesday</b>	<b>December 2, 2025</b>

Legislator Addonizio \_\_\_\_\_  
Legislator Birmingham \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Russo \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_

#9

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 newspapers, to wit:

\_\_\_\_\_

are hereby designated as the official newspapers 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 2025.

- Legislator Addonizio \_\_\_\_\_
- Legislator Birmingham \_\_\_\_\_
- Legislator Crowley \_\_\_\_\_
- Legislator Ellner \_\_\_\_\_
- Legislator Gouldman \_\_\_\_\_
- Legislator Jonke \_\_\_\_\_
- Legislator Montgomery \_\_\_\_\_
- Legislator Russo \_\_\_\_\_
- Legislator Sayegh \_\_\_\_\_

cc: all  
org mtg

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

Dec. 17, 2024

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

2024 DEC 17 PM 1:37  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

*cc: all*

# The Putnam County Courier

Est. 1841

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December 29, 2024

Diane Schonfeld, Clerk  
Putnam County Legislature  
40 Glenida Avenue  
Carmel, NY 10512

Dear Ms. Schonfeld:

Please consider this letter our formal request for The Putnam County Courier to be considered for designation as an official venue for legal notices for Putnam County in 2025.

We are a general circulation newspaper in Putnam County, published weekly, and in publication for 183 years. As such, are well-known to the residents of the county and therefore an effective medium to obtain wide exposure for legal notices.

We will appreciate your consideration.

Yours & c.,



Ken Bustin, Publisher  
The Putnam County Courier  
(845) 265-2468  
ads@pcnr.com

2024 DEC 31 AM 11:45  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

cc:all

# The PUTNAM COUNTY NEWS and RECORDER

Putnam Media, Inc. • Post Office Box 185 • Cold Spring, NY 10516 • pcnr.com • 845.265.2468

December 29, 2024

Diane Schonfeld, Clerk  
Putnam County Legislature  
40 Glenida Avenue  
Carmel, NY 10512

Dear Ms. Schonfeld:

Please consider this letter our formal request for The Putnam County News and Recorder to be considered for designation as an official venue for legal notices for Putnam County in 2025.

We are a general circulation newspaper in Putnam County, published weekly, and in publication for 158 years. As such, are well-known to the residents of the county and therefore an effective medium to obtain wide exposure for legal notices.

We will appreciate your consideration.

Yours & c.,



Ken Bustin, Publisher  
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ads@pcnr.com

2024 DEC 31 AM 11:45  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

#10

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 2025 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 Birmingham \_\_\_\_\_
- Legislator Crowley \_\_\_\_\_
- Legislator Ellner \_\_\_\_\_
- Legislator Gouldman \_\_\_\_\_
- Legislator Jonke \_\_\_\_\_
- Legislator Montgomery \_\_\_\_\_
- Legislator Russo \_\_\_\_\_
- Legislator Sayegh \_\_\_\_\_

# 11

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, 2025.**

Legislator Addonizio \_\_\_\_\_  
Legislator Birmingham \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Russo \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_

#12

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, 2025.**

- Legislator Addonizio \_\_\_\_\_
- Legislator Birmingham \_\_\_\_\_
- Legislator Crowley \_\_\_\_\_
- Legislator Ellner \_\_\_\_\_
- Legislator Gouldman \_\_\_\_\_
- Legislator Jonke \_\_\_\_\_
- Legislator Montgomery \_\_\_\_\_
- Legislator Russo \_\_\_\_\_
- Legislator Sayegh \_\_\_\_\_

#13

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, 2025.**

- Legislator Addonizio \_\_\_\_\_
- Legislator Birmingham \_\_\_\_\_
- Legislator Crowley \_\_\_\_\_
- Legislator Ellner \_\_\_\_\_
- Legislator Gouldman \_\_\_\_\_
- Legislator Jonke \_\_\_\_\_
- Legislator Montgomery \_\_\_\_\_
- Legislator Russo \_\_\_\_\_
- Legislator Sayegh \_\_\_\_\_

# 14

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, 2025.**

Legislator Addonizio \_\_\_\_\_  
Legislator Birmingham \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Russo \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_

#15

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, 2025.**

- Legislator Addonizio \_\_\_\_\_
- Legislator Birmingham \_\_\_\_\_
- Legislator Crowley \_\_\_\_\_
- Legislator Ellner \_\_\_\_\_
- Legislator Gouldman \_\_\_\_\_
- Legislator Jonke \_\_\_\_\_
- Legislator Montgomery \_\_\_\_\_
- Legislator Russo \_\_\_\_\_
- Legislator Sayegh \_\_\_\_\_

#16

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, 2025.**

- Legislator Addonizio \_\_\_\_\_
- Legislator Birmingham \_\_\_\_\_
- Legislator Crowley \_\_\_\_\_
- Legislator Ellner \_\_\_\_\_
- Legislator Gouldman \_\_\_\_\_
- Legislator Jonke \_\_\_\_\_
- Legislator Montgomery \_\_\_\_\_
- Legislator Russo \_\_\_\_\_
- Legislator Sayegh \_\_\_\_\_

#17

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 Birmingham \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Russo \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_

# 18

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 Birmingham \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Russo \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_

#19

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, 2025; 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 Birmingham \_\_\_\_\_
- Legislator Crowley \_\_\_\_\_
- Legislator Ellner \_\_\_\_\_
- Legislator Gouldman \_\_\_\_\_
- Legislator Jonke \_\_\_\_\_
- Legislator Montgomery \_\_\_\_\_
- Legislator Russo \_\_\_\_\_
- Legislator Sayegh \_\_\_\_\_

# 20

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, 2025.**

- Legislator Addonizio \_\_\_\_\_
- Legislator Birmingham \_\_\_\_\_
- Legislator Crowley \_\_\_\_\_
- Legislator Ellner \_\_\_\_\_
- Legislator Gouldman \_\_\_\_\_
- Legislator Jonke \_\_\_\_\_
- Legislator Montgomery \_\_\_\_\_
- Legislator Russo \_\_\_\_\_
- Legislator Sayegh \_\_\_\_\_

#21

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, 2025; 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, 2025.**

- Legislator Addonizio \_\_\_\_\_
- Legislator Birmingham \_\_\_\_\_
- Legislator Crowley \_\_\_\_\_
- Legislator Ellner \_\_\_\_\_
- Legislator Gouldman \_\_\_\_\_
- Legislator Jonke \_\_\_\_\_
- Legislator Montgomery \_\_\_\_\_
- Legislator Russo \_\_\_\_\_
- Legislator Sayegh \_\_\_\_\_

#22

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, 2025; 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, 2025.**

- Legislator Addonizio \_\_\_\_\_
- Legislator Birmingham \_\_\_\_\_
- Legislator Crowley \_\_\_\_\_
- Legislator Ellner \_\_\_\_\_
- Legislator Goldman \_\_\_\_\_
- Legislator Jonke \_\_\_\_\_
- Legislator Montgomery \_\_\_\_\_
- Legislator Russo \_\_\_\_\_
- Legislator Sayegh \_\_\_\_\_

#23

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, 2025.**

Legislator Addonizio \_\_\_\_\_  
Legislator Birmingham \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Russo \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_

#24

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, 2025; 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, 2025.**

- Legislator Addonizio \_\_\_\_\_
- Legislator Birmingham \_\_\_\_\_
- Legislator Crowley \_\_\_\_\_
- Legislator Ellner \_\_\_\_\_
- Legislator Gouldman \_\_\_\_\_
- Legislator Jonke \_\_\_\_\_
- Legislator Montgomery \_\_\_\_\_
- Legislator Russo \_\_\_\_\_
- Legislator Sayegh \_\_\_\_\_

#25

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, 2025.**

- Legislator Addonizio \_\_\_\_\_
- Legislator Birmingham \_\_\_\_\_
- Legislator Crowley \_\_\_\_\_
- Legislator Ellner \_\_\_\_\_
- Legislator Gouldman \_\_\_\_\_
- Legislator Jonke \_\_\_\_\_
- Legislator Montgomery \_\_\_\_\_
- Legislator Russo \_\_\_\_\_
- Legislator Sayegh \_\_\_\_\_

#26

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPOINTMENT - LEGISLATIVE REPRESENTATIVE MEMBER OF CAPITAL PROJECTS COMMITTEE (representing minority political party)**

**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, 2025.**

- Legislator Addonizio \_\_\_\_\_
- Legislator Birmingham \_\_\_\_\_
- Legislator Crowley \_\_\_\_\_
- Legislator Ellner \_\_\_\_\_
- Legislator Gouldman \_\_\_\_\_
- Legislator Jonke \_\_\_\_\_
- Legislator Montgomery \_\_\_\_\_
- Legislator Russo \_\_\_\_\_
- Legislator Sayegh \_\_\_\_\_

#27

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-06-2024 to provide medical services for the Putnam County Corrections Facility from January 1, 2025 through December 31, 2027, with three (3) one (1) year renewable options; and**

**WHEREAS, PrimeCare designated Dr. Michael Nesheiwat to act as the Chief Medical Officer for the Jail; now therefore be it**

**RESOLVED, that the Putnam County Legislature hereby confirms the designation of Dr. Michael Nesheiwat 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, 2025.**

Legislator Addonizio \_\_\_\_\_  
 Legislator Birmingham \_\_\_\_\_  
 Legislator Crowley \_\_\_\_\_  
 Legislator Ellner \_\_\_\_\_  
 Legislator Gouldman \_\_\_\_\_  
 Legislator Jonke \_\_\_\_\_  
 Legislator Montgomery \_\_\_\_\_  
 Legislator Russo \_\_\_\_\_  
 Legislator Sayegh \_\_\_\_\_

cc: all  
Org mtg.

3940 LOCUST LANE | HARRISBURG, PA 17109



PRIMECARE

MEDICAL OF NEW YORK, INC.

PHONE: 717.545.5787 | 1.800.245.7277

QUALITY CORRECTIONAL HEALTH CARE

Friday, December 27, 2024

Kevin McConville, Sheriff  
Putnam County Sheriff's Office  
3 County Center  
Carmel, New York, 10512

Dear Sheriff McConville,

This letter is to confirm that PCM of NY and any other contracted Medical P.C.(s) currently providing services do not have any intention to change medical staffing for 2025. This includes retaining Dr. Michael Neshiewat as the facility Medical Director for 2025.

As always, if you, the Sheriff's Department, or the County have any concerns regarding the performance or suitability of current employees providing these services, please do not hesitate to bring them to my attention.

We remain committed to maintaining the highest level of service and look forward to continuing our partnership.

Sincerely,

Brent W. Bavington, President  
PrimeCare Medical, Inc.

2025 JAN -2 AM 10:13  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Providing Contract Management Services to Professional Corporations:

Professional Care Medical Practice P.C. | Professional Care Dental Services P.C. | Personalcare Registered Professional Nursing P.C.



Friday, December 27, 2024

Kevin McConville, Sheriff  
Putnam County Sheriff's Office  
3 County Center  
Carmel, New York, 10512

**RE: Confirmation of Compliance with RFP and DUI Blood Draw Services**

Dear Putnam County Administration,

We are writing to confirm PrimeCare Medical of NY, Inc's compliance with the requirements outlined in the Request for Proposal (RFP) and to affirm our ongoing commitment to providing DUI/DWI blood draw services for Putnam County.

While we remain dedicated to supporting the county in this capacity, we respectfully request that our role be limited strictly to the collection of blood samples. Specifically, we ask not to be involved in the chain of custody beyond the initial collection and not be required to provide testimony as a result of these blood draws. This will help us focus on providing timely and efficient services while allowing the appropriate parties to handle evidentiary matters.

We greatly value our partnership with Putnam County and look forward to building on the strong working relationship and are committed to maintaining high standards of care for our patient population. Please let us know if there are any additional steps or documentation needed to finalize our contractual relationship.

Thank you for your vote of confidence and continued partnership.

Sincerely,

Brent W. Bavington, President  
PrimeCare Medical of New York, Inc.

#28

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL/ DEPARTMENT OF GENERAL SERVICES / 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, Commissioner of Department of General Services**
- b. Alexis Hawley, Assistant Supervisor of Planning and Design**
- c. Michele Pinto, Senior Account Clerk**
- d. Timothy Keith, Capital Asset / Procurement Coordinator**

Legislator Addonizio \_\_\_\_\_  
 Legislator Birmingham \_\_\_\_\_  
 Legislator Crowley \_\_\_\_\_  
 Legislator Ellner \_\_\_\_\_  
 Legislator Gouldman \_\_\_\_\_  
 Legislator Jonke \_\_\_\_\_  
 Legislator Montgomery \_\_\_\_\_  
 Legislator Russo \_\_\_\_\_  
 Legislator Sayegh \_\_\_\_\_

JOHN TULLY  
Director



*cc: all  
Org mtg.*

KEVIN M. BYRNE  
County Executive

PURCHASING

**MEMORANDUM**

Date: December 31, 2024

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 2025.

John Tully – Director of Purchasing  
Alexis Hawley – Assistant Supervisor of Planning and Design  
Michele Pinto – Senior Account Clerk  
Timothy Keith – Capital Asset / Procurement Coordinator

Thank You

Cc: Kevin Byrne, County Executive

2024 DEC 31 PM 2:25  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL – BUDGETARY TRANSFER (25T001) – FINANCE – PUTNAM COUNTY SHERIFF’S EMPLOYEES ASSOCIATION, INC. (PCSEA) CONTRACT SETTLEMENT**

**WHEREAS, the Commissioner of Finance has requested a budgetary transfer (25T001) to provide for the 2025 salary and benefit costs pursuant to the ratified contract settlement between Putnam County and the Putnam County Sheriff’s Employees Association, Inc. (PCSEA); 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:**

**Increase Appropriations:**

<b>10010000 51000</b>	<b>Personnel Services</b>	<b>12,494</b>
<b>10010000 58002</b>	<b>Social Security</b>	<b>955</b>
<b>10315000 51000</b>	<b>Personnel Services</b>	<b>270,905</b>
<b>10315000 58002</b>	<b>Social Security</b>	<b>20,725</b>
<b>15311000 51000</b>	<b>Personnel Services</b>	<b>6,869</b>
<b>15311000 58002</b>	<b>Social Security</b>	<b>525</b>
<b>17311000 51000</b>	<b>Personnel Services</b>	<b>3,658</b>
<b>17311000 58002</b>	<b>Social Security</b>	<b>280</b>
<b>32311000 51000</b>	<b>Personnel Services</b>	<b>10,924</b>
<b>32311000 58002</b>	<b>Social Security</b>	<b>835</b>
		<b><u>328,170</u></b>

**Decrease Appropriations:**

<b>10199000 54980</b>	<b>Contingency</b>	<b>328,170</b>
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**2025 Fiscal Impact - \$328,170**  
**2026 Fiscal Impact - \$186,419**

- Legislator Addonizio \_\_\_\_\_
- Legislator Birmingham \_\_\_\_\_
- Legislator Crowley \_\_\_\_\_
- Legislator Ellner \_\_\_\_\_
- Legislator Gouldman \_\_\_\_\_
- Legislator Jonke \_\_\_\_\_
- Legislator Montgomery \_\_\_\_\_
- Legislator Russo \_\_\_\_\_
- Legislator Sayegh \_\_\_\_\_

MICHAEL J. LEWIS  
Commissioner of Finance



cc: all  
Pers.  
ATA  
Org mtg 1/7/25  
Reso

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: **Budgetary Transfer – 25T001**  
DATE: December 5, 2024

2024 DEC -5 PM 12:38  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of Finance, the following budgetary transfer is recommended.

**Increase Appropriations:**

10010000 51000	Personnel Services	\$ 12,494
10010000 58002	Social Security	955
10315000 51000	Personnel Services	270,905
10315000 58002	Social Security	20,725
15311000 51000	Personnel Services	6,869
15311000 58002	Social Security	525
17311000 51000	Personnel Services	3,658
17311000 58002	Social Security	280
32311000 51000	Personnel Services	10,924
32311000 58002	Social Security	835
		<hr/>
		\$ 328,170 ✓

**Decrease Appropriations:**

10199000 54980	Contingency	\$ 328,170
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Fiscal Impact - 2025 - \$328,170

Fiscal Impact - 2026 - \$186,419

25T001

This budgetary transfer is required to provide for the funding for the 2025 salary and benefit costs pursuant to the ratified contract settlement between Putnam County and the Putnam County Sheriff's Employees Association, Inc. (PCSEA). In addition, the ratification happened substantially to the 2025 Budget passing pursuant to Resolution 315-2024 therefore this transfer will reestablish current salary and fringe benefit levels for 2025.

**25T001**

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
 Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
 Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL – BUDGETARY TRANSFER (25T002) – DEPARTMENT OF SOCIAL SERVICES – TEMPORARY**

**WHEREAS, the Children’s SPOA Coordinator will be retiring at the end of December 2024; and**

**WHEREAS, she has agreed to come back on a temporary basis for the purpose of training the newly hired Children’s SPOA Coordinator; and**

**WHEREAS, after over 25 years in this position, her institutional knowledge is a vital asset to the Department of Mental Health; and**

**WHEREAS, the Commissioner of Social Services has requested a budgetary transfer (25T002) for Temporary funding to provide a smooth transition while the new hire is acclimated with their role and responsibilities; and**

**WHEREAS, 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:**

**GENERAL FUND:**

**Increase Appropriations:  
10033000**

**Mental Health LGU SPOA (Local Government Unit  
Single Point Of Access)**

<b>51094</b>	<b>Temporary</b>	<b>8,064</b>
<b>58001</b>	<b>State Retirement</b>	<b>710</b>
<b>58002</b>	<b>Social Security</b>	<b><u>617</u></b>
		<b>9,391</b>

**Decrease Appropriations:**

<b>10033000 51000 (101)</b>	<b>Pers. Services – SPOA Coordinator (Children)</b>	<b>3,046</b>
<b>10033000 58001</b>	<b>State Retirement</b>	<b>268</b>
<b>10033000 58002</b>	<b>Social Security</b>	<b>233</b>
<b>10431000 51000 (117)</b>	<b>Pers. Services – Pr. Office Assistant</b>	<b>5,018</b>
<b>10431000 58001</b>	<b>State Retirement</b>	<b>442</b>
<b>10431000 58002</b>	<b>Social Security</b>	<b><u>384</u></b>
		<b>9,391</b>

**2025 Fiscal Impact – 0 –  
2026 Fiscal Impact – 0 –**

- Legislator Addonizio \_\_\_\_\_
- Legislator Birmingham \_\_\_\_\_
- Legislator Crowley \_\_\_\_\_
- Legislator Ellner \_\_\_\_\_
- Legislator Gouldman \_\_\_\_\_
- Legislator Jonke \_\_\_\_\_
- Legislator Montgomery \_\_\_\_\_
- Legislator Russo \_\_\_\_\_
- Legislator Sayegh \_\_\_\_\_

MICHAEL J. LEWIS  
Commissioner of Finance



*cc: call  
Pers  
A+A  
Org mtg 1/12/25 Reso*

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

**MEMORANDUM**

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: **Budget Transfer 25T002**  
DATE: December 5, 2024

2024 DEC - 5 PM 12: 38  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Fiscal Manager at DSS and Mental Health, the following budgetary transfer is recommended.

<b>GENERAL FUND</b>			
<b>INCREASE APPROPRIATIONS:</b>			
10033000 51094	TEMPORARY		\$ 8,064.00
10033000 58001	STATE RETIREMENT		\$ 710.00
10033000 58002	SOCIAL SECURITY		\$ 617.00
<i>Mental Health LGU SPOA</i>			\$ 9,391.00 ✓
<b>DECREASE APPROPRIATIONS:</b>			
10033000 51000 (101)	PERSONNEL SERVICES - SPOA COORD (CHILDREN)		\$ 3,046.00
10033000 58001	STATE RETIREMENT		268.00
10033000 58002	SOCIAL SECURITY		233.00
10431000 51000 (117)	PERSONNEL SERVICES - PR OFFICE ASSISTANT		5,018.00
10431000 58001	STATE RETIREMENT		442.00
10431000 58002	SOCIAL SECURITY		384.00
<i>Mental Health LGU</i>			\$ 9,391.00 ✓
		2025 Fiscal Impact \$ 0	
		2026 Fiscal Impact \$ 0	

Please refer to the attached memorandum from Commissioner Servadio and the detailed analysis from Fiscal Manager Wunner regarding this personnel change.

**25T002**

KEVIN BYRNE  
County Executive

SARA SERVADIO  
Commissioner

NICOLLE MCGUIRE  
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

December 3, 2024

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: Mental Health 2025 Budgetary Transfer

Your approval is requested to transfer funds within the 2025 Department of Mental Health budget for the purpose of training the newly hired **Children's SPOA Coordinator**. This position's incumbent has been employed in this role for over 25 years and her intuitional knowledge is a vital asset to the DMH. Fortunately, she agreed to come back in 2025 for a smooth transition while the new hire is acclimated with their new role and responsibilities.

**Increase Appropriations:**

10033000	MH LGU SPOA	
51094	TEMPORARY	\$8,064
58001	STATE RETIREMENT	\$710
58002	SOCIAL SECURITY	\$617
	Total Appropriations Increased	\$9,391

**Decrease Appropriations:**

10033000	MH LGU.SPOA	
51000 (101)	PERSONNEL SERVICES	\$3,046
58001	STATE RETIREMENT	\$268
58002	SOCIAL SECURITY	\$233
10431000	MH LGU	
51000 (117)	PERSONNEL SERVICES	\$5,018
58001	STATE RETIREMENT	\$442
58002	SOCIAL SECURITY	\$384
	Total Appropriations Decreased	\$9,391
	Fiscal Impact (25)	- 0 -
	Fiscal Impact (26)	- 0 -

Thank you for your time and consideration of this request.

**Attachments:**

**Children's SPOA Coordinator – 2025 Fiscal Impact**

**cc: Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau**  
**Adriene Iasoni, Deputy Personnel Officer**



**CHILDREN'S SPOA COORDINATOR - 2025 FISCAL IMPACT**

**INCREASE APPROPRIATIONS:**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>WEEKLY HOURS</b>	<b>FY25 WEEKS</b>	<b>HOURLY RATE*</b>	<b>FY25 BUDGETED EXPENSE</b>
10033000-51094	TEMPORARY	21	8	\$ 48.00	8,064.00
10033000-58001	STATE RETIREMENT			\$	710.00
10033000-58002	SOCIAL SECURITY			\$	617.00
					<u>9,391.00</u>

\* Budgeted hourly rate is approximately 90% of 2024 hourly rate

**DECREASE APPROPRIATIONS:**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>HOURLY RATE</b>	<b>SAVINGS</b>
10033000-51000 (101)	VACANT - SPOA COORDINATOR (CHILDREN'S) - 1/1-1/10**	\$ 54.40	3,046.00
10033000-58001	STATE RETIREMENT	\$	268.00
10033000-58002	SOCIAL SECURITY	\$	233.00
10431000-51000 (117)	VACANT - PRINCIPAL OFFICE ASSISTANT - 1/1-2/4	\$ 28.73	5,018.00
10431000-58001	STATE RETIREMENT	\$	442.00
10431000-58002	SOCIAL SECURITY	\$	384.00
			<u>9,391.00</u>

\*\* Tentative start date for SPOA Coordinator (Children's) is 1/13/25

#31

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL – BUDGETARY TRANSFER (25T003) – IT/GIS – RECLASSIFICATION – ACCOUNT CLERK TO IT OPERATIONS ASSISTANT**

**WHEREAS, there is currently a vacant Account Clerk, Grade 6, Step 3 position with an annual salary of \$49,046 in the IT Department; and**

**WHEREAS, the Director of IT/GIS has requested a reclassification/title change of this position to more accurately reflect the job responsibilities to attract and retain the correct candidate; and**

**WHEREAS, the Personnel Department has reviewed this request and determined that the position should be reclassified as an IT Operations Assistant, Grade 8, Step 1 position with an annual salary of \$45,517; and**

**WHEREAS, the Commissioner of Finance has requested a budgetary transfer (25T003) to account for this reclassification/title change; 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:**

**GENERAL FUND:**

**Decrease Appropriations:**

**10168000 51000 10119 IT Pers. Services – Account Clerk 49,046**

**Increase Appropriations:**

**10168000 51000 10126 IT Pers. Services – IT Operations Asst 49,046**

**2025 Fiscal Impact – 0 –**

**2026 Fiscal Impact – 0 –**

Legislator Addonizio \_\_\_\_\_  
Legislator Birmingham \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Russo \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_

MICHAEL LEWIS  
COMMISSIONER OF FINANCE



*cc: all  
Pers.  
A+A org mtg 1/7/25  
Reso*

KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

**MEMORANDUM**

To: Diane Schonfeld, Legislative Clerk  
From: Sheila M. Barrett, First Deputy Commissioner of Finance *SMB*  
Re: Budgetary Amendment - **25T003**  
Date: December 6, 2024

At the request of the Commissioner of Finance, the following budgetary transfer is required.

**General Fund:**

**Decrease Appropriations:**

10168000.51000.10119 IT Personnel Services - Account Clerk 49,046

**Increase Appropriations:**

10168000.51000.10126 IT Personnel Services - IT Operations Asst 49,046

Change title on vacant position at the request of the Director of Information Technology Department.

Fiscal Impact - 2025 - \$ 0  
Fiscal Impact - 2026 - \$ 0

2024 DEC - 6 PM 4: 00  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive



Office of  
Information Technology &  
Geographic Information Systems



cc:all  
Pers. Reso

Thomas C. Lannon, Sr.  
Director

Kevin M. Byrne  
County Executive

**MEMO**

To: Paul Jonke, Personnel Committee Chair  
From: Tom Lannon, Director, Putnam County Office of IT & GIS  
Date: 12/3/24  
Re: Letter of Necessity for Inclusion in the December 10<sup>th</sup> Personnel Committee

2024 DEC - 3  
PM 3:51  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Chairman Jonke

Please accept this memo as my Letter of Necessity for inclusion in the December 10, 2025, Personnel Committee. I apologize for the late request and if you are unable to entertain my request it is very much understood. Given that the position is currently vacant, I am eager to avoid waiting until the Personnel Committee Meeting in January and would appreciate a more immediate opportunity for consideration.

We currently have a vacant position within the department, and we are looking to reclassify the position to more accurately reflect the job responsibilities and to allow us to attract and retain the correct candidate.

The vacant position in question is currently classified as an Account Clerk. This is a Grade 6, Step 3 position with an annual budgeted salary of \$49,046 (FY 2025). While the employee does do many of the responsibilities outlined in the job classification of an account clerk, they apply many skills not defined in that classification.

We requested a review by the Personnel Department, and they agreed with our assessment and determined that the position should be reclassified as an IT Operations Assistant, Grade 8, Step 1 with an annual salary of \$45,517. I have attached the Personnel Department Classification/Reclassification Notice and the Job Responsibilities outline for your review.

**This reclassification will result in no impact to the 2025 Budget.**

Thank you for your consideration.

PAUL ELDRIDGE  
PERSONNEL OFFICER



KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

November 13, 2024

**Classification/Reclassification Notice**

Thomas Lannon  
Director of IT/GIS  
Putnam County Department of General Services

Dear Mr. Lannon,

Our office has completed a review of the below referenced form and documentation that you submitted for a job classification evaluation or re-evaluation:

- Job Classification Questionnaire (Form 220) Dated \_\_\_\_\_
- New Position Duties Statement (Form 222) Dated \_\_\_\_\_
- Request for Additional Position(s) in an Already Established Classification (Form 222A)

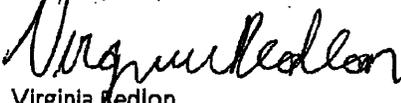
Please be advised that, pursuant to Civil Service Law, Section 22, we have classified this position as IT Operations Assistant in the Competitive Jurisdictional classification. Please see requirements below.

- 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 or agency.
- Non-Competitive Jurisdictional Classification requires: Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- Labor Jurisdictional Classification requires: Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- Exempt Jurisdictional Classification requires: Appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.

In order to best assess next steps, we will need some information from your department/agency. Please complete page two (2) and return to me as soon as possible. This will ensure that the process is handled as quickly as possible.

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

Sincerely,

  
Virginia Redlon  
Senior Personnel Specialist

BACK

## IT (INFORMATION TECHNOLOGY) OPERATIONS ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** Work involves providing assistance and support with regard to first level technical issues with computers, printers, network devices, telephone system and other peripheral equipment for county departments and employees. Responsibilities include enabling/disabling logins and user accounts, and providing first-level operations and maintenance helpdesk support for a large user community. Incumbent assists with countywide purchase requests for IT equipment and systems, and assists county departments with approval/acquisition process. This position involves considerable contact and interaction with County department officials and staff. Incumbent may also provide basic training to system users in groups or one-on-one, as needed. Work is performed under general supervision of higher-level IT/GIS Department staff. Supervision is not a responsibility of this position. Performs related duties as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Provides first level technical and helpdesk user support for routine questions and problems involving user accounts, connectivity, and/or peripheral equipment associated with computer network systems via remote administration and/or onsite appointment, as appropriate;
- Refers problems and questions beyond first level to next level of IT support and/or appropriate staff, as needed;
- Assists with providing support for countywide telephone system, including troubleshooting technical problems, programming information onto phones, installing and provisioning all new phones and/or replacement phones etc.;
- Maintains accurate records and logs of end-user problems, system errors, Helpdesk activities, etc., and prepares reports and/or relays information, as required and when appropriate;
- Assists with receiving and processing of countywide requests for IT-related supplies, equipment, software, etc.;
- Assists in communications with vendors to ensure correct and most cost-efficient delivery of IT-related purchases including but not limited to proper supplies, materials, equipment and services;
- Assists with scheduling/processing of purchase orders to assure that proper supplies, materials, equipment and services are available when needed;
- Assists with developing and modifying standard operating policies, procedures and forms to facilitate meeting any and all IT-related purchasing and/or assistance needs of county departments and agencies;
- Assists with analyzing estimates from vendors with regard to IT-related materials, equipment, service requirements, delivery schedules, etc. to insure completeness, accuracy and efficiency in meeting IT-related needs of county departments and agencies;
- Assists with set-up of new computers and peripheral equipment such as printers, copiers, scanners, and e-fax, by installing software, updates, and network connectivity.
- Assists with creating and printing County ID cards, and entering new or temporary employee identities to allow access as appropriate, as well as removing identities as needed;
- Assists in the support and maintenance of computers, servers, peripherals, network devices and other computer hardware;
- Assists in the installation, configuration, and maintenance of desktop and laptop computer operating systems, drivers and application software;
- Assist with monitoring/maintenance of various installed networks;

## IT (INFORMATION TECHNOLOGY) OPERATIONS ASSISTANT (cont'd)

Assists with the diagnosis, troubleshooting, and if possible, repair of computer problems relating to software packages, basic hardware issues, security and password problems;  
May act as liaison with County Departments relative to department IT-related needs and purchases, including but not limited to IT-related supplies, equipment, and software;  
May assist with maintaining websites and web pages using HTML, web utilities, graphics, database, word-processing, and/or web design software;  
Performs a variety of related duties 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 AND PERSONAL CHARACTERISTICS:

Working knowledge of principles and practices of computer system (software and hardware) operations, analysis and troubleshooting computers, servers, printers and network devices; good technical aptitude and ability stay current with changes in technology; ability to install, configure, maintain, repair and upgrade a variety of computer hardware and software, including operating systems, drivers and related software for peripheral components, etc.; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships.

### MINIMUM QUALIFICATIONS: Either

- a) Associate's degree or higher and six (6) months of experience working with computer software/hardware applications and/or analysis; or
- b) Graduation from high school or possession of a comparable diploma and one (1) year of experience working with computer software/hardware applications and/or analysis; or
- c) Three (3) years of experience working with computer software/hardware applications and/or analysis; or
- d) An equivalent combination of training and experience as indicated in (a), (b) and (c) 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.



MICHAEL J. LEWIS  
Commissioner of Finance



*cc: all  
A+A org mtg.  
Reso*

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

**MEMORANDUM**

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: **Budgetary Amendment – 25A001**  
DATE: December 5, 2024

2024 DEC 11 AM 10:34  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Fiscal Manager at DSS and Mental Health, the following budgetary amendment is required.

**GENERAL FUND**

**INCREASE REVENUES:**

10431000 43089P 10227	LOSS TEAMS NY	\$ 12,480.00
		<u>\$ 12,480.00</u>

**INCREASE APPROPRIATIONS:**

10431000 51094 10227	TEMPORARY	\$ 10,717.00
10431000 58001 10227	STATE RETIREMENT	943.00
10431000 58002 10227	SOCIAL SECURITY	820.00
		<u>\$ 12,480.00</u> ✓

2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

Please refer to the attached memorandum from Commissioner Servadio and the detailed analysis from Fiscal Manager Wunner regarding this change.

KEVIN BYRNE  
County Executive

SARA SERVADIO  
Commissioner

NICOLLE MCGUIRE  
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

December 2, 2024

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: Mental Health 2025 Budgetary Amendment

The Putnam County Suicide Prevention Task Force has received funding to help support and develop a countywide **LOSS Team** (Local Outreach to Suicide Survivors). As one of three coalitions selected for this initiative, funding will be utilized to connect suicide loss survivors to suicide survivor groups and other healing resources as soon after a loss by suicide occurs. Together with Personnel, a job specification for the new title of Loss Team Coordinator was developed to support this initiative.

**Increase Estimated Revenues:**

10431000	MH LG	
43089P	LOSS TEAMS NY	\$12,480
10227	LOSS TEAMS	
	Total Revenue	\$12,480

**Increase Appropriations:**

10431000	MH LGU	
51094	TEMPORARY	\$10,717
58001	STATE RETIREMENT	\$943
58002	SOCIAL SECURITY	\$820
10227	LOSS TEAMS	
	Total Appropriations	\$12,480
	Fiscal Impact (25)	- 0 -
	Fiscal Impact (26)	- 0 -

Thank you for your time and consideration of this request.

**Attachments:**

**Completed NOTICE OF FUNDING FOR APPLICATIONS FOR NYS LOSS TEAMS**

**Garra Lloyd-Lester, LOSS Team funding email message to Marla Behler, September 9, 2024**

**LOSS TEAM COORDINATOR job specification**

**Classification / Reclassification Notice - LOSS Team Coordinator**

cc: Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau   
Adriene Iasoni, Deputy Personnel Officer  
Marla Behler, Director of Child Advocacy Center

**A. Program Description:**

SPCNY has funding to help support the development of up to **three** countywide **LOSS Teams** (Local Outreach to Suicide Survivors). The purpose of this funding opportunity is to increase capacity and infrastructure on the county level to support those who identify as suicide loss survivors. The specific goal of developing a county LOSS Team is to connect suicide loss survivors to suicide loss survivor groups and other healing resources as soon after a loss by suicide occurs.

**B. Funding Information:**

SPCNY will award up to **three** applicants to support the startup, planning and coordination of a County LOSS team.

- SPCNY will provide the funds for National LOSS trainers to facilitate a series of *two* half-day trainings to qualifying coalitions and respective partners (see **Eligibility Requirements**, Letter C). The content of these trainings will discuss the basic framework necessary for developing and sustaining a local LOSS Team initiative.
- SPCNY will provide funds to support **project management** (up to **8 hours per week**/\$12,480 for one year) for funded projects.

**C. Eligibility Requirements-the following are required to proceed.**

- Entities eligible to be considered for funding are New York State Suicide Prevention Coalitions with a clearly identified fiduciary.
- Interested coalitions must attend an initial LOSS Team overview presentation provided through the Suicide Prevention Center of New York. This will be held **July 18 from 12-1:30 pm**. Every effort should be made to have representatives from the following groups present: AFSP regional staff, volunteer loss survivor(s), clinicians and/or Mobile Crisis Assessment Team representative if applicable, law enforcement, coroner, or ME.
- There **must** be an active *suicide loss survivor group* operating within and accessible to residents of the county. This group **must** be specific to suicide loss and should have trained facilitators (ideally through AFSP). *A loss survivor group must be fully established prior to applying for this funding opportunity.*

**The following conditions must also be agreed to, be present currently OR be met within 90 days of funding being awarded:**

- A. Coalitions awardees must attend the initial LOSS Team trainings. These trainings are scheduled for: **Oct 22 & 23, 2024, from 8:30-12:30** both days. **Participation must include at a minimum:** volunteer loss survivor, clinician(s) OR Mobile Crisis Assessment Team representative (if applicable), law enforcement representative, coroner or ME and a coalition point of contact.
- B. Letters of support from the following organizations must be submitted with your original application OR within 90 days of receiving notice of the provisional award:
  - AFSP Chapter
  - County and/or municipal police department
  - Coroner or Medical Examiners
  - The DCS or County Mental Hygiene Commissioner

- C. A clearly identified and accessible referral pathway for loss survivors who may require additional formal and informal resources and information beyond referral to a loss group.
- D. A commitment to annual tracking and reporting of certain metrics to SPCNY (form to be reviewed with funded coalitions).
- E. Ongoing partnership and coordination with SPCNY to support the successful implementation and sustainability of LOSS Team development.

**D. Timeline:**

- June 3<sup>rd</sup>, 2024, Notice of Funding released
- July 18, 2024, from 12-1:30 LOSS 101 webinar. **Participants must pre-register using this [link](#)**
- August 14<sup>th</sup>, 2024, Applications due to SPCNY
- September 4<sup>th</sup>, 2024, awards announced
- September 30, 2024-any outstanding Letters of Support due to SPCNY
- Project Period Year 1 October 1, 2024 – September 30, 2025
- October 22 and 23, 2024 from 8:30-12:30 LOSS trainings occur.
- Project Period Year 2 October 1, 2025 – September 30, 2026

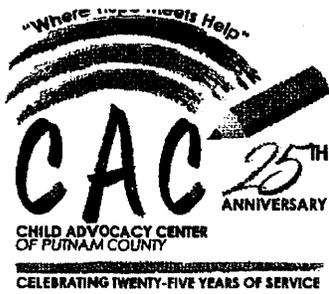
**E. Submission Process:**

Eligible applicants as noted above will be able to submit their application via SPCNY email:

**[spcny.training@omh.ny.gov](mailto:spcny.training@omh.ny.gov)**

**F. Application:**

1. **Name of coalition:** Click or tap here to enter text.
  - **County(s) served:** Click or tap here to enter text.
  - **Coalition Point of Contact (POC):** Click or tap here to enter text.
  - **Name and contact of fiduciary:** Click or tap here to enter text.
2. **Name and contact information for local Suicide Loss Survivor group:** Click or tap here to enter text.
  - **Years in existence:** Click or tap here to enter text.
  - **Format of group (choose all that apply):** peer led    peer and clinician led  
offered monthly    offered bi-weekly    offered in person    offered virtually  
both formats
  - There a clearly identified referral network to additional formal and informal community resources    YES    NO
3. **Letters of support for the following emailed to SPCNY with application process or no later than 90 days upon provisional award**
  - AFSP Chapter
  - County and/or municipal police department
  - Corner or Medical Examiners
  - The DCS or County Mental Hygiene Commissioner



**PARTNER AGENCIES**

- Putnam County Department of Social Services
- Putnam County Sheriff's Department
- Putnam County District Attorney's Office
- Putnam/Northern Westchester Women's Resource Center
- County Executive Office of Putnam County
- Putnam Family & Community Services
- Child Advocacy Center of Putnam County
- Town of Kent Police Department
- Town of Carmel Police Department
- Westchester Institute for Human Development
- Putnam County Law Department
- Putnam County Probation Department
- Brewster Village Police Department

# Memo

To: Sara Servadio, Commissioner  
From: Marla Behler, Program Director  
Date: 6/17/2024  
Re: Funding application for a countywide LOSS team

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The Putnam County Suicide Prevention Task Force is requesting approval to apply for funding to support the development of a countywide LOSS Team (Local Outreach to Suicide Survivors). The purpose of this initiative is to increase capacity and infrastructure on the county level to support those who identify as suicide loss survivors.

The specific goal of developing a county LOSS Team is to provide critical assistance to those who have experienced a loss by suicide and connect them to healing resources as soon after a loss by suicide occurs. This initiative aligns with our county's commitment to supporting mental health and wellness, and we strongly believe that it would make a significant positive impact on our community.

The Suicide Prevention Center of New York (SPCNY) will award up to three applicants with funds to support project management up to \$12,480 for one year (October 1, 2024 – September 30, 2025). If approved, we will use the funds to support consultation, training, coordination, and startup activities.

Please let me know if you have any questions or concerns about this proposal.

Thank you for considering this request.

Marla Behler, LMSW  
CAC Program Director  
Putnam County Suicide Prevention Task Force Co-Chair

**D. Application:**

1. **Name of coalition: Putnam County Suicide Prevention Task Force**
  - **County(s) served: Putnam**
  - **Coalition Point of Contact (POC): Marla Behler & Megan Casetellano**
  - **Name and contact of fiduciary: Kristen Wunner, Fiscal Manager, Putnam County Department of Mental Health: Kristen.Wunner@dfa.state.ny.us, 845-808-1500**
2. **Name and contact information for local Suicide Loss Survivor group: Judy Battista survivoroutreach@ymail.com**
  - **Years in existence: 15**
  - **Format of group (choose all that apply):**  peer led     peer and clinician led  
 offered monthly     offered bi-weekly     offered in person     offered virtually  
 both formats
  - **There a clearly identified referral network to additional formal and informal community resources**     YES     NO
3. **Letters of support for the following emailed to SPCNY with application process or no later than 90 days upon provisional award**
  - AFSP Chapter
  - County and/or municipal police department
  - Corner or Medical Examiners
  - The DCS or County Mental Hygiene Commissioner

**Wunner, Kristen (DFA)**

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**From:** Marla Behler <Marla.Behler@putnamcountyny.gov>  
**Sent:** Friday, October 18, 2024 11:30 AM  
**To:** Adriene.lasoni@putnamcountyny.gov  
**Cc:** Servadio, Sara (DFA); Kristen.Wunner@putnamcountyny.gov; Patricia Rau  
**Subject:** FW: LOSS Team funding

*ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.*

Adriene,

Here is the email we received notifying us that we were selected to receive the funding.

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**Marla Behler, LMSW**  
Program Director • Child Advocacy Center of Putnam County  
**PHONE | 845.808.1400, ext. 44120 | • WEBSITE | [PUTNAMCAC.ORG](http://PUTNAMCAC.ORG)**  
PUTNAM COUNTY GOVERNMENT NEW YORK  
"WHERE HELP MEETS HOPE!"

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**From:** Lloyd-Lester, Garra (OMH) <Garra.Lloyd-Lester@omh.ny.gov>  
**Sent:** Monday, September 9, 2024 8:14 AM  
**To:** Marla Behler <Marla.Behler@putnamcountyny.gov>; Megan Castellano <megancastellano@guardianrevival.org>  
**Cc:** Dickinson, Robin (OMH) <Robin.Dickinson@omh.ny.gov>; Eves, Gregory (OMH) <Gregory.Eves@omh.ny.gov>  
**Subject:** LOSS Team funding

**PUTNAM COUNTY NOTICE**

**THIS EMAIL IS FROM AN EXTERNAL SENDER!** DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way! REMEMBER: NEVER provide your user ID or password to anyone for any reason!

Good morning Marla and Megan,

On behalf of SPCNY I would like to thank you for your submission for the LOSS team funding opportunity. After reviewing all the applications, I am happy to announce that we will be awarding the coalition one of the LOSS team funding opportunities.

Consistent with the notice of funding, all awardees must be sure to complete all outstanding requirements outlined in the RFP. A more detailed email will be generated within the next week or so with any specific outstanding requirements based upon your original submission.

SPCNY will be developing a press release to be shared sometime within the next couple of weeks to celebrate bringing the LOSS team model to NYS. We would like to collect some quotes from the awardees to include in any press release.

Using the following question: “*what will having a LOSS team in your county mean to your suicide prevention and postvention efforts?*”, please share some responses with me by COB **Monday, September 16<sup>th</sup>** for consideration to be included in any press release. Getting quotes from survivors and professionals within the community would be ideal. We would like to have one quote from every awardee to include.

Copied on this email is Robin Dickinson who will be working with each of you on the contract elements of the funding and Greg Eves who will be working on the press release.

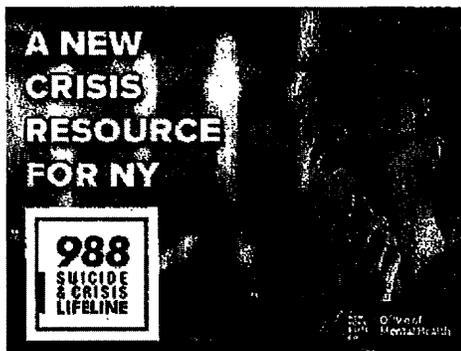
Let me know if you have any immediate questions and, in the meantime, thank you for all you do to help create suicide safer communities across NYS.

Congratulations

V/r,  
Garra

Coordinator, Community and Coalition Initiatives, Suicide Prevention Center of New York  
**Office of Mental Health**  
545 Cedar St  
Syracuse, NY 13210  
518-810-1453  
[Garra.lloyd-lester@omh.ny.gov](mailto:Garra.lloyd-lester@omh.ny.gov)  
He/him/his

Feeling stressed by the COVID-19 epidemic? You are not alone. Call the NY Project HOPE at 1-844-863-9314



Are you in crisis, experiencing emotional distress, or worried about someone you know? Call or text 988 or chat at

[988lifeline.org](http://988lifeline.org)

24 hours a day, 7 days a week.

**IMPORTANT NOTICE:**

This e-mail is meant only for the use of the intended recipient. It may contain confidential information which is legally privileged or otherwise protected by law. If you received this e-mail in error or from someone who was not authorized to send it to you, you are strictly prohibited from reviewing, using, disseminating, distributing or copying the e-mail. PLEASE NOTIFY US IMMEDIATELY OF THE ERROR BY RETURN E-MAIL AND DELETE THIS MESSAGE FROM YOUR SYSTEM. Thank you for your cooperation.

## LOSS TEAM COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important mental health position responsible for coordinating the Putnam County Suicide Prevention Task Force's LOSS (Local Outreach to Suicide Survivors) Team. Responsibilities include the planning, coordination and implementation of services provided through the initiative. Work involves responding to and/or deploying LOSS Team volunteer responders to scenes of suicides, in order to provide immediate emotional support and resources to impacted individuals. Work is performed under the Supervision of the Commissioner of Social Services and Mental Health. Performs related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

Manages the activation and deployment of team responders to scenes of suicides to provide initial on-scene support and resources to suicide loss survivors and individuals impacted by a suicide and/or incident;  
Provide information and referral services to individuals and families;  
Follows up with and provides continued outreach to suicide survivors and impacted individuals, when appropriate;  
Maintains scheduling and ensures volunteer coverage for on-scene responses;  
Participates in debriefings and provides emotional support to LOSS Team members before and after incidents of suicide;  
Recruits, trains, and supervises volunteer team members to ensure effective team operations;  
Attends scheduled meetings between the Department of Social Services and Mental Health, Putnam County's Suicide Prevention Task Force, community stakeholders and other community agencies/providers as required;  
Attends identified trainings;  
Develops policies and procedures for the program and responders in accordance with the LOSS Team model, grant requirements, applicable laws and codes;  
Provides any appropriate community outreach and attends events to promote awareness about suicide prevention;  
Compiles and submits information, reports, and statistics as needed;  
Maintain necessary documentation and records in accordance with program requirements;  
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 AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of crisis intervention methods, critical incident response, mental health crises and suicide dynamics; thorough knowledge of community service agencies and programs that offer grief counseling and support to individuals coping with loss; thorough knowledge of professional principles and code of ethics; ability to remain calm in high-stress situations; ability to maintain confidentiality; ability to work effectively with diverse populations; ability to establish and maintain effective relations with community agencies; ability to communicate effectively verbally and in writing; ability to plan, organize, coordinate, administer and

**LOSS TEAM COORDINATOR (CONT'D)**

evaluate the effectiveness of programs; ability to plan and supervise the work of others; good judgment; empathy; compassion; good judgment; tact.

**MINIMUM QUALIFICATIONS:** Either

- a) Master's Degree or higher in psychology, human development, social work, mental health, or closely related field and three (3) years of experience with a public or private agency adhering to acceptable standards in social work involving crisis intervention, crisis response, suicide prevention and/or case management; or
- b) Bachelor's Degree or higher in psychology, human development, social work, mental health, or closely related field and five (5) years of experience with a public or private agency adhering to acceptable standards in social work involving crisis intervention, crisis response, suicide prevention and/or case management.

**EDUCATION 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:**

1. Possession of a valid, unrestricted, appropriate level driver's license, and acceptable driving record are required at time of appointment and must be maintained throughout employment.
2. Ability to work flexible hours, including evenings and weekends, to respond to emergency situations.

PAUL ELDRIDGE  
PERSONNEL OFFICER



KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

December 2, 2024

Classification/Reclassification Notice

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

Via email

Dear Commissioner Servadio,

Our office has completed a review of the below referenced form and documentation that you submitted for a job classification evaluation or re-evaluation:

- Job Classification Questionnaire (Form 220) Dated \_\_\_\_\_
- New Position Duties Statement (Form 222) Dated 11/12/2024
- Request for Additional Position(s) In an Already Established Classification (Form 222A)

Please be advised that, pursuant to Civil Service Law, Section 22, we have classified this position as LOSS (Local Outreach to Suicide Survivors) Team Coordinator in the Competitive Jurisdictional classification. Please see requirements below.

Please Note:

- 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 or agency.
- Non-Competitive Jurisdictional Classification requires: Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- Labor Jurisdictional Classification requires: Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- Exempt Jurisdictional Classification requires: Appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.

In order to best assess next steps, we will need some information from your department/agency. Please have a supervisor or department head complete page two (2) and return to me as soon as possible. This will ensure that the process is handled as quickly as possible.

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

Sincerely,

  
Virginia Redon  
Senior Personnel Specialist

**Putnam County Personnel Department  
Classification/Reclassification Checklist**

Name: SARA SERVADIO Title: Commissioner MH/OSS/YB  
Municipality: Putnam County Department: Mental Health  
Preferred contact information: SARA.SERVADIO@putnamcountyny.gov

**For employee title re-classification:**

- We plan on moving forward with this classification. Please advise as to next steps.
- We have financial approval for this classification, please send the current eligible list/order exam.
- We do not plan on moving forward with this classification. Please advise as to next steps.
- We do not agree with this decision. Please advise as to next steps.

**For new titles:**

- We plan on moving forward with this classification.
- We have financial approval for this classification, please send the current eligible list/order exam.
- We have a provisional/Internal applicant we would like to place in this position.  
The name of the employee is \_\_\_\_\_
- We do not have an internal applicant and/or we would like to hold an Open Competitive Exam if there is no list.

The approved salary for this title is: \$ 25.76/hr.

**Important Notes:**

- Position(s) titles listed as PJC (pending Jurisdictional classification) will require a request by our office to the New York State Civil Service Commission for approval to add such titles to the Putnam County Civil Service Rules and Appendices. Please contact our office for further guidance.
- Before appointing a provisional- please be sure that they meet the minimum qualifications. They will not be allowed to take the test if they do not meet the minimum qualifications.
- Provisional appointments will affect your employee probationary period. As per recent NYS legislation, all time spent as a provisional must count as part of the probationary period. Therefore, if an employee is provisional longer than the probationary period, once they receive their permanent appointment, they will be permanent and no longer on probation.

Committee Mtg \_\_\_\_\_ Resolution # \_\_\_\_\_  
Introduced By \_\_\_\_\_ Regular Mtg \_\_\_\_\_  
Seconded By \_\_\_\_\_ Special Mtg \_\_\_\_\_

**APPROVAL – BUDGETARY TRANSFER (25T004) – COMMISSIONER OF FINANCE – ADJUST PERSONNEL LINES IN THE PERSONNEL DEPARTMENT AND SHERIFF’S OFFICE**

WHEREAS, the Commissioner of Finance has requested a budgetary transfer (25T004) to adjust Personnel Services budget in the Personnel Department and Sheriff’s Office to reflect proper amounts; and

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

RESOLVED, that the following budgetary transfer be made:

**GENERAL FUND:**

**Decrease Appropriations:**

10143000 51000 10105	Personnel Serv. – Personnel Dept.	3,873
10143000 58002 10105	FICA	296
10311000 51000 10102	Personnel Serv. – Sheriff’s Office	788
10311000 58002 10102	FICA	60
10311000 51000 10103	Personnel Serv. – Sheriff’s Office	749
10311000 58002 10103	FICA	57
10311000 51000 10114	Personnel Serv. – Sheriff’s Office	749
10311000 58002 10114	FICA	57
10311000 51000 10127	Personnel Serv. – Sheriff’s Office	749
10311000 58002 10127	FICA	57
10311000 51000 10128	Personnel Serv. – Sheriff’s Office	749
10311000 58002 10128	FICA	57
10315000 51000 10101	Personnel Serv. - Sheriff’s Office	749
10315000 58002 10101	FICA	57
10315000 51000 10106	Personnel Serv. - Sheriff’s Office	837
10315000 58002 10106	FICA	64
10315000 51000 10109	Personnel Serv. – Sheriff’s Office	837
10315000 58002 10109	FICA	64

**Increase Appropriations:**

17311000 51000 17149	Personnel Serv. – Sheriff’s Office	1,105
17311000 58002 17149	FICA	84
10199000 54980	Contingency	9,660

**2025 Fiscal Impact – (\$9,660)**

**2026 Fiscal Impact – 0 –**

Legislator Addonizio \_\_\_\_\_  
Legislator Birmingham \_\_\_\_\_  
Legislator Crowley \_\_\_\_\_  
Legislator Ellner \_\_\_\_\_  
Legislator Gouldman \_\_\_\_\_  
Legislator Jonke \_\_\_\_\_  
Legislator Montgomery \_\_\_\_\_  
Legislator Russo \_\_\_\_\_  
Legislator Sayegh \_\_\_\_\_



cc:all  
AVA

Reso

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk  
From: Sheila M. Barrett, First Deputy Commissioner of Finance *SM*  
Re: Budgetary Amendment - 25T004  
Date: December 12, 2024

2024 DEC 12 PM 12:00  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of Finance, the following budgetary transfer is required.

**General Fund:**

**Decrease Appropriations:**

10143000.51000.10105	Personnel Services - Personnel Department	3,873
10143000.58002.10105	FICA - Personnel Department	296
10311000.51000.10102	Personnel Services - Sheriff's Department	788
10311000.58002.10102	FICA - Sheriff's Department	60
10311000.51000.10103	Personnel Services - Sheriff's Department	749
10311000.58002.10103	FICA - Sheriff's Department	57
10311000.51000.10114	Personnel Services - Sheriff's Department	749
10311000.58002.10114	FICA - Sheriff's Department	57
10311000.51000.10127	Personnel Services - Sheriff's Department	749
10311000.58002.10127	FICA - Sheriff's Department	57
10311000.51000.10128	Personnel Services - Sheriff's Department	749
10311000.58002.10128	FICA - Sheriff's Department	57
10315000.51000.10101	Personnel Services - Sheriff's Department	749
10315000.58002.10101	FICA - Sheriff's Department	57
10315000.51000.10106	Personnel Services - Sheriff's Department	837
10315000.58002.10106	FICA - Sheriff's Department	64
10315000.51000.10109	Personnel Services - Sheriff's Department	837
10315000.58002.10109	FICA - Sheriff's Department	64

**Increase Appropriations:**

17311000.51000.17149	Personnel Services - Sheriff's Department	1,105
17311000.58002.17149	FICA - Sheriff's Department	84
10199000.54980	Contingency	9,660

Adjust Personnel Services Budget to reflect proper amounts.  
Fiscal Impact - 2025 - (\$9,660.00)  
Fiscal Impact - 2026 - \$ 0

Please forward to the appropriate committee.

Approved:  
  
Kevin M. Byrne  
County Executive

Position Number	Position Number Description	Service Date	2024 Adopted	Current Salary	2025 Requested	2025 Tentative	2025 Adopted	Should have been	Adjustment	FICA
10143000										
143010105	CONF SECRETARY	05/15/2006	71,618.00	75,387.00	75,387.00	77,460.00	77,460.00	73,587.00	(3,873.00)	(296.28)
			71,618.00	75,387.00	75,387.00	77,460.00	77,460.00	73,587.00	(3,873.00)	(296.28)
10311000										
311010102	UNDERSHERIFF	01/21/1984	149,651.00	149,651.00	149,651.00	153,766.00	162,497.00	161,709.00	(788.00)	(60.28)
311010103	ROAD PATROL CAPTAIN	01/01/2022	141,624.00	141,624.00	141,624.00	145,519.00	154,758.00	154,009.00	(749.00)	(57.30)
311010114	CRIMINAL INVESTIGATIONS CAPT	11/02/1998	141,624.00	141,624.00	141,624.00	145,519.00	154,758.00	154,009.00	(749.00)	(57.30)
311010127	OPERATIONS CAPT	01/01/2022	141,624.00	141,624.00	141,624.00	145,519.00	154,758.00	154,009.00	(749.00)	(57.30)
311010128	CIVIL BUREAU CAPT	01/01/2022	141,624.00	141,624.00	141,624.00	145,519.00	154,758.00	154,009.00	(749.00)	(57.30)
			716,147.00	716,147.00	716,147.00	735,842.00	791,529.00	777,745.00	(13,784.00)	(289.48)
17311000										
311017149	DEP SHERIFF LIEUT	06/24/2007	137,570.00	137,570.00	137,570.00	141,353.00	141,353.00	142,458.00	1,105.00	84.53
			137,570.00	137,570.00	137,570.00	141,353.00	141,353.00	142,458.00	1,105.00	84.53
10315000										
315010101	CORRECTION CAPTAIN	10/16/1989	141,624.00	141,623.00	141,623.00	145,518.00	154,758.00	154,009.00	(749.00)	(57.30)
315010106	CORRECTION LIEUT	04/21/2008	137,570.00	137,570.00	137,570.00	141,353.00	143,295.00	142,458.00	(837.00)	(64.03)
315010109	CORRECTION LIEUT	08/01/2002	137,570.00	137,570.00	137,570.00	141,353.00	143,295.00	142,458.00	(837.00)	(64.03)
			416,764.00	416,763.00	416,763.00	428,224.00	441,348.00	438,925.00	(2,423.00)	(185.36)
									(8,975.00)	(686.59)